

**WVCE-4 (Rev. 2002)**  
**WEST VIRGINIA INSURANCE COMMISSIONER**  
**CONTINUING EDUCATION**  
**DISINTERESTED THIRD PARTY AFFIDAVIT**

A disinterested third party means a person not related to the examinee and not concerned, with respect to possible gain or loss, in the result of a pending course final examination. Independent study programs qualify for continuing education only when there is a proctored examination administered by a disinterested third party, such as a testing center, public library, public school, independent insurance school, college or university and graded by the course provider/vendor. No examination administered or graded by any insurance company personnel for its own employees will be considered to be administered by a disinterested third party. The test proctor must be someone other than a relative, friend or business associate.

NAME OF DISINTERESTED THIRD PARTY: \_\_\_\_\_

DAYTIME ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COURSE PUBLISHER: \_\_\_\_\_

DESCRIPTION OF LOCATION WHERE FINAL EXAMINATION IS ADMINISTERED:

\_\_\_\_\_

TIME FINAL EXAM BEGAN: \_\_\_\_\_ A.M./P.M.      TIME FINAL EXAM ENDED: \_\_\_\_\_ A.M./P.M.

As the disinterested third party, I certify that I have administered the sealed course examinations for the individual named above. The examinee completed the examination independently and without the assistance of any study material or advance review of the examination. No copy of the examination was made. I, as the disinterested third party, did this day, return the examination to the course vendor for grading.

\_\_\_\_\_  
SIGNATURE OF THE DISINTERESTED THIRD PARTY

\_\_\_\_\_  
DATE

I certify that I took the examination independently without the assistance of any study material or advance review of the examination.

I did immediately, upon completion of the examination, return the examination booklet and answer sheet to the above referenced Disinterested Third Party for mailing to the publisher's appointed grader. No copy of the examination was made.

\_\_\_\_\_  
EXAMINEE PRINT NAME

\_\_\_\_\_  
EXAMINEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EXAMINEE'S SOCIAL SECURITY NUMBER

**INSTRUCTIONS**  
**for Examinee and Disinterested Third Party Proctor**

**SEALED EXAM MAY ONLY BE OPENED BY THE DISINTERESTED THIRD PARTY PROCTOR**

1. When you have completed studying the course, take the SEALED EXAM and the DISINTERESTED THIRD PARTY AFFIDAVIT form to a selected proctor.
2. You and the test proctor must complete the DISINTERESTED THIRD PARTY AFFIDAVIT.
3. The test proctor must send the completed DISINTERESTED THIRD PARTY AFFIDAVIT and the examination booklet to the appointed grader.
4. A CERTIFICATE OF COURSE COMPLETION will be issued when the exam is successfully completed with a grade of 70% or better.
5. You may re-test any failed course immediately upon receipt of your failing score report. Please notify your course provider/grader for another SEALED final examination test booklet.
6. Failure to comply with the continuing education guidelines could result in disciplinary action against your license.