

Professional Development Activity Recognition Procedure

Suppliers

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GENERAL PRINCIPLES

This procedure is designed to inform suppliers about the rules governing the recognition of continuing education activities and explains the formalities to be completed in order to obtain recognition for its training activities.

L'Autorité des marchés financiers du Québec (AMF) sets out the obligations and framework for the ongoing training of holders of the financial planning representative permit (Pl. Fin.). The regulation (AMF) has delegated to the Institut de planification financière the recognition of training activities and providers, and the awarding of PDUs as provided for in the regulation.

SUPPLIERS

Providers of training who wish to have an activity recognized must ensure that they obtain recognition as soon as they are likely to be addressing financial planners.

In accordance with the Regulation respecting mandatory continuing education for financial planners of the regulation (AMF), [Regulation](#) two options are available to providers wishing to obtain recognition for their training activities:

- Obtain the status of recognized continuing education provider;
- Apply for recognition for each activity offered.

Applicants who do not qualify for recognized provider status must submit an application for recognition to the Institut de planification financière (Institut) for each continuing education activity they wish to have recognized.

PRINCIPLES AND CRITERIA FOR RECOGNIZING A TRAINING ACTIVITY

Continuing education is a lifelong training process. A recognized training activity is defined as a structured activity focused on the acquisition, enhancement, maintenance or updating of knowledge or skills enabling financial planners to perform their duties with competence and professionalism. Continuing education helps develop the knowledge, know-how and interpersonal skills required to practice financial planning.

Recognition criteria

According to section 16 of the Regulation respecting compulsory professional development for financial planners, a training activity will be recognized if it enables the development of the following skills and competencies:

- Developing and enriching a global and integrated vision of personal financial planning;
- Acquire, understand and apply theoretical and technical knowledge in the fields of personal financial planning;
- Acquire, understand and apply theoretical and technical knowledge of standards compliance, ethics and professional practice.

Training activities aimed at selling specific financial products or services, including securities, are not recognized.

If a portion of an activity involves the sale of specific financial products or services, this portion of time must be deducted from the total training hours in order to comply with the Regulation.

Training activities aimed at the sale of products and services are not considered to be such if they enable the learner to perfect his or her technical knowledge of a product in order to comply with the [rules](#) concerning the level of product knowledge. In addition, the tone of the training must be neutral. Promoting a product to the detriment of another competitor's product, listing only the advantages of a product and not its disadvantages, or training aimed at countering a customer's refusal arguments are all considered to be training aimed at selling a product.

Recognition of these training activities is in line with the Institute's mission, which is to ensure that today's and tomorrow's financial services professionals possess the knowledge, know-how and interpersonal skills required to contribute to the financial well-being of individuals, families and communities.

RECOGNIZED ACTIVITIES

IN-PERSON AND DISTANCE TRAINING ACTIVITIES CAN BE RECOGNIZED.

IN-PERSON TRAINING ACTIVITIES

In-Person training refers to a form of teaching or training that takes place in person, in a specific physical location, such as a classroom, workshop or other dedicated space. Unlike online or distance training, training involves direct, real-time interaction between trainers (or teachers) and learners (or students).

The main features of training include:

1. **Face-to-face interaction:** This enables direct communication, which can help clarify doubts and engage participants.
2. **Group activities:** Learners can take part in group work, discussions and practical activities that encourage collaboration and peer training.
3. **Immediate access to resources:** Participants often have access to site-specific equipment, materials and resources, which can enrich the training experience.
4. **Structure and discipline:** training offers a structured framework, with fixed timetables and a dedicated training environment, which can help some learners to focus and stay motivated.

DISTANCE TRAINING ACTIVITIES

Distance training, also known as distance education, is a teaching method that enables students to learn without the need to be physically present in a traditional classroom. This approach uses a variety of information and communication technologies to deliver educational content, facilitate interaction between teachers and students, and manage the training process.

