

Dual MLIS Degree – Library Media Certification Program

Liability Insurance and Criminal Background Check

Prior to taking the first IT-LM course, every student enrolled in the dual MLIS degree – Library Media Certification program must secure liability insurance and undergo a criminal background check. Both these processes are overseen through the Office of Field Placement and Certification in the Dewar College of Education. This office is located in the Dewar Education Building, Room 220, on the campus of the Valdosta State University. The contact person for criminal background checks and the liability insurance is Sheree Hudson at 229-259-5502.

ONE-STOP APPLICATION

Obtaining your security clearance and liability insurance can be done directly through Ms. Hudson's office in the Dewar College of Education, Room 220. Go to the office and she will give you the papers to complete for both the background check and the liability insurance. There is a charge of \$10 to process your paperwork. You give her a check for your insurance and she will process that as well. Your background check is good until you finish the program. You should get enough insurance to get you through your program of study.

ALTERNATE METHODS

The criminal background check may also be handled in these ways:

- Through your local police department. FAX the confirmation of your background check clearance to the Office of Field Placement and Certification in the Dewar College of Education. Include on the FAX: Your full name, VSU ID number, and a statement indicating that you are a graduate student in the MLIS – IT-LM program. The FAX number is 229-333-7167.
- A criminal background check is valid for 12 months. If you have had clearance within that time period, FAX the confirmation to the Office of Field Placement and Certification in the Dewar College of Education. Again, your full name, VSU ID number, and a statement indicating that you are a graduate student in the MLIS – IT-LM program must be included with the FAX.

Liability Insurance

Liability insurance is obtained through the Professional Association of Georgia Educators (PAGE). Go to the website at <http://www.pageinc.org> and click on the “Legal Services” link. You will see a secondary link to the “Legal and Liability Protection Plan.” There you will find an explanation of the coverage. For information on rates and enrollment, call one of the toll free numbers: 770-216-8555 (Metro-Atlanta residents) or 1-800-334-6861 (residents outside Atlanta).

If you are a teacher, your rates will be higher than the rates for students. If you are a substitute teacher, inquire about rates.

Reminder: You should get enough insurance to get you through your program of study.