PROOF OF LIABILITY INSURANCE
MT. MARY UNIVERSITY
Counseling Department
M.S. in Counseling Program

Our program recommends that you join the American Counseling Association if you have not already done so. As a student member of the American Counseling Association, in good standing, you automatically receive professional liability insurance. Therefore, we highly recommend that you join this organization. You can join ACA by going to their site www.counseling.org. You must provide documentation to the Practicum and Internship Coordinator, prior to the start of your practicum that verifies you have liability insurance. Once purchased, you will print your certificate of insurance to the Practicum & Internship Coordinator.

PROOF OF COMPLETED BACKGROUND CHECK – CERTIFIED BACKGROUND CHECKS
MT. MARY UNIVERSITY
Counseling Department
M.S. in Counseling Program

BACKGROUND CHECK POLICY
All students in the Graduate Program in Counseling are required to submit to a criminal background check that includes a search of sexual offender records prior to starting their practicum/internship experience (i.e. students in all concentrations). The check will include criminal records, including arrests and convictions for all offenses of any type. The check will also include records that have been expunged and judgments that have been deferred. All students are encouraged to complete a voluntary “Background Disclosure Form” that lists any and all known criminal convictions. All fees associated with the criminal background check are the responsibility of the student and must be paid, in full, at the time that the background check is completed. Students are required to use a private, online service (i.e. Castlebranch.com, https://www.castlebranch.com). This private service charges the student a flat rate fee (i.e. $26.00) and results are returned directly to the Practicum and Internship Coordinator within 2-3 days. Additional charges may be incurred by the student if searches other than Wisconsin counties must be completed. Castle Branch maintains all records associated with the background checks and assures students’ confidentiality except where outlined as released to Mount Mary University, MS in Counseling Program. Please see below for instructions.

The only exceptions to this policy for students enrolled in the Clinical Mental Health concentration is as follows: Any student having had a background check completed in the last six months, may provide documentation of the findings to the Program Director and/or the Practicum and Internship Coordinator and be waived from utilizing the service.

Student Instructions for Accessing the Service – Background Checks
Castlebranch.com is a service that allows students to order their own background check online. Information collected through Castlebranch.com is secure, tamper-proof, and kept confidential. The services performed by Castle Branch are based on guidelines provided by your organization,
so you know you'll get the information you need, all from one source. The results are posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

1. Go to https://www.castlebranch.com and click on "Students."
2. In the Package Code box, enter the package code: **MO99**
3. Enter your payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete your order.

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit https://www.castlebranch.com enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights under the Fair Credit Reporting Act visit www.ftc.gov.