



## **Proprietary Interests Policy:**

It is the policy of CCTC that the Proprietary Interest of Trainers/Instructors be disclosed.

The Provider has a policy that discloses to learners, prior to the start of the learning event, any instructor's proprietary interest in products, instruments, devices, services or materials discussed, as well as the source of any compensation related to the presentation.

## **Purpose:**

This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

## **Process/Procedures:**

The Proprietary Interests Policy is located on our website, on all training content and Self-study Guides and is disclosed to learners visually and verbally to all learners. The facilitator has the responsibility to disclose this policy to learners prior to the learning event.

Examples of appropriate disclosures are the following:

- 1) Child Care Training Consultants, LLC requires all facilitators to disclose proprietary interest in a product, instrument, device, service or materials discussed during a Child Care Training learning event, and to disclose the source of any third-party compensation related to the presentation.
- 2) Facilitators certify that the material contained in their materials, presentations and instructional sessions are original and created by the instructor, and in cases where materials have been used from other sources, proper documentation is provided and proper credit is given to the original sources.
- 3) Child Care Training Consultants, LLC will not tolerate any violation of copyright or intellectual property rules and will take steps to sanction any Child Care Training Consultants, LLC facilitator who does not follow established protocols for obtaining permission to use and/or reference work created by others.
- 4) Facilitators agree to disclose to participants any proprietary interest in any product, instrument, device, service or materials discussed in the learning event. Violators of this policy may be excluded from future Child Care Training Consultants, LLC learning events.

## **References:**

ANSI/IACET 1-2013 Standard CE/T 6.4.1

Adapted from H&H Child Care Training (2017) <https://www.childcareed.com/a/h-h-proprietary-interest-policy.html>



### Proprietary Interest Disclosure Policy

#### 1. Policy

Child Care Training Consultants, LLC has no financial obligations, partnerships or debts to any third-party organizations used in research and development of coursework.

1.1 Child Care Training Consultants, LLC writers and course design experts have no financial obligations, partnerships or debts to any third-party organizations used in research and development of coursework.

1.2 All third party resources are for the sole use of developing materials and are adequately cited throughout the course curriculum as necessary.

1.3 No Child Care Training Consultants, LLC representative shall endorse third party organizations while writing or conducting a learning event for the purpose of personal profit or other benefit.

1.4 All Child Care Training Consultants, LLC employees or contractors involved with the development, delivery or evaluation of courses (writers/developers/SMEs/Review team) must disclose any prior or current organizations with which they have had personal investment. All Child Care Training Consultants, LLC employees or contractors involved in course development must adhere to the Child Care Training Consultants, LLC Proprietary Interests Disclosure Policy.

1.5 In the event that a partnership is created with a third-party organization, the relationship must be made clear in the course summary page within the course and online.

1.6 The relationship between Child Care Training Consultants, LLC and any third-party must be disclosed prior to course purchase.

1.7 Third-party partnerships are intended to enhance the learning experience.

1.8 The success of a learning event cannot depend on the partnership of a third-party partnership

#### 2. Violation

If the Propriety Interest Disclosure Policy is violated by any Child Care Training Consultants, LLC employee or contractor involved with course development, delivery and evaluation, a warning will be issued and possible termination.