

# CE Agreement Form

The Defense Health Agency, J-7, Continuing Education Program Office ensures balance, independence, objectivity, and scientific rigor in continuing education for healthcare professionals by requiring persons who may influence educational content to complete the following form.

First and Last Name:

Activity Title:

Activity Date(s):

Please indicate your role(s) in relation to the activity:

☐ CE Planner or coordinator

☐ Speaker or presenting faculty

☐ Author, writer, or content developer

☐ Other:

**Disclosure of Financial and Non-Financial Relationship(s):** All persons who may influence educational content shall disclose all financial and non-financial relationships with ineligible companies within the past 24 months in the CE Disclosure Form. The absence or presence of relevant financial and non-financial relationships with ineligible companies shall be disclosed to learners prior to all educational activities.

**Content Validation:** Recommendations regarding clinical practice shall be based on evidence accepted within the healthcare professions as adequate justification for their indications and contraindications in patient care. All scientific research referred to, reported, or used in support or justification of a recommendation shall conform to the generally accepted standards of experimental design, data collection, and analysis. Varying or conflicting viewpoints shall be explored. Whenever possible, classes or groups of similar products or treatment approaches shall be discussed using generic rather than trade names. Faculty shall disclose any limitations on the information presented, such as preliminary data or concepts that represent emerging research or interim analyses. Activity content and resources shall be provided to CEPO in advance (as requested), reviewed, and edited accordingly, prior to the educational activity to ensure compliance with all accreditation standards.

**Copyright Permissions:** Faculty and/or content developers shall obtain the necessary copyright permission(s) for any portion of educational content that is not inclusive of their original work or for which they do not hold the copyright.

**Standards of Professional Conduct:** All persons who may influence educational content shall refrain from any manner of discrimination with respect to the material developed, released, or presented under this Agreement, including but not limited to, on the basis of race, color, ethnicity, national origin, age, sex, sexual orientation, religion, socioeconomic background, political affiliation, genetic information, veteran status, or disability consistent with all applicable laws, rules, and regulations.

**Commercial Support and Commercial Bias:** All persons who may influence educational content shall not receive any direct remuneration or gifts in support of accredited education from any non-government organization. Educational content shall not be subject to influence or direct input from any owner or employee of an ineligible company. Educational materials shall not include marketing. Promotion shall not occur during any educational activity.

**Permission Acknowledgment:** Materials developed for an educational activity may be duplicated and distributed to enhance participants’ learning experience. Recordings and materials from live activities may be distributed as enduring material to expand access to individuals who may not have attended live.

**Disclosure of Off-Label/Unapproved Uses:** Faculty shall make meaningful disclosure to participants when educational materials provide information, in whole or in part, related to the off-label, unapproved, experimental, and/or investigational (not FDA approved) use of products or procedures. Please describe any content on off-label or unapproved uses of products or procedures below.

Off-Label/Unapproved Uses of Products or Procedures:

I have read, understood, and agree to comply with the standards and requirements outlined in this Agreement.

Signature:

Date:

