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## CIRO Mutual Fund Dealer (MFD) CE Program - CE Activity Provider Request

Please submit via [mutualfunddealerCE@ciro.ca](mailto:mutualfunddealerCE@ciro.ca) once completed

Applicant Information					
Name of Provider:					
Address:					
City:		Province:		Postal Code:	
Telephone:		Ext:		Fax:	
Email:		Website:			
Contact Details					
Contact Person:		Title:			
Contact Person Phone:		Email:			
Current Accreditor Information					
The CE Activity Provider uses the following Accreditors currently recognized under the MFD CE Program:					
<input type="checkbox"/> I have attached evidence of accreditation from one of the above accreditors recognized under the MFD CE Program for an activity/course currently offered by the CE Activity Provider.					
<input type="checkbox"/> We acknowledge and agree to pay, the fees charged to the Provider for posting CE activities to CERTS. This fee is \$150 per each CE activity posted. Fee subject to change.					
<input type="checkbox"/> I have completed and attached Appendix I, the CE Reporting and Tracking System (“CERTS”) New Provider Administrators Request.					

**Signature of CE Activity Provider**

I, the undersigned, have provided the required information and documentation in order to be able to offer CE activities under the MFD Continuing Education Program.

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date DD/MM/YY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## **Appendix I**

### **CE REPORTING AND TRACKING SYSTEM (“CERTS”) NEW PROVIDER ADMINISTRATORS REQUEST**

*This form is for Providers of Accredited CE Activity to add new Provider Administrator user accounts in the CE Reporting and Tracking System (“CERTS”) and to access MFD Sharefile for Bulk Uploads.*

For changes to existing Provider Administrator users please see the “REMOVING OR UPDATING EXISTING PROVIDER ADMINISTRATORS” section below.

Please note that adding Provider Administrator user accounts can only be performed by the individual designated as having the “User Admin” role.

In order to use the form, please download and save the form locally to your computer prior to entering information in the required fields. Send the completed form as an attachment to the MFDA to [mutualfunddealerCE@ciro.ca](mailto:mutualfunddealerCE@ciro.ca).

#### **USER ADMIN ROLE**

The User Admin can request to add or remove Provider Administrators or edit their user roles. This role has principal control over the other Provider Administrator user accounts. The User Admin does not have access to CERTS directly without having a CERTS User Role.

#### **CERTS USER ROLE**

The CE Activity and Attendance Admin can add, revise or renew a CE activity on CERTS. They can also report or edit/update CE attendance.

#### **SHAREFILE USER ROLE**

For bulk upload reporting of CE activities and CE attendance, Provider Administrators will need access to the CIRO MFD secure file transfer site ([Sharefile](#)) to submit the appropriate template.

#### **REMOVING OR UPDATING EXISTING PROVIDER ADMINISTRATORS**

Providers are responsible for notifying CIRO of any changes to their existing Provider Administrator user accounts. This includes:

- Removing a Provider Administrator
- Change to contact information (name, email or phone number)
- Addition of a User Role or access to Sharefile
- Removal of a User Role or access to Sharefile

Requests to update and/or remove existing Provider Administrator user accounts must be sent by email to [mutualfunddealerCE@ciro.ca](mailto:mutualfunddealerCE@ciro.ca). These requests can be made by the designated User Admin(s).

### Provider Administrator 1

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Telephone	<input type="text"/>

#### Roles:

- User Admin Role
- CERTS User Role - CE Activity and Attendance Admin
- Sharefile User Role - Access to Sharefile for Bulk Uploads

### Provider Administrator 2 (Optional)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Telephone	<input type="text"/>

#### Roles:

- User Admin Role
- CERTS User Role - CE Activity and Attendance Admin
- Sharefile User Role - Access to Sharefile for Bulk Uploads

### Provider Administrator 3 (Optional)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Telephone	<input type="text"/>

#### Roles:

- User Admin Role
- CERTS User Role - CE Activity and Attendance Admin
- Sharefile User Role - Access to Sharefile for Bulk Uploads