



## **Policy: Disclosure**

Revision Date: November 1, 2019

National Association for Fitness Certification (NAFC) requires that all entities related to course development and delivery provide disclosure of any proprietary interest in any product or service presented within the course.

The need for disclosure is discovered in the initial course formatting process. Reasons for disclosure include but are not limited to: use of specialized equipment, music/sound, reference to particular products or services required or recommended in the course.

If the need for disclosure is identified, the author must provide a disclosure statement in the introductory content of the course, and/or complete and sign a disclosure form which is retained in the course documents.

If disclosure is required, a disclosure statement is placed in the following two places:

- On the Course Product page to provide disclosure at point of sale.
- In the course, located before the course content begins to provide disclosure before starting the course.

Identification of related courses or material provided by NAFC or the author outside of the course content (Menu page through the Bibliography page) are treated as marketing material and do not require disclosure. Examples of this would include identification of additional courses, books, or reference material from the author placed on an "Additional Courses" page before or after course material.

If any NAFC employees or subcontractors develop a proprietary interest related to any NAFC course or service, that employee or subcontractor will be required to complete a Disclosure Form and the disclosure will be identified as described above.