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|  **RECOGNITION OF A PROFESSIONAL DEVELOPMENT ACTIVITY** |
| **APPLICATION FORM TO MODIFY AN ACTIVITY RECOGNIZED BY THE CSF****OR TO ADD OR REPLACE A TRAINER** |

This request to modify a professional development activity (“activity”) already recognized by the [Chambre de la sécurité financière](https://www.chambresf.com/en/education/continuing-education-provider/policy-on-compulsory-professional-development-activities/) (“CSF”) involves:

[ ]  The description of the activity, its duration, the number of related PDUs, its content (topics covered, objectives, etc.) as well as the method of evaluation used, if applicable

[ ]  The addition or replacement of a trainer

The activity provider must send the following documents **by email** to accreditation@chambresf.com before **the activity is held again**:

* This application form
* The fee payment form (except if a trainer is added or replaced)

And if applicable:

* The resume or biography of the trainer(s)
* The summative evaluation (mandatory in the case of a remote training or pre-recorded webinar)
* The training plan if the one presented in this form was not used

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|  | **RECOGNITION NUMBER:** | CSF |    |
| **Title of the activity** (As listed in the CSF confirmation of recognition): |
| **identification of the provider** |

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| Name of the provider:       |
| Address:       |
| City:       | Province:       | Postal code:        |
| Phone:       | Ext.:       |  |
| Email:      | Website URL:      |
| identification of the contact person (the person responsible for this request)*The decision made about this request will be sent to this person.* |
| [ ]  Ms.[ ]  Mr. |
| First and last name:       |  |  |
| Address:       |
| City:       | Province:       | Postal code:        |
| Phone:       | Ext.:       |
| Email:       |

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| **Addition or replacement of a trainer** |

Please fill out for each trainer. If there are more than two trainers, you may attach a list of trainers to this application but make sure to include all the information required below.

[ ]  **The list of trainers is attached to this application** (if applicable)

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| 1. Name of the trainer:

Are they a representative? [ ]  Yes. AMF certificate number:      / [ ]  No Do they have a disciplinary record? [ ]  Yes / [ ]  NoOne of these 2 documents is attached to this application: [ ]  Resume [ ]  BiographyBrief description of the trainer’s experience and acquired knowledge, demonstrating they have the necessary competencies to lead this training activity (maximum 3 lines):      |
| 1. Name of the trainer:

Are they a representative? [ ]  Yes. AMF certificate number:      / [ ]  No Do they have a disciplinary record? [ ]  Yes / [ ]  NoOne of these 2 documents is attached to this application: [ ]  Resume [ ]  BiographyBrief description of the trainer’s experience and acquired knowledge, demonstrating they have the necessary competencies to lead this training activity (maximum 3 lines):      |

I, the undersigned, , confirm on behalf of the provider that the trainer(s) selected to lead the activity that is the subject of this application of modification have:

* The knowledge
* Experience required
* The ability to transmit their knowledge

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|  |  |  | Click here to choose a date |
| Signature of the contact person |  |  | Date |

**OR**[ ]  I understand that checking this box constitutes a signature that has legal force.

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| **FULL DESCRIPTION OF THE MODIFICATIONS MADE** |

1. **Corresponding subject(s)**

Please check the corresponding subject(s)

