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:
  o Individuals may represent that they are certified only for the certifications they have achieved and maintained.
  o Individuals must be currently certified (not expired) to represent they are certified.
  o Individuals may represent themselves as certified as follows:
    § In email signature blocks
    § On business cards
    § In resumes or curriculum vitaes
    § 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, and are not expired
• Any individual found to misrepresent themselves as certified shall be contacted and informed that they must desist immediately in this misrepresentation
• The 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.

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/NO