

SPRING 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

- Click on ‘Join PSEA’. Once page loads, join ‘Student PSEA’. You will need to join for the dates which include your student teaching semester, January through the May.
- 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.

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. You will need to join for the dates which include your student teaching semester, January through May.
- 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 January through the end of May 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.
- 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.

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

Questions? Contact Field.Services@millersville.edu