

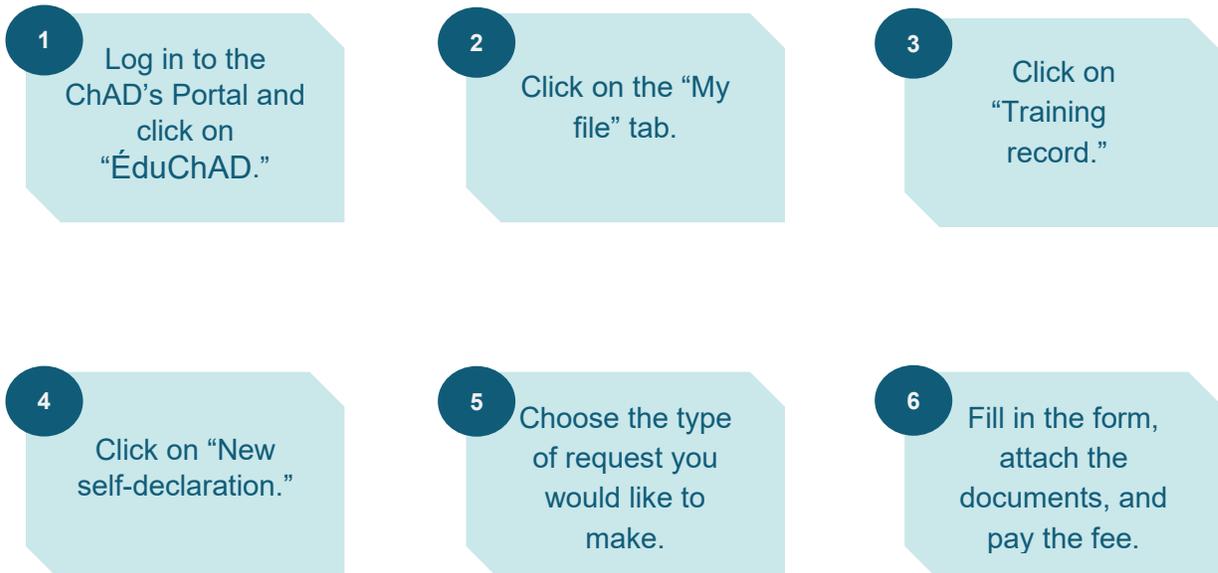


# Self-declaration

▶▶ **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



## PROCEDURE

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



Information sheet  
Target group: Certified members



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?

Profile

EduChAD

Information request

Plus

Welcome [redacted]  
Welcome to the member portal.

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



## Information sheet Target group: Certified members



### 4. Click on “Add self-declarations.”

Courses

2 registrations displayed

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

**New self-declaration**  
Period from January 1, 2022 to March 31, 2024

CHAMBRE DE L'ASSURANCE DE DOMMAGES

Back

**Self-declaration**  
Declare a training activity related to the practice of your profession, which has not been the subject of an application for recognition with the ChAD

**Self-declaration: I have taken training not recognized by the ChAD**

You may be granted professional development units (PDUs) for participating in an activity that has not been recognized by the ChAD (symposium, conference, event, etc.). In order to qualify, the activity must meet the recognition criteria, and you must have done the training during the current reference period.

You must provide a description of the activity, the trainer's biography, proof of attendance and pay the application fee.

*Please note: The activity must not have taken place before you received your damage insurance certificate and must be successfully completed during the current period.*

Fees are required for this self-declaration

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

I certify and solemnly declare that the information provided is true, accurate and unaltered.