

## Obtaining Professional Liability Insurance

Video Tutorial: <https://www.youtube.com/watch?v=HkmLaHhoqFw>

**Note:** This is the process for obtaining the Minnesota State University preferred student liability insurance. Other insurance policies may qualify, but that is at the discretion of the Professional Education department. It is the student's responsibility to make sure that all outside insurance policies are approved by visiting Armstrong Hall Room 117 *before* the application deadline. Any application without proper insurance verification will be denied.

1. Begin at Education Minnesota's student membership homepage: [www.educationminnesota.org/en/membership/students.aspx](http://www.educationminnesota.org/en/membership/students.aspx)
2. Once at the above website, students will look for the link in the top-middle of the web page, entitled "**join online or print the application form.**"
3. After clicking the link, students are brought to the "Student Membership" section of the webpage. From here, students will click on the "**Apply Online**" link to apply for their student membership in Education Minnesota, or by printing out the applicable forms and mailing them in.

**Note:** Student Membership in Education Minnesota automatically insures approved students after their application has been successfully completed. This insurance is good for the scholastic year, but must be renewed by every September to stay current.

4. Students will then enter in personal information and create an account, allowing them access to the many resources offered in their Education Minnesota membership. Students can also check their eligibility on this page.
5. On the following page, students will be asked to pay the fee (c. \$32) for the year's membership. Keep in mind that while this membership stays valid for the scholastic year, students will need to pay additional fees to keep it current for the next scholastic year. Students without current liability insurance will not be admitted into the Professional Education program.

**Note:** Students **DO NOT** need to provide proof of their liability insurance to the College of Education if obtaining it through Education Minnesota. Education Minnesota will send weekly reports to the Professional Education department for upload at their own discretion.

Students should keep receipts of their enrollment in the Education Minnesota program until they are admitted into Professional Education. **REMEMBER THAT YOUR INSURANCE EXPIRES AT THE END OF EVERY SCHOLASTIC YEAR (AUG 31) AND REQUIRES RENEWAL.**

**Questions?** Feel free to e-mail the College of Education Graduate Assistant at [coewritingplus@gmail.com](mailto:coewritingplus@gmail.com) or visit the COE Help Site at: <http://coewritingplus.wordpress.com/>