

Reprinting of Qualification Certificates

CTSI can re-print the certificates from the following qualifications frameworks:

- Diploma in Consumer Affairs (DCA)
- Trading Standards Qualifications Framework (TSQF)
- CTSI Professional Competency Framework (CPCF)
- Diploma in Trading Standards (DTS) – see note below*.

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

Please email the Education Team on qualifications@tsi.org.uk.

They will need to know the following:

- 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.
- If paying for reprint of your certificate:
 - Via card payment - please provide a contact number our Finance Team can call you to take payment over the phone.
 - Via employer – please provide a purchase order number.

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

* 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.

Address for cheques:

Finance Team
Chartered Trading Standards Institute
1 Sylvan Court
Sylvan Way
Southfield Business Park
Basildon
SS15 6TH