Guidelines for Field Instruction Application Process

- Secure Application (SWK 581, SWK 680/681)
- Secure NASW membership, professional liability insurance coverage, and background check online at the following sites:

1. NASW Membership: naswsocialworker.org - $57.00
2. Professional Liability: www.naswinsure.com - $15.00
   1-888-278-0038 (1,000,000/5,000,000) coverage
3. Professional Background Check: www.castlebranch.com
   1-888-914-7279 (School Code: AL90) $ 42.00

Field Applications must also include the following documents:

1. Copy of driver’s license, or photo I.D. and auto insurance
2. Unofficial Transcript
3. Resume
4. Advisor’s signature on application

Field application must be submitted to the field placement office located in Bibb Graves Hall-Room 103 by the designated deadline. (check the deadline on the appropriate application)

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