

Northern Virginia Community College Assumption of Risk Certificate

Instructions for Completing the Assumption of Risk Certificate Form (NVCC 125-152, Rev. 4/08)

- The Assumption of Risk Certificate (NVCC 125-152) shall be completed by the instructor and signed by the students who are participating in the field trip/activity once the activity is approved.
- The completed and signed Assumption of Risk Certificate (NVCC 125-152) form must be filed before the activity takes place. The Assumption of Risk Certificate must be kept on file in the office of the division dean, director of continuing education or dean of student development, as appropriate, and retained according to the Commonwealth's records retention policies.
- The Assumption of Risk Certificate form must indicate whether or not the activity is voluntary.
- All significant risk factors must be identified on the form. The Assumption of the Risk Certificate must be presented to enrolled students at the beginning of any course in which the activity is required so that students have an option to drop the class with a refund should any of them not want to assume the risks of the activity.
- The Assumption of Risk Certificate should clarify the hazards of a specific trip or activity. It may not be completed for an entire semester in which different kinds of activity may take place.

Reference: **Field Trip and Courses Handbook, May-1995**