



COLLEGE OF APPLIED BIOLOGISTS

REGISTRANT PROFESSIONAL SEAL ISSUANCE AND USE POLICY

Policy Name:	Registrant Professional Seal Issuance and Use Policy				
Approval Authority:	Council	Adopted:		Reviewed:	TBA
Responsible Staff:	Director of Practice/Registrar	Revised:	January 1, 2021		
Responsible Committee:	None	Contact:	Director of Practice/Registrar		

1. Purpose

This policy provides guidance for College staff and registrants regarding the issuance and appropriate use of a professional seal to registrants.

2. Background

Section 49 (3) of the *Professional Governance Act* grants authority for the College Council to issue seals to designated registrants and to develop guidance governing the use of the seal.

Draft College bylaws allow for Council to issue a professional seal in a manner determined by the College.

The College bylaws define a seal as follows:

“Seal” means the physical or electronic design and words specific to the College or a registrant that denotes their designation and number and is used to certify or authenticate a signature, document, or Communication from either the College or the registrant.

Section 5-16 (2) of the College Bylaws define the guidance for issuance of a seal as follows:

(2) Registered Professional Biologist and Registered Biology Technologist registrants will be issued a seal, in a form determined by the College, and may affix the seal to professional documents they prepare.

The bylaws do not explicitly state type of seal (electronic or physical) that should be issued or specify any limits on how the seal should be applied by registrants.

3. Scope

This policy supports section 5-16 of the College Bylaws and applies to Registered Professional Biologists (RPBio) and Registered Biology Technologists (RBTech)

4. The Policy

- A. All new RPBio and RBTech registrants will be issued a professional seal in Electronic format as of January 1, 2021 upon a receipt of the required fee as stated in the bylaws.
- B. Physical seals, such as rubber stamp, self-inking, or embossed, may be purchased by registrants through College approved vendor providing the registrant eligibility is approved by the Registrar.



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- C. Electronic seals will be provided to the registrant in a downloadable format.
- D. Seals remain the property of the College and will be revoked upon resignation or suspension.
- E. Electronic seals must only be affixed in an appropriate location on a professional document such as the signature block.
- F. Electronic seals affixed to documents must not exceed 4.0cmx4.0cm in dimension.
- G. Electronic seals should be affixed using software that provides security to prevent alteration of the seal and/or document after delivery to a recipient.

5. Resources

- Professional Governance Act
(<https://www.bclaws.ca/civix/document/id/complete/statreg/18047>)
- College Bylaws

6. Definitions

“Professional Document” means a report, policy, assessment, plan, work product, or other record containing or comprising a professional opinion prepared, reviewed, amended, or approved a registrant of the College.