



Exemptions

▶▶ **BACKGROUND INFORMATION:** A PDU exemption may be granted in four specific cases:

- Maternity, paternity or parental leave
- Illness
- Caregiver
- Certified outside Quebec

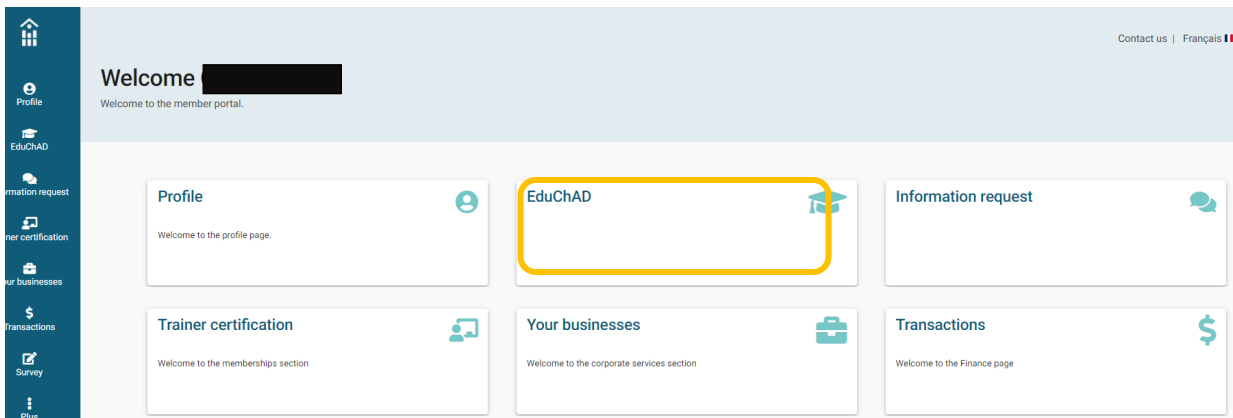
Here is the procedure to submit a request for exemption.

▶▶ PROCESS



PROCEDURE

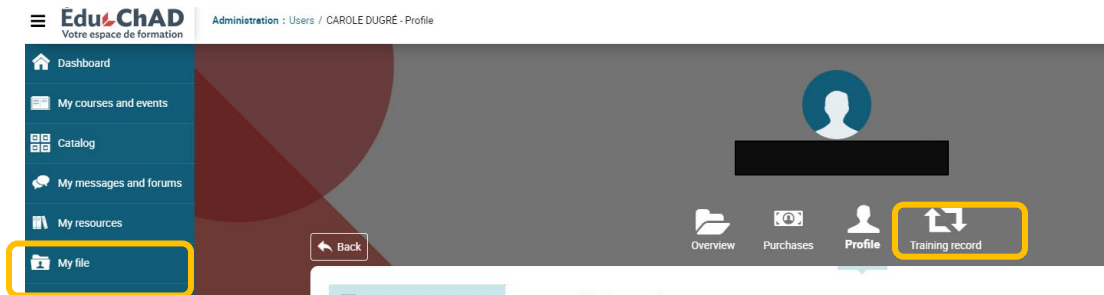
1. Log in to the ChAD Portal at portail.chad.ca. If necessary, follow the [login procedure](#).
2. Click on ÉduChAD.





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- Click on “My file” on the left-hand menu, and then the “Training record” tab at the top of the page.

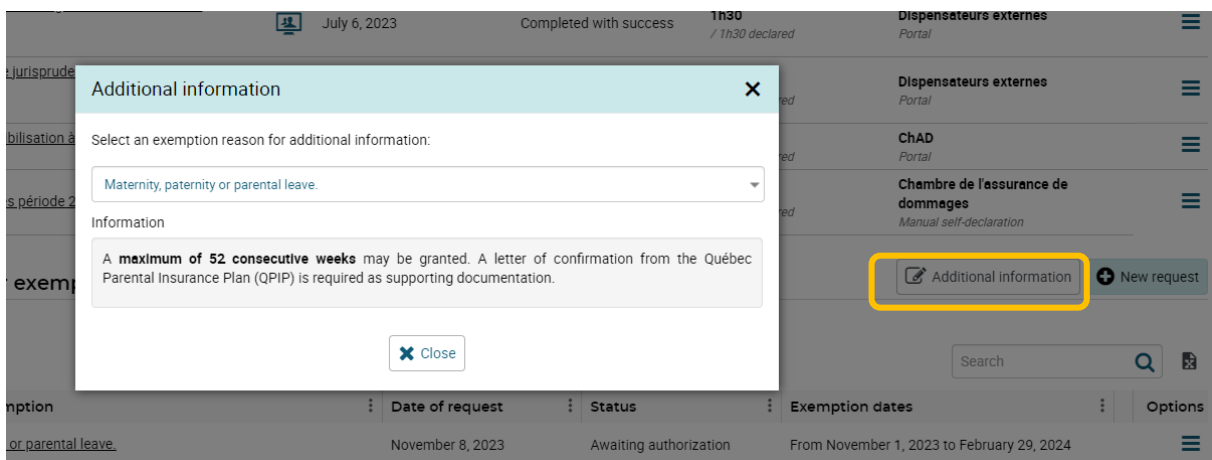


- Scroll down to the “Exemptions” section.



- Clicking on the “Additional information” button will allow you to view the relevant information on potential reasons for an exemption:

- Maternity, paternity or parental leave
- Illness
- Caregiver
- Certified outside Quebec





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6. Click on “New application.”

Requests for exemption Additional information **New request**

1 request

7. Choose your reason for the application.

8. Enter the period of time for which you would like your PDU exemption. Please note, you must request a minimum of 30 consecutive days.

9. Attach the requested supporting document.

Request for PDU exemption

Each representative (agent, broker or claims adjuster) is responsible for notifying the Chambre de l'assurance de dommages of any interruption to their business activities by reason of force majeure if they wish to be exempted from their mandatory professional development obligations during the reference period when the leave of absence occurs.

When you are granted an exemption, the number of PDUs to be completed during the reference period is reduced in proportion to the number of months of absence (0.833 for each month).

Reason for requesting an exemption (a minimum of 30 consecutive days is requested)

I am on **maternity, paternity or parental leave.**

I am unable to participate in professional development activities due to **illness.**

I am unable to participate in professional development activities because **I am acting as a caregiver.**

I am an **out-of-province certified professional.** I am certified in my province of residence, which sets its own professional development obligations.

Start date * End date *

Set the exempted hours manually rather than prorated to the duration of the exemption

A **maximum of 52 consecutive weeks** may be granted. A letter of confirmation from the Québec Parental Insurance Plan (QPIP) is required as supporting documentation.

Justification

Add a supporting document

Select a file or drop it here.

10. You may send a message to the administrator in order to add further information or ask questions, if need be.

11. Check the “I do solemnly certify and affirm that the information provided is true, accurate and unaltered” box.

12. Click on “Submit.”

Message for the administrator

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



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13. A summary of your application will appear on the screen.

14. You will receive the decision within a maximum of 30 days.