

## **RULES FOR PROCTORING**

- 1) Examinations must be representative of the course material as Approved by the Commissioner. No changes may be made to examination content without prior approval of the Commissioner.
- 2) Proctors must be personally present, with the persons taking the examination, for the duration of the examination
- 3) Proctors must verify the identity of person taking the examination, by checking photo identification. **A copy of the photo identification must be made and submitted with proctoring affidavit to the facilitator.**
- 4) Facilitator shall not issue a certificate of completion until such time as a student has successfully passed the examination and the facilitator has received the proctoring affidavit and identification.

### **LIST OF APPROVED PROCTORS**

- ◆ NOTARIES
- ◆ JUDGES
- ◆ UNIVERSITY/COLLEGE INSTRUCTOR
- ◆ LAW OFFICER
- ◆ MILITARY OFFICER (COMMISSIONED)
- ◆ VOCATIONAL SCHOOL INSTRUCTOR
- ◆ ANY INDIVIDUAL IN A SENIOR MANAGEMENT POSITION AT
- ◆ CANDIDATES EMPLOYER PROVIDED ORGANIZATION IS LICENSED  
PURSUANT TO THE RMLA  
MINISTER
- ◆ SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL

# CONTINUING EDUCATION AFFIRMATION OF COMPLETION

**Students: This form must be completed and submitted to Bob Brooks School of Real Estate and Insurance, Inc. Once you have successfully completed the final examination in the presence of the proctor, mail or fax this completed affirmation to:**

**Bob Brooks School of Real Estate and Insurance, Inc  
6721 Pecue Lane  
Baton Rouge, LA 70817  
Phone: 225.752.2920  
Fax: 225.752.6815**

**NOTE: NO CERTIFICATE OF COMPLETION WILL BE ISSUED UNTIL SUCH TIME AS THIS FORM IS RECEIVED. KEEP THE ORIGINAL TO SUBMIT WITH YOUR LICENSE RENEWAL.**

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Participants in online Continuing Education coursework are hereby advised that those individuals who take part in online courses under an assumed identity, or who in any way complete all or part of a program while posing as another individual, or who offer any form of assistance to anyone participating in an online program, are subject to possible sanctions by the Louisiana Office of Financial Institutions, which may include suspension or revocation of the relevant license, as well as fines or other possible legal action.

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## STUDENT AFFIRMATION

By my signature below, I hereby affirm that I completed the online program specified below without assistance, and I completed the final examination for that program, also without assistance, under the supervision of below named proctor.

### COURSE(S):

RMLA Orientation (2 credit hours);  
Overview of: TILA (Regulation-Z), RESPA, ECOA, HOEPA (3 credit hours)  
Mortgage & Financing Instruments (2 credit hours)  
FHA, VA & Conventional Loans (1 credit hour)  
Appraisal & Analyzation (2 credit hours)

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## PROCTOR AFFIRMATION

By my signature below, I hereby affirm that the above referenced student completed the final examination for the above course in my presence, and did so without assistance.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please Indicate Which Of The Following Apply To You As A Proctor (Circle All That Apply):

Judge                      University/College Faculty      Law Officer                                      School Principal or Asst Principal  
Notary                      Minister                                      Vocational School Faculty                      Military Officer  
Executive Management Of Student's employer (note allowed only in instances where employer is licensed pursuant to the Louisiana Residential Mortgage Lending Act)

PROCTOR'S PLACE OF EMPLOYMENT \_\_\_\_\_