

Passy-Muir Continuing Education Intellectual Property Policy

1. Overview

Passy-Muir® is committed to fostering a creative and legally compliant educational environment. This Intellectual Property Policy outlines how copyrightable original works comprised of continuing education content and materials (“IP”) is created, owned, used, protected, and shared within the organization. The goal is to ensure clarity and fairness for all parties involved- including instructors and learners- while safeguarding original work and respecting legal obligations.

2. Definition of Intellectual Property

For the purposes of this policy, intellectual property is comprised of original copyrightable works which includes:

- Course content and training materials
- Slide decks, handouts, and assessment tools
- Videos, audio recordings, and multimedia presentations
- Original research, articles, and written content

3. Ownership

For new copyrightable works, ownership is determined as follows:

- Employees and Contractors: All content created by Passy-Muir employees in the course of their employment or contractual engagement is the property of Passy-Muir.
- Presenter-Generated Content: Non-employee presenters or guest instructors who develop original course content retain ownership of their materials unless otherwise agreed in writing. However, Passy-Muir is granted a limited, non-exclusive license to use, reproduce, or adapt the materials for future educational use with appropriate attribution.
- Learner-Generated Content: Learners retain ownership of their original copyrightable work submitted in connection with a course. However, by submitting work to Passy-Muir, learners grant Passy-Muir a non-exclusive license to use anonymized examples of their work for educational or promotional purposes.

4. Use and Licensing of IP

Passy-Muir may use intellectual property in the following ways:

- Distribute course materials to learners as part of educational delivery
- Archive and reuse content for future offerings or recordkeeping
- Adapt content to improve accessibility or update for currency
- Share portions of content for promotional purposes
- Replaying recorded content for learners

5. Protection and Legal Compliance

Passy-Muir is committed to protecting IP by:

- Reasonably ensuring that course content includes proper citations and source references
- Adhering to copyright laws in content creation and delivery

6. Presenter and Contributor Acknowledgment

All instructors, guest presenters, and contributors are required to review and acknowledge this Intellectual Property Policy prior to content development or delivery. Agreements outlining rights and responsibilities will be maintained in writing and reviewed as part of onboarding.

7. Policy Review and Updates

This policy will be reviewed annually by Passy-Muir's leadership team to ensure it remains aligned with current laws and organizational needs. Revisions will be communicated to all stakeholders, including staff, presenters, and content developers.

By defining ownership, use, and protection of original works, Passy-Muir promotes transparency, legal integrity, and respect for innovation in continuing education.