

Disclosure Policy Current as of May 13, 2026

T.A.G. The Academic Gym LLC maintains a formal **Disclosure of Financial and Non-Financial Interests Policy** that applies to all instructional personnel, planners, and contributors involved in the development or delivery of any professional development activity.

Policy Requirements

All instructors, planners, and contributors must complete a **Disclosure Form** prior to course approval. Individuals must disclose:

- **Financial relationships**
(employment, consulting fees, honoraria, royalties, ownership, paid speaking, product development)
- **Non-financial relationships**
(volunteer roles, advisory positions, board membership, intellectual bias, professional affiliations)

Disclosures are reviewed by the Program Administrator to determine whether:

- A conflict exists
- A mitigation strategy is required
- The individual may participate without restriction

If a conflict is identified, T.A.G. implements mitigation strategies such as:

- Independent content review
- Removal of promotional material
- Reassignment of instructional segments
- Ensuring balanced presentation of alternatives

No instructor may deliver content until their disclosure has been reviewed and approved.

5.2 — How Disclosure Information Is Provided to Learners

T.A.G. ensures that all disclosure information is made available to learners **before the PD activity begins**, in multiple locations:

Learners receive disclosure information through:

- Course brochure or marketing materials
- Registration confirmation email
- LMS Orientation Module (first required module)
- Opening slide of each live session

- Course syllabus
- Downloadable PDF of instructor disclosures inside the LMS

What is disclosed to learners

For each instructor and planner, learners are provided:

- Name and credentials
- Role in the activity
- **Financial relationships** (if any)
- **Non-financial relationships** (if any)
- A statement if **no relevant relationships exist**

This ensures learners can evaluate potential bias **before** engaging in the course.

5.3 — Ensuring CEUs Are Not Awarded for Promotional Activities

T.A.G. maintains strict safeguards to ensure that **AOTA CEUs are never awarded for promotional content**.

Safeguards include:

- Independent review of all course content to ensure it is:
 - Evidence-informed
 - Occupation-centered
 - Free of commercial bias
- Instructors are prohibited from:
 - Promoting products, services, or proprietary tools
 - Selling materials during instructional time
 - Recommending specific commercial products unless supported by evidence and presented neutrally
- Any mention of tools or materials must be:
 - Generic when possible
 - Evidence-based
 - Presented without commercial preference

If an instructor has a financial interest in a product discussed, the following must occur:

- Full disclosure to learners
- Independent review of content
- Removal of promotional language
- Presentation of alternatives when appropriate

CEUs are only awarded for:

- Evidence-informed instruction
- Skill development
- Application of OT-relevant frameworks
- Demonstration of learning outcomes

CEUs are NOT awarded for:

- Product demonstrations
- Sales pitches
- Marketing segments
- Proprietary tool promotion
- Any content that does not meet AOTA's definition of professional development