**Chambre
de la sécurité
financière**

GUIDE FOR PROVIDERS

Recognition of a professional development activity

TABLE OF CONTENTS

This guide was designed to help you fill out the form in compliance with the [Policy on Compulsory Professional Development Activities](#) (Policy). Please consult the Policy for more information.

1. REQUIREMENTS FOR THE PROVIDER

You must make sure that the application form for recognition has been filled out and that it includes all the information requested. An incomplete form might result in a processing delay. Every piece of information required is relevant for our analysis.

Even though you have 6 months beginning on the date your activity is first held to send us your application for recognition, we **strongly** recommend you do so before your activity is held for the first time. That way, you'll be able to advertise your activity and publicly state that it is recognized by the Chambre. You will also be able to inform people what the subject is and how many PDUs your activity allocates.

Before confirming the number of PDUs and the subject to participants, you must wait to receive the confirmation that your application for recognition has been accepted. Even in the case of a renewal, we always undertake an analysis. Keep in mind that the number of PDUs or **the subject may change.**

The Policy (Section IV) includes several requirements you must meet:

- The activities must allow the participant to acquire, maintain, update, improve and expand their knowledge, competencies and skills related to their professional activities (4.2).
- The provider must ensure that the content of the activity corresponds to what was submitted in their application for recognition (4.4).
- The provider commits to issuing certificates of attendance to participants within 30 days of the activity (4.6).
- The provider is responsible for making sure the trainer has the capacities necessary to lead a high-quality activity and must take attendance in a method that complies with the rules on participation (4.7).

2. HOW TO FILL OUT THE FORM

2.1 SECTION - IDENTIFICATION OF THE CONTACT PERSON

This is the **contact person** listed in the application who receives the invoice as well as the confirmation. This is the individual we will contact for answers to any questions related to your application for recognition.

2.2 SECTION - IDENTIFICATION OF THE TRAINER(S)

A trainer is required for activities offered in a classroom, by webinar, videoconference and during events.

For each trainer, you must provide the information requested. If there are more than two trainers, you may attach a list of the trainers to this form. This list must contain the same information that is requested about trainers in the application for recognition form.

To make your task easier, you can keep a database with the name of trainers and the date on which you sent their resume or biography. Please note that we regularly update our file on trainers.

You need to notify us if you **add or replace a trainer** to the activity during the period of validity by sending us the "Application form to modify an activity recognized by the CSF or to add or replace a trainer" available on the Chambre's website, in the "Professional development" section under the "Guides and forms" tab.

Is your trainer a member of the Chambre?
If so, please add their representative number. However, if they are not a member, you must check "no" in the form to prevent us from contacting you again.

1. Company/organization: [ ]
   Name of the trainer: [ ]
   Address (if different from the provider's address): [ ]
   City: [ ]   Province: [ ]   Postal code: [ ] [ ]
   Phone: [ ]   Email: [ ]

   For an application to the CSF - Is this trainer a representative? ☐ Yes. AMF certificate number: [ ] / ☐ No

   For an application to the IQPF - Is this trainer a financial planner ☐ Yes / ☐ No

   Do they have a disciplinary record? ☐ Yes / ☐ No

   One of these 2 documents is attached to this application: ☐ Resume ☐ Biography

   Brief description of the trainer's experience and acquired knowledge, demonstrating they have the necessary competencies to lead this training activity (maximum 3 lines):
   [ ]

Page 2 of the application form for recognition

2.3 IDENTIFICATION OF THE ACTIVITY

If your activity was first offered in only one language but is now provided in both English and French, you need to notify us by email within a reasonable amount of time and inform us of the title in French or English.

In the case of a renewal, please validate the date on which you would like the renewal to enter into force. Keep in mind that there could be a delay between the end date of the previous activity and the new beginning date that you list in the form.

Is your activity only offered once? Is it an event that takes place over several days? If so, your activity is considered to be a **one-time** activity.

Activity takes place	Corresponds to
Over 1 year / 2 years	Recurring
1-time event	One-time

You must also specify if your activity is only available to people in your company.

IDENTIFICATION OF THE ACTIVITY

TITLE AND LANGUAGE OF THE ACTIVITY

☐ French:

☐ English:

Date requested for the beginning of the recognition of this activity: **Click to select a date**

Training will be: ☐ One-time or Recurring: ☐ 1 year or ☐ 2 years

Is this activity only offered to people in your organization? ☐ Yes / ☐ No

Page 4 of the application form for recognition

When you select the CSF subjects that correspond to the activity, keep in mind that even if some topics are listed in several subjects, the PDUs will be allocated depending on which subject is the main one.

See - Page 6 and 7 of the application form for recognition

2.3.1 Professional knowledge, competencies and skills

You must check which knowledge, competencies, and skills your activity aims to develop and briefly explain how.

1. PROFESSIONAL KNOWLEDGE, COMPETENCIES, AND SKILLS

As per the Regulation respecting compulsory professional development, section 18 for the CSF and section 16 for the IQPF.

For an application to the CSF - 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):

Page 8 of the application form for recognition

2.3.2 Training plan

We must receive a training plan, even if you send us a copy of your presentation. The presentation is considered as additional information, it may not replace a training plan.

