

### **Photo submission guidelines**

Photos submitted for inclusion on the licensee information page must comply with the following guidelines. The NCMB reserves the right not to post photographs it deems inappropriate.

1. The photo should be a color head shot (head, neck and shoulders in frame) that is in focus. The individual pictured should not be wearing sunglasses, a hat or any other item that obscures the face or alters his or her normal appearance.
2. The licensee should be the only individual in the photograph. The licensee should be looking straight ahead, with both eyes open and a natural facial expression.
3. The licensee should be in professional dress equivalent to his or her everyday attire for work in a clinical setting.
4. All photos must be submitted electronically in JPEG format and should not exceed 2 MB in size.
5. The photo should be recent and representative of the licensee's current appearance and should be replaced regularly (e.g. biannually or whenever physical appearance changes materially).