



## **Issuing Misplaced or Lost Certificates**

The issuing of misplaced or lost certificates will be outlined in this policy. Upon notice and request of replacing a certificate, it will be made clear to the requestee that a charge of (£30.00) will be incurred. This charge will include the cost of the certificate and shipping. This charge will also be outlined when they are issued their first certificate.

All the relevant information will be clarified with the requestee including date of original certificate issue, course that was attended and updated personal information.