

To: Professional Agrologist (PAg) and Technical Agrologist (TAg) Registrants

Re: Guidelines for the Use of Your Professional Seal

Enclosed is your new professional seal. The guidelines for use of the seal are on the reverse of this page.

You are reminded that **whether or not** you include your PAg or TAg designation on a report or correspondence, **you are accountable** for your actions as a registrant of the British Columbia Institute of Agrologists (BCIA).

The omission of your seal or professional designation is **not** a way to avoid accountability to BCIA or to the public.

Digital Seals and Signatures

For electronic documents BCIA has implemented a digital signature standard. To be compliant with BCIA requirements, the Registrant must use the BCIA digital signature and the electronic impression of the seal when required. This can be done through the provided software with a BCIA digital signature subscription with Notarius.

<https://notarius.com/en/certifio/professionals/bcia-british-columbia-institute-of-agrologists/>

TERMINOLOGY

Digital Signature/Digital Signing Certificate: Cryptographically protected information in which the veracity of the certificate details is certified by a Certificate Authority (CA).

BCIA Digital Signature: Digital signatures that includes additional information regarding the professional affiliation of the Registrant which is cryptographically asserted and controlled by BCIA.

Electronic Impression, Electronic Seal, or Image of a Stamp: The visual reproduction of a physical seal resulting from scanning an imprint of the seal that may also contain the visual image of the hand-written signature of a PAg and TAg, the date and the time OR requesting a PDF version of the seal for a clearer image.

Guidelines for the Use of Your Professional Seal

Your PAg or TAg stamp is a valuable symbol. It signifies your professional guarantee that the stamped document contains information presented and assessed to the standard of a professional in agrology, and as a PAg or TAg you will stand behind those results or statements as presented.

The following are recommendations on how your seal should be used:

- the seal can be applied to publications, monographs, reports, special letters, plans and drawings representing projects on which you have worked and/or for which you are directly responsible;
- normal and routine communications require only the designation PAg or TAg after your surname;
- the seal and the designation indicate you stand behind the data and recommendations made in the document;
- the seal should be placed at the bottom of the document, or where a space is provided;
- only you should affix the seal;
- please initial or sign, and date the imprint;
- if a report is presented, please stamp the bound title page.

Many client groups will be developing their own procedures for imprinted documents. The use of this seal and the application of these guidelines are not intended to supersede or replace contractual arrangements already in place.

The seal remains the property of BCIA; its safe custody and its appropriate use is the responsibility of the seal holder. The use of your seal does not, in any manner whatsoever indicate, signify, symbolize or should be interpreted as agreement by BCIA as the contents, conclusions, or recommendations within any documentation on which you place your seal.

If you have any questions or need guidance regarding these guidelines, please contact the Victoria office.