Self-declaration

▶▶ **BACKGROUND INFORMATION:** Depending on your field of specialization or your experience, you may be interested in specific training that the ChAD has not yet been asked to certify (course, conference, seminar, event).

If this training enables you to maintain and develop skills in your area of practice and meets the certification criteria found in the Training Certification Guide, you may make a self-declaration application to have professional development units (PDUs) credited directly to your ÉduChAD file. Simply follow the steps in this tutorial.

▶▶ **PROCESS**

1 Log in to the ChAD's Portal and click on "ÉduChAD."

2 Click on the "My file" tab.

3 Click on "Training record."

4 Click on "New self-declaration."

5 Choose the type of request you would like to make.

6 Fill in the form, attach the documents, and pay the fee.
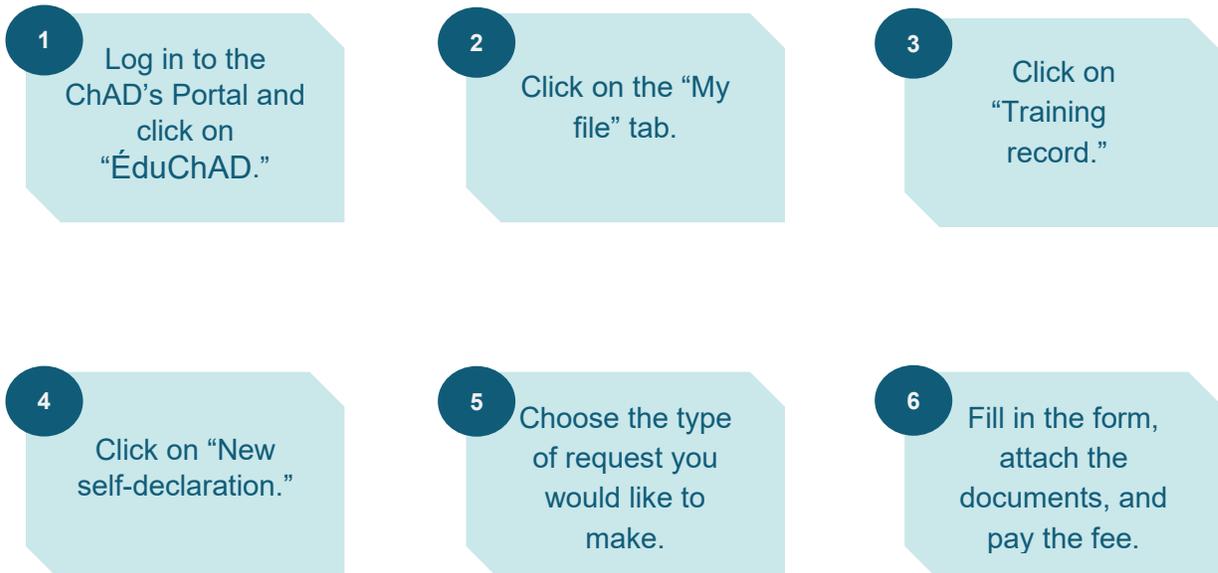
PROCEDURE

1. **Log in to your portal and click on "ÉduChAD."**

CHAMBRE
DE L'ASSURANCE
DE DOMMAGES
À VOS CÔTÉS POUR ASSURER LA CONFIANCE

Sign in to the ChAD Portal

Email Address

Password

SIGN IN

Forgot your password?

Welcome
Welcome to the member portal.

Profile

EduChAD

Information request

Plus

Profile
Welcome to the profile page.

EduChAD

2. Click on the "My file" tab.

Dashboard

My courses and events

Catalog

My messages and forums

My resources

My file

3. Click on "Training record"

My file

Overview | Purchases | Shopping Cart | Promotional codes | Profile | Training record

4. **Click on "Add self-declarations."**

5. **Choose the type of request you would like to make. Click « Continue ».**

6. **Fill in the form, attach the documents, and pay the fee.**