



## FLA Collegiate Licensee Program Toolkit

January – December 2025

### Table of Contents

- [Overview](#)
- [FLA Collegiate Licensee Program Requirements](#)
- [FLA Collegiate Licensee Program Benefits](#)
- [Contact Information](#)
- [FLA Collegiate Licensee Program Frequently Asked Questions](#)

### Overview

FLA Collegiate Licensee affiliates are committed to learning from FLA's rigorous standards and improving working conditions for the people who make the clothes and products that bear university logos. They participate in the FLA Collegiate Licensee Program, which provides tools and resources to systematically and sustainably build social compliance knowledge and increase collegiate supply chain transparency.

FLA University Caucus members require their licensees to become FLA Collegiate Licensee affiliates, and **FLA Collegiate Licensee affiliates are responsible for completing the FLA Collegiate Licensee Program Requirements** (listed below). FLA provides regular updates and reports to FLA University Caucus members about FLA Collegiate Licensee Program requirement completion.

*Note on FLA membership and affiliation categories:* Please note that FLA Collegiate Licensee affiliation is distinct from FLA Participating Company or FLA Accredited Company membership. FLA Participating and Accredited Companies are on a [voluntary accreditation pathway](#), which includes a rigorous, multi-year process of evaluating a company's social compliance program. Upon a formal vote of the FLA board, companies that succeed in the accreditation process become Fair Labor Accredited Companies and are continuously evaluated on their social compliance program implementation. **FLA Collegiate Licensee affiliates are encouraged to use our [FLA Collegiate Licensee Affiliate Message Guide](#) to describe their FLA engagement and should refrain from claiming to be certified or accredited by FLA.**

## 2025 FLA Collegiate Licensee Program Requirements

In order to complete most FLA Collegiate Licensee Program requirements, licensees will need to log in to [MyFLA](#). Please see the [MyFLA User Guide](#) for any questions.

### Requirements Snapshot

Please see additional details and instructions for completing each of the nine requirements below. There are no significant changes to the requirements for 2025.

Requirement Category	Requirement
1. FLA Affiliation	1.1. Initial FLA Registration
	1.2. Annual Renewal
	1.3. Email Subscription
2. e-Learning and Training	2.1. Quarterly Instructor-Led Training (ILT)
3. Workplace Standards	3.1. FLA-Aligned Code of Conduct
	3.2. No Sourcing from Xinjiang
4. Supplier Disclosure	4.1. FLA Database Disclosure
	4.2. Allowance of Public Disclosure by Licensors
5. Engagement in Fair Labor Investigations	5.1. Willingness to Engage in Fair Labor Investigations

### Requirements Details and Instructions

#### 1. FLA Affiliation

**1.1. Initial FLA Registration:** Licensees must affiliate with FLA upon becoming licensees of FLA University Caucus members.

- **Additional Information & Resources**
  - o [Licensee Registration Instructions](#)

**1.2. Annual Renewal:** Licensees must renew FLA affiliation annually in Q1 and pay annual dues.

- **Additional Information & Resources**
  - o [Licensee Renewal Instructions](#)
  - o [Licensee Program Annual Dues Calculator](#)
  - o Licensees will be required to provide evidence of consolidated revenue to substantiate annual dues.
  - o Starting in 2025, licensees will also be asked to upload their FLA-aligned Code of Conduct during the renewal process. See below for more information about the Code of Conduct requirement.

**1.3. Email Subscription:** Licensees must ensure that at least one individual per company is subscribed to FLA Program Emails to ensure receipt of requirement reminders.

- **Additional Information & Resources**
  - o [Instructions to update email subscriptions](#)

## 2. e-Learning and Training

**2.1. Quarterly FLA Instructor-Led Training (ILT) for Licensees:** One individual per company must attend FLA's quarterly 1.5-hour training live on Zoom or watch the recording on the FLA e-Learning platform within the quarter and complete a post-training survey and quiz.

- **Additional Information and Resources**
  - o These quarterly trainings follow the [10 Milestones of Social Compliance for Licensees framework](#).
  - o The 10 milestones framework is cyclical, topical, and encourages continuous learning and sustainable improvement over time.
  - o With each new cycle through the 10 milestones, FLA will offer new training content that is more updated, advanced, or focused on guidance for specific company structures, including the promotional products industry.
  - o Although the milestones are numeric, the social compliance journey is an ongoing process of integration and improvement and thus has no defined start and end point. Therefore, licensee companies are required to continue participating in one ILT per quarter for continuous learning and improvement.
  - o Licensees are also expected to take relevant actions to implement each quarter's milestone(s) utilizing the training content, relevant e-Learning courses, and other resources shared by FLA.
  - o The FLA e-Learning platform is accessed within [MyFLA](#). Download the [FLA e-Learning Program User Guide](#) to learn more.
  - o Live training dates and access instructions will be announced via email.

## 3. Workplace Standards

**3.1. FLA-Aligned Code of Conduct:** Licensees must align their company's Code of Conduct with the [FLA Fair Labor Code](#), which is based on International Labour Organization (ILO) standards.

