

## Professional Stamps and Seals

### Policy Guidelines in the Use of Stamps and Seals

A registered practicing Agrologist (Professional Agrologists, Technical Agrologists, or Agrologist-in-Training) may affix a stamp or seal on technical submissions or other documents including confirmation of supervision of others. The stamp or seal authorized by the MIA is official and indicates to a client, employer, or the public that work has been produced by or under the supervision of a professional entitled to practice agrology in Manitoba.

Stamps and seals are increasingly being used by Agrologists, particularly those who are involved in activities such as Manure Management planning, supervision, document and proposal submissions to government, and work in the environmental sector. A stamp or seal indicates the registered Agrologist stands behind her/his recommendations, statements, or work results. This may help to differentiate the work and qualifications of a registered Agrologist from others.

The MIA Members' Code of Practice states at item 3(e) about the Agrologists responsibility to the profession:

**“...to sign and seal only those plans, reports and other documents for which Agrologists are professionally responsible and which were prepared by them or under their direction...”**

Agrologists who affix their seal and/or signature assume responsibility for, and an understanding of, documents. Agrologists must have exercised sufficient control and association with documents in order to sign and seal them based on personal knowledge. Agrologists will not associate with documents, reports, or statements that misrepresent, distort, or omit material facts. Agrologists should familiarize themselves with information that details the procedures.

The use of a stamp or seal is in a form authorized by MIA and the following will apply:

1. Only stamp(s) or seal(s) approved by MIA shall be acquired for use by members.
2. MIA bears no liability or responsibility for the documentation bearing the member's stamp or seal.
3. MIA's liability and responsibility extends only to the design and form of the stamp or seal and to verification of registration and membership.
4. The name and registration number assigned by MIA are required on the stamp or seal.
5. No “electronic” version of the MIA member stamp or seal has been approved for use.
6. Electronic reproduction or use of the member's approved stamp or seal is not generally recommended; therefore such usage is the responsibility of the member. Care should be taken to ensure that if an original stamped or sealed document is duplicated, the reproduction is authenticated or, "Copy" indicated.
7. The stamp or seal is usually placed at the bottom of a document.
8. The member's original signature should be across and beyond the circumference of the seal or stamp.
9. The date should be indicated in the space provided on the stamp.

## Order Form

	Types	Cost	Check your preference	Cost
	R40 Self-Inking Stamp <i>Built-in ink pad</i>	\$44.95		
	Mark Maker Seal <i>Die and gold ID plate</i>	\$58.50		
	Pocket Seal <i>Die and crimps the paper</i>	\$59.95		
		Total		
		Price plus shipping and taxes		
<b>Kindly provide information as it will appear on the stamp:</b>				
<b>Name:</b>				
<b>Stamp/Seal No: (Member Registration No.)</b>				
<b>Signature:</b>				
<b>Shipping Address:</b>				

Sign and email or fax this form back to [agrologist@mia.mb.ca](mailto:agrologist@mia.mb.ca) or 888.315.6661. This confirms your agreement to pay the invoice for the cost plus shipping and taxes.

The use of a seal or stamp adds to the credibility and professional aspect of your work and may be required. This helps to raise awareness of your status as a regulated professional.