Identify all individuals in a position to control or influence content of the educational activity

- **Able** to control or influence content
  - COI documentation is required
  - Evaluate any relationships declared with commercial interest organizations
    - No relationship with commercial interest organization present
      - No resolution required
      - Disclosure to learners: no COI
    - Relationship with commercial interest organization present; content of the educational activity is not related to the products or services of the commercial interest organization
      - No resolution required
      - Disclosure to learners: no COI
    - Relationship with commercial interest organization present; content of the educational activity is related to the products or services of the commercial interest organization
      - Resolution is required
      - Actions taken to resolve COI may include but are not limited to:
        - Remove individual from participating in all parts of the educational activity
        - Revise the role of the individual with conflict of interest so the relationship is no longer relevant
        - Do not award contact hours for a portion or all of the activity
        - Evaluate activity for bias prior to delivery and monitor activity for bias during activity
        - Evaluate activity for bias prior to delivery and assess learner feedback for bias after activity

- **Not able** to control or influence content
  - COI documentation is not required
  - No relationship with commercial interest organization present
  - No resolution required
  - Disclosure to learners: no COI

Of note: Employees of a commercial interest organization may not participate in an educational activity if the content is related to the products or services of the commercial interest

Disclosure to learners: COI present

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