

Alabama A&M University
Department of Social Work, Psychology, and Counseling
Department of Education

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*)

Contact:

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