



International Dance Teachers' Association

Certificate policy

The issue of certificates

IDTA will usually dispatch certificates and candidate reports to teachers for distribution to the candidates within 4 weeks of the examination date.

Awards outside of England, Wales and Northern Ireland

IDTA offers its examinations in countries other than England, Wales and Northern Ireland. Certificates awarded will bear the logo(s) of the regulatory body on the grounds that the qualifications comply with the regulatory requirements for England, Wales and Northern Ireland.

Please note that CCEA, the regulatory body for Northern Ireland, does not allow its logo to be used on certificates issued outside of England, Wales and Northern Ireland.

Replacement certificates

All requests for replacement certificates must be made:

- By the candidate via their teacher
- by the candidate themselves. If a candidate is under 16 a parent or guardian may apply on their behalf

Requests for certificates must be made to awards@idta.co.uk.

Replacement certificates will be logged and identified through the unique identifier on the certificate. Replacement certificates will additionally be clearly marked as such.

For older style certificates which do not have a unique identifier, these will be clearly marked as replacement.

Replacement certificates will be issued on the following grounds:

Spelling Corrections

Teachers or candidates must inform IDTA of any spelling corrections to their candidates' details **within 15 working days** of the publication of the results. If a request is received after this period, the teacher or candidate must return the original certificate with the spelling correction clearly marked.

The certificate will be replaced within **2 working weeks** and the centre invoiced for the reprint fee current at the time of request.

As the certificate issued is correct at the time it is claimed, retrospective claims with different details cannot be processed as replacement certificates (i.e. if the candidate changes their name through marriage or deed-poll after the certificate has been issued).

Damaged certificates

Certificates that are damaged in delivery to the candidate will be replaced free of charge. The original certificates **must** be returned via the teacher or by the candidate themselves.

Certificates that have been lost or damaged after receipt by the candidate will be reprinted and marked as replacement. The certificate will be sent to the teacher/candidate **within 2 working weeks** of IDTA being notified. The centre will be invoiced for the replacement certificate at the current rate.

Certificates lost in the post

If candidates do not receive their certificate **after 6 months** of the examination taking place, they must inform their teacher or IDTA as soon as possible. Every effort should be made by the candidate or their teacher to provide proof that the certificate has not arrived as expected.

In such cases IDTA will issue a replacement certificate free of charge.

Certificate lost by the candidate

Candidates may apply for a replacement certificate via their teacher. The certificate will be despatched to the centre **within 2 working weeks** of notification to IDTA. The candidate/teacher will be invoiced at the current rate.

The return of certificates

Where possible and practical, certificates which are damaged or incorrect must be returned to the IDTA before a replacement can be issued.

Candidates who return their certificates to teachers for correction or replacement should do so in person or by recorded delivery. Teachers should also return the certificates to the IDTA using recorded delivery where possible to guarantee proof of posting. If the returned certificate is not received by IDTA, the candidate/teacher must provide proof of posting, and a copy of the document admitting loss provided by the Post Office.

Confirmation of results to a third party

If the candidate wishes their result to be confirmed to third party, they must provide a signed statement agreeing to the release of the information.

The issue of letters of confirmation or transcripts

In cases where a certificate cannot be issued (e.g. where a qualification or examination has been withdrawn or the claim is made for certificates issued before 2000) a letter of confirmation or transcript can be provided as proof of achievement.