FLA Collegiate Licensee Program

Instructions to register FLA Collegiate Licensee affiliation and download your registration certificate

This document is for companies that actively hold a license with a FLA University Member and/or the US Marine Corps, but have not yet affiliated with the Fair Labor Association's Collegiate Licensee Program[1]. It contains instructions for how to register. After registration, there are several ongoing program requirements that licensors expect your company to complete. Learn more in the Program Information section.

Once payment of your annual dues is posted, you can download a registration certificate and share it with your licensors, or the licensing agency that represents them, to share proof of your active affiliation. If you have any questions, please contact licenseeprogram@fairlabor.org.

Program Information

- Program introduction
- Dues structure

Video instructions:

- How to register as an FLA Collegiate Licensee affiliate
- How to download registration certificate on MyFLA

Text instructions

- How to register as an FLA Collegiate Licensee affiliate
- How to download registration certificate on MyFLA

Note: the registration process must be completed in one sitting. If you start the process and do not finish, or click the back button, you will be locked out of your new account. Please read each section below and compile all necessary information before registering.

[1] For any companies that do not hold collegiate licenses but are in this program because of a license with the USMC, please note that you may consider any references to "collegiate" licensees to apply to you as a USMC licensee.

Introduction: affiliating with FLA's Collegiate Licensee Program
For over 25 years, colleges and universities have joined the FLA to demonstrate their commitment to ethical sourcing and fair labor standards throughout the supply chains of licensed products. As the next partner upstream in the supply chain, licensees of our member schools are required to affiliate with FLA and meet the requirements of the FLA Collegiate Licensee Program, including:

- Participation in quarterly virtual trainings on socially responsible business practices;
- Workplace standards commitments, including a code of conduct aligned with FLA standards;
- Collegiate supply chain transparency, including factory/supplier disclosures;
- Willingness to participate in Fair Labor Investigations if they arise; and
- Annual affiliation renewal.

Companies engaging with the program benefit by increasing their awareness of the risks within collegiate supply chains and receiving actionable training to mitigate those risks. This program provides relevant and applicable resources to all companies in the collegiate industry, no matter your company size or sourcing structure.

Dues structure
Licensees pay dues to participate in the program, which includes access to FLA's trainings, platforms, capacity building resources, and staff support. Dues are calculated based on consolidated annual revenue, not just collegiate revenue. Please note that when registering for the first time, dues are prorated by quarter. Please see the dues structure below and use this calculator to forecast your complete annual dues.

Base Dues	$300
Calculation (This is added to the base dues)	$100 per $1 million in consolidated revenue
Maximum Dues	$8,000

Dues proration for registration:

- If signing up in Q1 (January-March): 100%
- If signing up in Q2 (April-June): 75%
- If signing up in Q3 (July-September): 50%
- If signing up in Q4 (October-December): 25%

After paying registration dues, you will need to renew and pay complete dues every January, as long as you continue to hold licenses with FLA member licensors.

How to register your company for FLA affiliation via MyFLA

*NOTE: The registration process must be completed from start to finish in one sitting. Otherwise, your account will become locked and inaccessible. Therefore, please ensure you have all necessary documentation ready before you begin. Register by following the steps below or watching this video tutorial. Be careful and double-check all your entries for typos or incorrect information.

1. Follow this link to access the Collegiate Licensee registration page.
    - If you find yourself on the homepage of MyFLA, you can find the registration page by clicking **Login/Sign Up** and then **Collegiate Licensee Registration**.
2. On the registration page, enter your **First Name**, **Last Name**, and **Email**. Check the box to acknowledge that you agree to the MyFLA End-User License Agreement and have read the MyFLA Privacy Policy and click **Sign Up**.
3. On the next "Create Account" page you will continue creating your profile and adding company information.
    - (Optional) Upload a photo of yourself.
    - **Create a password** and make sure to save it, as your email and this password will be the login information you use to access MyFLA going forward.
    - Under Type, select **Employee**.
    - (Optional) Add a work phone number.
    - Add your **company headquarters address**.
    - (Optional) Add a billing address.
    - Skip the "Other Information" section.
4. On the next "Organization Information" page, select **Register as a Collegiate Licensee**.
5. Additional questions will appear. Enter the following information about the business entity that currently holds the collegiate license:
    - (Optional) Add a photo of the business or logo.
    - Type the **name of the business entity that is on the license agreement**.
    - Add a **billing contact** email address.
    - In the next drop down, identify the company as a **Collegiate Licensee**.
    - In Enter Organization Role, select **Primary Contact** from the drop down menu.
    - Enter the **business phone number**.
    - Add your **business headquarters address**. (Optional) add billing, if different.

6. In the “Company and Revenue Information” section, answer all the questions shown in the table below. Please do not enter “0” for any question. If the answer is 0, then enter “1”. Please only type whole numbers and do not include any periods, commas, or dollar signs.