The main features of distance training include:

1. **Spatial and temporal flexibility:** learners can follow courses from any location and often at their own pace, which is particularly advantageous for those with geographical, professional or personal constraints.
2. **Use of digital technologies:** e-learning platforms, multimedia content, discussion forums and videoconferencing are examples of technologies used to facilitate distance teaching and training.
3. **Interaction and collaboration:** Although students and teachers do not meet distance training encourages interaction and collaboration through online discussions, group work and webinars.
4. **Learner autonomy:** Students must demonstrate a high degree of autonomy in managing their study time and in their ability to follow the course without the direct supervision of a teacher.

A distance training activity can be synchronous or asynchronous:

Synchronous training is a distance learning activity that takes place in real time via communication modes that require a simultaneous connection (virtual classroom, live webinar, live video conference, etc.).

An asynchronous activity is a distance training activity that takes place off-line and does not require a simultaneous connection (distance training, off-line webinar, etc.).

An asynchronous training activity must include theoretical content and a summative assessment.

The summative evaluation is made up of questions and must:

- Confirm that learning objectives have been met
- Require a pass mark of at least 60%
- Respect the minimum number of questions required, as indicated in Table 1, depending on the number of hours of training. See Table 1 for details
- Cover the recognized part of the training only. The evaluation cannot cover content dealing with the sale or promotion of a product, as this part of the training is not recognized

Summative evaluation questions must be submitted when applying for recognition of the e-training activity.

Table 1

Training hours	Minimum number of questions for summative evaluation
1h	6 summative questions
2h	8 summative questions
3h	10 summative questions
4h	12 summative questions
5h	14 summative questions
6h	16 summative questions
7h	18 summative questions
8h	20 summative questions
9h	22 summative questions
10h	24 summative questions
11h	26 summative questions
12h	28 summative questions
13h	30 summative questions
14h	32 summative questions
15h	34 summative questions

ATTENDANCE CONTROL

A person must be assigned to monitor attendance at activities. This duly authorized person must validate compliance with the attendance rules described in this procedure for all types of activity (direct or remote).

Attendance lists and reports must be kept for a period of 24 months following the end of the reference period. The Institute may request a copy of your lists and reports as part of an audit.

Training activities

The person responsible for checking attendance must ensure that participants are present for the entire duration of the activity.

An attendance list must be signed at least at the beginning and end of the activity. Electronic identification of participants can also be used, and the data must be stored in an electronic attendance list.

If the activity lasts more than one hour and one of the participants has left before the end or has been absent, you must indicate the actual time of attendance in the attendance list. For activities lasting less than one hour, no PDUs will be awarded.

Distance training activities

Synchronous training activities

The person in charge of attendance control for a synchronous training activity must be able to verify attendance and identify participants throughout the entire activity. Attendance can also be determined by authentication, questions and software connection times.

More specifically, the activity must contain:

- A survey question asking participants for their name and ID number;

And

- A minimum of one question or survey per hour (surprise and variable hours) requiring a mandatory response from participants or A summative exam meeting the criteria mentioned in the ["Type of activities recognized"](#) section.

These data must be compiled in an attendance report, which must include:

- Questions, answers and times answered for each participant;
- Connection periods (start and end times) for each participant.

If the activity lasts more than one hour and a participant was not logged in to the software or did not answer one or more questions, you must indicate the participant's actual attendance time in the attendance list, based on log-in and answer times. For activities lasting less than an hour, no PDUs will be awarded.

SYNCHRONOUS TRAINING ACTIVITIES

A training activity in asynchronous format must include theoretical content and a summative assessment that complies with the criteria set out in the "[Type of recognized activities](#)" section.

The attendance supervisor must be able to confirm that participants have completed the entire course. Participants **must have completed the entire activity in** order to earn PDUs.

RECOGNIZED MATERIALS

A training activity can be recognized in one of the following 3 categories:

- SFPA, i.e. in one of the seven areas of financial planning;
- SC, in terms of standards compliance, ethics and professional practice;
- SC-PF, i.e. compliance with standards, ethics and professional practice in financial planning.

SFPA

These activities cover one or more of the following areas:

Legal aspects: This area concerns the legal environment in which Quebecers live, defining their identity, their rights and their obligations towards one another. This environment has a direct impact on the constitution and preservation of financial assets.

