



## For all CE trainings conducted by The Treehouse Registration, Refund, Conflict of Interest and Commercial Support Policies

**Registration.** To register for a training, simply pay online with PayPal – we accept credit cards through a secure PayPal transaction. View each training listed for specific information about registering for the training. You do not need a PayPal account to use a credit card and pay online through PayPal. You may also call our office at (505)278-0807 to register over the phone.

*The Treehouse*  
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**Cancellation and Refund Policy.** *For trainings hosted by Katie Bassiri, MA, registration for trainings may be cancelled with a full refund up to 24 hours after registration/payment has been made. Registrations cancelled after that time will not receive a refund but participants may obtain credit for a future training.*

**Guidelines Regarding Management of Commercial Support and Commercial Conflicts of Interest in CE Activities** The Treehouse, in planning continuing education activities, will adhere to the following policies, in accordance with Standards and Procedures:

1. The Treehouse shall be responsible for the content, quality, and scientific integrity of all CE activities.
2. The Treehouse shall be responsible for selecting instructors/authors for CE activities.
3. Program topic selection will be based on perceived needs for professional information and not for the purpose of endorsing specific commercial drugs, materials, products, treatments, or services. The Treehouse shall:
  4. Assure that presentations give a balanced view of all therapeutic options.
  5. Assure that commercial exhibits do not influence planning nor interfere with the presentation of CE activities.
  6. Prohibit any product-promotion material or product-specific advertisement of any type in or during continuing education activities:
    - a. For live activities, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CE activity; representatives of commercial interests may not engage in sales or promotional activities while in the space or place of the CE activity.
    - b. For print CE activities, advertisements and promotional materials will not be interleaved within the pages of the CE content. Advertisements and promotional materials may face the first or last pages of printed CE content as long as these materials are not related to the CE content they face and are not paid for by the commercial supporters of the CE activity.
    - c. For electronically mediated/computer-based CE activities, advertisements and promotional materials will not be visible on the screen at the same time as the CE content and not interleaved between computer ‘windows’ or screens of the CE content
    - d. For audio and video-based CE activities, advertisements and promotional materials will not be included within the CE. There will be no ‘commercial breaks.’

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DISCLOSURE OF RELEVANT FINANCIAL RELATIONSHIPS AND CONFLICTS OF INTEREST

**Relevant Financial Relationships**

For a person involved in the planning, administering or presentation of a continuing education activity, relevant financial relationships to be financial relationships in any amount, occurring in the last 12 months, that are relevant to the content of the CE activity and that may create a conflict of interest. Relevant financial relationships of the person involved in the CE activity include financial relationships of a family member. Relevant financial relationships must be disclosed to participants in CE activities in writing.

**Conflicts of interest**

A conflict of interest may exist when an individual has an opportunity to affect the content of continuing education activities regarding products or services of a commercial interest with which he/she has a financial relationship.

**DISCLOSURE**

(check one box below and complete as appropriate)

I, the undersigned, declare that neither I nor any member of my family have a financial arrangement or affiliation with any corporate organization offering financial support or grant monies for this continuing education program, nor do I have a financial interest in any commercial product(s) or service(s) I will discuss in the presentation.

**OR**

I, the undersigned, (or an immediate family member), have a financial interest/arrangement or affiliation with the corporate organization offering financial support or grant monies for this continuing education program, or I do have a financial interest in any commercial product(s) or services I will discuss in the presentation.

Having an interest in or an affiliation with a corporate organization does not necessarily prevent you from making a presentation, but the relationship must be made known to the audience. Failure to disclose or a false disclosure will require Katie Bassiri, MA to remove you from the program and to identify a replacement for your participation.

**Financial Relationship**

Company Name Grants/research support \_\_\_\_\_

Consultant \_\_\_\_\_

Stock Shareholder \_\_\_\_\_

Governance \_\_\_\_\_

Honorarium \_\_\_\_\_

Employee \_\_\_\_\_