



Global ED INSURANCE INSTITUTE

GlobalEdUSA.com

NYS Insurance Department Approved Monitor

2009 CE MONITOR GUIDELINES

PRICING

INDIVIDUAL RATE: • \$50 for 1st Exam; \$25 per additional exam per session

GROUP RATES: Dollar Amounts are for 1st exam discount only

2-4: \$50: No Discount

5-9: \$45: 10% Discount

10-14: \$40: 20% Discount

15-19: \$35: 30% Discount

20-24: \$30: 40% Discount

25+ \$25: 50% Discount

TRAVEL EXPENSES: • Mileage: 55 cents per Mile (2009 IRS Mileage Rate)

PARKING & TOLLS: • Parking and Toll charges are additional

- POLICY:**
- **GROUP RATE:** To receive a group rate ONE company check or credit card must be used
 - **NO PERSONAL CHECKS:** No personal checks accepted
 - **DISHONORED CHECK FEE:** \$50
 - **CREDIT CARDS:** Only credit cards and company checks are accepted on the day of Exam; payment must be called in to GlobalED 718-447-4388



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EXAMINEE GUIDELINES

- IDENTITY:**
- Government Issued Photo ID required
 - **MUST** have Producer License Number to take exam
- UNOPENED EXAM:**
- Any broken exam seal for paper examinations prior to Monitor inspection is disqualified for CE credits
 - Monitors must refuse to observe examination and all incidence of broken seals must be reported to CE provider and NYS Insurance Department
- ADMINISTRATION:**
- Monitors shall observe entire examination
 - Open books and assistance of any kind prohibited
 - Examinees prohibited from asking Monitor for any assistance regarding examination content or answers
 - Monitors are bound to comply with ALL CE provider administration protocols and NY State Regulations
 - Monitors shall enforce examination integrity and security measures
 - Cell phones must be turned off during the exam
 - No talking can take place once the exam begins
 - No work or other business may be performed once the examination begins
 - Any Examinee not completing all examinations within the sessions allotted time must pay for a full second session
 - Paper examinations must be given to the Monitor upon completion
 - Any violations will deny the licensee issuance of CE credits and must be reported to the NYS Insurance Department
- AFFIDAVIT:**
- All Monitors shall submit an affidavit for credits to CE providers via paper or electronically for all individuals who comply with the above guidelines

EXAMINEE ATTESTATION: I have read and will abide with all the above guidelines

Signature: _____
Print Name: _____
Date: _____