# FLA Collegiate[1] Licensee Program Toolkit

January – December 2026

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## Program overview

The Fair Labor Association (FLA) promotes human rights at work. We are an international network of companies, universities, and civil society organizations collaborating to ensure that millions of people working at the world's factories and farms are paid fairly and protected from risks to their safety and well-being. For more than 25 years, we have created solutions to the world's most complex supply chain labor rights problems and advocate to give workers a voice in making factories and farms better places to work.

FLA's University members and the United States Marine Corps seek to live out their institution's commitments to transparency and human rights, especially as it relates to prioritizing labor standards in their licensing relationships. As the next partner upstream in the supply chain, their licensees are required to affiliate with FLA's Collegiate Licensee Program. This is a learning and capacity-building program with several requirements focused on how to uphold robust labor standards in the sourcing and production of licensed goods. Affiliation provides access to FLA's world-class trainings, tools, and guidance to help you meet licensor expectations. Please closely review this Toolkit to learn about this program's benefits and requirements for participation.

*FLA participation*: Please note that licensees participating in the FLA Collegiate Licensee Program are affiliates of FLA. This program is distinct from FLA Participating or Accredited Company membership. Member companies are on a separate accreditation pathway, which includes a rigorous process of evaluating a company's social compliance program. FLA Collegiate Licensee affiliates should use our Affiliate Message Guide to describe their engagement with FLA.

Questions? Contact licenseeprogram@fairlabor.org.

[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.

## Onboarding video

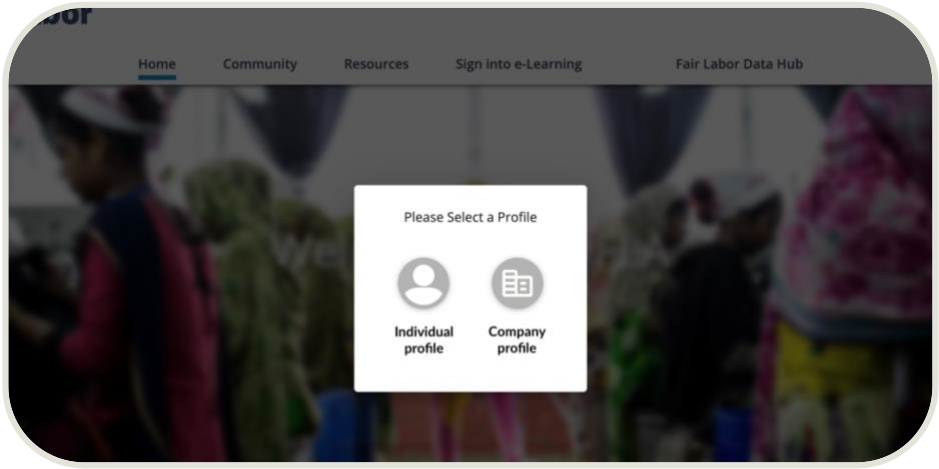
If you are affiliating with FLA for the first time or would benefit from a refresher on this program, please watch the program onboarding video.

Click here to download instructions for accessing the video.

## MyFLA – Your launchpad for the FLA Collegiate Licensee Program

To complete program requirements, a company representative will need to log in to MyFLA. You can always find MyFLA at www.fairlabor.org by clicking **MyFLA Sign In** in the top right-hand corner. You can also bookmark the login page: https://fla.users.membersuite.com/auth/portal-login.

When you login to MyFLA, you will be prompted to choose an individual or company profile.




Some actions can be taken from either profile, such as accessing the e-Learning platform or the Fair Labor Data Hub. However, there are a few cases where one profile has specific permissions.

Use the **individual** profile to:

- Update your MyFLA password.
- View the MyFLA Resource Library for licensees, which contains resources to help with engaging with FLA and building a social compliance program.
- Update email preferences.

Use the **company** profile to:

- Renew your FLA affiliation, access invoices, and pay dues.
- Download your FLA affiliation registration page, which licensing agencies or universities may ask for.
- Add any new colleagues to the contact list for your company and give them access to MyFLA.

Please download the MyFLA User Guide for more details on using the site.

# FLA Collegiate Licensee Program participation requirements

## Requirements snapshot

Licensors expect their licensees to be attuned to the labor and human rights risks throughout the supply chain. Each program requirement covers a foundational step or best practice to systematically mitigate these risks in the production and sourcing of collegiate licensed products.

FLA provides regular updates to university members about licensees' participation status in this program. Please see additional details and instructions for completing each of the requirements on the following pages. There are no significant changes to the requirements for 2026.

| 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

Description: Affiliating with FLA is required for all licensees of FLA University members and the United States Marine Corps because licensors want to ensure that their licensees are learning and applying FLA's standards and best practices in licensed product supply chains. Licensees pay dues annually – read more about the dues structure in the FAQ section.

