



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: CNA CORPORATE SEAL

<b>Procedure No.</b>	PO-003-PR	<b>Division</b>	President's Office
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	PO-003	<b>Effective Date:</b>	December 17, 2025 (R2)

## PROCEDURE

### 1.0 Diplomas and Certificates

The College of the North Atlantic (CNA) Corporate Seal (the Seal) will be issued to all campuses except Seal Cove and Ridge Road campuses - use of the Seal at these two campuses will be administered through the office of the Assistant Registrar at Prince Philip Drive. At the campuses designated to receive the Seal, the Registrar's representative will be authorized to use the Seal **ONLY** for the issuance of certificates and diplomas as well as the following student related admission/attendance documents:

- A. Student transcripts and Records of Achievement;
- B. Driver's Licence change forms (normally related to students in transportation program);
- C. Federal and Provincial Pension forms - certifying attendance;
- D. Bank forms - certifying attendance;
- E. Municipal school tax waivers for students;
- F. Court forms certifying students "status" (e.g., jury duty); and
- G. Verification of attendance for scholarship trust organizations (e.g., Canadian Scholarship Trust).

Permission to affix the Seal to student related documents other than to those listed above shall be obtained from the Associate Vice President of Student Services.

An appropriate security system for the Seal at each campus will be established by the Registrar's representative in consultation with the Campus Director/Manager.

At the Campus level, the Seal will not be used for any application other than as listed above unless official authorization has been received from the President. In such case, the use of the Seal will be logged by the President's office as per Section 2.0 below.

## **2.0 Other Applications for Affixing the College of the North Atlantic Corporate Seal**

All applications of the Seal not included in Section 1.0 above will be executed by the office of the President or the Board of Governors.

The Seal will be secured in the Office of the President and a log will be maintained of all documents to which the Seal has been affixed or approved by either the President or the Board of Governors.

Approval History	
Approved by President	March 17, 1998
Revision 1	November 4, 2016
Revision 2	December 17, 2025