

## Embosser program for PCS individuals

### A) Eligibility

1. Every PCS Certified Individual whose certification is current is eligible to enroll for the PCS Embosser. "Eligible" shall mean that the individual has provided SSPC with the appropriate paperwork to maintain their certification, have paid their current year PCS fee and have completed and returned this document to SSPC along with necessary fees

### B) Fees

1. PCS individuals who wish to enroll in the program will be charged a one-time fee of \$100 for Have the Embosser produced.  
2. If you loose your Embosser, you will be charged a \$100 fee for replacement of the Embosser.

### C) Registration of PCS Signature

1. The official signature (on this document) of each individual requesting the Embosser shall be on file at the offices of SSPC prior to use.

### D) PCS Embosser

1. Each individual enrolled shall be provided with an official PCS Embosser that shall be used to authenticate the documents on which the stamp is used.  
2. Use of the Embosser is limited to a PCS Certified individuals' review and approval of documents.  
3. Each time the Embosser is used, the PCS certified individual will fill in the stamp of the Embosser with his/her signature and date.  
4. In order to reduce the risk of unauthorized duplication of the Embosser, use only the Embosser provided to you by SSPC.

### E) Log Book

1. Each individual shall keep an accurate register of all documents on which the PCS Embosser is used in any appropriate log book. The log shall contain the date on which the Embosser was affixed, the name or title of the document on which the Embosser was used, the date of the document, and the reason for using the PCS stamp (review and/or approval).  
2. If SSPC is contacted to verify the validity of an Embosser used on a document, SSPC may request a copy of your log.



Mailing Address:

SSPC: 40 24th Street / 6th Floor / Pittsburgh, PA 15222-4656 or visit our website at <http://www.sspc.org>.

PCS Marketing initiatives:

Shawn Nedley (P: 412/281-2331 X 2210, or E: [nedley@sspc.org](mailto:nedley@sspc.org))

General Administrative Questions, Comments, & Suggestions:

Charlene Venson (P: 412/281-2331 x 2201, or E: [venson@sspc.org](mailto:venson@sspc.org))