



CAEP Corporate Administrative Policy

Copyright Relating to CPD Activities

Purpose

The Canadian Association of Emergency Physicians (CAEP) is a national physician organization that provides continuing professional development (CPD) to emergency physicians and trainees.

CAEP CPD activities are creative works of CAEP and are therefore protected by copyright and other intellectual property laws.

CAEP has adopted the following policy in order to clarify ownership of its CPD activities, establish a uniform process for using copyright works, and to provide guidance on how copyright works are to be managed.

Applicability

This policy applies to all individuals involved in the development and/or delivery of a CAEP CPD activity.

Policy Provisions

Principles:

1. Copyright applies to a wide range of works including creative works, presentations, recordings, and broadcasts.
2. Copyright provides the owners of such works “the sole right to produce or reproduce the work or any substantial part thereof in any material form whatever, to perform the work or any substantial part thereof in public or, if the work is unpublished, to publish the work or any substantial part thereof.” (See the [Copyright Act](#) for more information).

Ownership:

3. CAEP is the copyright owner of all CPD activities it develops or causes to be developed, and has secured appropriate licenses for CPD that it co-develops or causes to be co-developed.
4. CAEP is the owner of all CPD activities that it executes and/or delivers under its name.
5. Copyright works created/owned by others may only be used in the development or delivery of a CAEP CPD activity with the owners’ written consent and for the purpose intended and/or discussed.

6. Future rights of the authors to copyright works will be agreed to via a signed agreement.

Using Copyright Materials

7. Supporting documentation permitting use of copyright works is required for all CAEP CPD activities. Supporting documentation must indicate clearly the works can be used for the purposes intended. Individuals supplying copyright works are responsible for relaying instructions on how the works are to be identified and credited.
8. Individuals wishing to use their own copyright works are required to submit an attestation statement granting permissions to use.
9. Individuals wishing to use copyright works of others are required to provide an attestation statement confirming permissions to use have been obtained.
10. All supporting documentation including waivers of copyright, attestations to use, etc. will be kept by CAEP for the duration of the CPD activity and for an additional 3 years following the end date of the CPD activity.

Accountability:

11. Failure to comply with the above provisions jeopardizes the credibility of CAEP and its CPD activities. CAEP reserves the right to take appropriate action including barring future involvement in, attendance at, CAEP CPD activities and taking legal steps if financial or reputational losses are incurred.

Review

This policy shall be reviewed annually.

APPROVED:

Lynn Garrow, Executive Director

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