

	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 01, 2012
POLICY TITLE CERTIFICATION DESIGNATION AND MARKS	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

This policy designates the appropriate manner in which certificants can use the earned credentials.

DEFINITIONS:

None needed

POLICY:

- Individuals who have achieved one of the certifications may represent themselves as being certified within the following guidelines:
 - Individuals may represent that they are certified only for the certifications they have achieved and maintained.
 - Individuals must be currently certified (not expired) to represent they are certified.
 - Individuals may represent themselves as certified as follows:
 - In email signature blocks
 - On business cards
 - In resumes or curriculum vitae
 - In online profiles or online presence, such as in social media, employer websites, and other similar professional web-based locations
 - As part of their professional introduction and/or presentation
 - Other professional presence as appropriate and consistent with the presentation of other credentials not listed above
- Individuals may not present themselves as certified if they have not passed the examination, maintained their certified status, or are expired.
- Any individual found to misrepresent themselves as certified shall be contacted and informed that they must desist immediately in this misrepresentation.
- The Certification Council reserves the right to pursue legal recourse against any individual who consistently and/or persistently misrepresents themselves as being certified when in fact they are not.
- Individuals shall not apply the SSH certification designation to a product or service for the purpose of promotion or monetary gain. For example:
 - Appropriate: "This course has been reviewed by CHSE Certified individuals."
 - Not appropriate: "This course meets the CHSE Certification standards."

SCOPE/APPLICABILITY:

This policy applies to all individuals whether certified or not.

PROCEDURES TO ENSURE COMPLIANCE:

- All certificants are provided information on the use of the credential when they become certified and when they renew.
- Any misrepresentation shall be reported to SSH Staff for investigation and resolution.

SUPPORTING/REFERENCE DOCUMENTATION:

- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- None

ASSOCIATED NCCA STANDARD(S):

- 8C

POSTED PUBLICLY: YES