

## Reprinting of Qualification Certificates

CTSI can re-print certificates from the following Qualifications:

- Diploma in Consumer Affairs (DCA)
- Trading Standards Qualification Framework (TSQF)
- Qualification Framework (QF)
- Diploma in Trading Standards (DTS) – see note below\*.

The cost to re-print, per certificate, is £25 plus VAT.

The following information is required:

- Name you completed the qualification under.  
(for example, if you have married since you completed the qualification, please provide the name it was completed under).
- Year of completion.
- Name of qualification  
(for example, DCATS)
- If the qualification was for a specific subject area, indicate this in your email.
- Payment information.

Alternatively, you can receive an academic transcript that details what you completed under your qualification. This is free of charge.

All requests must be made online:

- [Reprinting of Certificates](#)

\* DTS certificates are not available for re-print, but CTSI can arrange for a jointly signed letter by OPSS and CTSI. This is free of charge. Please follow email instructions as above.