

InterNACHI staff may use this checklist as a guide in using the TEACH Act ([https://en.wikipedia.org/wiki/TEACH\\_Act](https://en.wikipedia.org/wiki/TEACH_Act)).

- InterNACHI is a nonprofit accredited educational institution.
- InterNACHI has a policy on the use of copyrighted materials.
- InterNACHI provides accurate information to faculty, students and staff about copyright.
- InterNACHI's systems will not interfere with technological controls within the materials I want to use.
- The materials I want to use are specifically for members enrolled in one of our accredited online courses.
- Only those students will have access to the materials.
- The materials will be provided at my direction during the relevant online course.
- The materials are directly related and of material assistance to the educational instructional content.
- The online course is part of the regular offerings of InterNACHI.
- A notice that the materials are protected by copyright are included in the online course.
- InterNACHI will use technology that reasonably limits the students' ability to retain or further distribute the materials.
- InterNACHI will make the materials available to the students only for a period of time that is relevant to the context of the online course session.
- InterNACHI will store the materials on a secure server and transmit them only as permitted by this law.
- InterNACHI will not make copies other than the one needed to make the transmission.
- The materials are of the proper type and amount the law authorizes, including displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching.
- The materials are not among those the law specifically excludes from its coverage, including:
  - materials specifically marketed for classroom use for digital distance education;
  - copies I know or should know are illegal; and
  - textbooks, course packs, electronic reserves and similar materials typically purchased individually by the students for independent review outside the classroom or class session.
- If I am using an analog original, I checked before digitizing it to be sure:
  - I copied only the amount that I am authorized to transmit; and
  - There is no digital copy of the work available except one with technological protections that prevent my using it for the class in the way the statute authorizes.