- **Additional Information and Resources**
  - o Licensees can accomplish this either by a) creating a document incorporating [FLA's Fair Labor Code](#) elements and standards on company letterhead or b) aligning the provisions in their own code to FLA standards.
  - o Starting in 2025, licensees will also be asked to upload their FLA-aligned Code of Conduct during the renewal process.
  - o Learn more by reviewing the [Getting Started Guide: Supply Chain Code of Conduct for FLA Collegiate Licensee Affiliates](#).
  - o Learn more by reviewing the FLA Instructor-Led Licensee Training for *Milestone 2: Establish and Understand your Code of Conduct*, which can be found in the FLA e-Learning Platform, accessed via [MyFLA](#).

**3.2. No Sourcing from Xinjiang:** Licensees must commit to no sourcing from the Xinjiang region of China.

- **Additional Information and Resources**
  - o Learn more about this region and the associated incidence and risks of forced labor within the [Resource Library](#).

## 4. Supplier Disclosure

**4.1. FLA Database Disclosure:** Licensees must maintain an updated and complete list of collegiate factories, suppliers, or intermediaries, and university licensors in FLA's Fair Factories Clearinghouse (FFC) Database. *Note: in mid-2025, the disclosure platform will transition from FFC to the Fair Labor Data Hub; read more in [this announcement](#).*

- **Additional Information and Resources**
  - o The disclosure platform is accessed within [MyFLA](#).
  - o Download the [FFC User Guide](#), [FFC FAQ](#), and/or this Spring 2023 [FFC Webinar Recording](#) to learn more.
  - o Your licensors (or agents representing them) and the FLA will be able to view your disclosures.
  - o Please update your disclosures at least twice per year; FLA will send reminders in Q2 & Q4.

**4.2. Allowance of Public Disclosure by Licensors:** Licensees recognize that disclosures will be used by FLA University Caucus members to publicly disclose factories, suppliers, or intermediaries.

- **Additional Information and Resources**
  - o FLA University Caucus members are committed to publicly disclose the factories in the supply chains of their trademark licensed products.
  - o Learn more about the importance of [supply chain transparency](#).

## 5. Engagement in Fair Labor Investigations

**5.1. Willingness to Engage in Fair Labor Investigations:** Licensees must respond to FLA and engage actively if and when third-party complaints or other investigations arise involving code violations in collegiate facilities within their supply chains.

- **Additional Information and Resources**
  - o Fair Labor Investigations are initiated when FLA investigates concerns submitted by workers, unions, or others when a credible systemic non-compliance is raised.
  - o Accurate supply chain disclosures (see Supplier Disclosure requirement information above) help FLA identify which licensees may source from a factory where an investigation is occurring.
  - o Learn more about [Fair Labor Investigations](#).

## 2025 FLA Collegiate Licensee Program Benefits

Participation in the FLA Collegiate Licensee Program provides the overall benefit of tools and resources to help your company systematically and sustainably build social compliance knowledge and increase collegiate supply chain transparency. The following are a few specific benefits of your FLA affiliation.

### Social Compliance Training and Resources:

Participating in the FLA Collegiate Licensee Program provides access to a variety of training and capacity-building opportunities in order to:

- Build licensees' baseline social compliance knowledge.
- Support licensees in building an effective and sustainable social compliance program.
- Help licensees identify and address supply chain risks.
- Keep licensees updated on trends and legislation that may affect their supply chain.

These resources can be integrated and cascaded throughout each company to help FLA Collegiate Licensee affiliates become leaders in social compliance. Examples include:

- **Quarterly FLA Instructor-Led Training (ILT) for Licensees (Required):** These quarterly trainings follow the [10 Milestones of Social Compliance for Licensees framework](#). Licensees will be invited to the live training sessions via email announcements and can view the recordings at any time in the e-Learning platform.
- **FLA Resource Library:** Access for unlimited staff to our comprehensive [Resource Library](#) via [MyFLA](#), which houses toolkits, guidance documents, and past webinar recordings on a range of social compliance topics.
- **e-Learning Platform:** Access for 3 staff to our FLA e-Learning platform, which includes:
  - **Course Catalog:** Available as a resource for FLA Licensee affiliates to flexibly select courses covering various social compliance topics. The catalog includes 90+ courses created by FLA as well as by third parties. Starting in 2023, FLA began designing courses for FLA members and affiliates on important social compliance topics. FLA will continue to add new courses to this folder, which will be announced in the Fair Labor Brief newsletter. *(These can be taken at any time, and learners may download a certificate of completion for each course. Some of these courses formed the previous Sequenced Curriculum Modules.)*
  - **Recordings of FLA Instructor-Led Training (ILT) for Licensees sessions:** These quarterly trainings follow the [10 Milestones of Social Compliance for Licensees framework](#).
- **FLA Webinars:** Participation by unlimited staff in regular informational webinars on various social compliance and fair labor topics.

The FLA e-Learning platform is accessible via [MyFLA](#). Download the [FLA e-Learning Program User Guide](#) for support or email [elearning@fairlabor.org](mailto:elearning@fairlabor.org) with any questions.