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| 1. General subjects
 |
| [ ]  Management of a financial services firm[ ]  Civil Code[ ]  Accounting[ ]  Economics[ ]  Finance [ ]  Business planning for clients | [ ] Business planning for representatives[ ]  Financial planning[ ]  Tax planning[ ]  Actuarial sciences[ ]  Legislative environment[ ]  Intestate and testamentary successions |
| 1. Insurance of persons
 |
| [ ]  Client counselling[ ]  Underwriting or risk management[ ]  Disability insurance[ ]  Life insurance[ ]  Trusts[ ]  Risk management in insurance of persons[ ]  Underwriting in insurance of persons | [ ]  Accident or health insurance plans[ ]  Segregated trusts[ ]  Strategy of wealth accumulation and use[ ]  Financial needs analysis[ ]  Deferred income plans[ ]  Investor profile and asset allocation[ ]  Investment strategy[ ]  Retirement and estate planning |
| 1. Group insurance of persons
 |  |
| [ ]  Client counselling[ ]  Underwriting or risk management[ ]  Disability insurance[ ]  Life insurance[ ]  Group insurance and group pension plans[ ]  Benefits and underwriting in group insurance and group annuity plans[ ]  Setting up a group insurance and group annuity plans | [ ]  Preparing a rate schedule and analyzing group insurance and group annuity quotes[ ]  Preparing a group insurance and group annuity recommendation[ ]  Public and private plans[ ]  Processing group insurance claims |
| 1. Group savings plan brokerage
 |  |
| [ ]  Client counselling[ ]  Underwriting or risk management[ ]  Retirement and estate planning[ ]  Trusts[ ]  Strategy of wealth accumulation and use[ ]  Deferred income plans | [ ]  Mutual funds[ ]  Investor profile and asset allocation[ ]  Investment strategy[ ]  Knowing the client[ ]  Registered plans |
| 1. Scholarship plan brokerage
 |  |
| [ ]  Client counselling[ ]  Underwriting or risk management[ ]  Investor profile | [ ]  Knowing the client[ ]  Strategy of wealth accumulation and use[ ]  Scholarship plans |
| 1. Compliance with standards, ethics, and business conduct
 |  |
| Any structured activity that aims to improve a representative’s expertise in the subjects related to the laws, regulations, and ethics in insurance of persons, group insurance of persons, group savings plan brokerage, or scholarship plan brokerage may be recognized in this category.*For informational purposes, here is a non-exhaustive list of subjects that may fall into this category:* |  |
| [ ]  Notions of ethics, code of conduct, and professional ethics[ ]  Code of ethics of the Chambre / Regulation respecting the rules of ethics in the securities sector[ ]  Disciplinary committee’s jurisprudence[ ]  Role of the syndic and investigation process[ ]  Role of the disciplinary committee and disciplinary process[ ]  Compliance notions and programs | [ ]  Legal and regulatory obligations of registrants[ ]  Legal and regulatory obligations of representatives[ ]  Laws and regulations concerning the practice of registrants and representatives[ ]  Other (specify):  |

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| 1. **Professional knowledge, competencies, and skills**

*As per the Regulations respecting compulsory professional development, section 18 for the* [*CSF*](http://legisquebec.gouv.qc.ca/en/ShowDoc/cr/D-9.2%2C%20r.%2013.1)*.*Please **check** which professional knowledge, competencies, and skills the activity aims to improve:[ ]  Acquisition and betterment of an integrated approach to the pursuit of the activities for which the representatives hold an authorization to practice[ ]  Acquisition and application of knowledge and analysis methods specific to the activities of the representatives[ ]  Acquisition, comprehension, and application of theoretical and technical knowledge in subjects pertaining to the compliance with standards, ethics, and business conduct |
| **Please briefly explain** how this activity will develop the above (maximum 3 lines):      |
| 1. **Training plan**

Please fill out the proposed training plan included at the end of this application form and list the topics and sub-topics as well as the time allocated to each and their related objective(s). You may also attach a training plan to your application and use the same information.**Check**: [ ]  The proposed training plan was filled out [ ]  A training plan is attached to the application |
| 1. **Summative evaluation and learning activities**
2. **Summative evaluation**

*For distance training or a pre-recorded webinar, the summative evaluation* ***must*** *be attached to this application. The following must also be provided:** The questions in the evaluation are difficult enough to determine if the person has participated in the training activity in its entirety. [ ]  Yes / [ ]  No
* The passing grade is: %.
1. **Only for distance training - Participatory learning activities** (case studies, open-ended questions, closed-ended questions, drag and drop questions, multiple choice questions, true or false, etc.)
* How many learning activities does this activity include?