You can fill out the training plan available below or attached a training plan that lists the same information as the suggested plan.

Tips and tricks
to fill out your plan

- *When the topic of your activity corresponds to more than one subject, we recommend that you provide more information about the link with the subject requested.*
- *The general objective, specific objectives (minimum of two), and elements of content must be different from each other.*
- *When you request PDUs in more than one subject, do not forget to list which subject corresponds to the objective in the column provided for this effect in the training plan.*
- *In the case of a renewal, the form and training plan must be filled out because we will undertake a new analysis.*

2.3.3 Summative evaluation and learning activities

For a remote activity or webinar that is replayed, the summative evaluation **must** be attached to your application. You must specify the level of difficulty and required passing grade.

You must also list the participatory learning activities included in your activity and how many there are.

Learning activities can include:

• Questions, such as: multiple choice, check boxes, short answers, concept map, dictation, case study, word games, logic games, crosswords, answers to be classified;

• Open or essay questions;

• Answers to associate or exclude,

• Texts to insert;

• True / False, Yes / No;

• Animations, such as mutual aid, interview, photo-novel, portfolio, brainstorming, discussion, video, etc.

2.3.4 Control measure

Please describe the measures for checking attendance or participation.

The activity is	Evaluation and/or control measure
In a classroom	• Attendance check
A webinar / videoconference	• How attendance is monitored If broadcast online later on, an exam is required and the passing grade must be at least 60%
Remote/online	• Two participatory assessments for every hour • Final exam with a passing grade of at least 60%

Attendance control methods can be, among others:

• For asynchronous online training: prevent the advancement of sections, control logins and logouts, etc.

• For synchronous online training: ask questions, ask to indicate the word that was displayed previously, ask to click present when required, check logins and log out, problem solving, etc.

For standard online training, the supplier must send a copy of the final exam containing a minimum of ten questions per hour of training.

2.3.5   Recognition requested

We only recognize full hours. For instance, if an activity lasts 1 hour and 30 minutes, it will only be allocated 1 PDU.

The subject requested must correspond to what is checked in the "CSF Subjects corresponding to the activity.

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	■

Page 10 of the application form for recognition

2.4   PAYMENT OF REQUIRED FEES

An email containing a secure link to proceed to payment is sent to you when the analysis of your recognition request is done. There is no cost associated with adding or replacing a trainer.

Costs vary by province and are associated with the address of the provider.

Once the payment is confirmed and invoices sent, the confirmations will be sent with the recognition number to the contact person.

Please note that our rates are reassessed every year as of January 1st. Our fee chart can be found in the "Professional development" section under the "Guides and forms" tab.

2.5   LOGO CONFIRMING THE RECOGNITION OF A PROFESSIONAL DEVELOPMENT ACTIVITY BY THE CSF

If you wish to use the Chambre's logo (which confirms that the activity is recognized by the CSF), you can request permission to do so by using the form titled "Application for permission to use the logo confirming the recognition of a professional development activity by the CSF", available

on the Chambre's website in the "Professional development" section under the tab "Guides and forms." You can use the symbol to promote your recognized activity, in your advertisements, or on your certificates.

The logo may only be used **during the period of validity of the activity**. The form is available on the Chambre's website. You must wait for the Chambre to confirm to you by email that you can use the logo, even in the case of a renewal.

3. OBTAINING THE CONFIRMATION, THEN WHAT?

3.1 ATTENDANCE CHECK AND ENTERING PDUS

You must send participants their certificate of attendance within 30 days of the activity.

The certificate of attendance must include:
- ✓ The name of the participant
- ✓ The certificate number of the participant
- ✓ The name of the provider
- ✓ The title of the activity
- ✓ The recognition number of the activity
- ✓ The date on which the activity was held
- ✓ The name of the trainer
- ✓ The number of PDUs allocated
- ✓ The subject(s) of the activity
- ✓ The name and signature of the person who monitored attendance during the activity

In information is missing, the certificate will not be valid if the Chambre checks attendance.

There are several ways to record attendance:

- the member confirms their presence to the activity on the Chambre's website in their PDU record in the Members' Area.

- you may send digital files to the Chambre so we can record attendance (fees will incur). To obtain a template of this file, please send a request to info@chambresf.com .

- You may ask for an extranet account to be created to record attendance online on the Chambre's website. To do so, please send an email to info@chambresf.com and include a password of at least 6 characters.

3.2   MODIFICATION OF AN ACTIVITY RECOGNIZED BY THE CHAMBRE

In case of major changes to your activity, you must notify us by filling out the form titled "Application form to modify an activity recognized by the CSF or to add or replace a trainer" available on the Chambre's website in the "Professional development" section under the tab "Guides and forms."

In case of major changes, fees will incur. You must fill out the "Payment of required fees" form. Fees will apply in accordance with the provider's province.

3.3   APPLICATION FOR RECOGNITION SUBMITTED TO THE CHAMBRE AND THE IQPF

The trainer who wishes to submit an application request to the Chambre and the IQPF must list this on the application for recognition form and email their application to both organizations. They must also pay any applicable fees to both entities. The decision to recognize or not recognize a training activity belongs to these organizations.

Contact us

Activity recognition

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Information centre

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