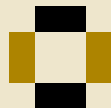


RECOGNITION OF A PROFESSIONAL DEVELOPMENT ACTIVITY

Obligations ✚ Criteria ✚ Process ✚ And more



Chambre
de la sécurité
financière

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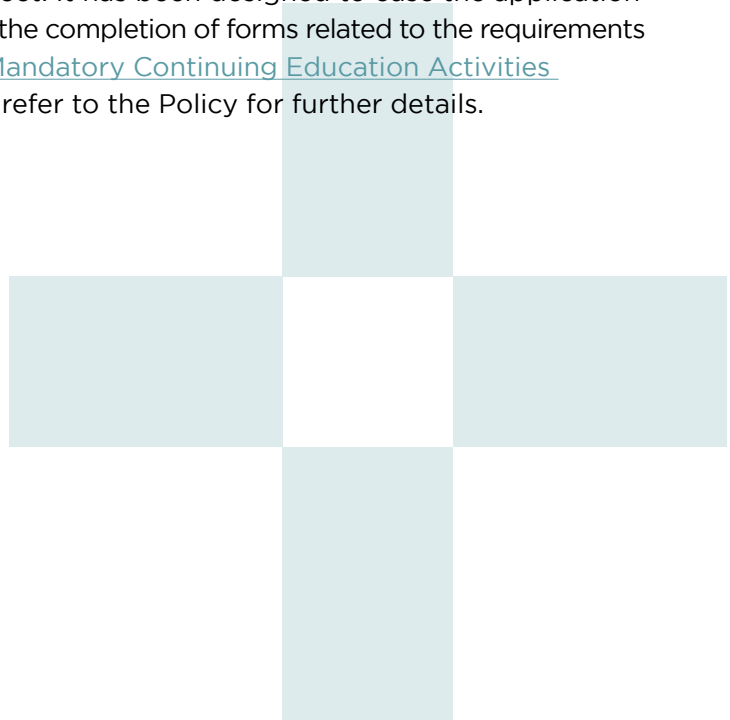


INTRODUCTION

Professional development and maintaining the highest standards of practice through continuing education are pillars of la Chambre de la sécurité financière's (CSF) mission to protect the public.

Compulsory continuing education allows members of CSF to acquire, maintain, update, improve and deepen their knowledge, skills and abilities related to the practice of their professional activities.

This guide summarizes the recognition criteria that all CE credits providers must meet. It has been designed to ease the application process, including the completion of forms related to the requirements of the [Policy on Mandatory Continuing Education Activities](#) ("Policy"). Please refer to the Policy for further details.



PROVIDER'S DUTIES AND OBLIGATIONS

The Policy (Section IV) establishes several requirements that you must implement as a provider, including:

- The continuing education activities must allow the participant to acquire, maintain, update, improve and deepen their knowledge, skills and abilities related to their roles (4.2).
- The provider must ensure the content of the continuing education activity is consistent with what is submitted in the application for recognition (4.4).
- Provider is required to issue certificates of attendance to participants within 30 days of the continuing education activity (4.6).
- The provider is required to the trainer has the necessary knowledge to deliver an educational continuing education activity and monitor attendance in accordance with the rules of participation (4.7).

Failure to comply with the requirements may result in sanctions as laid out in Section VII of the Policy.



