CILT Certificates
Certificates issued by International Branches and by Territorial Organisations

These guidelines apply for all types of CILT certificate (including education / qualification, membership, honours and awards).

Certificates issued by or on behalf of CILT International (i.e. by Ireland for education, by Hong Kong for membership, by International Secretariat for International awards) utilise a OnePassSecurityPrint process and incorporate the following secure features:
Secure background panel (net), heat reactive spot (on reverse), foiled embossed logo, sequential security numbering (on reverse), Hologram, and Watermarked stock.
These certificates are costly to produce in anything but very large production runs.

Certificates issued by Territorial Organisations and International Branches follow the same basic design but may contain fewer security features to allow for cost effective production of smaller print runs, local practice and local supplier capability. Individual TO and IBs will decide which of 3 options is most appropriate for their needs but all will follow the same base artwork.

Print Spec for base artwork:
The certificates may be printed in 4 colour process (CMYK) or in 2 pantone colours (Purple 269 & Gold 872) onto white colour 150gsm weight stock.
There is an option to either emboss and/or foil the CILT logo in the purple band, or alternatively to print a flat logo.
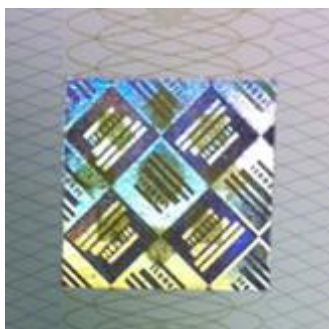The security numbering may be printed with the certificate or overprinted retrospectively with the text layout, and may appear on the front or the reverse of the certificate

In addition branches will choose one of the 3 following options on security features:
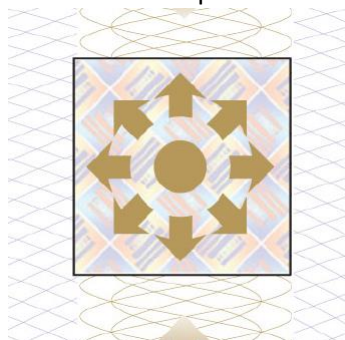
Option 1 Hologram
The hologram is located in the right top corner as part of the band of icons. The hologram can be either circular or square. The International version is 19mm x 19mm in size and locates 19mm from the top of the certificate and 18mm from the right hand side.

Photo	Artwork proof

Option 2 Seal
The seal (this can be a sticker or an actual seal depending on country preference) is shown in the left bottom hand corner. The size and type are determined by the country, but we would advise leaving at least a 10mm space around the feature where possible.

Option 3 Stamp
The stamp is shown in the right bottom corner. The size and type are determined by the country, but we would advise leaving at least a 10mm space around the feature where possible.

Security Numbering

It is a requirement that all certificates issued contain security numbering to identify both the issuing branch and the recipient. IB/TOs must maintain a record of all certificates issued which should include:

Certificate Number, Name of recipient, date of issue, purpose of certificate.

Individual branch identification numbers are:

International	001	New Zealand	018
Australia	002	Nigeria	019
Bangladesh	003	N. America	020
Benelux	004	Namibia	035
China	005	Oman	021
Egypt	006	Pakistan	022
Ethiopia	007	Poland	023
Ghana	008	Singapore	025
Hong Kong	009	S. Africa	026
India	010	Sri Lanka	027
Indonesia	011	Taiwan	028
Ireland	012	Tanzania	029
Kenya	013	UAE	030
Macao	036	Uganda	031
Malawi	014	UK	032
Malaysia	015	Ukraine	037
Malta	016	Zambia	033
Mauritius	017	Zimbabwe	034