

Expressive Arts Therapy Association of Hong Kong
Application for Professional Indemnity Insurance 2023/24 (for Special Round)

Expressive Arts Therapy Association of Hong Kong (EATA HK) and AIA International Limited have worked out the Professional Indemnity (PI) Insurance with the **Excel Insurance Brokers Limited** for local expressive/creative arts therapists. The policy would be effective from 1/11/2023 to 30/4/2024 for the special round offered to our Professional/Associate members. The half year premium is HK\$450.45 (Levy included) per person.

I. Requirement for joining the insurance:

1. The applicant should be
 - i. Registered Expressive Arts Therapist (REAT®) with the International Expressive Arts Therapy Association (IEATA®); OR
 - ii. Registered Arts Therapist (AThR) with the Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA); OR
 - iii. Registered creative arts therapist, including art therapist, music therapist, dance and movement therapist, and drama therapist accredited by a qualified professional body; OR
 - iv. Expressive/creative arts therapy intern under clinical supervision by a qualified supervisor upon completion of a recognized training program hosted by an accredited university/training institute.
2. The applicant should apply through the EATA HK with valid Professional/Associate membership.

II. Application Procedures:

1. Apply or renew your membership and settle the membership fee. Ensure that you submit the completed Application Review Form for PI Insurance, along with the necessary supporting documents (e.g., master's degree graduation certificate or professional certificate), to membership@eatahk.org by **4/10/2023 (23:59)**. Please note that incomplete or inaccurate forms and supporting documents will result in the PI Insurance purchase process not being proceeded with.
2. Your applications and documents will undergo a thorough review by a qualified reviewer(s) of IEATA® and/or ANZACATA. If your application is approved, you will receive a confirmation email with PI Insurance Proposal Form (Declaration for Individual Creative Arts Therapist) for purchasing the PI Insurance on or before 16/10/2023.
3. Please kindly submit the completed PI Insurance Proposal Form (Declaration for Individual Creative Arts Therapist) via email (benneyau28@gmail.com), and settle the payment of premium by one of the following methods **by 28/10/2023**.
 - a. Bank Transfer
 - o Hang Seng Bank
 - o Account number: 266-074-764-668
 - o Name of Recipient: Excel Insurance Brokers LimitedPlease write your full name and indicate "Members of EATA HK" on payment slip, and send the copy of payment slip with PI insurance proposal form to email (benneyau28@gmail.com).
 - b. Cheque

Prepare a cheque to "Excel Insurance Brokers Limited", write down your full name and indicate "Members of EATA HK" on the back of the cheque. Please provide the cheque by postal mail to the following address.

AIA International Limited, Room 1705, 17/F, Tower 6,
The Gateway Harbour City, Tsim Sha Tsui
(Attn: Mr YAU Wai-hung, Benne)

III. Results:

A certificate¹ will be issued by AIA International Limited to each successful applicant. Please feel free to contact us (membership@eatahk.org) for further enquiries.

¹ The actual effective date and fee of PI Insurance will be determined and finalized by AIA International Limited.

Reminder Guide for Professional Indemnity (PI) Insurance Applicants

All applicants are liable to provide accurate information and complete the application review form truthfully. They are responsible for ensuring that their EATA HK membership and professional registration are valid.

To ensure the suitability and eligibility of each applicant regarding his/her application for the PI Insurance, EATA HK will ask reviewers to read the Application Review Form and provide their recommendations for the insurance company.

To protect the reviewers and ensure objective review, our EATA HK will maintain the confidentiality of their identities. Blind review will be conducted, meaning the reviewers will not be aware of the applicant's name, and the applicant will not know the identities of the reviewers.

Each reviewer is required to sign a Non-Disclosure Agreement and keep all information related to the application confidential. They must also disclose any potential conflicts of interest that could bias their recommendation to EATA HK.

Applicants are responsible for submitting accurate information. The reviewers will provide recommendations based on the information provided. It is the applicant's responsibility to verify the accuracy of the data and information submitted on the review forms.

If a claim is made, the insurance company will consider the review form as an official document for investigation purposes. Therefore, original copies of valid application review forms need to be retained.

IEATA® suggests that expressive arts therapy students/interns maintain a certain ratio of supervision to direct client hours, while ANZACATA recommends ongoing supervision. Having a supervisor is crucial for accountable practice and professional development.

Any refusal decision should be supported by objective facts with a second level of review and countersignature by a second reviewer.

Due to the sensitive nature of the PI Insurance Proposal Form (Declaration for Individual Creative Arts Therapist), which includes information such as yearly income, applicants are required to send it directly to the insurance company along with the payment, after receiving a scanned copy of the recommended review form.