### 1.1 Initial FLA registration

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| Requirement | **Licensees must affiliate with FLA upon becoming licensees of FLA University members.** |
| How to meet requirement | Companies can register their affiliation with FLA by following the Licensee Registration Instructions. Please note that the registration process must be completed in one sitting. Please fully review the registration instructions and prepare the necessary documents prior to starting to register. |

### 1.2 Annual renewal

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| Requirement | **Licensees must renew FLA affiliation annually in Q1 and pay annual dues.** |
| How to meet requirement | FLA will send an email notification when the renewal window opens in early January, as well as reminders beforehand. One company representative will login to MyFLA in January each year to update company revenue information and pay dues for the following year. Companies renew their affiliation by following the Licensee Renewal Instructions. |

### 1.3 Email subscription

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| Requirement | **Licensees must ensure that at least one individual per company is subscribed to FLA program emails to ensure receipt of requirement reminders.** |
| How to meet requirement | Ensure that you are receiving program emails by taking these steps: log into MyFLA > choose your individual profile > click the silhouette icon in the top right> click **My Profile** > scroll down and click **Communication Preferences** > Ensure **Email** is toggled on in blue and **Program Emails** box is checked.<br><br>We also use Mailchimp to send important program emails. At least one company representative must be subscribed to Mailchimp emails from FLA. If you aren't sure if you're subscribed, email licenseeprogram@fairlabor.org and we're happy to check for you. |

## 2. E-Learning and Training

Description: The cornerstone of this program is our training series for licensees, which is guided by the 10 Milestones of Social Compliance for Licensees training framework. The Milestones chart the process of managing a social compliance program that meets the expectations of your licensors, improves business relationships, and positively impacts workers in your extended supply chain. Each quarter, we cover one milestone in depth and offer relevant, updated guidance to implement the training content at your company.

Although the milestones are numbered, the social compliance journey is an ongoing process of improvement and thus has no defined start and end point. Therefore, ongoing participation in one training per quarter is required for licensee affiliates.

### 2.1 Quarterly FLA Instructor-Led Training (ILT)

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| Requirement | **One individual per company must attend FLA's quarterly training (live on Zoom or by watching the recording on the e-Learning platform). After the training, the participant must pass a quiz and complete a post training survey. All three training elements (training, quiz, survey) are due by the last day of the quarter.** |
| How to meet requirement | Each quarter, FLA staff will announce the live training date via email and will send clear instructions for participating in the training content. All training content is hosted on FLA's e-Learning platform, which is accessed within MyFLA. Download the e-Learning Platform User Guide to learn more. Affiliates will receive reminder emails when the quarterly due date is approaching. |

## 3. Workplace Standards

Description: To best protect workers' rights and uphold the expectations of university licensors, each licensee company must adopt and uphold high standards to achieve decent and humane working conditions across the extended supply chain. Licensees can start by adopting a code of conduct that aligns with the standards FLA has set in our Fair Labor Code. After adopting a code, monitoring its implementation with supply chain partners is of the utmost importance to effectively identify and remediate risks as they arise. In 2026, FLA is piloting a process to review a random sample of licensees' codes of conduct (learn more here).

### 3.1 FLA-aligned code of conduct

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| Requirement | **Licensees must align their company's supply chain code of conduct with the Fair Labor Code, which is based on International Labour Organization (ILO) standards.** |
| How to meet requirement | Licensees can adopt or update a code to meet this requirement by utilizing FLA's code of conduct guidance for licensees. Licensees are asked to upload an electronic version of their current code of conduct each year as a part of the affiliation renewal process. |

| 3.2 No sourcing from Xinjiang | |
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| Requirement | **Licensees must commit to no sourcing from the Xinjiang region of China.** |
| How to meet requirement | Registration with FLA signals licensees' acknowledgement of this requirement. No further reporting to FLA is required, as this requirement is in accordance with the Uyghur Forced Labor Prevention Act in the United States. Learn more about this region and the associated incidence and risks of forced labor on our website and within the MyFLA Resource Library. |

## 4. Supplier Disclosure

Description: Supply chain transparency refers to the ongoing work of identifying and disclosing the manufacturers involved in a product's supply chain, with the ultimate goal of understanding where all product components and raw materials originate. Transparency is increasingly the norm in manufacturing, as more knowledge about upstream suppliers allows companies to better understand their supply chain risks. FLA University members are committed to publicly disclose the Tier 1 factories or promotional product suppliers of their trademark licensed products. Learn more about supply chain transparency on our website.

