



To: **Doctoral Program in Clinical Psychology Students**

From: Judith L. Johnson, Ph.D., Director of Clinical Training

Date: June 01, 2008

RE: Criminal Background Checks & Malpractice Insurance

Congratulations on acceptance to the PsyD Program here at Regent University! The faculty looks forward to working with you during your tenure.

As with any doctoral program, there are administrative requirements as part of your preparation for entering our program. The School of Psychology and Counseling (SPC) requires Nationwide Criminal Background Checks and Malpractice Insurance coverage for every student in the Doctoral Program. Please make note of the following procedures and submit information, as requested below:

Background Checks**

SPC has a criminal background check for all of its students that is implemented through each program. For the PsyD students, they are assessed a one time fee through their introductory course in Clinical Psychology that covers this comprehensive background check. The background check is standardized and mandatory for all students. Any student who has a criminal offense documented through this procedure will have to address this on a case-by-case basis with the Program Director, Dr. William Hathaway and the Dean of SPC, Dr. Rosemarie Hughes (PsyD Handbook, pg. 10).

All students will sign a release form during the SPC New Student Orientation in August. Background checks will be initiated through a company called *HireRight*. Areas of concern shall include, but are not limited to, felony convictions, especially those involving harm to others, theft or fraud convictions, and patterns of misdemeanors other than moving traffic violations. International students will be responsible for the normal fee (assessed in the Clinical Psychology course), and any amount over \$100. Students will be notified by the Field Placement Coordinator should the fee exceed \$100 and will then arrange for payment of the balance. For more information, students should speak with the Field Placement Coordinator.

All criminal background records will be retained by the PsyD Program in confidential files. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law. Only the student, the Vice-President for Academic Affairs, the Dean of the School of Psychology and Counseling, the SPC Field Placement Coordinator, PsyD Office Administrative Assistant, and the Program Chair will have the right to examine the contents of these confidential files, unless their disclosure is necessitated in the context of an appeal, their

release is ordered by a court or other legal authority, or their release is otherwise authorized by the student.

Malpractice Insurance**

Verification to be submitted to the PsyD Office by September 5th of every academic year.

It is also the policy of the Doctoral Program in Clinical Psychology to require current students to obtain malpractice insurance. For those students completing their clinical work in the Commonwealth of Virginia, a minimum amount of two million dollars incidental coverage with a four million dollar aggregate is needed for annual liability coverage (\$2,000,000/\$4,000,000). For students whose clinical work is done outside of the Commonwealth of Virginia, you must meet that state's minimum requirement for coverage, which is typically \$1,000,000/\$3,000,000, although it may be higher. During your tenure you will be required to submit proof of coverage renewal by September 5th of **every consecutive academic year**.

Students are encouraged to consider various insurance programs. Generally, premiums range from \$30-50 per year of coverage, and membership to a premier counseling/psychology organization may be required. Though membership in a professional organization is highly encouraged by the School of Psychology and Counseling, it is not required. Just for comparison, a low premium for a licensed professional with the same amount of coverage would exceed several hundred dollars.

To help students get started, here listed are some carriers that have been used by previous cohorts. If you have any questions about any of these companies, please contact the Field Placement Coordinator.

- ❑ American Psychological Association
www.apait.com
877-637-9700
Offers \$2 million/\$6 million for students in Virginia
All other students can only receive a lower rate through APA
- ❑ CPH and Associates
www.cphins.com/Applications/applications2.htm
Does not offer the \$2 million/\$4 million coverage, but does have other coverage available.
- ❑ American Professional Agency
www.americanprofessional.com
800-421-6694 or 631-691-6400

The **face sheet*** for your insurance coverage must be submitted by **September 5th of each academic year**. You may fax it to 757.352.4304, email it to psyd@regent.edu, or submit it in person to the PsyD Office (CRB 161). This is an annual requirement.

*Face Sheet includes all coverage items – your name, address, the companies name & address, the amount of coverage, the start and end date of coverage, and policy number. *Application* printouts/copies are not acceptable; it must be a copy of the face sheet of your *actual* policy.

**All guidelines are subject to changes and updates. Students will be notified in the event of any change in these guidelines.