References: Professional Qualification & Recognized Bodies

- International
 - Registered Expressive Arts Therapist (REAT®) with International Expressive Arts Therapy Association (IEATA®)
<http://www.ieata.org/>
 - Registered Drama Therapist (RDT) by the National Association of Drama Therapy (NADT)
<http://www.nadta.org/>
- Australian, New Zealand and Asian
 - The Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA)
<http://www.anzacata.org/>

2023/24專業責任保險申請指引(特別輪次)

香港表達藝術治療協會(EATA HK)與「AIA International Limited」合作, 與「Excel Insurance Brokers Limited」提供專業責任保險。此次特別輪次申請僅適用於本會的專業會員或準專業會員。保單將在2023年11月1日至2024年4月30日期間生效, 半年保費為每位450.45港元(已包括徵費)。

I. 投保資格

1. 申請人需滿足以下條件:
 - i. 國際表達藝術治療協會(IEATA®)註冊表達藝術治療師(REAT®);或
 - ii. 澳洲、紐西蘭及亞洲創意藝術治療協會(ANZACATA)註冊藝術治療師(AThR);或
 - iii. 經認可的專業團體註冊的創意藝術治療師, 包括藝術治療師、音樂治療師、舞動治療師和戲劇治療師;或
 - iv. 已完成認可大學/培訓機構的培訓課程, 在合格督導員的臨床監督下擔任(見習)表達藝術/創意藝術治療師。。
2. 申請人需擁有本會之有效專業會員/準專業會員會籍, 並通過本會進行保險申請。

II. 申請程序

1. 請先申請或更新您的會籍並支付會費。請確保您填妥了專業責任保險申請檢閱表格, 並附上必要的支持文件(例如碩士學位畢業證書或專業證書), 於**2023年10月4日(23:59)**或之前發送至membership@eatahk.org。請注意, 表格填寫失誤或欠交證明文件以致未能如期進行有關審批, 則無法購買專業責任保險。
2. 您的申請和文件將由IEATA®或ANZACATA的合格審查人員進行詳細審核。如果您的申請獲得批准, 您將在2023年10月16日或之前收到確認電子郵件, 其中包含已批核的申請檢閱表和投保書(Declaration for Individual Creative Arts Therapist)。
3. 請於**2023年10月28日**或之前將填妥的投保書(Declaration for Individual Creative Arts Therapist)電郵到benneyau28@gmail.com, 並用以下其中一種付款方式支付半年保費港幣\$450.45元。付款方式如下:
 1. 銀行轉帳
 - 恆生銀行
 - 戶口號碼: 266-074-764-668
 - 收款者名稱: Excel Insurance Brokers Limited

請於收條存票寫上您的英文全名及註明「Members of EATA HK」, 並連同投保書一併電郵到benneyau28@gmail.com。

2. 支票

支票抬頭為「Excel Insurance Brokers Limited」, 並於支票背後填上您的英文全名及註明「Members of EATA HK」, 郵寄至以下地址:

AIA International Limited, Room 1705, 17/F, Tower 6
The Gateway Harbour City, Tsim Sha Tsui
(Attn: Mr YAU Wai-hung, Benne)

III. 申請結果

成功投保者將獲AIA International Limited發放個別投保證書²。如有查詢, 請透過電子郵件membership@eatahk.org與我們取得聯絡。

²實際生效日期和責任險費用將由AIA International Limited批核和作最終決定。

專業責任保險申請人須知

所有申請人有責任提供準確信息並如實填寫申請檢閱表，並有責任確保其本會會員資格和專業註冊有效。

為確保每位申請人申請專業責任保險的適當性和資格，本會將要求審核員閱讀申請檢閱表並向保險公司提出建議。

為了保護審核員並確保審核客觀，本會將對審核員的身份保密。本會採用匿名審核，因此申請人的姓名不會被透露給審核員，審核員不會知悉申請人身份。

每個審核員都應簽署一份保密協議，並對所有申請相關資料保密。他們必須向本會披露是否存在任何可能導致建議偏頗的利益衝突。

申請人有責任提交準確資料。本會審核員只會提供建議。申請人應當自行核對申請檢閱表內的資料。

如日後申請人提出索賠要求，保險公司會將申請檢閱表視為正式調查文件，而本會需要保留有效申請檢閱表的正本。

IEATA®建議表達藝術治療的學生/見習生直接服務和督導需達到一定比例；而ANZACATA亦建議有持續的督導。擁有督導對於負責任的實踐和專業發展非常重要。

任何否絕決定都應得到客觀事實的支持，並經過第二位審查人員進行二次審查和簽署。

由於投保書 (Declaration for Individual Creative Arts Therapist) 涉及年收入等敏感數據，申請人在收到已批核的申請檢閱表的掃描文件後，需要直接將其與支票一起寄給保險公司。

參考資料：專業資格和認可機構

➤ 國際

- 國際表達藝術治療協會 (IEATA) 註冊表達藝術治療師 (REAT) <http://www.ieata.org/>
- 美國戲劇治療協會 (NADT) 註冊戲劇治療師 (RDT) <http://www.nadta.org/>

➤ 澳州、紐西蘭和亞洲

- 澳州、紐西蘭和亞洲創意藝術治療協會 (ANZACATA) <http://www.anzacata.org/>