



# **Trainer Certification**

- **BACKGROUND INFORMATION:** To be certified by the ChAD, the trainer must:
  - 1. Have at least one year's experience in the subject matter;
  - 2. Have 100 hours of experience in delivering training or have completed 21 hours of training in knowledge transmission methods (such as training-the-trainer).

The ChAD also certifies content experts and speakers who have a minimum of one year's experience in the subject matter.

The trainer must apply to the ChAD him/herself for certification. This procedure explains step-by-step how to go about having a trainer certified.



### **INSTRUCTIONS**

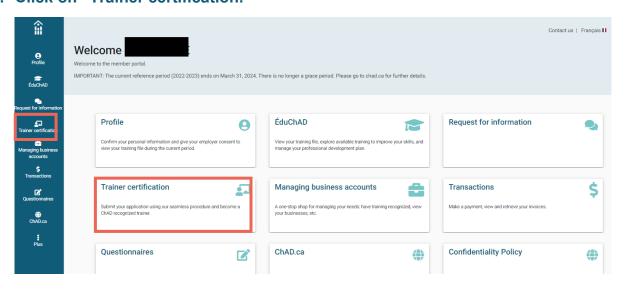
1. Log in to the ChAD Portal at portail.chad.ca. If need be, follow the <u>procedure for</u> logging in.



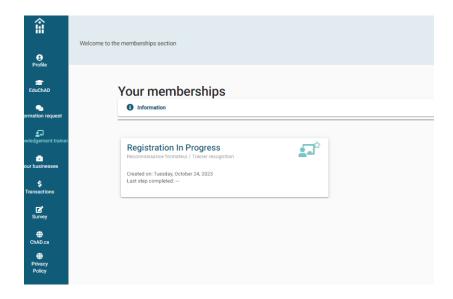




2. Click on "Trainer certification."



3. Click on "Start the certification procedure."



4. Click on "Trainer certification" and then choose the type of trainer from the three options listed (trainer, content expert, speaker). Next, click on "New certification" at the bottom right of the screen.







- 5. Complete all the sections of the certification form. Once you have completed a section, click on "Next" to move on to the next section.
  - a. Information

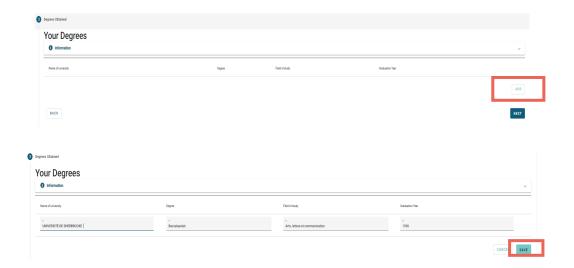


- b. Personal information
   If the person is a certified member, the information in this section cannot be changed since it comes from the AMF.
- c. Academic training

  To add training, click on "Add training" and enter the information

requested on the screen (academic institution, diploma earned, major, and year the diploma was granted). Click on "OK" to enter the information.

Please add all relevant degrees. You can add as many diplomas as you need.







## d. Employment history

To add a job, click on "Add a job" and enter the information requested on the screen (employer's name, date employment began and a description of the position).

## e. Experience

Indicate each trainer's experience, in other words, 100 hours of experience in the subject matter and/or 21 hours of "train-the-trainer" training and enter the details of your experience by filling in the information requested on the screen. Please attach any relevant documents that provide further details on the trainer's experience.

Please indicate your experiences related to the job history listed in the previous step.

#### f. Other orders and associations

To add an order or an association, click on "Add an order or an association" and enter the information requested on the screen (name of the organization, licence number).

### g. Previous conviction

Answer the question, "Has a professional order ever taken disciplinary action against you?".

## h. Commitment

Carefully read the conditions and check the box to confirm your commitment.



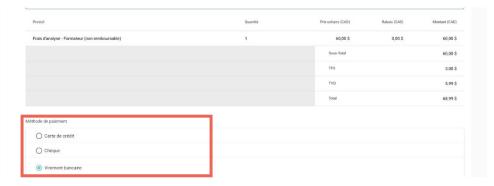






# i. Payment

You may pay by cheque, credit card or Interac.



## 6. Click on "Submit."

