

Steps for Professional Liability Insurance

(Professional Liability Insurance is FREE by joining **Student Missouri State Teachers Association**)

Start by going to this website, <https://msta.org/Join-MSTA> or type in Student Missouri State Teachers Association into your search bar.

Scroll down until you see the words **create an account**. Click on >Don't have an account?

Complete the required fields to create an account. Keep track of your log-in information (email and password) which you will need later to log-in and retrieve your professional liability insurance letter.

After the account is created you should receive confirmation or welcome email stating the year of membership. A membership card and balance of \$0.00 can be printed. This can be submitted for temporary documentation. Within one week of the MSTA website registration, log-in and print the Professional Liability Insurance letter to submit for the required CFD documentation.

**The Students MSTA member year runs from July 1- June 30. If you enroll in a CFD lab class during the summer semester, you will need to renew your membership after July 1. Submit new documentation to the CFD Department to remain compliant with required documentation.