May 9, 2012

Dear MSW and BSW Students,

Here are the general guidelines about purchasing your individual liability insurance policy for field practicum for the 2012-2013 academic year. Students are required to purchase their own insurance before beginning their field internships this upcoming fall semester. Each student must purchase a policy with minimum coverage equal to $1,000,000/$3,000,000.

Please mail, fax or email a copy of your policy to the social work department by August 3, 2012 confirming that your policy coverage is in effect for the period beginning September 1, 2012 and ending no earlier than May 31, 2013. Failure to meet this deadline will either delay your start in field and/or jeopardize your field placement for the year. Copies of policies should be mailed to this address:

APU Graduate Social Work Department
ATTN: Lucinda Adam
P.O. Box 7000
Azusa, CA 91702
MSW Fax: (626) 815-3861
Email to: Lucinda Adam - ladam@apu.edu

The application process may take up to 30 days to process, so do not wait until the last minute. We advise you to begin as soon as possible.

We have provided information for two insurance providers with very reasonable rates; however, you are encouraged to complete your own research as you have the right to purchase malpractice insurance from any provider you choose.

National Association of Social Workers (NASW) [www.naswassurance.org](http://www.naswassurance.org)
If you choose this option, NASW membership (student status) is required before you are eligible to purchase student liability insurance. NASW student membership is $48 a year and annual insurance premium range is $23 through $41 per year. NASW is our professional organization and membership is highly recommended if you plan to work in the social work field.

Healthcare Providers Service Organization [www.hpso.com](http://www.hpso.com)
You may apply online, by mail or fax. The website provides the application as well as a quote for the year. Rates are reasonable, and are subject to change so please do your own research online.

As a social worker, we recommend you join a reputable professional organization as there are benefits to being a member. NASW and North American Association of Christians in Social Work (NACSW) are two you can choose to be a part of (NACSW also offers liability insurance if you are a member [www.nacsw.org](http://www.nacsw.org)).

If you are interested in looking at sample policies, we have printed sample packets in each of the social work offices for your review.

Please contact your Field Director if you have questions or require assistance.

Sincerely,

Kim Setterlund, MSW, LCSW
MSW Field Director

Christine Guzman, MSW, LCSW
BSW Field Director