

POLICY ON REGISTRATION CERTIFICATE

1. Forms of Certificate to be Issued

- a) The College shall issue a wall certificate for prominent display and a wallet-size card for the following Registrants:
 - Full (Practising)
 - Non-Practising
 - Limited
 - Temporary
- b) The College shall issue a Badge to be pinned on the outside of clothing for:
 - Student Registrant

2. Contents of Registration Certificate

- a) Wall Certificate
 - registered legal Name of the member as indicated on the public CTCMA register
 - unique Registration Number assigned to the member
 - title and designation that the registrant is authorized to use
 - date of issuance
 - date of expiration
 - signature of Chair and Registrar
 - official seal of the College
- b) Wallet-size card
 - registered legal Name of the member as indicated on the public CTCMA register
 - unique Registration Number assigned to the member
 - title and designation that the registrant is authorized to use
 - date of expiration
 - signature of Registrar
 - College logo
- c) Student Badge
 - photo of the member
 - registered legal Name of the member
 - unique Registration Number assigned to the member
 - date of expiration
 - College logo
 - name of training program institution

3. Conditions for Display

- A member must display the wall certificate at the primary location where he or she provides professional services.
- If a member practices at more than one location, the member must carry a valid wallet-size card and it must be shown upon request to verify registration with the College to patients and health professionals as well as the public. Following annual renewal of registration, a sticker clearly indicating the year of renewal will be sent to each member along with the wallet-size card. The member must adhere the sticker to the wall certificate in order to display the expiry date.

4. Replacement of Certificate

Only one wall certificate will be issued to a member. In the event that the certificate is damaged, lost or stolen and/or that a member requires a replacement certificate, the member must submit the following to the Registrar:

- notarized declaration that the original certificate has been lost or stolen
- written request along with
- fee of \$50 plus shipping cost

In the case of a damaged certificate, the certificate must be returned to the College.

5. Replacement of Student Badge

a) Damaged/Lost/Stolen

In the event that the student badge is damaged, lost or stolen and /or that a student requires a replacement badge, the student must submit the following to the Registrar:

- a signed written request with explanation along with
- a photo (meeting CTCMA specifications)

b) School Transfer

In the event that the student transfers to a new school during the registration year, the student is required to report to CTCMA and request a replacement student badge with the name of the new school. The student must submit the following to the Registrar:

- a signed written request with explanation
- Confirmation Form of Education Standing – Student Registration (completed by the new school) along with
- a photo (meeting CTCMA specifications)

6. Property Rights

All certificates, wallet-size cards and badges issued by the College to members remain the property of the College.

The wall certificate, wallet-size card and student badge may not be transferred, photocopied, altered or duplicated in any manner.

The wall certificate must be immediately returned to the College in the event of any of the following: change in legal name, change in registrant title, or as required by the College.

In the case of a registrant changing their legal name or registrant title, a new certificate will be issued at no charge.

7. Registrant Responsibility for Protection of Identification

It is the responsibility of the member to securely destroy any expired or replaced wallet-size cards and/or badges.

It is the responsibility of the member to protect their certificates, cards and/or badges from misuse by any individuals other than the member him/herself.