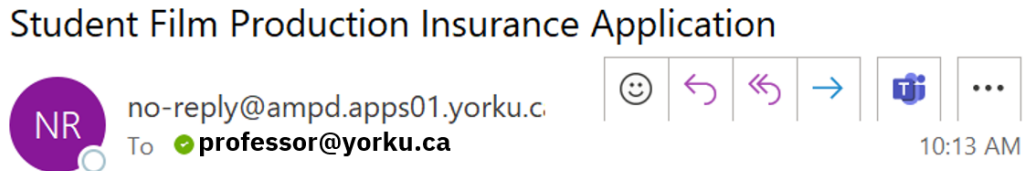


# Submitting the Student Film Production Insurance Application GUIDE FOR COURSE DIRECTORS

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## Reviewing the application

Once the student has completed the application and clicked the “Send Form to Course Director” button, you will receive an email with a link to review and approve the application.



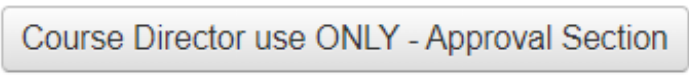
Dear **Professor Name**,

**Student Name** has completed a CMA Insurance Application for **4000 Example Class**

Please review and approve the online form at the website below:

[https://ampd.apps01.yorku.ca/cmamachform/view.php?id=12443&mf\\_resume=123456abcd](https://ampd.apps01.yorku.ca/cmamachform/view.php?id=12443&mf_resume=123456abcd)

Clicking on the link in the email will take you to the application. As you scroll down to the bottom of the page, review the contents of the application. At the bottom of the page, click the “Course Director use ONLY – Approval Section” button.



This will take you to the second page of the form only intended for Course Director approval.

This section is for Course Director's only.

Please note that if you are not redirected to a confirmation page after you submit the form, reach out to Risk Management directly.

**Additional comments before approval:**

**Supervisor Signature:**

[Clear](#)

**Date:**

 /  /  

MM DD YYYY

Send completed form to your course director

On this this page you can include any additional comments before signing off on the application. Both the student and Risk Management will see your additional comments.

Scroll to the bottom of the webpage to submit the form by clicking the “Submit Form to Risk Management” button.

[Submit Form to Risk Management](#)

The page will refresh with a confirmation that the form has been sent to Risk Management.

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performance & design** | **YORK**  
UNIVERSITY UNIVERSITY 

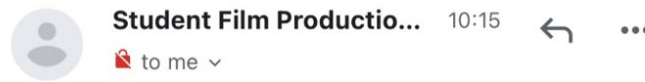
Thank you for reviewing and approving **Student Name** CMA Insurance Application. Risk Management will conduct a final review and communicate and concerns with the student within two business days.

Powered by [MachForm](#)

## After Course Director approval

After approving the application, a copy is sent to the student and to Risk Management.

Course Directors cannot automatically receive a copy of the signed off application. If you would like a copy, please instruct your students to forward you a copy of the completed and signed application.



Dear **Student**,

Your CMA Insurance Application has been forwarded to Risk Management for final review and approval. You will receive a message from their office within two business days. If you do not receive a message from Risk Management, please follow up by emailing [riskmgmt@yorku.ca](mailto:riskmgmt@yorku.ca).

**Note to Students**

Please note that applications should be submitted at least a week in advance of filming. Complete this application as completely as possible as missing information can delay in the approval process.  
Insurance documentation can take up to 24-hours to produce, and can only be issued on weekdays.

**Student & Course Information**

Name of Applicant:	<b>Student Name</b>
Student Number:	<b>123456789</b>
Your Email:	<b>student@my.yorku.ca</b>
Course Number and Title:	<b>4000 Example Class</b>
Professor(s)/Supervisor(s):	<b>Professor Name</b>
Professor(s)/Supervisor(s) email:	<b>professor@yorku.ca</b>

## Risk Management Review

Risk Management receives a copy of the signed off application for review.

Risk will respond to the email address the student has listed on the application with any follow-up questions as part of the review process.

If there is anything particularly “risky” or concerning about the application, you may be cc’d on follow-up emails.