

# **FALL Semester –**

## **Student Teaching Liability Insurance Verification**

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.

*Suggestions for obtaining Liability Insurance:*

### **1. Join PSEA at [WWW.PSEA.ORG](http://WWW.PSEA.ORG)**

- Click on ‘Join PSEA’. Once page loads, join ‘Student PSEA’. You will need to join for the dates which include your student teaching semester, August through the end of December. (PSEA gives coverage which begins September 1st – this is ok)
- PSEA will send you a confirmation email. Print out the confirmation email thanking you for joining PSEA. 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.
- **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.* If you do not wish to sign up for 2 years coverage, please email [Field.Services@millersville.edu](mailto:Field.Services@millersville.edu) for a deadline extension.

**OR**

### **2. Join Keystone Teachers Association at [WWW.KEYTA.ORG](http://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. You will need to join for the dates which include your student teaching semester, August through the end of December.
- Complete the online Membership Application. Apply for the Student Membership.
- KEYTA will send a verification email within 24 hours. Please print this email as proof of coverage. This email will include your name and policy period.
- If you are already a member, please check to make sure that you are covered from August through 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 through the end of December.
- Contact the Field Services Office to verify that you have legitimate coverage. You will be instructed as to what documentation will be required as proof of coverage.

Upload proof of liability insurance as a PDF to the “Field Services: Student Teaching” D2L page.

Questions? Contact [Field.Services@millersville.edu](mailto:Field.Services@millersville.edu)