



# Applying for a professional title

▶▶ **BACKGROUND INFORMATION:** A professional title is a symbol of competence. It confirms that its holder has completed recognized, high-quality training that allowed them to acquire a specific set of competencies and qualifications. In the damage insurance industry, different organizations grant different titles. The ChAD authorizes the following professional titles:

- Chartered Insurance Broker (C.I.B.): a university-level programme
- Associate Insurance Broker (A.I.B.): a CEGEP-level programme

Damage insurance brokers who wish to use these professional titles in Quebec must be authorized by the ChAD to do so, pursuant to section 318 of the *Act respecting the distribution of financial products and services*.

## ▶▶ PROCESS



## PROCEDURE

1. Go to the ChAD website at [chad.ca](http://chad.ca).
2. Choose "Obligations and Training for Certified Professionals" and then "Training" in the main menu.



# Information sheet

## Target public: Certified members



The screenshot shows the website's navigation menu. Callout 1 points to the 'OBLIGATIONS AND TRAINING FOR CERTIFIED PROFESSIONALS' menu item. Callout 2 points to the 'TRAINING' sub-menu item. The 'TRAINING' sub-menu includes: My PDU File, My Professional Development Obligations, Mandatory Course, Self-declaration application for PDUs, TRAINING MANAGERS ZONE, and NEWLY CERTIFIED PROFESSIONALS. The 'OBLIGATIONS AND TRAINING FOR CERTIFIED PROFESSIONALS' menu item is expanded to show three columns of sub-items: PROFESSIONAL PRACTICE (Claims adjustment, Code of Ethics, Co-Ownership, Deadlines, Letters of subrogation, Personal Information, Policy renewals, Record keeping and notes in client-records), COMPLAINTS AND DISCIPLINARY ACTIONS (Representations, Social media and internet, Supervising Employees, Table comparing endorsement Q.E.F. No. 43 to Q.P.F. No. 5, Termination of mandate, The Co-Insurance Clause, The reservation of rights letter), and TRAINING ACTIVITIES OFFERED BY THE CHAD.

[CLICK HERE FOR "OBLIGATIONS AND TRAINING FOR CERTIFIED PROFESSIONALS"](#)

### 3. On the "Training" page, click on the "Professional titles" box.

The screenshot shows the 'Training' page. It features a header with the title 'Training' and a sub-header 'Training is essential to the professional development of insurance agents, brokers and claims adjusters. It enables them to provide better service and support to their clients, and thus contribute to the protection of the public. Click on one of the topics below to find out more, or log in to your EduCHAD folder.' Below this is a 'LOG IN TO YOUR EDUCHAD ACCOUNT' button. The main content area contains four boxes: 'Mandatory Course', 'My Professional Development Obligations', 'How to Obtain PDUs', and 'Professional Titles'. The 'Professional Titles' box is highlighted with a yellow border and contains the text: 'What are the titles authorized by the CHAD and how to earn a title.' Below the text is a 'LEARN MORE' link with a downward arrow.



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4. Scroll down the page to the section entitled “How to earn a title.” Then click on the link for the title that applies to you.

### How to earn a title

To earn a ChAD-authorized title, you must first ensure that you meet the prerequisites listed above. Then, you need to submit an application for a professional title on the ChAD's Portal. Among other things, you'll need to provide the following documents:

- Your official transcript
- Curriculum vitae

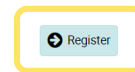
Cost: **\$125 plus tax** to review the file and issue the A.I.B. or C.I.B. diploma.

Click on the link of the title which concerns you to proceed to the application:

- [Associate Insurance Broker \(A.I.B.\)](#)
- [Chartered Insurance Broker \(C.I.B.\)](#)

5. Click on “Register.”

**Costs (+taxes)**  
125,00\$ CAD - Professional Title



6. Now, click on “Login” to log in to the ChAD Portal. You will be automatically directed to the payment page.

7. Make your payment for the application for a title.

The screenshot shows the ChAD Portal interface for the Chartered Insurance Broker (C.I.B.) application. On the left, there is the ChAD logo and the text "Chambre de l'assurance de dommages". The main heading is "Chartered Insurance Broker (C.I.B.)". On the right, there is a payment summary table:

Price
(Estimated) GST (5%)
(Estimated) PST (9.975%)
(Estimated) Taxes
<b>Total amount</b>

Below the table, there is a "Promo code" section with a text input field and an "Add" button. At the bottom right, there is a "Next step" button with a right arrow and a "Back to catalog" button.




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8. You will once again be sent to the application. Attach the required documents, in other words, your *curriculum vitae* and your transcript from the programme you took to earn this professional title.




0% **Submission of resume** Manage  
**Not started** Grade: -% 0/1 attempt done  
**Information**  
Click on the "submit" button on the right after attaching your document (in PDF format).



0% **Submission of official transcript** Manage  
**Not started** Grade: -% 0/1 attempt done  
**Information**  
Click on the "submit" button on the right after attaching your document.

9. Complete the questionnaire by responding to the information prompts on the screen.



0% **Questionnaire for applying for a professional title of Chartered Insurance Broker (C.I.B.)** Manage  
**Upcoming** (will be available upon completion of: *Submission of resume* and *Submission of official transcript*)  
**Information**

Please fill in this questionnaire to complete the application for your professional designation.

Have you completed training that is equivalent to one or more of the courses listed in the questionnaire? Please explain in detail the course content in the "Additional details" field of the question regarding this course. We may be able to grant you recognition for prior learning.