Please enter your company’s most recent consolidated annual revenue in US dollars.	Revenue is the total amount of money brought in by a company’s operations. Negative numbers are not accepted, as it is not possible for revenue to be negative. If your company has zero revenue, please enter 1. Round up to the nearest dollar and use only whole numbers. Do not use decimals, commas, or dollar signs.
Please upload a document with proof of your company’s 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 the FLA and will only be referenced to confirm your annual FLA dues. Maximum file size: 3MB.
Please enter the amount of annual revenue derived from your collegiate licensing/USMC business in US dollars.	If you have just begun working in the collegiate business and have not yet generated any revenue from collegiate sales, please enter 1.
Please enter the total number of finished goods factories or suppliers used for your collegiate or USMC production. Include any facilities that apply collegiate/USMC marks or logos to your products (decorators/embellishers).	
Please upload your company’s most up-to-date code of conduct here.	Licensees of FLA University Member(s)/USMC participating in the Collegiate Licensee Program are required to adopt a code of conduct aligned with FLA standards. In 2026, FLA will review a random sample of licensee codes and provide direct, confidential feedback to support companies in improving code implementation. FLA has a code of conduct resource for affiliates in the MyFLA Resource Library. **If your company does not yet have a code, please skip this question and email it to licenseeprogram@fairlabor.org once completed.** If your code of conduct is on your website and you do not have a PDF or Word document version, please upload a screenshot of your code or a document that contains a link to your code on your website. Maximum file size: 3MB.
Please select one of the following statements that best describes the majority of your licensed product supply chain.	Even if your company sells/distributes licensed products via several sourcing streams, please select the sourcing/production stream that represents the most of your licensed product production.

7. Double check the accuracy of all the information you have entered, read the acknowledgements box, and click the **I agree** box. Click **Next**.

8. On the next "Communications Options" page, you must **agree to receive emails** from FLA and must subscribe to **Program Emails**. Optionally, you may opt in to other newsletters from FLA. We recommend the biweekly **Fair Labor Brief** which contains relevant news and events in the field of business and human rights.
9. Once you save this information, a pop-up will appear. Wait until the pop-up provides the option to click **Purchase Organization Membership**. The prompts that follow will guide you to pay for your affiliation dues.
10. On the "Affiliation Type" page, click the circle next to **Licensee**. You will see your dues listed on the right-hand side, calculated based on the information you entered on the "Company and Revenue Information" page. Then click **Next**.
11. You will be taken to the **Summary** page. Click **Add to cart**.
12. You will then be taken to **My Cart**. Click **Checkout** to pay your dues.
13. On the **Checkout** page, choose your payment method from the options below and follow the instructions for your chosen method. Please note that your registration certificate only becomes available once payment is posted. Depending on the payment method used, this can delay the process of receiving your affiliation card. Please note the typical processing times below.
    - **Credit card (payment posts immediately):** click **New Payment Method**. Enter your credit card information. Update or select your billing address, check the box that says "I authorize Fair Labor Association to charge the account selected for the amount shown above," and then click **Checkout**.
    - **ACH (payment posts within 3 days of receipt):** Click **New Payment Method**. Click **Add bank account**. Update or select your billing address, check the box that says "I authorize Fair Labor Association to charge the account selected for the amount shown above," and then click **Checkout**.
    - **Check or bank transfer (payment posts within 3 days of receipt)**: click **Pay Later** and then **Checkout**. You will receive a notification, click **Go Home**. You will be taken to the MyFLA home page. Click on the silhouette icon in the top right corner and click on your company name. There will be a notification in the top right. Click on **Outstanding Balances**. Then your invoice will appear, and you'll need to click on **View** to the right of the invoice number. The invoice opens in a new tab and contains instructions to pay by check or wire.
14. When payment is posted, the billing contact email address will receive a confirmation email. At this point, you can download your registration certificate with the instructions on the next page.
15. More program onboarding information will be emailed within a week of affiliating with FLA's Collegiate Licensee Program.

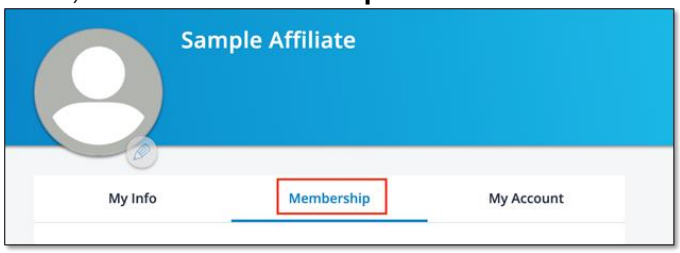
How to download registration certificate on MyFLA
Registration certificates may be required by licensors or agents to prove current FLA affiliation. You can download your certificate by following the steps below or watching this video tutorial.

Note: Your registration certificate only becomes available once payment is posted. Depending on the payment method used, payment processing times can delay the creation of your affiliation card.

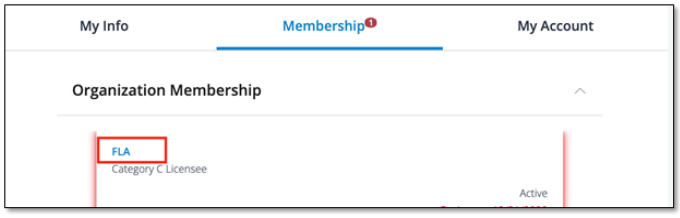
1. After paying dues, return to the MyFLA homepage.
2. Click on the silhouette icon, then click your company name, and then click **My Profile**.



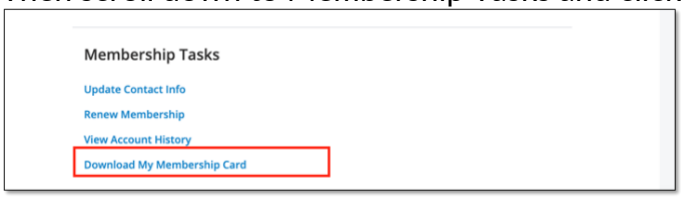
3. Then, click on **Membership**.



4. Click **FLA**.



5. Then scroll down to Membership Tasks and click **Download My Membership Card**.



6. A new tab or new window will pop up with a PDF showing your registration certificate. If this does not happen, you may have a pop-up blocker turned on.
7. If the registration certificate says that your renewal/registration is incomplete, or if the expiration date is in the past, then your payment has not been processed.
8. If you have any questions, contact licenseeprogram@fairlabor.org.