HOW TO FILL OUT THE FORM

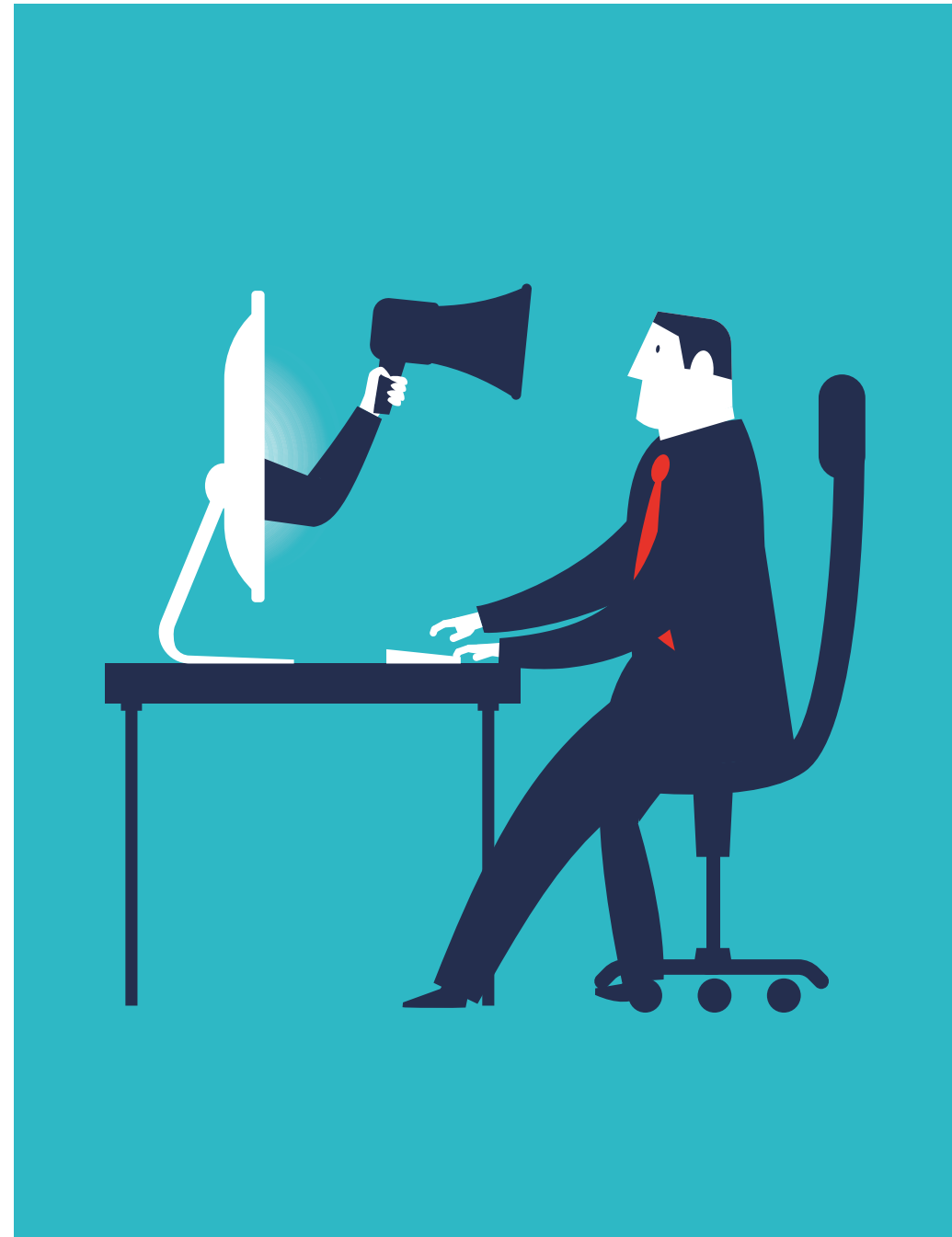
You must ensure that the application form is completed in full, as each piece of information is necessary for the analysis of your application. An incomplete form may delay the processing of your application.

We strongly recommend that you send us your request for recognition before the date of your first presentation, even if you have a 6-month period to do so. This will allow you to publicize your CE activity by including which subject and the Professional Development Units (PDUs) granted.

Remember that your application must be accepted by CSF before you can confirm these details to participants. Even in the case of a renewal, we conduct an analysis that may result in changes to the subject matter or number of PDUs allocated.

Identification of the contact person

The **contact person** indicated on the application is the person responsible for the application. This is the person we contact to answer any questions related to your recognition request, who receives the confirmation and the invoice.



HOW TO FILL OUT THE FORM

1 Identification of the trainer(s)

Trainers are required for classroom, webinar, video conference and event training.

You must answer all questions and provide all information requested for each trainer. It is important to mention if the trainer has a disciplinary record, additional checks for this may take place.

If there are more than two trainers, you may attach a list of additional trainers to your application. This list must contain the same information as required in the application form. For new trainers, you must provide their CV or biography. Please note that we regularly update the trainers' files.

You must inform us of **the addition or replacement of a trainer** to your CE activity during the period of validity of the recognition. You will need to send us the "Application form to modify a recognized activity or to add or replace a trainer" which is available on CSF's website. You can find this form under the "[Professional Development](#)" tab, in the "Guides and Forms" section.

Is your trainer a member of CSF?

