
PROFESSIONAL STANDARDS POLICY

Title: PROFESSIONAL CERTIFICATION STAMPS/SEALS/ELECTRONIC SIGNATURES

Doc ID: PS6016 **Date Established:** 6/01/19

Revision: 0.01 **Date Last Revised:** 6/01/19

Committee: Professional Standards Committee **Next Revision Review:** 6/01/22

Written by: R Anderson, C Wilson, L. Moore, M. McKinney **Approved by:** BOD

Notes: Certified Professionals shall have until January 1, 2020 to conform to this policy.

Table of Contents

<i>POLICY STATEMENT</i>	2
<i>Background</i>	2
<i>Purpose</i>	2
<i>Applicability</i>	2
<i>Definitions</i>	2
<i>Responsibility</i>	3
<i>History</i>	3
<i>PROCEDURES</i>	3 - 4
<i>RELATED DOCUMENTS</i>	4
<i>APPENDIX A</i>	5

Policy Statement

ECI Certified Professionals must have a certification stamp/seal for use in professional practice and sign all plans, reports, and/or exhibits that are prepared under their direct supervision.

ECI supports the use of electronic signatures of Certified Professionals where state law permits, provided adequate security measures are in place to protect the integrity of both the documents and the signature. ECI does not support regulations that mandate the use of electronic signatures and seals as the sole means for endorsing final documents.

Electronic signatures are a legal means of signing documents, indicating that they have been prepared by a licensed professional. The potential for the intentional or unintentional misuse of signed documents and the signature itself must be controlled through the use of appropriate technologies that prevent the unauthorized transfer or reuse of electronic seals and signatures. Unauthorized use of electronic signatures and seals is strictly prohibited and subject to legal penalties.

Certified Professionals need to be protected against the illegal and unauthorized use of their work. An electronic signature should not be used until the professional providing the signature is assured that his or her signature will be automatically removed as soon as a change is made to the electronic version of the design document.

Security measures also include maintaining a hard copy of the signed and sealed document in the professional's files.

BACKGROUND

In the past ECI has offered certification stamps/seals to those Certified Professionals who have elected to purchase them. These stamps/seals were to be used for professional practice in accordance with local jurisdiction rules and regulations.

PURPOSE

To establish proper use of ECI certification stamps/seals, including electronic seals and signatures.

APPLICABILITY

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional in Erosion and Sediment Control™
- CPSWQ® - Certified Professional in StormWater Quality™
- CESSWI™ - Certified Erosion, Sediment and StormWater Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management™
- CPISM™ - Certified Professional in Industrial Stormwater Management™
- All future certifications

DEFINITIONS

Certification Stamp(s) – *A stamp/seal for marking reports, plans, documents, etc. to show professional qualifications.*

Program Department - ECI staff responsible for maintaining the professional certification programs

Certified Professional – A person who holds an ECI certification in valid status

Direct Supervision - *Supervision by a person overseeing the work of another whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his or her supervision.*

Electronic Signature - *Symbols or other data in digital form attached to an electronically transmitted document as verification of the sender's intent to sign the document.*

Electronic Seal - *An electronic seal is technically the same as an electronic signature. The difference is that an electronic signature can be associated to both a natural person or legal person/entity, whereas a seal is associated only to a legal person/entity. The signing key must be under the sole control of the signatory and the seal key must be under control of the process creating the seal.*

RESPONSIBILITY

ECI Program Department

- Assist Certified Professionals in ordering certification stamps/seals

Certified Professionals

- Ordering certification stamps/seals
- Proper use of certification stamps/seals as described in this policy
- A Certified Professional shall safeguard their stamp, seal and/or electronic signature and when not in use, they shall keep the seal, electronic signature and/or electronic seal secure, and under the exclusive control of the Certified Professional, and shall not allow them to be used by any other Certified Professional or any other person.
- A Certified Professional shall inform ECI within ten (10) days if they discover their stamp, seal, electronic seal and/or electronic signature has been stolen, lost, damaged, or otherwise rendered incapable of affixing a legible image.
- A Certified Professional shall take reasonable steps to ensure that any registered device used to create their stamp, seal, or electronic seal and/or signature is current and has not been revoked or terminated by ECI.
- Upon resignation, revocation, or expiration of an Certified Professional's certification or death of the Certified Professional, use of the stamp or seal shall be discontinued and electronic seals and/or electronic signatures should be deactivated.

- If the registration of the device used to create electronic stamps, seals or signatures either expires or is changed, the Certified Professional shall cease the use until a new one is duly issued.

Note: Misuse of the seal/stamp and/or electronic signature, failure to maintain proper control, permitting the use by non-certified professionals, or related activities that may not be enumerated but are related in some rational manner to the above grievances may result in the revocation of certification.

HISTORY

ECI Certified Professionals have purchased and used certification stamps/seals in the past but with no guidance on how they were to be used. The Board of Directors requested a standardized procedure for use of certification stamps/seals and electronic stamps/seals.

UPDATES

This policy shall be reviewed every five (5) years by the Professional Standards Committee and revised as necessary.

WEBSITE

www.EnviroCert.org

Procedures

General Certification Stamp/Seal Use

All plans and/or reports that are related to, or for use in, the field of practice, that are prepared under "direct supervision" of the Certified Professional, shall be stamped/sealed and signed, in accordance with this Policy.

This policy does not override local/state/federal jurisdictional policies and procedures. If the local/state/federal policies are less restrictive, this policy must be followed.

Certification stamps/seals, including electronic seals, may be purchased through ECI or through local vendors. If purchased through local vendors, they must use the approved ECI artwork found in Appendix A.

Stamps/seals ordered through outside vendors shall be a minimum of 1 $\frac{3}{4}$ inches (45 millimeters) in diameter and a maximum of 2 $\frac{1}{2}$ inches (65 millimeters) in diameter. The standard size is 2 inches (50 millimeters).

Certification stamps/seals may be either self-inking or non-self-inking. If self-inking, the ink shall be red, blue, or black.

Certified Professionals who have the certification stamps/seals previously ordered through ECI may continue to use those stamps/seals.

Electronic versions of the stamps/seals shall adhere to this policy unless written permission of the ECI Board of Directors or Executive Director is obtained.

Certified Professional Certification Stamp/Seal Use

A Certified Professional may only use the stamp/seal for professional practice in accordance with local jurisdiction rules and regulations.

If the Certified Professional uses a stamp pad, the ink must be red, blue, or black.

The Certified Professional must sign their name over or near the stamp/seal.

The printed name and certification number on the stamp/seal must be legible.

A legible date shall be provided near the stamp/seal. This date will be the certification expiration date.

Related Documents

ECI Documents:

N/A

Other Documents:

N/A

Related Links:

N/A

Appendix

A: Stamp/Seal Artwork

APPENDIX A

ECI STAMPS

Stamps shall adhere to standards presented in this Policy (see “General Certification Stamp/Seal Use”)