Insurance and risk management: This area involves defining strategies to manage a client's exposure to unexpected financial loss, such as death, ill-health or property damage. Insurance concepts are an integral part of this area of expertise.

Finance: This area focuses on the customer's current and future financial situation. This is characterized by the customer's net worth, cash flow and budget. Financial mathematics skills are incorporated into this area, and form the basis of financial planning, which is based on the concept of how the value of money changes over time.

Taxation: This area focuses on understanding taxpayers' tax obligations and bringing them together to optimize the client's tax situation, in particular by taking advantage of tax deferral opportunities for personal or business income.

Investments: This area focuses on how best to manage the client's income-producing assets based on his or her past experience, personality, objectives, time horizon, risk tolerance and income needs. This includes a review of the client's current investment holdings, not only cash, bonds and equities, but also land and other real estate assets.

Retirement: This area requires in-depth knowledge of the tax and social programs governing retirement and its preparation, including tax assistance for retirement savings, government benefits and employer-sponsored pension plan benefits.

Inheritance: This area covers the legal concepts that influence the transmission and preservation of an individual's estate on death.

SC

These activities deal with compliance, standards, ethics and professional practice. Examples of content that could potentially be categorized as SC include training on the cross-functional competencies of the Pl.fin [Competency Guide](#), the Financial Products and Services Distribution Act, and anti-money laundering.

SC-PF

These activities deal with compliance, standards, ethics and professional practice in the context of activities directly related to financial planning. Examples of content that could potentially be categorized as SC-FP include training in the cross-cutting competencies of the Pl.fin. competency guide or the financial planning mandate.

RECOGNITION VALIDITY PERIOD

Recognition of an activity is valid for a maximum of 24 months from the date on which the activity is recognized, or from the date requested by the supplier. On expiry of this period, suppliers wishing to renew their recognition must submit a new application.

FEES FOR RECOGNITION APPLICATIONS

Once we have received all the documents required to analyze the training activity, we will send you an e-mail indicating the payment methods accepted, along with your invoice, to the e-mail address indicated in the **Contact Identification** section, so that you can proceed with payment.

- Reconnaissance fees are:
 - \$300* (plus taxes) for file opening and analysis fees. This amount must be paid for each application for recognition of training received by the Institute. This fee is non-refundable;
 - \$260* (plus taxes) for one to six PDUs per recognition;
 - \$84* (plus tax) per additional PDU awarded will be payable for each recognition, where applicable.

*Prices subject to change without notice.

- Reconnaissance fees cover:
 - File opening and analysis fees;
 - Awarding PDUs;
 - The right to appear on the list of courses leading to continuing education units for financial planners.

RECOGNITION PROCESS FOR TRAINING ACTIVITIES

Based on the Regulation respecting mandatory continuing education for financial planners, the recognition process includes:

1. Submitting an application for recognition of a continuing education activity;
2. Examination of documents;
3. Content evaluation;
4. Decision (approval or refusal).

1 SUBMITTING AN APPLICATION FOR RECOGNITION OF A TRAINING ACTIVITY

The following information must be provided for each application:

- Curriculum vitae or biographies of trainers;
- Summative assessment and learning activities if the training activity is asynchronous;
- Training plan (you can download and fill in a training plan template);
- The content of the training activity (all documents relating to its content);
- Payment of fees due.

The request for recognition must be submitted before or no more than 6 months after the activity is held, but no later than the last day of the reference period during which the activity is held.

2. EXAMINATION OF DOCUMENTS

Upon receipt of the online application and payment of the file opening and analysis fees, the Institute's Operations and Practice Development and Quality Departments review the applications for recognition.

Application for recognition

- **Full description of activity**
 - Professional knowledge, skills and abilities and a brief description (what professional knowledge, skills and abilities the training aims to develop and how this activity will help develop them)
 - Evaluation mode
 - Mandatory for distance learning activities
 - Control mechanism
 - Describe the attendance control mechanism
 - Training plan
 - Complete Appendix 1A: TRAINING PLAN in the application form.

