



NAME	Policy Certificate of Registration – For Display and Identity		
TYPE	Registration		
STATUS	Final	VERSION	4
DATE APPROVED	January 14, 2013	DATE REVISED	January 22, 2020

Intent

The Registration Regulation stipulates that a registered member of the College will be issued a Certificate of Registration and that the member shall prominently display his/her certificate at the locations where he/she provides professional services. A student member, on the other hand, must prominently display on the outside of his/her clothing the badge issued by the College when providing professional services.

The College shall issue to registered members in each class of registration a certificate or a badge for display in their offices or to carry on themselves to inform the public that they are receiving services from members who are legally entitled to provide the services.

This policy defines

- the forms of certificate and badge to be issued by the College to each class of registered members; and
- the conditions required of members to display the certificates or the badge issued by the College.

Policy

1. Forms of Certificate to be Issued

The College shall issue a wall certificate for prominent display to the following classes of members:

- General
- Temporary
- Student members shall be issued a badge.

2. Contents of Registration Certificate

a. Display of Certificate – at minimum, it shall provide:

- the Registered Name of the member as indicated on the public register (generally the same as the name on the member's registration application form)
- the unique Registration Number assigned to the member
- the Class of Registration in which the member is qualified to practise
- the Title and Designation that the member can use
- the Date that the certificate is issued
- Signatures of the President and the Registrar
- Official seal of the College



b. Student Badge

- Registered Name of the member as indicated on the public register (generally the same as the name on the member's registration application form)
- the Class of Registration in which the member is qualified to practise
- the title that the member can use
- College logo

3. Conditions for Display

- A member must display the wall certificate at all the locations where he or she provides professional services.

4. Duplicate Certificates

- Only one wall certificate will be issued to a member. In the event that the certificate is lost or stolen and/or that a member requires an additional certificate, the member must submit a written request to the College. There will be a \$50.00 fee for each duplicate certificate requested. A duplicate certificate with the word "Copy" clearly displayed will be issued.
- The wall certificate and student badge may not be transferred, photocopied or duplicated in any manner.

5. Property Rights

- All certificates and badges issued by the College to members remain the property of the College.
- The certificate and/or badge must be returned to the College when a member's registration is suspended or revoked, when it expires, or when the member resigns or retires.
- It is the responsibility of the member to protect their certificates and/or badges from fraudulent use by unauthorized individuals.