



Allied World Insurance Company ("Insurer")

All questions must be answered and the application must be dated and signed before a quotation is given.

Return to: American Professional Agency, Inc. 95 Broadway, Amityville, NY 11701 (631) 691-6400 • (800) 421-6694

EMPLOYMENT PRACTICES LIABILITY DEFENSE ONLY SUPPLEMENTAL APPLICATION FOR SOCIAL SERVICE AGENCY PROFESSIONAL LIABILITY INSURANCE COVERAGE

Offered through the Professional Counselors Purchasing Group, Inc.

This application will only be considered valid if submitted with a completed and signed general Application.

APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

REQUESTED COVERAGE

Employment Practices Claims-Made Coverage

Effective Date: \_\_\_\_\_ Retroactive Date: \_\_\_\_\_

Limit: \$25,000

Deductible: [ ] \$0K [ ] \$5K [ ] \$10K [ ] \$25K [ ] Other \$ \_\_\_\_\_

EMPLOYMENT PRACTICES LIABILITY EXPOSURE

1. Is the Applicant requesting Employment Practices Defense Only Liability Coverage (EPLI)? [ ] Yes [ ] No

If "Yes," number of employees? FT: \_\_\_\_\_ PT: \_\_\_\_\_

2. Does the Applicant or any other entity proposed for coverage have EPLI coverage under any policy (i.e. D&O)? (If so, EPLI is not available on this policy) [ ] Yes [ ] No

If "Yes," please describe: \_\_\_\_\_

3. Does the Applicant and every other entity proposed for coverage have an employee handbook? [ ] Yes [ ] No

4. Has the Applicant or any proposed insured had any EPL claims brought against them in the past five years? (Including those closed with no payment.) If yes, please give full particulars in order for your application to be considered. [ ] Yes [ ] No

5. Has the Applicant or any proposed insured had any EEOC proceedings brought against them? [ ] Yes [ ] No

If "Yes," please describe in an attachment hereto.

HIRING, SCREENING AND TRAINING PROCEDURES FOR EMPLOYEES AND CONTRACTORS, AND PROVIDER CREDENTIALS

6. Do screening/hiring procedures include the following?

A) Educational background [ ] Yes [ ] No

- B) Previous employers/employment history  Yes  No
- C) Personal references  Yes  No
- D) Criminal background check:  Yes  No  
 County  Yes  No  
 State  Yes  No  
 Federal  Yes  No
- E) Professional liability claims history  Yes  No
- F) Drug/alcohol abuse screening  Yes  No
7. Are each of the above procedures followed and documented?  Yes  No  
 If "No," please explain: \_\_\_\_\_
8. How often does the Applicant perform recredentialing and update its list of specific privileges? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Has any facility proposed for coverage been required to notify the National Practitioner Data Bank of any license suspension, peer review action or professional liability payment involving any member of the medical staff?  Yes  No
10. Are written job descriptions established for all employees?  Yes  No
11. Is a competency-based checklist used to assess and document staff skills?  Yes  No  
 If "No," please explain: \_\_\_\_\_

**INSURANCE INFORMATION**

Please provide the following information for Employment Practices Liability Insurance for the current policy year and previous four years.

Policy Period	Carrier	Limits	Deductible or SIR	Claims Made or Occurrence	Retro Date	Premium

**APPLICANT SIGNATURE**

*I hereby acknowledge that the above information is complete and accurate to the best of my knowledge and belief.*

Print Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This Application must be completed, dated and signed by the CEO, CFO, Administrator, Executive Director or Risk Manager of the Applicant, who is authorized to sign on behalf of all proposed Insureds.*