* What type of learning activities are included in this activity?

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| 1. **Control measure**

Please describe how attendance or participation was measured: |

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| **6. Allocation of PDUs** |

*Only completed hours will be recognized.*

Duration of the activity:    hour(s)

Number of professional development units (“PDUs”) requested:

Does this activity include information intended to promote specific financial products or services? [ ]  Yes, please specify how many minutes in total were dedicated to this promotion:      / [ ]  No

|  |  |  |
| --- | --- | --- |
| CSF Subjects | Number of hours | Number of PDUs |
| [ ]  General subjects |    |    |
| [ ]  Insurance of persons |    |    |
| [ ]  Group insurance of persons |    |    |
| [ ]  Group savings plan brokerage |    |    |
| [ ]  Scholarship plan brokerage |    |    |
| [ ]  Compliance with standards, ethics, and business conduct |    |    |
|  | **TOTAL** |    |

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| **Declaration** |
| I, undersigned, first and last name, on my behalf and on behalf of the provider:* confirm that the information in this application and annexed documents is true and I accept all the conditions relating to the recognition of a training activity
* understand that unless it receives any missing information or documents requested within fifteen (15) business days following reception of this application for recognition, the CSF will cancel this application and no basic fees will be reimbursed
* understand that this application or training may be subject to an audit by the CSF
* consent to adhering to the CSF’s [Policy on compulsory professional development activities](https://www.chambresf.com/en/education/continuing-education-provider/policy-on-compulsory-professional-development-activities/)
 |
|  |  | Click here to choose a date. |
| Signature of the contact person |  | Date |

**OR**

[ ]  I understand that checking this box constitutes a signature that has legal force.

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| **modified training plan** |

Please complete this training plan and list the topics and sub-topics addressed along with the time allocated to each one as well as the objectives in line with the subject. You may also attach a training plan as long as it includes all the information required below.

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| Provider |
|       |

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| Title of the training activity |
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| General objective |
| *At the end of this activity, the participant will be able to…* |
|       |

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| **modified training plan (continued)** |
| **Specific objectives***Describes what the participant will be able to do at the end of the activity. Includes an* ***action verb*** *describing observable behaviour.* **MANDATORY – Minimum of 2 specific objectives** | **ELEMENTS OF CONTENT***Subjects covered in line with each specific objective* | **Learning strategy and activity***Classroom: oral presentation, discussion, workshop, case study, exercises, etc.**Remote: lecture, video, quiz with feedback, interaction with the conference speaker, etc.* | **Learning material***PowerPoint, textbook, tools, workbook, video, etc.* | **Duration***Specify for each element of content* | **Subjects\*****(please use the drop-down menu to select the abbreviation corresponding to each element of content)** |
|  |  |  |  |  | CSF Choice |
|  |  |  |  |  | CSF Choice |
|  |  |  |  |  | CSF Choice |

**\*List and abbreviations of subjects:**

**CSF**: GS: General subjects; CO: Compliance with standards, ethics, or business conduct; IP: Insurance of persons; GIP: Group insurance of persons; GSPB: Group savings plan brokerage; SPB: Scholarship plan brokerage

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| **modified training plan (continued)** |
| **Specific objectives***Describes what the participant will be able to do at the end of the activity. Includes an* ***action verb*** *describing observable behaviour.* **MANDATORY – Minimum of 2 specific objectives** | **ELEMENTS OF CONTENT***Subjects covered in line with each specific objective* | **Learning strategy and activity***Classroom: oral presentation, discussion, workshop, case study, exercises, etc.**Remote: lecture, video, quiz with feedback, interaction with the conference speaker, etc.* | **Learning material***PowerPoint, textbook, tools, workbook, video, etc.* | **Duration***Specify for each element of content* | **Subjects\*****(please use the drop-down menu to select the abbreviation corresponding to each element of content)** |
|  |  |  |  |  | CSF Choice |
|  |  |  |  |  | CSF Choice |
|  |  |  |  |  | CSF Choice |

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