

# Circular S/IF/32/15

August 2015

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To: Head of Centres/Examinations Officers

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## CCEA Results Registry service

**Have some of your pupils lost proof of their qualifications? CCEA can help.**

Qualifications certificates are misplaced, lost, destroyed or damaged on a regular basis. If you have past or current pupils who no longer hold their original certificate(s) and/or you no longer retain them in line with JCQ General Regulations, for a small fee\* CCEA's Results Registry service can provide applicants with a Certified Statement of Results within 3 working days.

**This fast and efficient service provides a legal document which:**

- **is official confirmation of past results achieved;**
- **may prove vital in securing jobs or places on courses;**
- **gives perspective employers information on an individual's levels of attainment.**

This is a service to replace previously issued certificates and not Provisional Statements of Results.

Please find enclosed two copies of a poster that highlights this service. You may wish to display these somewhere visible to staff and pupils in your centre. If you require additional copies of the poster please email: [cceadistribution@ccea.org.uk](mailto:cceadistribution@ccea.org.uk).

For further information on the Results Registry service and its application process visit: [www.ccea.org.uk](http://www.ccea.org.uk). If you wish to speak to a member of the team please call the number below.

Please note, if applicants did not sit all of their examinations with CCEA, we can also re-direct them to other Awarding Organisations that may be of service.

*\*Per examination series requested.*

*Please note CCEA is a not-for-profit organisation and fees cover the cost of materials, searches and printing only.*

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If you have any queries regarding the content of this circular please contact:

**Results Registry at CCEA on: (028) 90261200 ext: 2412**

**Email: [sgallagher@ccea.org.uk](mailto:sgallagher@ccea.org.uk)**

