

REGISTRANT PROFESSIONAL SEAL ISSUANCE AND USE POLICY

Policy Name:	Registrant Professional Seal Issuance and Use Policy				
Approval Authority:	College Board	Adopted:		Reviewed:	Admin. Changes in June 2026
Responsible Staff:	Director of Practice/Registrar	Revised:	January 1, 2021		
Responsible Committee:	None	Contact:	Director of Practice/Registrar		

1. Purpose

This policy provides guidance regarding the issuance and appropriate use of a professional seal.

2. Background

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

College bylaws allow for the Board 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 5-13 of the College Bylaws defines 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 outline the type of seal (digital or physical) that may be issued or specify limits on how the seal should be applied by registrants.

3. Scope

This policy supports section 5-13 of the College Bylaws and applies to Registered Professional Biologists (RPBio), Registered Biology Technologists (RBTech), and Applied Biology Limited Licensees (AB-LL).

4. The Policy

- A. All new RPBio, RBTech, and AB-LL registrants are issued a digital upon registration.
- B. Physical seals, such as a rubber or self-inking stamp may be purchased by registrants through the College-approved vendor, provided the registrant’s eligibility is verified by the College.

- C. Digital seals are 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. Seals must only be affixed in an appropriate location on a professional document, such as the signature block.
- F. Digital seals affixed to documents must not exceed 4.0cmx4.0cm in dimension.
- G. Digital seals should be affixed using software that provides security to prevent alteration of the seal or document after delivery to a recipient.

5. Resources

- [Professional Governance Act](#)
- [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 by a registrant of the College.