If your trainer is a member of CSF, you must specify their representative number. If they are not a member, it is important to check "no" in the applicable section of the form to avoid further delay. **2**



To make it easier, you can keep a record of trainers and the date you sent the CVs or biographies to CSF.

1

2

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? <input type="checkbox"/> Yes. AMF certificate no.:		
/ <input type="checkbox"/> No		
For an application to the IQPF - Is this trainer a financial planner? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do they have a disciplinary record? <input type="checkbox"/> Yes <input type="checkbox"/> No		
One of these 2 documents is attached to this application: <input type="checkbox"/> Resume <input type="checkbox"/> Biography		

HOW TO FILL OUT THE FORM

Identification of the continuing education activity

If your CE activity was initially offered in one language, and then became bilingual, you must notify us by email within a reasonable time frame, indicating the English or French title. **4**

It is important to indicate the start date of your CE activity in the form. **5**

If your CE activity is presented only once or at an event over several days, it is a **single** presentation. However, if your CE activity is offered over a period of one or two years, it is a **multiple** presentation. **6**

Duration of the CE activity	Correspondence
1 time/Event	Unique
1 year/2 years	Multiple

You must also specify whether your CE activity is offered exclusively to people in your company. **7**

IDENTIFICATION OF THE CONTINUING EDUCATION ACTIVITY

TITLE AND LANGUAGE OF THE CE ACTIVITY

French:

English:

Date requested for the beginning of the recognition of this CE activity:

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

Is this CE activity only offered to people in your organization?: Yes No

When selecting CSF subjects that correspond to the course, it is important to understand that although some subjects may be found in more than one section, PDUs will be allocated in the predominant subject. **8**

CSF SUBJECT(S) CORRESPONDING TO THE CE ACTIVITY **8**

Please check the subject(s) corresponding to the CE activity.

1. GENERAL SUBJECTS

<input type="checkbox"/> Management of a financial services firm <input type="checkbox"/> Civil Code <input type="checkbox"/> Accounting <input type="checkbox"/> Economics <input type="checkbox"/> Finance <input type="checkbox"/> Business planning for clients	<input type="checkbox"/> Business planning for representatives <input type="checkbox"/> Financial planning <input type="checkbox"/> Tax planning <input type="checkbox"/> Actuarial sciences <input type="checkbox"/> Legislative environment <input type="checkbox"/> Intestate and testamentary successions
--	--

2. INSURANCE OF PERSONS

<input type="checkbox"/> Client counselling <input type="checkbox"/> Underwriting or risk management <input type="checkbox"/> Disability insurance <input type="checkbox"/> Life insurance <input type="checkbox"/> Trusts <input type="checkbox"/> Risk management in insurance of persons <input type="checkbox"/> Underwriting in insurance of persons	<input type="checkbox"/> Accident or health insurance plans <input type="checkbox"/> Segregated trusts <input type="checkbox"/> Strategy of wealth accumulation and use <input type="checkbox"/> Financial needs analysis <input type="checkbox"/> Deferred income plans <input type="checkbox"/> Investor profile and asset allocation <input type="checkbox"/> Investment strategy <input type="checkbox"/> Retirement and estate planning
---	---

3. GROUP INSURANCE OF PERSONS

<input type="checkbox"/> Client counselling <input type="checkbox"/> Underwriting or risk management <input type="checkbox"/> Disability insurance <input type="checkbox"/> Life insurance <input type="checkbox"/> Group insurance and group pension plans <input type="checkbox"/> Benefits and underwriting in group insurance and group annuity program <input type="checkbox"/> Setting up a group insurance and group annuity program	<input type="checkbox"/> Preparing a rate schedule and analyzing group insurance and group annuity quotes <input type="checkbox"/> Preparing a group insurance and group annuity recommendation <input type="checkbox"/> Public and private plans <input type="checkbox"/> Processing group insurance claims
---	---

HOW TO FILL OUT THE FORM

Identification of the continuing education activity (more)

Professional knowledge, skills, and abilities

You should check off what knowledge, skills, and job abilities your CE activity is designed to develop and explain how it will do so. **9**

- The item “Acquisition and enhancement of an integrated view of the practice of licensed representatives” relates to the general subject matter.
- The item “Acquisition and application of knowledge and methods of analysis specific to the fields of intervention of the representations” refers to the specific subjects.
- The item “Acquisition, understanding and application of theoretical and technical knowledge of compliance, ethics and professional practice” relates to compliance.

