

NATD

National Association of Teachers of Dancing

REPLACEMENT CERTIFICATES

The Security of Certification

All certificates will carry a number of security measures in their design in order to prevent photocopying or forgery.

These will include:

- Certificates printed on watermarked paper
- Serial numbering of certificates

All requests for replacement certificates must be made by the teacher or in the cases of individual candidates by the candidate themselves (NB if a candidate is under 16 a parent or guardian may apply on their behalf) .

If certificate(s) are lost, candidates may request replacement(s) from Head Office supplying the necessary evidence of identification and fees of £10.00 per replacement certificate. These will be issued after the details are confirmed, with all replacement certificates being clearly marked as such and carrying a serial number.

It is also possible that an error may have been made in spelling the name of the candidate on a certificate. This should be reported in writing to Head Office within 15 working days of the publication of results with the return of the incorrect certificate. If this error was caused by the Teacher/Centre providing the NATD with an incorrect spelling of a candidate's name, a fee of £5.00 will be levied. If the error has been made by the NATD, a replacement certificate will be issued free of charge. The certificate will be replaced within 2 working weeks.