

## **PAR, Inc. - Policy and Procedure Concerning Potential Conflicts of Interest**

As a sponsor of continuing education, PAR, Inc. (PAR) is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the *APA Ethical Principles of Psychologists and Code of Conduct*, as well as *NASP's Principles for Professional Ethics*, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness.

### **Potential Conflicts of Interest in the Planning of Continuing Education**

PAR's CE Program Administrator is responsible to identify, declare, and resolve any potential conflict of interest PAR may have in offering any specific program of continuing education. In the event of a potential conflict of interest, the CE Program Administrator will assume responsibility to resolve the potential conflict by clearly documenting those relationships on any marketing materials for the event, including but not limited to registration information, confirmation emails, and announcements that are distributed to all potential attendees.

PAR requires that professionals participating in the planning of continuing education identify any potential conflict of interest they may have in the review, selection, development, delivery, or evaluation of that program and disclose the conflict or recuse themselves from any decision-making concerning that program. In the event of a potential conflict of interest, the CE Program Administrator will ensure that the individual recuses him or herself from the planning process.

### **Potential Conflict of Interest in the Promotion of Continuing Education**

When preparing promotional material for continuing education, PAR includes information concerning any financial support, including in-kind support, provided by another party. PAR also informs potential participants of any potential conflicts of interest of a speaker/instructor. If there is no financial support or no potential conflict of interest or commercial support, PAR will ensure that it is clearly stated in the promotional material. If information about financial support or any potential conflict of interest is not included in the promotional material prepared for continuing education, PAR will clearly indicate how a potential participant can secure that information.

### **Potential Conflicts of Interest in the Delivery of Continuing Education**

PAR requires that there is a process to clearly describe any financial support for a continuing education program at the time the continuing education program begins. Any other relationship that could be reasonably construed as a conflict of interest will also be disclosed at that time. If there is no financial support or potential conflict of interest, PAR will ensure that this is clearly state when the continuing education program begins. These disclosures of conflict, or no conflict, are also included on a separate slide in all power point presentations used.