

**PROCTOR REQUIREMENTS*
FOR CONTINUING EDUCATION (CE)**

*These state requirements are specific to The Institutes courses. For state proctor requirements for CEU courses, please visit web.theinstitutes.org/ceu/proctor.

STATE OR GOVERNING BODY	PROCTOR REQUIREMENTS
Alaska, Arizona, California, Delaware, Florida, Idaho, Illinois, Kansas, Kentucky, Louisiana, Maryland, Missouri, Nebraska, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Dakota, Tennessee, Texas, Utah, Virginia, Washington	Students are not required to have a proctor.
Colorado, Connecticut, Georgia, Hawaii, Iowa, Massachusetts, Michigan, Mississippi, Montana, Nevada, South Carolina, Vermont, Washington DC, West Virginia, Wisconsin, Wyoming	<p>Exams must be proctored by an impartial third party with no financial interest in the licensee’s success. Cannot be a minor, relative, spouse, or anyone with a direct reporting relationship. Co-workers are acceptable as long as there is no reporting relationship.</p> <p>COVID Updates: Massachusetts: Proctor requirements waived until further notice Michigan: Allowing self-attestation in lieu of proctor until further notice Vermont: Proctor requirements waived until further notice</p>
Alabama	Exams must be proctored by a disinterested third-party, with a minimum age of 18 years, who can be any person except for family members or individuals who have a financial interest in the success of the student taking the examination. Co-worker proctors must not be above or below in the student’s line of supervision.
Arkansas	Exams must be proctored by an impartial third party with no financial interest in the licensee’s success. Cannot be anyone with familial or financial relationship, including family members, relatives, dependents, employers or supervisors, subordinates, partners or joint venters or co-workers, former or current teachers or pupils, neighbors, personal friends or significant others.
Indiana	Exams must be administered by a proctor, defined as a licensed producer (preferably licensed in Indiana). A producer who takes the examination at a testing center that administers tests for professional designations may have a representative of the testing center sign the affidavit rather than a licensed producer.
Maine	For correspondence courses, the final exam must be a closed book, proctored exam.

Minnesota	For correspondence course (TI courses), self-study examinations must be either an encrypted online examination; or, a paper examination that is monitored by a proctor, defined as an impartial third party with no financial interest in the licensee's success who cannot be a minor, relative, spouse or anyone with a direct reporting relationship. Co-workers are acceptable as long as there is no reporting relationship with the examinee.
New Jersey	For correspondence courses, exams must be administered by a proctor, defined as an impartial third party with no financial interest in the licensee's success who cannot be a minor, relative, or anyone with a direct reporting relationship.
North Carolina	All correspondence courses must have a proctored, closed book final exam.
Oregon	If the self-study course is a textbook, the examination must be conducted as a closed book, proctored examination.
Virginia	Proctors are only required for pen & paper exams.