9

FULL DESCRIPTION OF THE CE ACTIVITY

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 CE 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):

Training plan

Tips and tricks to complete your plan

- When the topic of your CE activity corresponds to more than one subject, we recommend that you further specify the link to the requested subject.
- The general objective, specific objectives (minimum of two) and content elements must be different from each other.
- When requesting PDUs in multiple subject areas, please remember to indicate the corresponding subject area for the objective in the appropriate column of the training plan.
- If it is a renewal, the form and the training plan must be filled out because we will be conducting a new analysis.

The training plan must always be completed even if you send us a copy of your presentation. The presentation should be considered as additional information and not as a replacement for the training plan.

You may complete the training plan provided at the end of the form or attach a training plan with the same information to your application. The training plan must contain a minimum of two specific objectives.

CSF does not recognize continuing education activities with little or no educational content, such as sales motivation activities, cocktail parties, attendance at meetings, board member participation, task force or study group. In addition, it does not allocate PDUs for continuing education activities that are designed to teach the learner techniques to help sell or promote a product to a client.

HOW TO FILL OUT THE FORM

Identification of the continuing education activity (more)

Types of recognized continuing education activities

There are two types of CE activities:

- Synchronous CE activities, which take place live and therefore include face-to-face training activities such as conferences, symposiums, seminars, training workshops and others. They also include live webinars and videoconferences.
- Asynchronous CE activities are not live, so there is no opportunity to interact with the trainer during the CE activity. They include pre-recorded webinar, e-learning activities, podcasts, reading material and others.

Evaluation and control mechanisms

All types of CE activities, except for face-to-face or hybrid activities, must include a summative evaluation, i.e., quiz questions designed to test the achievement of learning objectives.

For one hour of training, the summative evaluation must contain a minimum of six questions. For a CE activity of more than one hour, the summative evaluation must contain two questions for each additional hour of training.

For example, for a three-hour CE activity, the summative evaluation must contain a minimum of ten questions.

The summative evaluation **must be** included with your application. You must specify the level of difficulty of the evaluation and the passing grade required.

All CE activities must include methods for monitoring attendance, including examples of:

- For asynchronous online CE activity: prevent the progress of sections, control connections and disconnections (*logins and log outs*), etc.
- For synchronous online CE activity ask questions such as knowledge check, display words in presentation and ask for those words to be emailed after presentation, ask to click “present” when required, sign on and sign off report, etc.

It is the provider’s responsibility to ensure that participants are attentive throughout the CE activity and that the necessary controls are in place to ensure this. The provider must maintain an attendance list for each CE activity. While it is not required to be submitted to CSF, it should be retained as it may be required for audit purposes.



HOW TO FILL OUT THE FORM

Identification of the continuing education activity (more)

Learning activities

For e-learning CE activities, the provider is required to validate learning through participatory learning activities in addition to summative evaluation.

For one hour of training, the CE activity must contain a minimum of four participatory learning activities. A CE activity longer than one hour must contain two additional participatory learning activities per hour of training.

For example, for a three-hour CE activity, the CE activity must contain a minimum of 8 participatory learning activities.

CSF SUBJECTS	NUMBER OF HOURS	NUMBER OF PDUs
<input type="checkbox"/> General subjects		
<input type="checkbox"/> Insurance of persons		
<input type="checkbox"/> Group insurance of persons		
<input type="checkbox"/> Mutual funds		
<input type="checkbox"/> Scholarship plans		
<input type="checkbox"/> Compliance with standards, ethics, and business conduct		
	TOTAL	

10


You must confirm the type and number of participatory learning activities in your CE activity.

Participatory learning activities can consist of, but are not limited to:

- Questions, in the form of multiple choice, checkboxes, short answers, concept maps, dictations, case studies, word games, logic games, crossword puzzles, sortable answers, etc.
- Open-ended or essay questions
- Match word to definition
- Fill in the blanks
- From True/False, Yes/No
- Animations, such as: self-help, interview, photo essay, portfolio, brainstorming, discussion, video, etc.

Recognition requested

We only recognize full hours of training. For example, a 1.5-hour activity will be allocated 1 PDU.

The subject matter requested must be consistent with the items checked off in the “CSF Subject Matter” section for the course. 

LAST STEPS

Payment of required fees

An email containing a secure link to proceed to payment is sent to you when the analysis of your request is completed.

There is no charge for adding or replacing a trainer.