- **Recognition requested**

- The supplier must complete this information:
 - Total duration of activity (minimum 1 h)
 - Number of continuing education units (CEUs) requested
 - Each recognized training hour corresponds to one PDU
 - Does the course contain information promoting specific financial products or services?
 - If yes, indicate how many minutes and hours
 - Institut materials
 - Indicate the number of hours and PDUs per category

Note: The maximum number of PDUs awarded in each category is 15 in SFPA, 5 in SC and 10 in SC-PF.

The main person in charge and/or the deputy making the request are the people with whom the Institute will communicate for any further information, as well as for sending the final decision.

3. CONTENT ASSESSMENT

The criteria for analyzing an activity are as follows:

- Degree of correspondence with the competencies in the financial planner's competency guide
- The pedagogical framework in which the activity takes place (number of hours, trainers or distance learning).
- The degree of correspondence with the competencies required to practice as a financial planner;
- Since training is continuous, it goes without saying that the course for which recognition is requested must be of a higher level than the vocational training in terms of difficulty or desired degree of competence;
- The pedagogical framework in which the activity takes place (number of hours, trainers or distance learning).

4. DECISION (APPROVAL OR REFUSAL)

The decision regarding a request for recognition will be sent by e-mail to the supplier within 30 days of receipt of the request.

If recognition is granted, a confirmation e-mail will be sent to the contact person. This will include:

- - The name of the course provider;
- - Activity title;
- - The number of PDUs obtained and the category;

If the number of PDUs is lower than requested, or if the category is different, an explanation will be added to the e-mail.

- Training activity recognition number (INSTITUTXX-XX-XXXX-G);
- Validity period;
- The supplier's duties and obligations.

When recognition is refused, an explanation of the reasons will be given to the contact person.

The Institute reserves the right to revoke recognition if it finds that the supplier does not comply, or no longer complies, following an audit, with the requirements set out in the Regulations and in this procedure. When the Institute revokes recognition, it will notify the supplier concerned in writing within 10 days of the revocation.

THE SUPPLIER'S DUTIES AND OBLIGATIONS

When recognition is refused, an explanation of the reasons will be given to the contact person.

When the training activity is recognized, the supplier must meet the following requirements:

- Make sure that the trainer chosen to deliver the course
- Has the required knowledge, experience and ability to pass on knowledge. The supplier must verify that the trainer demonstrates probity, integrity and acts honestly and diligently.
- Ensure that training courses comply with the information submitted in the application for recognition. Among other things, the supplier must inform the Institute of any changes to content, title, duration, trainer, type of activity or other.
- Provide proof of attendance to successful participants within 30 days of the activity. This document must include:
 - The participant's certificate number; o The participant's first and last name;
 - The name of the course provider ;
 - The title of the activity (the same as on the application for recognition) ;
 - Training activity recognition number (Institute) ;
 - o The number of PDUs obtained; o The date on which the participant completed the activity.

A sample certificate is provided in Appendix 1.

- Send attendance lists to the Institute (optional, but recommended).
 - The supplier may choose whether or not to send the attendance list to the Institute. The list must be sent in Excel format within 30 days of the event. This ensures simultaneous registration of PDUs for all financial planners. If the activity takes place in the last month of the training cycle, the attendance list must reach the Institute by the 30th of that month at the latest.

The attendance list must be in Excel format and must contain:

- The participant's certificate number ;
- Participant's last name ;
- Participant's first name ;
- Recognition number (Institute) of the activity ;
- Completion date ;
- Activity title;
- Duration of attendance if the participant left before the end of the activity;
- Supplier name ;
- The name of the person responsible for checking attendance. A sample attendance list can be found in Appendix 2.

The Institute may carry out checks to ensure compliance with these obligations.

When the training activity is recognized, the supplier must meet the following requirements:

The supplier may choose whether or not to send the attendance list to the Institute. The list must be sent in Excel format within 30 days of the event. This ensures simultaneous registration of PDUs for all financial planners. If the activity takes place in the last month of the training cycle, the attendance list must reach the Institut by the 30th of that month at the latest.

