

Dear Certification Candidate:

You have received a link to NAFCU's Certified Compliance Officer examination. It is important that you do not start the exam until you are in the video presence of your proctor at the time of your exam.

Your exam must be proctored by a member of the senior management staff of your credit union, organization or company or by an HR, personnel or training director. This includes, but is not limited to, CEOs, vice presidents and CFO's. Proctoring services offered by public libraries are also acceptable.

The exam link must be emailed by the proctor at the time the test is taken. The test can be taken at any time and videoed location agreed upon by you and the proctor. You should click your responses to the questions in the exam. You will have 60 minutes to complete it. You may **not** use any **study notes or materials** for the exam.

Please forward the proctor memo and affidavit to the person who will proctor your exam. Arrange a time and location with your proctor for taking the exam. **Again, it is important that the exam is not started until you are in the video presence of the proctor at the time of the exam. Doing so before that time will disqualify you from taking this exam.** When you have completed the exam, please take a screenshot of your full computer screen and send the image to the proctor who will then email it to NAFCU to be graded.

Because the exams are updated regularly to reflect regulatory changes, you must complete all exams by December 31, 2020. Failure to do so could result in the taking of an invalid examination. You may email the proctor affidavit back to:

ncco@nafcuh.org

*******DO NOT PROCEED FURTHER IN THIS EXAM PACKET.
PLEASE FORWARD THE EXAM PACKET ON TO YOUR
EXAM PROCTOR*******



**NAFCU Certified Compliance Officer
Proctor Instructions and Affidavit**



PROCTOR MEMORANDUM

To: NAFCU Compliance Exam Proctor

Re: Instructions for Administering NAFCU's Compliance Exam

Thank you for agreeing to serve as a proctor for NAFCU's Compliance Certification Exams. Please read this memo carefully and completely. Included with the memo is an affidavit that must be signed and dated immediately after the exam participant has completed the exam.

The exam participant has instructions on accessing the exam.

When the exam participant is ready to begin the exam:

1. Video call the certification candidate or proctor the exam in person.
2. Instruct them to remove all materials from their desk and close any tabs open on their computer other than the exam and the video session. The only materials necessary for this exam is a computer.
3. Ask the participant to open the exam and begin. You should record the start time from this point on the affidavit. The participant has 60 minutes to complete this exam.
4. When the time has expired or the exam participant has finished the exam, whichever comes first, record the completion time on the affidavit and email it to:
ncco@nafcu.org.
5. If you have any questions at any time, please email ncco@nafcu.org.

Affidavit of Compliance Exam Proctor

This is to certify that this portion of NAFCU's Compliance Certification Program was administered in accordance with the instructions outlined in the Memorandum to NAFCU Compliance Exam Proctors.

I, _____ declare as follows:
(Please type or print full name.)

1. I am the _____ of _____
(Title) (Credit Union/Company)
located at _____.
(Address of Credit Union/Company)
2. The Exam module of NAFCU's Compliance Certification Program was administered to and taken by _____
(Certification Candidate's Name)
hereinafter referred to as "Certification Candidate,"
on _____ and the Certification Candidate completed
(Date of Exam)
Exam # _____ within 60 minutes.
(Enter Exam #)
3. Before beginning the exam, Certification Candidate removed all study materials from their desk and computerscreen.
4. I instructed the Certification Candidate to open the exam. I started timing the Certification Candidate at this point _____ and ended at _____
(Enter Start Time)
(Enter End Time)
5. After testing was completed in 60 minutes, the affidavit will be emailed to ncco@nafcuhq.org.

I respectfully submit this to be true and accurate.

Signed: _____ Date: _____