

American Professional Agency

WCU requires that you purchase a minimum Limit of Liability at \$1,000,000 per claim/\$3,000,000 aggregate.

1. Go to www.americanprofessional.com.
 2. Click “student,” located on the left-hand side of the page in the blue section.
 3. On the next page, click “online new application, located under the “application” section.
 4. On the next page, click “continue to application”.
 5. Fill in your personal information on the application page. **In the “limits of liability” section, you must select \$1,000,000 per claim/\$3,000,000 aggregate, at a minimum. In the “requested effective date” section, enter today’s date (the day you are completing your application).**
 6. After you have completed the application, click “pay” at the bottom of the page.
 7. After reading the notice on the next page, click “continue and pay” at the bottom of the page.
 8. On the next page, enter your credit card information and click “submit”.
 9. Upon your application and payment being accepted, your certificate of insurance (verification of coverage) will be emailed to you (usually in one business day).
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National Association of Social Workers

WCU requires that you purchase a minimum Limit of Liability at \$1,000,000 per claim/\$3,000,000 aggregate. You first must be a member of NASW before purchasing insurance.

Step 1 – To become a member:

1. Go to www.socialworkers.org.
2. Click “Join” located in the top, right-hand corner.
3. Click “JOIN” according to your status.
4. You will next be prompted to create or a username and password.
5. On the membership dues and contributions page, four monetary contributions are automatically selected. WCU does not require that you make these contributions. **Unless you personally want to make these contributions, uncheck the four boxes.** When you are finished, click “next” at the bottom of this page.
6. WCU does not require that you pay for any specialty practice sessions or journals. Unless you would personally want the specialty practice sessions or journals, simply click “next” at the bottom of these two pages.
7. You will next see the summary of the costs you selected. Click “continue to process payment.” You will next be prompted to enter your credit card information. If you would prefer to pay your member dues in three installments or if you prefer to pay over the phone, call NASW Member Services at 800-742-4089 (Monday-Friday 9 am to 9 pm).

Step 2 – Purchase Your Liability Insurance with the NASW

1. Go to www.naswinsure.com.
2. Click the button in the top right corner, “Apply Online”.
3. On the next page, under “Students” click the orange button, which says “Apply Online.”
4. At this point you may enter your policy number on the right-hand side to speed up the application process. If you do not remember your policy number, under “Apply for Coverage,” enter your personal information and click “Apply Online.”
5. Next, enter your phone number and email address and click “Apply Online”.

6. Review your personal information on the next page. If all information is correct, select "Continue as INSERT NAME HERE". If your personal information is incorrect, click "none of the above" to edit your information. (If you clicked "none of the above," click "create" at the bottom of the next page after you have edited your personal information.)
7. On the next page, select "I am applying for individual coverage for myself," then click "proceed".
8. On the next page, select "student" and enter today's date (the day you are completing your application) as your "desired effective date".
9. For the questions on the next few pages, select "yes" or "no" accordingly.
10. On the page which reads "your application is complete," review the information and check the box next to the warning at the bottom of the page. This acts as your electronic signature. Next, click "submit".
11. **On the next page, you must select the NASW's option of \$1,000,000 per claim/\$5,000,000 aggregate/\$35,000 state licensing board limits, at a minimum.**
12. If you would like to pay online, click "pay now." The next page will prompt you to enter your credit card information. If you would like to pay via check, click the "pay offline," located under the "pay now" button.
13. Print and/or save your documentation of Professional Liability Insurance to be available upon request if needed.