The attendance list must be in Excel format and contain:

- - The participant's certificate number;
- - The participant's surname;
- - The participant's first name;
- - Recognition number (INSTITUT) of the activity;
- - The completion date;
- - Activity title;
- - The duration of attendance if the participant has left before the end of the activity;
- - Supplier name;
- - The name of the person responsible for checking attendance.

A sample attendance list can be found in Appendix 2.

The Institute may carry out checks to ensure compliance with these obligations.

EVALUATION OF TRAINING ACTIVITIES

The Institute wishes to measure the satisfaction of financial planners with the continuing education activities it recognizes. The Institute will be sending out an evaluation questionnaire to participants who have taken training courses recognized by the Institute. The purpose of this survey is to measure participant satisfaction, trainer competence and the quality and availability of activities offered by suppliers. The survey helps to improve the quality and range of training offered to financial planners.

The survey evaluates :

→ Training organization and content.

- The Institute checks whether the course plan has been followed, whether the teaching materials were useful and well prepared, and whether the workload and degree of difficulty were adequate.

→ The educational performance of the trainer(s).

- The Institute checks whether the trainer possessed the knowledge required to deliver the training by presenting the material in a structured way and making the links between theory and practice, whether he stimulated the interest of the participants and whether he was able to answer questions clearly.

→ General appreciation.

- The Institute verifies that the participant has received proof of attendance certifying his or her participation in the training, that the cost paid for the training was appropriate and that the training activity met the participant's expectations.

When the survey result is unsatisfactory, the Institute notifies the supplier. Corrections may be requested to rectify the situation. Under section 22 of the Regulations, recognition of the activity may be cancelled, or the number of PDUs may be modified.

Sanctions could also be imposed.

APPENDIX1 : SAMPLE CERTIFICATE OF ATTENDANCE



Bonjour \$personne.prenomNom,

Nous avons le plaisir de vous communiquer les informations d'accréditation au sujet de la demande de reconnaissance pour l'activité [REDACTED]

Nombre d'UFC et catégories demandé : [REDACTED]

Numéro d'accréditation : [REDACTED]

Nombre d'UFC et catégories accordé : [REDACTED]

Date de validité : [REDACTED]

Vous trouverez tous les détails sur vos demandes de reconnaissance sur [Mon Campus](#), dans le menu **Fournisseur**.

Vous avez des questions? Contactez-nous à l'adresse accreditation@institutpf.org.

Cordialement,

L'équipe de l'Institut de planification financière

APPENDIX2 : SAMPLE ATTENDANCE LIST (EXCEL)

Supplier name

General recognition number

	A	B	C	D	E	F	G	H
1	Number of participant's certificate	Name of family	First name	Number of business recognition (INSTITUT)	Date of production	Title of activity	Duration of activity	Duration of presence
2	xxxxx	xxxxx	xxxxx	IQPFxx-xx-xxxx-G	2024-09-25	xxxxx	xxxxx	xxxxx
3	xxxxx	xxxxx	xxxxx	IQPFxx-xx-xxxx-G	2024-09-25	xxxxx	xxxxx	xxxxx
4	xxxxx	xxxxx	xxxxx	IQPFxx-xx-xxxx-G	2024-09-25	xxxxx	xxxxx	xxxxx
5	xxxxx	xxxxx	xxxxx	IQPFxx-xx-xxxx-G	2024-10-25	xxxxx	xxxxx	xxxxx

I, (state your name), responsible for checking attendance, declare that the participants listed above were present for the entire duration of the activity. If not, I have indicated the duration of their attendance in the last column.

This list must be in Excel format and indicate :

- Column A Participant's certificate number ;
- Column B participant's surname ;
- Column C Participant's first name ;
- Column D recognition number (IQPFXX-XXXX-XX-G) of the activity ;
- Column E date of completion ;
- Column F Activity title ;
- Column G duration of activity ;
- Column H duration of attendance if the participant left before the end of the activity;
- Supplier name ;
- The name of the person responsible for checking attendance.

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