The taxes on the payable fees are based on the province of the provider's head office.

Once payment of these fees is confirmed and the invoice is received, confirmations are sent to the contact person with the recognition number.

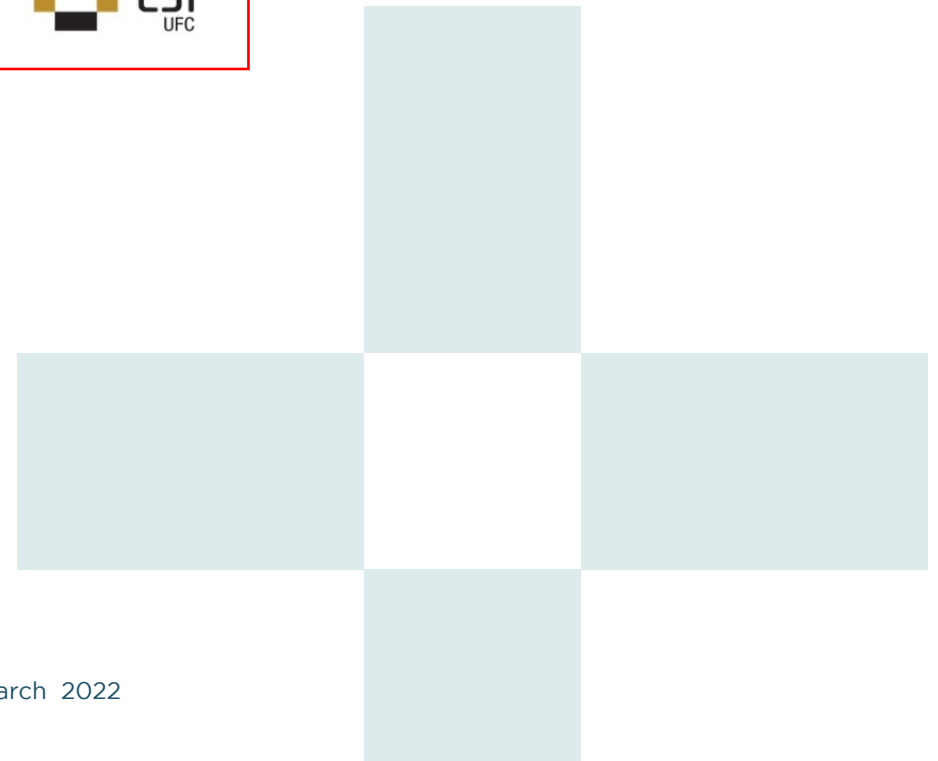
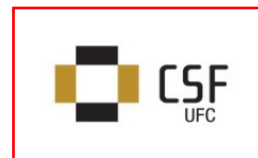
Please note that our fees are re-evaluated each year as of January 1. You will find our fee schedule in the "[Professional development](#)" tab under "Guides and Forms".



Using the CSF Logo to confirm the recognition of a continuing education activity

If you wish to use the CSF logo, please fill out the "Application for permission to use the logo confirming the recognition by CSF" form. The form is available on CSF's website under the "[Professional development](#)" tab, under the "Guides and forms" heading. You may use this symbol to promote your recognized CE activity, for advertising purposes or on your certificates.

The logo can only be used **during the validity period of the recognition**. You must wait for the confirmation email from CSF before using it, even if it is a renewal.



FOLLOWING THE CONFIRMATION

Certificates of attendance and PDU data entry

It is mandatory to send the certificates of attendance to the participants within 30 days of participation.

The certificate of attendance must contain the following information:

- + The name of the participant
- + The participant's certificate number
- + The name of the provider
- + The title of the CE activity
- + The CE activity recognition number
- + The date on which the CE activity was held
- + The name of the trainer
- + The number of PDUs allocated to the CE activity
- + The subject(s) of the CE activity
- + Name and signature of the person who checked the attendance at the CE activity

If any information is missing, the certificate of attendance will not be valid when verified by CSF.

There are several ways to enter attendees' attendance into their CSF training records:

- The member confirms their presence in their PDU file by logging onto the CSF website.
- You may send electronic files to CSF for entry for a fee. To obtain the template for this file, please send an email request to info@chambresf.com.
- You can request the creation of an extranet account to proceed with the entry of the attendances online on the CSF website. To do so, simply send an e-mail to accreditation@chambresf.com indicating a password of at least 6 characters.



