

FALL 2023 Semester – **Student Teaching *Proof of Liability Insurance***

Liability Insurance coverage is a REQUIREMENT for student teaching.

Upload *Proof of Liability Insurance* as a PDF to the “Field Services: Student Teaching” D2L page. It will be an assignment in D2L- Field Services: Student Teaching Fall 2023.

Suggestions for obtaining Liability Insurance:

1. Join PSEA at WWW.PSEA.ORG

- Click on ‘Join PSEA’. Click on join ‘Future Educators’. Click join online under Future Educators (Student PSEA). You will need to join for the dates which include your student teaching semester, August 2023 to the end of December 2023. (PSEA gives coverage which begins September 1st – this is ok)
- **Please note:** **Early enrollment for the next academic year begins in early April.** *Pay attention to the dates of coverage when signing up and/or renewing.*
- PSEA will send you a confirmation email. Print out the confirmation email and upload as a PDF to the Field Services: Student Teaching Fall 2023 D2L page (It will be an assignment in D2L). This email will act as proof of coverage.
- If you are already a member you can attach a photocopy of your membership card. Make sure the card is valid for the time period in which you will be student teaching.

OR

2. Join Keystone Teachers Association at WWW.KEYTA.ORG

- Join Keystone Teachers Association by clicking on the blue ‘Join/Renew’ button on the upper right-hand corner of the home page. Click on Student Teacher Membership at bottom of page. You will need to join for the dates which include your student teaching semester, August 2023 to the end of December 2023. If the school year is not available yet, please check back. *Pay attention to the dates of coverage when signing up and/or renewing.*
- KEYTA will send a confirmation email within 24 hours. Print out the confirmation email and upload as a PDF to the Field Services: Student Teaching Fall 2023 D2L page (It will be an assignment in D2L). This email will act as proof of coverage.
- If you are already a member, please check to make sure that you are covered from August 2023 to the end of December and provide proof that you are covered. If you need to rejoin, please print, and submit the email which is sent within 24 hours of your renewal.

OR

3. Liability Insurance through *any provider other than PSEA or Keystone Teachers Association:*

- Your proof of coverage must state that you are covered for one million dollars of liability insurance in an educational setting, as a student teacher, during the dates of your student teaching semester, August 2023 to the end of December 2023.
- Contact the Department of Field Services to verify that you have legitimate coverage. You will be instructed as to what documentation will be required as proof of coverage.

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“Field Services: Student Teaching” D2L page.**

Questions? Contact Field.Services@millersville.edu