

## Certificates of Insurance

A Certificate of Insurance (COI) is a document issued by an insurance broker or insurance company that is used to verify that a named entity or individual has insurance coverage in effect on the date of issuance. A COI will typically list the named insured, certificate holder (the party the COI is issued to), the insurance companies providing insurance, the types of coverage, the limits of insurance, the effective dates of the policies, and policy numbers. There could also be additional wording listed on the COI based on the contractual language agreed to by NJIT and the other party. Exchanging proof of insurance is a common step in the contracting process.

There are two types of Certificates of Insurance; Incoming and Outgoing.

### Incoming Certificates of insurance

When NJIT conducts business with vendors, suppliers, contractors, consultants, transportation services, student activity related firms, or other third parties; we will always require proof that they are adequately insured by requesting a COI. The following minimum requirements will always be in effect unless there are other contractual agreements or different types of risk that need to be addressed:

Commercial General Liability-\$1,000,000 Each Occurrence/\$2,000,000 General Aggregate  
Automobile Liability-\$1,000,000 Combined Single Limit  
Statutory Workers' Compensation  
Employers' Liability-\$1,000,000 Each Accident, \$1,000,000 Disease Each Employee, \$1,000,000 Disease Policy Limit

In addition, specific wording requiring NJIT to be "Named as an Additional Insured on a Primary and Non-Contributory Basis" will also be required.

Also keep in mind that higher limits may be needed for higher exposure operations or additional coverages may need to be listed based on the type of contract or exposure. For example, construction contracts would require higher limits through an Umbrella policy, excavation, underground, and collapse coverage would also be warranted, mobile equipment operations should be considered, as well as pollution and Owner's and Contractor's Protective Liability Insurance.

Computer and software related contracts require review for Cyber Liability and Errors and Omissions (Professional Liability) Insurance while medical related services would warrant Medical Malpractice Insurance. There is never a "one size fits all" in relation to contracts and Certificates of Insurance.

Always call Verne Hahn, Director of Risk Management, at 973-596-3129 or [vhahn@njit.edu](mailto:vhahn@njit.edu) to discuss any issues you may have. Do not commit to any coverage beforehand. Legal should always review your contracts and Purchasing is well aware of these requirements in relation to Purchase Orders, Request for Proposals, Requests for Bids, and Requests for Qualifications.

### Outgoing Certificates of Insurance

In those cases when NJIT is required to provide a Certificate of Insurance to a third party, Risk Management will contact our broker to have the proper COI issued. A copy will be mailed to the third party as well as the individual from NJIT who requested it. Once again, do not commit to any coverage types or limits without consulting with Risk Management. A copy of the contract will be required by Risk Management in order to review the specific requirements in relation to the coverage currently in place for NJIT.