Use of Certificates and Marks Policy

Bureau of Fitness Standards · bureauoffitness.org

Document	BFS-POL-12 · Use of Certificates and Marks Policy
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

Certified persons may

- State "BFS-certified [scheme title], BFS ID [number]" while the certification is valid
- Display the certificate and use the certification mark on personal professional materials
- Link to their entry on the public register

Certified persons may not

- Use the certificate or mark while suspended, withdrawn or expired
- Imply that BFS certifies an organisation, product, course or service
- Alter the certificate or mark, or use it in a misleading way
- Claim a scheme or level they do not hold

Approved providers may

- Use the "BFS CPD Approved" mark and activity number on the approved activity only, for the approval period

Approved providers may not

- Use the mark on unapproved activities or on the organisation generally
- Imply that their courses lead to BFS certification or make the BFS examination easier
- Use the BFS logo (as distinct from the CPD Approved mark)

Misuse

Report misuse to info@bureauoffitness.org. BFS may require correction, publish a notice, suspend or withdraw certification or approval, and take legal action.