



NATIONAL TRAINING CENTER

Training Operations

Policy

Title:	Instructor Conflict of Interest Policy
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REVISION HISTORY

Rev.	Date	Description of Revision
0	See Final Signature	Original document approved.

1.0 PURPOSE

This document describes the instructor conflict of interest policy at the U.S. Department of Energy (DOE) National Training Center (NTC).

Noncompliance with this policy and all applicable procedures may result in disciplinary action up to and including disqualification from participating in the delivery of the course, decertification as an NTC instructor, and termination of employment.

2.0 SCOPE

This document applies to all personnel who conduct training on behalf of the NTC in which an NTC certificate is awarded upon successful course completion.

3.0 CANCELLATION

This is an original document.

4.0 DEFINITIONS

- 4.1 **CONFLICT OF INTEREST.** Situation where an individual's personal interests could compromise his or her judgment, decisions, or actions in the workplace.

5.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

5.1 Training Director

The Training Director is responsible for oversight of the implementation of this policy.

5.2 Training Department Managers (TD Mgrs)

TD Mgrs are responsible for ensuring instructors who deliver their department courses are aware of, and comply with, this policy.

5.3 Training Program Analyst (TPA)

The TPA is responsible for addressing questions, comments, and complaints regarding this policy. All information will be treated in accordance with applicable laws and policies regarding confidentiality and privacy, and will be accessible only to those who need to know.

5.4 Instructors (Insts)

Insts are responsible for complying with this policy by reviewing it with students at the beginning of each course and making any required disclosures.

NON-PROPRIETARY INFORMATION

This document was prepared by Training Operations and is scheduled for review in October 2024.

6.0 POLICY

1. It is NTC policy that instructors who deliver training in which an NTC certificate will be awarded will inform students if they have a commercial or vested interest in any product, instrument, device, or material that may be used in the course.
2. This policy requires the instructor to disclose any conflicts of interest or relevant financial or non-financial relationships that could be perceived as a conflict of interest.
3. This policy will be reviewed at the beginning of each training course, at which time applicable disclosures must be made by the instructor. In addition, this policy will be publicly posted on the NTC website and will be included in all instructor and student guides.
4. Personnel with comments, questions, or complaints related to this policy should contact the NTC TPA at IACET@ntc.doe.gov.