

Procedures for Obtaining Use of the CALA Accreditation Symbol and ILAC Combined MRA Mark

1. Should a member wish to obtain the use of the CALA Accreditation Symbol, or the ILAC Combined MRA Mark, the Program Administrator must be contacted in writing at: ecummins@cala.ca.
2. Upon receipt of the written request, the Program Administrator will forward the license agreement(s) to the laboratory for review and signature. Any questions regarding either the license agreement itself or the use of the CALA Accreditation Symbol or ILAC Combined MRA mark should be directed to the Program Administrator.

NOTE THAT THE LABORATORY IS NOT AUTHORIZED TO MAKE USE OF THE ACCREDITATION SYMBOL OR MARK UNLESS AND UNTIL THE AGREEMENT HAS BEEN FULLY EXECUTED BY THE LABORATORY AND CALA.

3. The lab forwards the signed license agreement(s) to CALA, **together with a Certificate of Insurance as per clause 6** of the License Agreement. A faxed or emailed copy of the agreement and certificate of insurance will be accepted.
4. Upon receipt of the signed license agreement(s) and certificate of insurance, two CALA officials will review and sign the documents. The Program Administrator will then release approval of use of the CALA Accreditation Symbol or ILAC Combined MRA mark via email to the laboratory together with a fully executed version of the license agreement(s).