



Trainer Certification

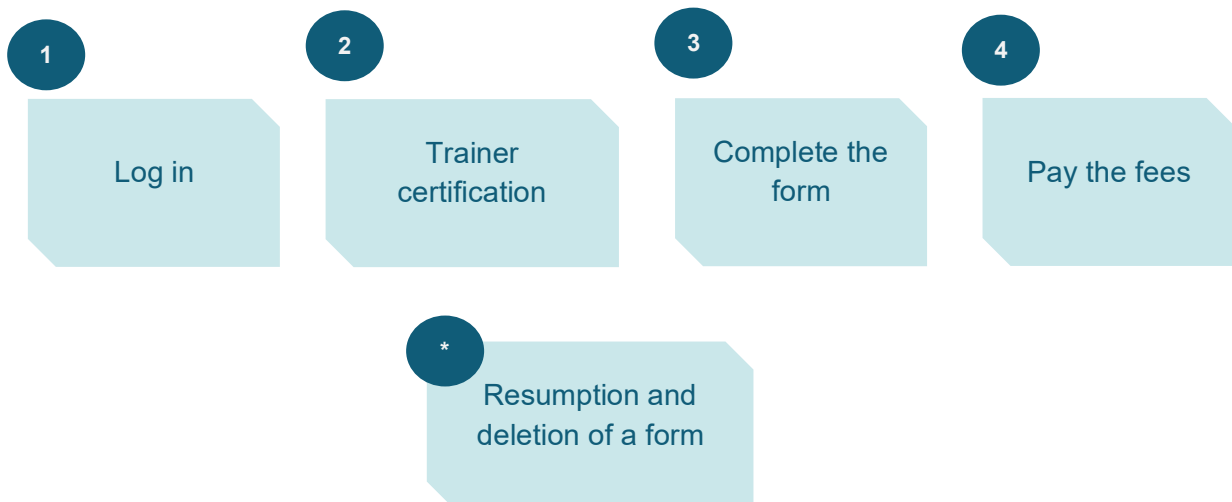
▶▶ **BACKGROUND INFORMATION:** To be certified by the ChAD, the trainer must:

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 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**





Information sheet Target group: Trainers

INSTRUCTIONS

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

2. Click on “Trainer certification.”

3. Click on “Add membership”



Information sheet Target group: Trainers



CHAMBRE
DE L'ASSURANCE
DE DOMMAGES

Submit your application using our seamless procedure and become a ChAD-certified trainer.

Your memberships

Information

Click on a membership to view details about it

Q Search **+ Add Membership**

No memberships found.

4. Click on “Trainer certification” and then choose the type of trainer from the two options listed (trainer and content expert). Next, click on “Add Membership” at the bottom right of the screen.

Start a new registration

Information

Welcome to the admission page.

Membership category

Reconnaissance formateur

Registration Type

Formateur / Trainer

Expert de contenu / Content expert

ADD MEMBERSHIP



Information sheet Target group: Trainers

5. Resuming and Deleting a Form: As long as the payment has not been made, it is possible to fill out a previously started form or delete it to make a new request.

To continue a form: Double-click on the name of the form to be reintegrated and be able to continue filling it out.

Submit your application using our seamless procedure and become a ChAD-certified trainer.

Your memberships

Information
Click on a membership to view details about it

Filter Search

<input type="checkbox"/>	Acronym	Name :	Status	Status reason	Start Date	End Date
<input type="checkbox"/>	--	[REDACTED]	Reconnaissance formateur / Trainer recognition	En attente paiement / Awaiting payment	--	--

Items per page: 10 1 - 1 of 1

To delete a form: Select the square button (at the end of the line on the left), then click on "Delete" (see the red trash can icon on the right).

Submit your application using our seamless procedure and become a ChAD-certified trainer.

Your memberships

Information
Click on a membership to view details about it

Delete Filter Search

<input checked="" type="checkbox"/>	Acronym	Name :	Status	Status reason	Start Date	End Date
<input checked="" type="checkbox"/>	--	[REDACTED]	Reconnaissance formateur / Trainer recognition	En attente paiement / Awaiting payment	--	--

Items per page: 10 1 - 1 of 1



6. 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 2 3 4 5 6 7 8 9

Welcome to the trainer recognition section.

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.

PERSONAL INFORMATIONS >

b. Personal information

*** This section is mandatory**

If the person is a certified member, the information in this section cannot be changed since it comes from the AMF.

c. Academic training

*** This section is mandatory**

To add training, click on “Add” 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.



Information sheet

Target group: Trainers

Choose “Other” to manually enter the name of the institution, the degree, etc.



d. Employment history

*** This section is mandatory**

To add a job, click on “Add” and enter the information requested on the screen (employer’s name, date employment began and a description of the position). You can also modify an existing job by clicking on the blue pencil at the end of the line on the right.

Please indicate all tasks related to your recognition request to facilitate the analysis of the file.

e. Other RBPAs

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

f. Previous Convictions

*** This section is mandatory**

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

g. Experience

*** This section is mandatory**



Information sheet Target group: Trainers



Indicate each trainer's experience, in other words, 100 hours of experience in the subject matter and/or 21 hours of training in knowledge transmission method and enter the details of your experience by filling in the information requested on the screen.

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

Please attach any relevant documents that provide further details on the trainer's experience.

h. Statement of Accuracy

*** This section is mandatory**

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

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 PDU, 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.

< EXPERIENCES PAYMENT >

i. Payment

You may pay by credit card.



The screenshot shows a payment form with a dropdown menu for 'Payment Method' highlighted by a red box. The dropdown is currently set to 'Credit card'. Below the dropdown, the form contains the following fields:

- Cardholder Name:
- Card Number:
- MMYY:
- CVV:
- Total: \$68.99
- Checkout button:

Below the main form, there is a smaller version of the 'Payment Method' dropdown menu, also set to 'Credit card'.

6. Click on “Submit.”