

**Important Disclaimer:** *Dr. Kettemborough had taught many courses, for many colleges and universities, over two decades period, on three continents, regardless of their accreditation status or business model on a wide variety of disciplines and topics. Dr. Kettemborough was never employed as a full-time faculty by any of such schools, thus he never have represented such institutions in any way.*

*(1) He taught every single course, on a part-time basis, as an independent contractor, based on a course-by-course contract that among many other clauses stipulates that there is no obligation, nor other relationship beyond the course being taught between Dr. Kettemborough and that particular institution.*

*(2) In several cases Dr. Kettemborough was given titles such as “core faculty, lead faculty, dept. chair, dean, program director or VP.” However, such titles had only an honorary value, there were no specific duties performed nor remuneration associated with such titles. In conclusion, Dr. Kettemborough did not have or does not have any association with any such institutions beyond a teaching contract, as above stipulated.*

*(3) Dr. Kettemborough’s name, picture, bio (or portions of it), and/or his teaching material might be located on many Web sites of many organizations, with or without (in most cases) his specific approval/permission. However, he never made an issue of such instances, unless such material was used in an obscene, demeaning, insulting way. Furthermore, such situations do not necessarily imply a business relationship between Dr. Kettemborough, an individual contractor and those respective organizations.*

*(4) Over the years, various schools invited Dr. Kettemborough to their students’ graduation ceremony. Again, such action should NOT be interpreted as Dr. Kettemborough representing nor endorsing that school or organization, especially since he has not done it on a pay-for-service basis.*

*(5) Over three decades of formal educational, professional employment with reputable organizations and extensive teaching experiences, Dr. Kettemborough developed numerous teaching materials and in some cases unique knowledge/concepts. Those were gladly share with his students or colleagues during his classes or outside of them, and Dr. Kettemborough never claimed any intellectual property rights on such work.*

*(6) Dr. Kettemborough has been associated with dozens of publishers over the past two-three decades of teaching experience. He adopted or reviewed countless books and was given access/permission to use those texts and their pertaining ancillary material for teaching purposes. When asked by the students or colleagues if they can have a copy of his teaching material, Dr. Kettemborough gladly offered them, because he is a great believer in knowledge sharing – especially during this times of globalization - but also let students or his colleagues know about copyright protections laws.*

**This disclaimer is not meant to be comprehensive, covering any possible situation. But, it should be seen as a general guideline for anyone that would try to associate Dr. Kettemborough, an independent contractor with any specific organization, in any way beyond a simple teaching contract.**