



Training Recognition

►► **Background information:** Course accreditation is valid for a one-day event (non-renewable) or for a two-year period, after which a renewal application must be made. You will automatically receive an email reminder approximately two months before the end of the two-year accreditation period.

Organizations that provide training and independent trainers who wish to request certification for a training activity must proceed as follows:

1. Read and understand the [Training Recognition Guide](#) and the [User Guide](#).
2. Comply with accreditation criteria and procedures.
3. Complete the accreditation application form (by following this procedure).
4. Comply with the commitments.
5. Pay the applicable fees.

A maximum of **30 days** is required to analyse the file.

►► PROCESS





INSTRUCTIONS

1. Log in to the ChAD Portal at portail.chad.ca. If need be, follow the [procedure for logging in](#).

2. Click on “Managing business accounts.”

3. Recovering and Deleting a Form: As long as the payment has not been made, it is possible to fill out a previously started form or delete it to make a new request.

To continue a form: Double-click on the name of the form to be reintegrated and be able to continue filling it out.

Your memberships

Information

Click on a membership to view details about it

Filter Search Add Membership

<input type="checkbox"/>	Acronym	Name :	Status	Status reason	Start Date	End Date
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---	---
<input type="checkbox"/>	AFC04782	Les agents en assurance de dommages et leur code de déontologie	Inactive	Echue / expired	2013-07-03	2015-07-02



To delete a form: Select the square button (at the end of the line on the left), then click on "Delete" (see the red trash can icon on the right).

Your memberships

Information
Click on a membership to view details about it

Delete Filter Search + Add Membership

Acronym	Name :	Status	Status reason	Start Date	End Date
<input checked="" type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---
<input type="checkbox"/>	AFC04782	Les agents en assurance de dommages et leur code de déontologie	Inactive	Echue / expired	2013-07-03 - 2015-07-02

4. Click on the business for which you are applying for a training activity.

A one-stop shop for managing your needs: view your businesses, manage employees, have training certified, etc.

Your Corporate Services

Information

Filter Search

Name	Training provider	Employer	Main address
CHAMBRE DE L'ASSURANCE DE DOMMAGES	✓	✓	999 BOUL. DE MAISONNEUVE 0, SUITE 1200, MONTRÉAL, QUÉBEC, H3A 3L4, CANADA

Items per page: 10 1 - 1 of 1

5. Select the second tab, "Memberships" You will see the list of your training activities recognized and their status: active, inactive, pending, expired, etc.

General Information **Memberships** Employees List

Your memberships

Information
Click on a membership to view details about it

Filter Search + Add Membership

Acronym	Name :	Status	Status reason	Start Date	End Date
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---
<input type="checkbox"/>	AFC04782	Les agents en assurance de dommages et leur code de déontologie	Inactive	Echue / expired	2013-07-03 - 2015-07-02

6. Click on "Add Membership"



General Information | **Memberships** | Employees List

Your memberships

Information
Click on a membership to view details about it

▼ Filter Q Search **+ Add Membership**

<input type="checkbox"/>	Acronym	Name :	Status	Status reason	Start Date	End Date
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---	---
<input type="checkbox"/>	---	- CHAMBRE DE L'ASSURANCE DE DOMMAGES - Reconnaissance formation / Training recognition	En attente paiement / Awaiting payment	---	---	---
<input type="checkbox"/>	AFC04782	Les agents en assurance de dommages et leur code de déontologie	Inactive	Echue / expired	2013-07-03	2015-07-02

7. Select the “Training certification” button and then click on “Add membership”.

Start a new registration

Information
Welcome to the admission page.

Membership category

Reconnaissance formation

ADD MEMBERSHIP

8. Complete all the sections in the certification form. Once you fill in a section, click on “Next” to proceed to the next section.

- Information

CHAMBRE DE L'ASSURANCE DE DOMMAGES - Nouveau - Demande reconnaissance formation / Training recognition request

1 Informations 2 3 4

Application for training recognition

Here are the 5 steps to follow :

1. Read the Training Recognition Guide (in French only) to ensure that your training activity complies with the categories recognized by the CHAD. (<https://chad.ca/wp-content/uploads/2020/03/guide-reconnaissance-fco.pdf>).
2. Comply with the accreditation criteria and procedures, in particular with respect to length, content and format, as well as how the structure facilitates learning and learner assessment. Trainer recognition criteria must also be respected, including professional and group facilitation experience. See the Application Guide (URL link coming soon).
3. Complete the application form and attach additional documents as required.
4. Comply with the section on the training organization's commitments, particularly with respect to recording attendance, publicizing training activities, evaluating learners and issuing certificates of attendance.
5. Pay the applicable fees (file analysis, number of PDU's, trainers' fees).

To find out more, click here: <https://chad.ca/en/obligations-and-training-for-certified-professionals/training-managers-zone/having-my-training-recognized/>

SURVEY >



- **Questionnaire**

Complete every field in the questionnaire.

- Pay close attention to how you answer, and which documents you need to attach.
- Be as detailed as possible so that we may carry out an in-depth analysis of your application. Our goal is to ensure that the training we offer is interesting and relevant to the professional practice of our certified members.
- If any information we require for our analysis is missing, you will receive an email indicating the nature of this information or the additional documents you will need to send us.
Please note that additional time may be necessary to process your application if any information is missing.

When the questionnaire is completed in full, click on “Submit.”

The screenshot shows a progress bar with four steps: 1 (checked), 2 (Survey), 3, and 4. Below the progress bar, the content sections are: General informations, Content Item Section, and EduChAD catalog. Under the EduChAD catalog section, there is a question: "Would you like to display the training in the EduChAD catalog *". There are two radio button options: "Yes" (unchecked) and "No" (checked). At the bottom right of the form, there is a "BACK ^" button. At the bottom center, there are two navigation buttons: "< INFORMATIONS" and "NOTICE AND STATEMENT OF ACCURACY >". The "NOTICE AND STATEMENT OF ACCURACY >" button is highlighted with a red box.

- **Commitment**

Check the box to agree to the commitment.

The screenshot shows the "Statement of Accuracy" form. At the top, there is a progress bar with four steps: 1 (checked), 2 (checked), 3 (Notice and Statement of Accuracy), and 4. Below the progress bar, the title "Statement of Accuracy" is displayed. Underneath, there is an "Information" section with a list of requirements for the person responsible for the application for recognition. At the bottom left, there is a checkbox with the text "By checking this box, you agree to the commitment." The checkbox is checked. At the bottom right, there are two navigation buttons: "< SURVEY" and "PAYMENT >". The "PAYMENT >" button is highlighted with a red box.



- **Payment**

Review the cancellation policy and the details of the transaction. You may pay by credit card.

At this point, only the application fee for the analysis is billed. Once the application has been approved, you will receive another invoice based on the number of trainers giving the training and the number of PDUs granted.

Product	Quantity	Unit Price (CAD)	Price (CAD)	
Frais d'analyse - Formation (non remboursable) / Analysis fee - Training (Non refundable)	1	\$60.00	\$60.00	
			Subtotal	\$60.00
			TPS	\$3.00
			TVQ	\$5.99
			Total	\$68.99

Payment Method*
Credit card

Credit card

Payment Method

Cardholder Name

Payment Method*
Credit card

Credit card

9. Click on “Checkout.”

Payment Method*
Credit card

Credit card

Payment Method

Cardholder Name

Card Number MMY CVV

Total \$68.99

Checkout