

Sample Course Planner/Instructor Relationship Disclosure Form

In compliance with the [Standards for ASHA Continuing Education Providers](#), the _____ requires course planners and instructors to disclose information regarding any relevant relationships related to course content or design.

Based on the information provided, _____ will engage with the course planners/instructors to understand how relevant relationships may influence course content or design.

Course planners and instructors will be finalized only after this form has been received and reviewed by _____.

Instructions: Provide the information requested and ensure that all relevant relationships are disclosed on this form.

Name: _____

I am serving as (check all that apply):

Course Planner Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: _____

Learning Outcomes

Instructional personnel: Insert proposed learner outcomes for course (if available)

Biography

Instructional personnel: Insert your biography or resume

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Disclosures

All planners and presenters must disclose relevant relationships, or lack thereof, to the Provider during course planning and to learners at the start of the course.

Presenters need only disclose those relationships that are relevant to and may influence course content and design.

Relevant Relationships

These may include:

- receiving a salary, royalty, intellectual property rights, gifts, speaking fee, consulting fee, honorarium, ownership interest, or other financial benefit
- “contracted research” in which the institution receives the grant, manages the funds, and the individual is the principal or named investigator on the grant
- Personal and professional roles, experiences, and background

Do you have any relationships that are relevant to the proposed course’s content or design to disclose?

No Yes

If yes, please describe financial relationships that are relevant to the proposed course’s content.

Name of Company, Organization, Individual, or Other	Description of Relationship (e.g., salary, royalty, intellectual property rights, personal or professional roles, etc.)

Attestation

I attest that the information in this disclosure is accurate at the time of completion, and I agree to notify _____ of any changes to this information between now and the presentation.

Signature:

Date: