



# COLLEGE OF APPLIED BIOLOGY

## REGISTRANT PROFESSIONAL SEAL ISSUANCE AND USE POLICY

<b>Policy Name:</b>	Registrant Professional Seal Issuance and Use Policy				
<b>Approval Authority:</b>	Council	<b>Adopted:</b>		<b>Reviewed:</b>	TBA
<b>Responsible Staff:</b>	Director of Practice/Registrar	<b>Revised:</b>	January 1, 2021		
<b>Responsible Committee:</b>	None	<b>Contact:</b>	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.
- C. Electronic seals will be provided to the registrant in a downloadable format.



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- 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.