



Renewing a training activity

▶▶ **Background information:** The application for renewal must be made before the end of the official two-year certification period. You will automatically receive an email reminder approximately two months before the certification period expires.

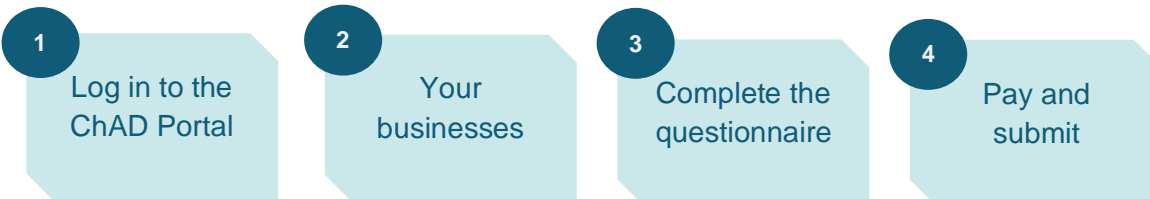
If you wish to apply to renew certification of the training, you may do so on the ChAD Portal.

Organizations that provide training and independent trainers who wish to apply to renew certification for an activity must proceed as follows:

1. Comply with the terms and conditions of renewal;
2. Complete the application form for renewal (by following this procedure);
3. Comply with the commitments;
4. Pay the applicable fees.

The application will be analyzed within a maximum of **30 days**.

▶▶ PROCESS



PROCEDURE

1. Log in to the ChAD Portal. If necessary, follow the [login procedure](#).



Information sheet Training providers and managers



CHAMBRE DE L'ASSURANCE DE DOMMAGES
AVOIS-VOUS POUR ASSURER LA CONFIANCE

Sign in to the ChAD Portal

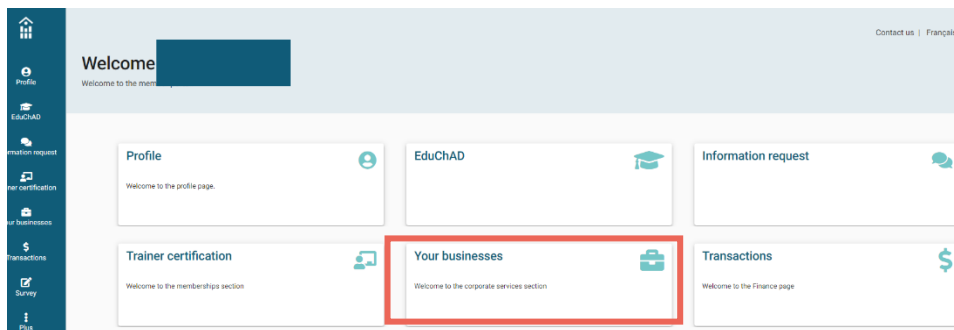
Email Address

Password

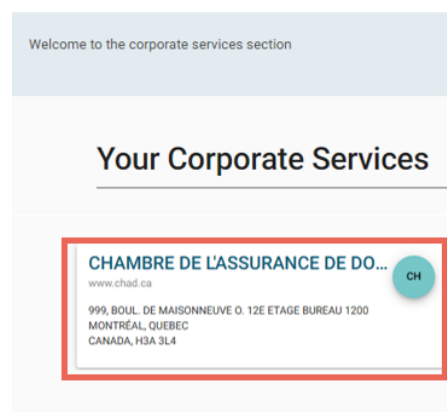
SIGN IN

Forgot your password?

2. Click on “Your businesses.”



3. Click on the business for which you are making the application for renewal.



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



Information sheet Training providers and managers



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

AFC12012 Reconnaissance formation / Training recognition Consentement et renseignements personnels en expertise de sinistres Status: Inactive Status reason: Echue / expired duration: from 2020-01-24 to 2022-01-23	AFC11706 Reconnaissance formation / Training recognition Gouvernance, efficacité du CA et gestion éthique des conflits d'intérêts Status: Inactive Status reason: Echue / expired duration: from 2019-10-30 to 2021-10-29
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Click on the training you would like to have renewed.

5. Select the “Renew your certification” button and follow the instructions on the screen to complete the renewal. At the end of the process, click on Renew Membership

Since : 2020-01-24
Category : Reconnaissance formation / Training recognition

DÉTAILS DE LA DEMANDE

RENEW MEMBERSHIP

6. Complete all the sections in the certification form. Once you have filled in a section, click on “Next” to proceed to the next section.

- Information

1 Informations

Renewing of recognition of a training activity

Information

You can renew the recognition of your training activity if there are no changes to your initial training application. You may only change the name of the trainer that appeared on the initial application for recognition.
For all other changes, a new application for recognition must be completed.

NEXT

- Questionnaire

Once you have chosen the trainer(s), click on “Submit.”
Then confirm by clicking on “Continue.”



Information sheet Training providers and managers



CHAMBRE
DE L'ASSURANCE
DE DOMMAGES

2 Survey

Trainer modifications

type of training

- Indoor training
- Webinar
- Online training (compulsory examination)
- Event or convention

List of trainers *

* Choose up to 35 element(s)

Answer

[Redacted]

SUBMIT

7. Commitment

Check the box to agree to the 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 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

8. Payment

Review the cancellation policy and the details of the transaction. You may pay by 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*

Credit card

Credit card

9. Click on “Submit.”