

Kansas Loan Originator Continuing Education Proctor Affidavit Form



CampusMBA Final Examination Proctor Form
Mortgage Bankers Association
1919 Pennsylvania Avenue, NW
Washington, DC 20006
(202) 557-2785 Fax: (202) 721-0166

To receive loan originator continuing education credit in Kansas, you must have an approved proctor administer the final course exam. Not only must you successfully pass the course, you must spend at least eight clock hours working on the course.

Without submission of the proctor form, CampusMBA does not know that you are taking a course for a specific requirement and your education will not be reported. Send the proctor form to CampusMBA immediately in order to receive your certificate prior to your deadline.

Upon course completion, you will receive two certificates. One certificate will be for your general course completion. The second will be a Kansas Continuing Education Completion Certificate. Submit the state specific certificate to Kansas to verify your course completion.

Final Examination Proctor

Students must schedule a date and time for their final examination and may suggest the proctor to administer the final examination. The proctor cannot be related by blood, marriage, or any other relationship to the person taking the examination that would influence them from properly administering the examination.

The proctor must be one of the following:

- Human Resources or Training Department staff
- Notary Public
- Licensed librarian from public, college, or university library
- Professor or teaching faculty at local college or university
- Clergyman
- Police Officer

Before you will receive the certificate of completion for this course, the proctor must mail the original signed copy of this proctor form in a sealed envelope with his or her signature across the seal to:

CampusMBA
RE: PROCTOR FORM
Mortgage Bankers Association of America
1919 Pennsylvania Avenue, NW
Washington, DC 20006
(202) 557-2780 Fax: (202) 721-0166

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PRINT LEGIBLY! Both the proctor and the student must complete and sign this form on the date of exam completion. If the dates do not match, the form will be returned and the exam will need to be retaken.

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Student's Full Legal Name: _____

Company Name: _____

Address: _____

City, State, and Zip: _____

Social Security Number: _____ Phone: _____

I am enrolled in _____

I affirm that the work submitted herein is my own work, that no one assisted me with the completion of this written examination, and that I spent, as specified by the state, the minimum number of hours working on the course. I understand that giving false information any time during the course or examination constitutes cause for denial of my CPE credit and may cause revocation of my broker license or other designated professional real estate finance license.

Signature of Student

Date

Proctor's Full Legal Name: _____

Address: _____

City, State, and Zip: _____

Social Security Number: _____ Phone: _____

Profession: _____ Exam Date: _____

Exam Site: _____

I have identified the student's identity by photo identification (e.g. state driver's license or passport).

I affirm that to the best of my knowledge, the work submitted herein is the work of the above student and that he/she had no reference materials or assistance as he/she completed the written examination.

Signature of Proctor

Date