

IFSAC SEAL ORDERING AND REPORTING PROCEDURE

PURPOSE

To establish a procedure for entities to obtain IFSAC seals to issue with certifications and for Administration to receive seal reports.

APPLICATION

This policy applies to all IFSAC accredited entities that fall under Plan 1 or Plan 3 of the fee schedule referenced in Bylaw Article 12.4.1, and according to Bylaw Articles 12.5.1 through 12.5.4 and 12.6.1 through 12.6.4.

PROCEDURE

Self-Adhesive Gold-Foil Seals

IFSAC Administration will only provide seals to accredited entities and only upon request - seals are not automatically sent to the entity. Orders can be placed in any quantity (in increments of 500) at any time throughout an entity's annual billing cycle.

1. Each IFSAC seal is uniquely numbered and recorded by IFSAC Administration before being provided to an accredited entity.
2. IFSAC seal numbers issued by an entity will be reported annually with certification information per IFSAC Bylaw 12.6. IFSAC Administration will assess the total number of IFSAC seals issued by the entity during their annual billing cycle and invoice appropriately based on Plan 1 or Plan 3 of the Certificate Assembly Table of Fees.
3. **Newly Accredited Entities using Plan 1 or Plan 3:** Once an entity has submitted their plan payment (Plan 1 - \$2500; Plan 3 - \$940), and has been granted accreditation, they must notify IFSAC Administration to provide the number of seals that the entity desires.
4. **Previously Accredited Entities using Plan 1 or Plan 3:** Once an entity has submitted its plan payment, they must notify IFSAC Administration to provide the number of seals that the entity desires.

Virtual Seals

Accredited entities may choose to issue virtual IFSAC seals instead of the self-adhesive gold-foil seals provided by IFSAC Administration.

1. The virtual seal image embedded on certificates must be obtained from IFSAC Administration and by request of the accredited entity.

2. Each IFSAC virtual seal issued by an entity for a certification must include a unique number that is displayed with the IFSAC seal.
 - a. The entity issuing the certificate will be responsible for assigning a unique number to each seal, in sequential order.
 - b. Each number must include a prefix that is assigned to the entity by IFSAC Administration. The entity prefix avoids duplication of IFSAC seal numbers across entities. For example, if an entity begins numbering at 0000001, this number would be preceded by 1298OK- the prefix assigned by IFSAC Administration and unique to the entity. Therefore, the full seal number will appear with the IFSAC seal as 1298OK-0000001.
3. **Newly Accredited Entities using Plan 1 or Plan 3:** Once an entity has been granted accreditation and confirmed their plan payment (Plan 1 - \$2500; Plan 3 - \$940), they must notify IFSAC Administration they will be issuing virtual seals. IFSAC Administration will provide the IFSAC seal image to be embedded on certificates as well as the prefix to include in seal numbering.
4. **Previously Accredited Entities using Plan 1 or Plan 3:** An entity may notify IFSAC Administration it wishes to change to issuing virtual seals. IFSAC Administration will provide the IFSAC seal image to be embedded on certificates as well as the prefix to include in seal numbering. The entity will either continue to issue any self-adhesive gold-foil IFSAC seals it has left or return the unused IFSAC seals to IFSAC Administration.

SEAL REPORTING

1. A report for each seal number and certification issued will be provided by an accredited entity to IFSAC Administration at least annually based on the data collection and reporting requirements outlined in Bylaw Article 12.6.
2. Reports shall be submitted by an accredited entity using a procedure agreed upon by the Administrative Office and the accredited entity (Bylaw Article 12.6.3).