



## SIGNING AND SEALING STANDARD

Fundamental principles of professional reliance are that all applied biology professionals meet high professional standards when carrying out their work. This includes signing off, sealing and using a signature or signature block with their professional title/designation of professional document(s) and communication(s).

Registrants with more than one designation/professional title, need to ensure they clearly identify and communicate which professional title and area(s) of expertise is associated with the professional document(s) and communication that they are signing off, sealing and/or using a signature on.

### **Signing off**

Only practicing Registered Professional Biologists (RPBios) and Registered Biology Technologists (RBTEchs) as defined in Division 3 – Categories of Registration 5(3) of the College bylaws have independent practice and have been granted the authority to signoff professional documents and communication by the College. RPBios and RBTEchs:

- should signoff all professional documents and communications with their professional title in a clear and legible manner;
- are responsible for the content of all professional documents and communications that they prepare or oversee whether or not they are signed; and
- must be working within their area of expertise or in the capacity as a manager or decision-maker.

### **Signature or Signature Block**

All practicing Registered Professional Biologists (RPBios), Registered Biology Technologists (RBTEchs) and Applied Biology Technician (ABTs):

- should use a signature or signature block on professional documents and communications with their professional title in a clear and legible manner; and
- are responsible for the content of all professional documents and communications that they prepare or oversee whether or not they are signed; and
- must be working within their area of expertise.

All Biologists in Training (BITs), RBTEchs in Training (Trainee RBTEchs) and ABTs in Training (Trainee ABTs):

- can and should sign all professional documents and communications with their in Training title in a clear and legible manner.



## **Seals**

The College's Policy 6 - 200 Use of Professional Seal outlines the requirements for the issuance and use of a seal for both registrants and College staff.

Only practicing Registered Professional Biologists (RPBios) and Registered Biology Technologists (RBTEchs) as defined in Division 3 – Categories of Registration 5(3) of the College bylaws have independent practice and have been granted the authority to seal (physical and/or electronic) professional documents and communication by the College. RPBios and RBTEchs:

- When affixing a seal registrants need to ensure the seal is affixed in an appropriate location on a professional document or communication such as, beneath the signature block or in the designated area, if there is a clearly identified area for a seal.

## **Non-practicing Registrants**

As defined in Division 3 – Categories of Registration 5(3) of the College bylaws non-practicing registrants includes all on leave, retired registrants. Non-practicing Registered Professional Biologists (RPBios) and Registered Biology Technologists (RBTEchs) cannot affix their professional title to a signature (signature block), signoff and/or seal to any professional documents and/or communications.

## **Resigned Registrants**

Upon resignation from the College registrants:

- issued a physical seal (i.e. rubber stamp) will be required to provide the College Registrar proof (emailing a picture that their physical seal has been destroyed or rendered unusable (i.e. scoring the seal)); and
- issued an electronic seal will have access to their electronic seal terminated upon their resignation.