

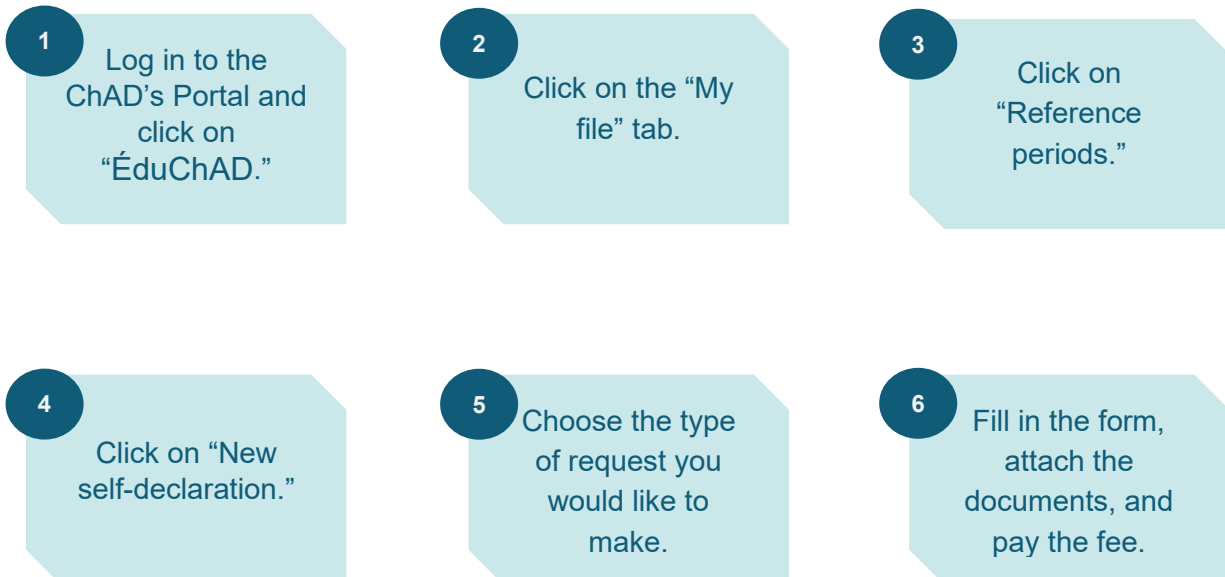


# Self-declaration

►► **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 recognize (course, conference, seminar, event).

If this training enables you to maintain and develop skills in your area of practice and meets the recognition criteria found in the Training Recognition 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?

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  [+ Add self-declarations](#)

2 registrations displayed [Exports and reports](#)

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

#### 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

College or university courses

Discipline Committee

Insurance Institute of Quebec or Canada

Training not recognized by 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

[Cancel](#)

[Continue](#)

### 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.

[Cancel](#)

[Save draft](#)

[Proceed to payment](#)