



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.

▶▶ PROCESS



INSTRUCTIONS

1. Log in to the ChAD Portal at portail.chad.ca. If need be, follow the [procedure for logging in](#).

CHAMBRE
DE L'ASSURANCE
DE DOMMAGES

Sign in to the ChAD Portal

Email Address

Password

SIGN IN

[Forgot your password?](#)



Information sheet Target group: Trainers



2. Click on “Trainer certification.”

Welcome [redacted]

Welcome to the member portal.

IMPORTANT: The current reference period (2022-2023) ends on March 31, 2024. There is no longer a grace period. Please go to chad.ca for further details.

Trainer certification: Submit your application using our seamless procedure and become a ChAD recognized trainer.

3. Click on “Start the certification procedure.”

Welcome to the memberships section

Your memberships

Information

Registration In Progress
Reconnaissance formateur / Trainer recognition

Created on: Tuesday, October 24, 2023
Last step completed: --

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.



Information sheet Target group: Trainers



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

1 Informations

Welcome to the trainer recognition section.

1 For a training course to be recognized by the CHAD, it must be given by a CHAD-recognized trainer. The trainer may act as an independent trainer or be contracted by an organization providing training activities.

To be recognized, a trainer must have 1 year's experience in the subject being taught and meet one of the following conditions:

- 21 hours of training in knowledge transmission methods;
- 100 hours of experience as a trainer.

A one-day speaker or content expert may be recognized if the following criteria are met:

- 1 year's experience in the subject being taught.

Next

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.

2 Degrees Obtained

Your Degrees

1 Information

Name of university	Degree	Field of study	Graduation Year
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BACK

ADD

Next

3 Degrees Obtained

Your Degrees

1 Information

Name of university	Degree	Field of study	Graduation Year
UNIVERSITE DE SHEBROOKE	Baccalauréat	Arts, lettres et communication	1996

CANCEL

SAVE



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.



Information sheet Target group: Trainers



Engagement d'exactitude

Information

En tant que responsable de cette demande de reconnaissance, je m'engage à :

- respecter le Règlement sur la formation continue obligatoire de la Chambre de l'assurance de dommages;
- m'assurer que le ou les formateur(s) posséd(e)nt les compétences requises pour offrir la formation;
- m'assurer qu'aucune information contraire aux lois et aux règlements régissant l'assurance de dommages ne sera transmise pendant la formation;
- ce que la formation demeure conforme au résumé du guide d'animation du formateur (plan de cours) présenté lors de la demande de reconnaissance;
- ne pas utiliser la formation pour faire la promotion d'un produit;
- ne pas faire de publicité fautive, trompeuse ou susceptible d'inclure les participants en erreur;
- indiquer le nombre d'UFC, la ou les catégorie(s) et le No de reconnaissance lors des publicités relatives aux formations reconnues, et afficher le logo UFC;
- faire signer, à la fin des formations en salle, une liste de présence aux participants ayant assisté à la totalité de la formation;
- soumettre les participants, lors des formations asynchrones, à une évaluation sommative dont la note de passage est de 60% ou plus;
- attester les présences sur EduChAD dans un délai de 30 jours suivant la séance et télécharger la liste de présence ou le rapport de complétion;
- remettre une pièce justificative attestant de la réussite ou présence à la formation des participants dans les 30 jours suivant la tenue de l'activité;
- inclure, dans une formation asynchrone, des fonctionnalités assurant le contrôle de sa durée et qui soumettent le participant à des activités d'apprentissage actives.

En cochant cette case, vous consentez à l'engagement.

PRÉCÉDENT

SUIVANT

i. Payment

You may pay by cheque, credit card or Interac.

Produit	Quantité	Prix unitaire (CAD)	Rabais (CAD)	Montant (CAD)
Frais d'analyse - Formateur (non remboursable)	1	60,00 \$	0,00 \$	60,00 \$
Sous-Total				60,00 \$
TPS				3,00 \$
TVQ				5,99 \$
Total				68,99 \$

Méthode de paiement

Carte de crédit

Chèque

Virement bancaire

6. Click on "Submit."