Refusal of recognition

A CE activity may be refused if it does not meet the requirements of the Policy and the recognition criteria. An email will be sent to you explaining the reasons for the refusal. You will have 15 business days to send us your questions or comments regarding this refusal. The fee for opening the file and analyzing the application is non-refundable.

Modification of a CE activity recognized by CSF

In the event of major changes in your CE activity, you must inform us by filling out the “Application form to modify a recognized activity or to add or replace a trainer” form. The form is available on CSF’s website under the “Professional development” tab, under the “Guides and forms” heading. Since additional fees are required, an e-mail containing a secure link to proceed with payment will be sent to you once the processing of your request for change is complete.

Application for recognition submitted to CSF and IQPF

Providers wishing to apply for recognition by CSF and [IQPF](#) must indicate this on the application form, send their application to both organizations by e-mail at the addresses indicated and pay the fees due at both locations. The decision to recognize or refuse a CE activity will be done by each organization.

Contact us

- **Recognition of CE activities**

Tel.: 514 380-3011 option 5

Toll free: 1 888 380-3011

Fax: 514 282-3418

accreditation@chambresf.com

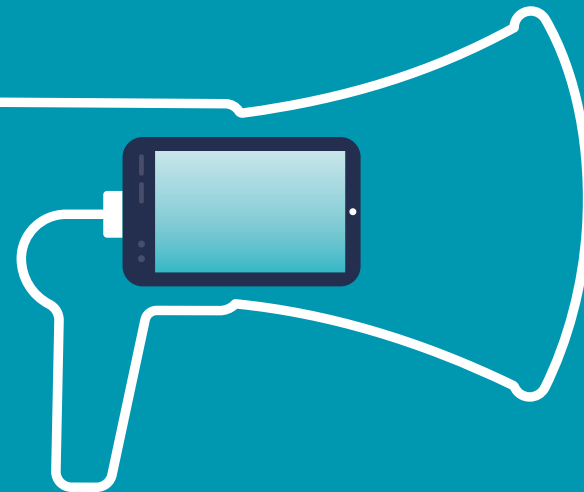
- **Information Center**

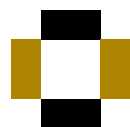
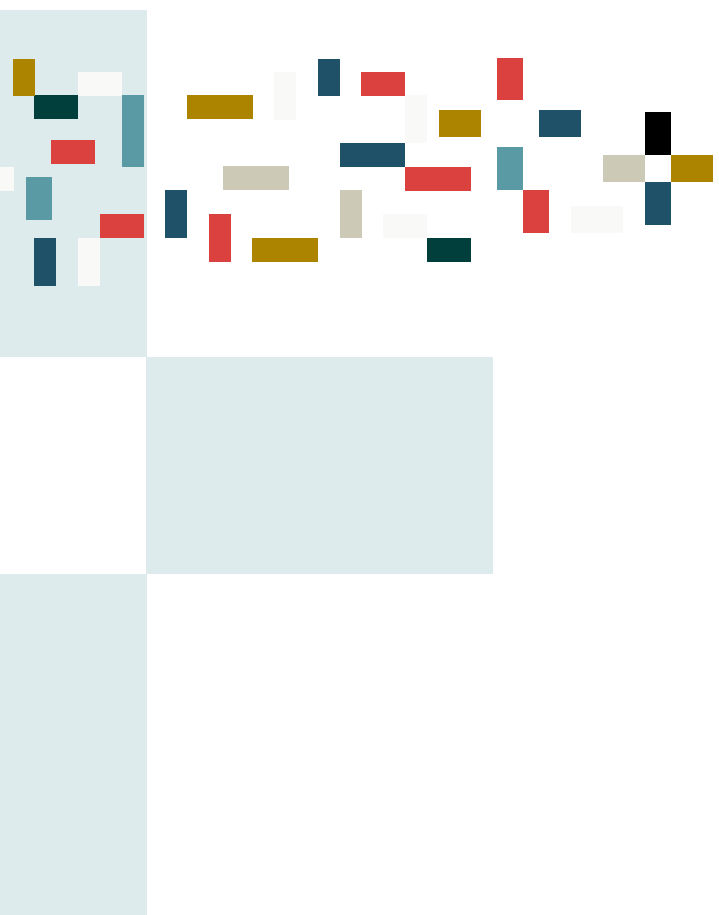
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