

Construction Trades License Training Corp.
Disclosure of Proprietary Interests Policy
Updated March 2025

Purpose:

This policy aims to ensure transparency and maintain the integrity of educational content by requiring instructors to disclose any potential conflicts of interest arising from their proprietary interests in products, instruments, devices, or materials discussed or used in their courses, workshops, presentations, or other educational activities.

Scope:

This policy applies to all instructors, including faculty members, guest lecturers, adjunct professors, teaching assistants, and any other individuals delivering educational content on behalf of Construction Trades License Training Corp.

Disclosure Requirement:

Instructors are required to disclose any proprietary interest they hold in any product, instrument, device, or material that is:

- Directly discussed in the course or educational activity.
- Used as a demonstration or example during the course or educational activity.
- Required or recommended as a resource for the course or educational activity.
- Related to the subject matter of the course or educational activity in a manner that could reasonably be perceived as a conflict of interest.

Definition of Proprietary Interest:

For the purposes of this policy, a proprietary interest includes, but is not limited to:

- Ownership of patents, copyrights, or trademarks.
- Financial interests, such as stock ownership, royalties, or consulting fees.
- Employment or contractual relationships with companies that manufacture or distribute the products, instruments, devices, or materials.
- Any other relationship that could create a perception of bias or influence the instructor's presentation of information.

Disclosure Procedure:

- Instructors must provide a written disclosure to students or participants at the beginning of the relevant course or educational activity.
- The disclosure must clearly identify the instructor's proprietary interest and the related product, instrument, device, or material.
- The disclosure should be included in course syllabi, presentation slides, handouts, or other relevant materials.

- Instructors must also make verbal disclosures at appropriate times during lectures or demonstrations.
- If the instructor's interests change during the course, they must disclose the changes immediately.
- Disclosures will be kept on file with Construction Trades License Training Corp.

Examples of Disclosure:

- "I am a co-founder of [Company Name], which manufactures [Product Name], a device we will be using in today's demonstration."
- "I receive royalties from the publisher of [Textbook Name], which is required reading for this course."
- "I am a paid consultant for [Company Name], who produces the [Instrument Name] that I will be referring to frequently in this lecture."

Consequences of Non-Compliance:

Failure to disclose a proprietary interest may result in disciplinary action, including but not limited to, reprimand, suspension, or termination of employment or teaching privileges.

Review and Updates:

This policy will be reviewed and updated periodically to ensure its effectiveness and compliance with applicable laws and regulations.