**Policy Manual for Approved Providers**

**Providing Continuing Education to Athletic Trainers**

**Required Policies:**

**Non-Discriminatory Practices**

No individual should be denied participation in CE programs offered by BOC Approved Providers on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age.

The statement below is provided for inclusion in education program materials including, but not limited to mailings, brochures and websites:

***(Company Name)*** *does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age.* ***(Company Name****) is committed to accessibility and non-discrimination in all aspects of its continuing education activities. Participants who have special needs are encouraged to contact program organizers so that all reasonable efforts to accommodate these needs can be made.*

**Copyright**

The United States federal law takes violations of copyright infringement seriously. To avoid copyright infringement violations:

* Ensure copyright permission of materials used by program faculty are identified on all program materials. Audio-visual and program related materials should not be excluded.
* Obtain information to identify the permission of use for protected program materials (e.g., program faculty release form, leasing agreement or other documentation). A sample program faculty release form is available on the BOC website.
* Genericize programs during program development by using Instrument Assisted Soft Tissue Mobilization, kinesiology taping and other generic information that is not a protected technique, product name or intellectual property.

**Conflict of Interest**

Conflict of interest is a situation in which social, professional or financial considerations have the potential to compromise or bias objectivity. An apparent conflict of interest is one in which a reasonable person would think the provider’s objectivity is likely to be compromised.

Conflicts of interest include, but are not limited to, financial interests and nonofficial relationships that may impact personal benefit. It is important for participants at educational activities to be aware of any, and all conflicts.

BOC Approved Providers shall make public potential and actual conflicts of interest and financial gain associated with any programs, providers, program faculty or sponsors. In addition, BOC Approved Providers shall follow an effective and responsible conflict of interest policy that clearly specifies:

* Acceptable relationships and activities.
* Prohibited relationships and activities.
* Clear guidelines on how to make certain all such

arrangements are transparent.

* A transparent system where potential and actual

conflicts of interest for providers, program faculty

or sponsors are declared.

Examples of conflict of interest include:

* Health care providers and medical organizations pursuing private financial gain which may compromise their professional responsibilities.
* A person is paid to promote uses of products.
* A researcher or family member participating in research owned by a business in which the faculty member holds a financial interest.
* A researcher participating in research developed by that researcher.
* A researcher who wishes to recruit a subject who is also a student, an employee, a colleague or a subordinate of the researcher.
* A sponsor who pays program faculty to promote their products.

**Cancellation/Refund Policy**

Programs that require a registration fee must also include a cancellation/refund policy. The BOC does not regulate the content of the cancellation policy; however, the policy shall be clearly indicated to potential participants on promotional and registration materials. Programs that are free of charge should be identified as such. Free programs are not required to supply a cancellation/refund policy.

**Joint Providership**

Joint sponsorship occurs when at least one approved and one non-approved entity collaborate to offer a CE program. BOC Approved Providers planning and presenting activities with another party are engaging in “joint sponsorship.” A documented agreement that clearly outlines which party is responsible for various tasks to offer a compliant program is needed.

The BOC Approved Provider must take responsibility for a CE activity when it is presented in cooperation with another organization.

Use the following statement to identify your program as a BOC Approved Provider Program:

*This program has been planned and implemented in accordance with the requirements and policies of the Board of Certification for the Athletic Trainer (BOC) through the joint sponsorship of* ***(name of BOC Approved Provider)*** *and* ***(name of non-BOC approved provider).*** *The* ***(name of BOC Approved Provider****) is approved by the BOC to provide continuing education for Athletic Trainers.*