### Convenings and Networking:

FLA Collegiate Licensee affiliates receive invitations to open FLA Board Meetings as well as the FLA Collegiate Programs Annual Meeting, where participants can interact with FLA staff, other FLA Licensee affiliates, and FLA University Caucus members.

### Communications:

- **Fair Labor Brief:** Receive our exclusive biweekly communication to stay updated on important news and access informational webinars and resources.
- **Programmatic Emails:** Receive regular reminders of FLA Collegiate Licensee Program requirements and other opportunities specific to social compliance in collegiate trademark licensing.

### FLA Disclosure Platform Access:

Utilize FLA's robust disclosure platform to manage your lists of factories, suppliers, intermediaries, and university licensors. This platform allows you to meet the disclosure requirements of the FLA Licensee Program and can help you track your relationships, creating additional visibility for your licensors into the supply chain of their emblematic products. *Note: in mid-2025, the disclosure platform will transition from FFC to the Fair Labor Data Hub; read more in [this announcement](#).*

### FLA Collegiate Licensee Program Contact Information

- Renewal and Registration Assistance – [Renewals@fairlabor.org](mailto:Renewals@fairlabor.org)
- MyFLA and Disclosure Platform Assistance – [Platformadmin@fairlabor.org](mailto:Platformadmin@fairlabor.org)
- e-Learning Assistance – [elearning@fairlabor.org](mailto:elearning@fairlabor.org)
- Programmatic Questions – [lhassel@fairlabor.org](mailto:lhassel@fairlabor.org)

# FLA Licensee Program Frequently Asked Questions

## Affiliation and Renewal FAQs

### ***Are there different categories of FLA Licensee Affiliation?***

In the past, FLA had Category B, C, and D Licensee affiliation categories, but as of 2022, all licensees are part of [one single FLA Licensee affiliation category](#) with the same benefits and requirements. Companies who voluntarily choose to join as [FLA Participating Companies](#) working toward FLA Accreditation are in a separate membership category, and their FLA Participating or Accredited Company status supersedes FLA Licensee affiliation, so they are not required to complete FLA Licensee Program requirements.

### ***How and when do I complete my renewal? How do I download my Registration Certificate?***

The FLA Licensee affiliation renewal period takes place annually in Q1. Detailed instructions and reminders will be provided via email on the date the renewal opens. This will also include instructions for downloading the registration certificate. If you have any questions, please review these [Licensee Renewal Instructions](#) and direct any questions to [Renewals@fairlabor.org](mailto:Renewals@fairlabor.org). Be sure to complete the renewal on time so that you can be informed of next steps in completing the annual requirements.

### ***How are FLA Licensee affiliate dues calculated?***

In 2022, FLA updated the annual dues formula to align the pricing structure with current FLA programs and operations. The current dues formula follows. Please [download the dues calculator](#) to forecast your dues. During the renewal process, licensees are required to upload supporting documentation to substantiate the company's total consolidated revenue. Acceptable documents include an internal income statement, profit and loss statement, annual report, tax return, IRS Form 1120-W for estimated payments, or a letter indicating the company's total consolidated revenue that is signed by the owner, CEO, or CFO. These supporting documents will be kept confidential by FLA and will only be referenced to confirm your annual FLA dues.

Base Dues	\$300
Calculation (This is added to the base dues.)	\$100 per \$1 million in Consolidated Revenue
Maximum	\$8,000

### ***Why is total consolidated revenue used to calculate dues instead of collegiate revenue?***

FLA has always calculated licensee dues based on consolidated revenue. FLA provides resources, training, and learning that are applicable to the entire company, not only the collegiate division. In fact, the information and practices are most effective when disseminated and implemented throughout the company's entire supply chain.

## FLA e-Learning and Training FAQs

### ***How much time does it take to complete the quarterly FLA e-Learning requirement?***

We've heard your feedback and have refined the FLA e-Learning requirement to focus on meaningful engagement with our new [10 Milestones of Social Compliance for Licensees framework](#) via the respective quarterly FLA Instructor-Led Training (ILT) for Licensees sessions. Each quarterly ILT will be scheduled for 1.5 hours and will be accompanied by a brief post-training survey and

quiz. We also suggest you build time into your schedule to implement what you are learning in the quarterly ILT sessions within your company.

***How is the FLA e-Learning requirement relevant for my company, which only sources domestically or has minimal production?***

FLA Instructor-Led Training (ILT) for Licensee sessions have been designed with licensees' varied realities and challenges in mind. The goal of these trainings is to support licensees to build a comprehensive social compliance program through the [10 Milestones of Social Compliance for Licensees framework](#). These milestones are sufficiently flexible to be able to be applied across all company sizes and structures, and the ILT sessions include implementation tips for companies in the promotional products industry as well as for those with direct sourcing models. While each company is different, these trainings will help companies understand how their decisions and business practices cascade throughout the supply chain to ultimately affect workers. With this knowledge in mind, companies can improve their decisions and business practices to positively influence working conditions.