

*Use this form to open a file as a professional development training provider in mortgage brokerage.*

*This form must be submitted by e-mail to [demandes.reception@lautorite.qc.ca](mailto:demandes.reception@lautorite.qc.ca).*

*No fees are charged for this application.*

## Becoming a professional development activity provider

Since May 1, 2020, the Autorité des marchés financiers (the “AMF”) has been responsible for supervising mortgage brokerage in Québec. The AMF is therefore responsible for managing professional development units (PDUs) for mortgage brokers who hold a representative’s certificate in Québec.

In order to be able to offer professional development activities, you must apply for recognition as a provider with the AMF and have the professional development activities you want to offer recognized. Once the professional development activities have been recognized, they may be taken by mortgage brokers to earn PDUs. The following diagram shows the process for being recognized as a professional development activity provider and declaring a professional development activity.



1. You must first open a file as a professional development training activity provider. This step allows you to register your organization as a provider in the AMF’s system and obtain the required access to perform administrative transactions in AMF E-Services. No fees are charged at this step.
2. Once you have opened a file with the AMF, you must register for AMF E-Services, then complete an application for recognition as a professional development activity provider and submit it via E-Services. After your application has been analyzed, a secure message will be sent to you confirming recognition or informing you of any recommendations we might have. Fees are charged for the application.
3. Once your organization is recognized as a professional development activity provider, you must complete an application for recognition of a professional development activity for each activity you want to offer. After your application has been analyzed, a secure message will be sent to you confirming the recognition of each activity or informing you of any recommendations we might have. Fees are charged for each application.
4. Your organization must submit the application to declare a professional development activity after your activity has been delivered. This declaration is used to submit brokers’ participation in your professional development activity so that the number of PDUs awarded may be included in their professional development records. Their records will be updated within the 24 hours following the declaration. No fees are charged for the application.

An application to renew or modify a professional development activity is required when your recognition of professional development activity expires or when material changes need to be made to your professional development activity. This application may not be filed before the changes become effective or a new trainer is able to give the professional development activity. Fees are charged for the application.

<b>IDENTIFICATION OF THE PROVIDER</b>			
<b>INFORMATION ABOUT THE TRAINING PROVIDER (in block letters)</b>			
Name of provider			
Other names used in Québec (if applicable)			
Québec Enterprise Number (NEQ)			
Language of correspondence:    French                      English			
<b>ADDRESS OF HEAD OFFICE</b>			
Civic No.	Street		Suite
City		Province	Postal code
Telephone (main)		Telephone (other)	Ext.
Website		E-mail	
<b>ADDRESS OF PRINCIPAL ESTABLISHMENT IN QUÉBEC</b>			Same as head office
Civic No.	Street		Suite
City		Province	Postal code
Telephone (main)		Telephone (other)	Ext.
Website		E-mail	
<b>CONTACT INFORMATION</b>		Same as head office	Same as principal establishment
Civic No.	Street		Suite
City		Province	Postal code
Telephone (main)		Telephone (other)	Ext.

You are reminded that, in Québec, private enterprises are subject to the obligations set out in the *Act respecting the protection of personal information in the private sector*, CQLR, c. P-39.1, which is administered by the Commission d'accès à l'information.

Please send this form to:  
[demandes.reception@lautorite.qc.ca](mailto:demandes.reception@lautorite.qc.ca).