

Texas Final Exam Affidavit Instructions

READ THIS ENTIRE DOCUMENT CAREFULLY BEFORE SUBMITTING A CUSTOMER SUPPORT TICKET WITH ANY QUESTIONS

STEPS TO COMPLETING YOUR TEXAS ADJUSTER COURSE AND RECEIVING YOUR TEXAS ADJUSTER LICENSE

STEP 1: After completing all course modules and quizzes in the Virtual Classroom, you must take four (4) practice exams (2-timed and 2-untimed) scoring 70% or better on all four practice exams before the course final exam will load onto your course dashboard page.

STEP 2: Find someone to serve as your “disinterested third party” exam proctor.

- **What is a disinterested third-party exam proctor and how do I find one?**

A disinterested third party (exam proctor) is a PERSON WHO IS NOT RELATED TO YOU by blood, adoption, or marriage as a spouse, parent, child, grandparent, sibling, niece, nephew, aunt, uncle or first cousin. Your proctor also CANNOT BE ANYONE YOU WORK FOR OR WITH, unless this person is not directly above or below you in job succession. Persons who CAN ACT AS YOUR EXAM PROCTOR are a neighbor, someone who works in the same building, or most frequently, a local librarian.

- **What is required of my disinterested third party (exam proctor)?**

This person will certify that they observed you, the student, taking the course final exam. They will verify your identity and certify that you completed the course final exam without assistance from books, notes, the internet, or another person. They will sign the affidavit that all of the above is true. They will also provide their contact information where they can be reached by Insurance Schools, Inc., or the Texas Department of Insurance to verify that the information provided on the affidavit is true.

STEP 3: Once you have your proctor in place and are ready to take your course final exam, have the proctor read the affidavit (on the last page of this document) so they know their responsibilities in observing you taking the exam. Then, logon to your course dashboard page and begin taking the course final exam. Remember this a TIMED final exam!

STEP 4: If you pass the course final exam with a score of 70% or higher, you and your exam proctor will complete all requested information on the affidavit form. You will need to sign the form in the presence of a notary public. Then, you will mail the completed, notarized affidavit form to the address at the bottom of the affidavit form. (This form is the last page of this document.)

IMPORTANT ++ IMPORTANT ++ IMPORTANT ++ IMPORTANT

You must return the completed, notarized, affidavit to our home office **within 30-days of the date you passed the course final exam**. If we receive it 31-days or later after the date you passed the exam, we cannot process your Texas course completion certificate.

PLEASE SEND YOUR FULLY COMPLETED, NOTARIZED AFFIDAVIT TO:

**INSURANCE SCHOOLS, INC.
9820 NORTHCROSS CENTER COURT, SUITE 170
HUNTERSVILLE, NC 28078**

To expedite receiving your Texas course completion certificate from Insurance Schools, you can email the completed, notarized affidavit form to:
support@insurance-schools.com

Do not send the affidavit to the Texas department of insurance.

STEP 5: Go to the Texas Department of Insurance website:

<https://www.tdi.texas.gov/agent/adjuster-all-lines-apply.html> and begin reading the requirements to submit your adjuster license application.

You must wait on our home office to process your Texas disinterested 3rd party form so Insurance Schools can issue your Texas adjuster course completion certificate before submitting your license application to the state of Texas. However, you can begin reviewing the licensing process while you wait on the Texas certificate to be mailed to you. (We cannot email your adjuster course completion certificate as per Texas Department regulations.)

STEP 6: Once you receive your Texas adjuster course completion certificate from our office, please submit it, along with all of the other information required on your Texas adjuster license application, to the Texas Department of Insurance, licensing division.

Please refer all licensing application questions (including fingerprinting questions) to the Texas Department of Insurance (licensing division), at this email address: license@tdi.texas.gov

**Texas Disinterested Third Party Final Exam Affidavit
Disinterested Third Party (Exam Proctor)**

PLEASE NOTE: A disinterested third party exam proctor is a person not related to the student by blood, adoption or marriage as a parent, child, grandparent, sibling, niece, nephew, aunt, uncle or first cousin; or a person that the student works for or with. **Noncompliance with this rule will result in the rejection of this affidavit.**

Address where the exam is being administered:

Street: _____
City: _____ State: _____ Zip: _____
Exam Date: _____ Start Time: _____ AM or PM End Time: _____ AM or PM
Last 4-digits Students' Social Security #: _____ Student's Date of Birth: _____
Student's Course Logon Email Address: _____
Name of Test Proctor Administering Exam: _____
Title of Test Proctor (ex: neighbor, librarian, friend, etc.) _____
Proctor's Home Address (city, state & zip code): _____

Proctor's Daytime Telephone # _____

I certify that I, a disinterested third party, verified the identification of the student as signed below and that I administered said student's final examination. I further certify that the exam was completed without external or personal assistance of any type and the student was not allowed more than 180 minutes to complete the exam.

_____ Student's Legal Name (Printed here by test proctor)	_____ Name of Course Taken
_____ Signature of Disinterested Third-Party	_____ Date Exam was Proctored

**Affidavit of Personal Responsibility
TO BE COMPLETED BY THE STUDENT**

I affirm that I personally completed the entire study course. I also affirm that I completed the course final exam without assistance from any course material, other source material, or from any other person, including my exam proctor.

Print Name of Student: _____
Student's Signature: _____ Today's Date: _____
Student's Home Address (street, city, state and zip code): _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20_____
Notary Public Name: _____ (Notary Stamp)
Notary Public Signature: _____ Here

This affidavit must be received within 30 days of the student passing the course final exam!
Mail the completed affidavit to: Insurance Schools, Inc. 9820 Northcross Center Court, Suite 170, Huntersville, NC 28078
To expedite, you can email this form to: support@insurance-schools.com (you still need to mail the original form to us)