| 4.1 FLA database disclosure | |
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| Requirement | **Licensees must maintain an updated and complete list of collegiate factories, suppliers, intermediaries, and university licensors in the Fair Labor Data Hub.** |
| How to meet requirement | The Fair Labor Data Hub is FLA's database where licensees add these disclosures, accessed within MyFLA. This database is not publicly accessible. Download the Fair Labor Data Hub User Guide to learn how to disclose, update, and/or deactivate your list of licensors and collegiate suppliers/factories. Please update your disclosures at least twice per year; FLA will send reminders in Q2 & Q4. |

| 4.2 Allowance of public disclosure by licensors | |
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| Requirement | **Licensees recognize that disclosures will be used by FLA University Caucus members to publicly disclose factories, suppliers, or intermediaries.** |
| How to meet requirement | While the Fair Labor Data Hub is not a public database, licensees recognize that FLA, our University members, and the agents representing them, will be able to view licensee disclosures. FLA University members are committed to publicly disclose the factories in the supply chains of their trademark licensed products.<br>As long as requirement 4.1 is consistently met, no further action is required to meet this requirement. Registration with FLA signals licensees' acknowledgement of this requirement. |

## 5. Engagement in Fair Labor Investigations

Description: Fair Labor Investigations are initiated when FLA investigates concerns submitted by workers, unions, or others when a credible systemic non-compliance is raised. Learn more about Fair Labor Investigations.

### 5.1 Willingness to engage in Fair Labor Investigations

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| Requirement | **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.** |
| How to meet requirement | 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. Registration with FLA signals licensees' acknowledgement of this requirement. No further proactive action is required to meet this requirement, but licensees should be prepared to respond to and engage with any FLA outreach related to Fair Labor Investigations. |

**Continue to page 8 to read about the immediate and potential benefits available to your company as a result of your participation in this program and its requirements.**

# FLA Collegiate Licensee Program participation benefits

When a licensee joins the program, they gain immediate access to a suite of exclusive tools and resources, which collectively benefit efforts to adopt socially responsible business practices.

- **E-Learning platform**: FLA's e-Learning library contains not only all past licensee trainings, but also 100+ on-demand courses created by FLA and third parties covering various social compliance topics in several languages. Affiliates receive 5 e-Learning accounts included within annual dues. If interested in more than 5 users, please contact us.
- **Fair Labor Data Hub platform**: Utilize FLA's robust disclosure platform to manage your lists of factories, suppliers, intermediaries, and university licensors. Aside from using the platform to meet the disclosure requirements of the program, it can also help you track your relationships, view aggregated data about your collegiate suppliers, and more.
- **MyFLA Resource library**: Any company contact with a MyFLA login has access to our comprehensive Resource Library, which houses toolkits, guidance documents, and past webinar recordings on a range of social compliance topics and key issue areas.
- **Fair Labor Brief newsletter**: Stay updated on trends and legislation that may affect your supply chain by receiving our exclusive biweekly communication. The Brief also highlights upcoming events and new resources from FLA.
- **Exclusive webinars**: Unlimited staff are welcomed to attend regular informational webinars on various social compliance and fair labor topics.
- **Convenings and networking**: FLA Collegiate Licensee affiliates receive invitations to FLA convenings, such as our annual FLA Global Summit and the FLA Collegiate Programs Annual Meeting. Whether in-person or virtual, attendees can network and learn alongside other FLA members and affiliates, FLA staff, and industry stakeholders.

Further, when licensees engage actively with the program requirements and implement FLA's guidance and best practices in their own company, additional benefits may follow.

- **Understand how to build a robust social responsibility program, tailored to company size and structure**.
- **Identify and address operational and supply chain risks.**
- **Strengthen licensing relationships and attract new partnerships.**
- **Increase supply chain resiliency and productivity.**
- **Impact workers' lives positively and retain an empowered workforce.**
- **Become a leader in social responsibility and enhance reputation with stakeholders.**
- **Prepare to effectively respond to newly emerging and shifting supply chain risks.**

Lastly, licensees are encouraged to pursue additional opportunities to engage with FLA and our network. These offerings allow licensees to move beyond the baseline program requirements and expand responsible business practices through more robust due diligence activities.

- Sign the AAFA/FLA Commitment to Responsible Recruitment
- Join an FLA project
- Subscribe to the Fair Compensation Dashboard
- Apply to pursue Fair Labor Accreditation

# FLA Collegiate Licensee Program Frequently Asked Questions (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 Fair Labor 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 Collegiate Licensee Program requirements.

***How are FLA Collegiate 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.

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| Base Dues | $300 |
| Calculation<br>**(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.

***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.