



# Training recognition

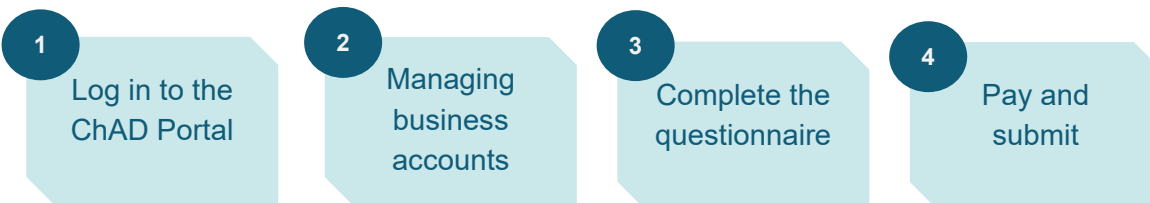
▶▶ **Background information:** Recognition is valid for a one-day event (non-renewable) or for a two-year period, after which a application for renewal must be made. You will automatically receive an email reminder approximately two months before the two-year recognition period expires.

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

1. Read and understand the [Training Recognition Guide](#) [in French only].
2. Comply with the recognition criteria and procedures;
3. Complete the recognition 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](http://portail.chad.ca). If need be, follow the [procedure for logging in](#).



## Information sheet Training managers and providers

### 2. Click on “Managing business accounts.”

### 3. Click on the business for which you are making an application for recognition.



## Information sheet Training managers and providers

CHAMBRE DE L'ASSURANCE DE DO...  
www.chad.ca  
999, BOUL. DE MAISONNEUVE O. 12E ETAGE BUREAU 1200  
MONTREAL, QUEBEC  
CANADA, H3A 3L4

4. Select the second tab, “Memberships.” You will see the list of your recognitions and their status: active, inactive, pending, etc.

CHAMBRE DE L'ASSURANCE DE DOMMAGES

General Information **Memberships** Employees List

START YOUR REGISTRATION

### Your memberships

Information

Click on a membership to view details about it

Membership ID	Description	Status	Duration
AFC14608	Reconnaissance formation / Training recognition Protection des renseignements personnels - Rappels des grands principes	Active	from 2023-05-02 to 2023-05-03
AFC13675	Reconnaissance formation / Training recognition Contre la maltraitance matérielle et financière envers les personnes aî	Active	from 2022-02-03 to 2022-02-04
AFC13444	Reconnaissance formation / Training recognition Le processus disciplinaire #11.1 Formation aux membres du Com	Active	from 2023-10-02 to 2025-10-01

Click on “Start the registration.”

5. Select the “Training recognition” button and then click on “Add membership.”

Start a new registration

Information

Welcome to the admission page.

Membership category

Reconnaissance formation / Training recognition

ADD MEMBERSHIP

6. Complete all the sections in the recognition form. Once you fill in a section, click on “Next” to proceed to the next section.
  - Information



## Information sheet Training managers and providers



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

### 1 Informations

#### 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 CNAO. (<https://chad.ca/wp-content/uploads/2022/03/guide-reconnaissance-fro.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 POUs, 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/>

NEXT

- **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.”

EduChAD catalog

Would you like to display the training in the EduChAD catalog ?

- Yes  
 No

BACK

SUBMIT

- **Commitment**

Check the box to agree to the commitment.



## Information sheet Training managers and providers



### Statement of Accuracy

#### Information

**As the person responsible for this application for recognition, I undertake to:**

- comply with the Regulation respecting the compulsory professional development of the Chambre de l'assurance de dommages;
- ensure that the trainer(s) is (are) qualified to provide the training;
- ensure that no information contrary to the laws and regulations governing damage insurance is communicated during the training;
- ensure that the training remains consistent with the summary in the trainer's guide (course outline) submitted with the application for recognition;
- not use training to promote a product;
- not engage in false or misleading advertising or advertising that is likely to mislead participants;
- show the number of PDUs, category or categories and the recognition number when advertising recognized training, and display the PDU logo;
- at the end of in-classroom training sessions, have participants who have attended the entire session sign an attendance sheet;
- after asynchronous training, have participants complete a summative evaluation; the passing grade must be 60% or above;
- certify attendance on EduChAD within 30 days of the session and upload the attendance sheet or completion report;
- provide, within 30 days of the activity, supporting documentation that attests to the participants having successfully completed or attended the training;
- include features to control the length of the asynchronous training and ensure that learners participate in active learning activities.

By checking this box, you agree to the commitment.

BACK

NEXT

### • Payment

**Review the cancellation policy and the details of the transaction. You may pay by cheque, credit card or Interac. 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)	Discount (CAD)	Price (CAD)
Frais d'analyse - Formateur (non remboursable) / Analysis fee - Trainer (Non refundable)	1	\$60.00	\$0.00	\$60.00
Subtotal				\$60.00
TPS				\$3.00
TVQ				\$5.99
Total				\$68.99

#### Payment Method

- Carte de crédit / Credit card
- Cheque / Check
- Virement bancaire / Bank transfer

Please use the button at the bottom of the form to submit your payment.

SUBMIT

## 7. Click on "Submit."