

TRADE FINANCE

Recertification Process Guide

Welcome to our comprehensive guide for recertification. In this guide you will find a wealth of information to assist with your understanding of recertification including full rules and requirements.

Recertification is a way you can demonstrate a commitment to carry out continuous professional development after achievement of CDCS® / CDCS Advocates/ CSDG® and/ or **Trade Finance Compliance (CTFC)**.

Did you know? If you press Ctrl and F on your keyboard you can search this document to find what you need

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INTRODUCTION TO TRADE FINANCE RECERTIFICATION

Who does Recertification apply to?

Recertification applies to individuals who wish to retain their CDCS® / CSDG® / CTFC designation and helps you demonstrate to employers that you are keeping your knowledge in international Trade Finance up to date. We automatically enrol students into the Recertification Programme when you initially pass the CDCS® / CSDG® & CTFC examinations. 3* years after passing your initial exam(s) or last recertification cycle, you need to apply to **recertify** your designation(s). If you do not want to use the CDCS®, CSDG® or CTFC designation 3 years after your exam / last recertification, you do not need to recertify. Your name will then no longer appear on the CDCS® / CSDG® / CTFC Registry.

You can recertify two ways –

1. By retaking and passing the CDCS® / CSDG® / CTFC exam again at any point in the future.
2. By carrying out continuous professional development (CPD) throughout the recertification period. (Previously known as Personal Development Units (PDUs))

Both are aimed at ensuring you are learning more and maintaining knowledge of International trade finance.

*CDCS® Advocates should see page 7 for their requirements.

What are the main rules of recertification?

1. Recertification needs to take place every 3 years (6 years for CDCS® Advocates – see page 7). If the recertification cycle is missed the only way to recertify is to retake and pass the appropriate exam.
2. The learning activities have to take place within the recertification cycle. Learning hours cannot be achieved in one cycle and then taken from or over to another cycle.
3. Recertification submissions are to be submitted to us no later than two months after the end of the recertification period.
4. **For those recertifying up to and including the 31 October 2019** - 24 CPD Learning hours / PDUs are required to recertify.
5. **Those recertifying at 30 April 2020 and beyond** will be required to submit **36** CPD Learning hours / PDUs to recertify successfully.
6. There are no minimum or maximum amounts of CPD hours which can be claimed in a year for CDCS® / CSDG®. However **there is a minimum requirement of 6 hours every 12 month period for CTFC.** (see table on page 10 for examples)

7. Any suitable activity which is carried out **can be claimed towards both CDCS® and CSDG®** Recertification.
8. Only activities which relate directly to trade finance **COMPLIANCE** can be claimed towards CTFC recertification. Trade Finance Compliance activities can also be claimed towards CDCS® and CSDG®.
9. The activity must:
 - have content which relates to International Trade Finance and in the case of CTFC be specific to compliance and regulation.
 - have content which is sufficiently challenging to those with a Level 4 qualification
 - Last for a minimum of 30 minutes
 - Be able to be verified e.g. have an attendance certificate or other accurate documentation to confirm your participation in the activity.
10. The Recertification fee needs to have been paid

THE RECERTIFICATION CYCLE

What is the Recertification Cycle?

The CDCS® / CSDG® / CTFC recertification cycle is 3 years (36 months) long.

For CDCS® and CSDG®– this period starts from passing the examination (April or October) **OR** from the start of a previous successful recertification cycle - and expires 3 years later.

CTFC is an examination which can be taken at any time. However, to ensure some consistency and similarity with all Trade Finance recertification, the recertification periods will be aligned with the April and October cycles. This could mean that you 3.5 years as your first recertification cycle – this will align to 3 years upon successful completion of the first recertification (see table 2 on page 5 for CTFC recertification period examples)

CDCS® Advocates (CDCSAdv) should see page 7.

For CDCS® and CSDG® Recertification periods - Use this table and the information on page 6 to find your recertification cycle:

Table 1

Date of achieving exam or last period of recertification	CPD / PDU activity Period	Recertification due by
October 2014	1 November 2014 – 31 October 2017	31 October 2017
April 2015	1 May 2015 – 30 April 2018	30 April 2018
October 2015	1 November 2015 – 31 October 2018	31 October 2018
April 2016	1 May 2016 – 30 April 2019	30 April 2019
October 2016	1 November 2016 – 31 October 2019	31 October 2019
April 2017	1 May 2017 – 30 April 2020	30 April 2020
October 2017	1 November 2017 – 31 October 2020	31 October 2020
April 2018	1 May 2018 – 30 April 2021	30 April 2021
October 2018	1 November 2018 – 31 October 2021	31 October 2021

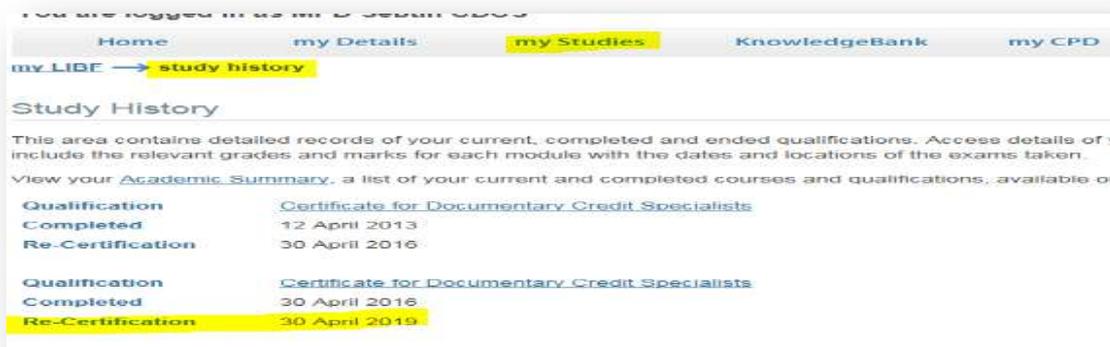
For CTFC recertification periods – Use table 2 below – these are examples to help illustrate how the process will work.

Date of achieving exam	CPD / PDU activity Period	Recertification due by
On or between 1 November 2017 to 30 April 2018	Date of passing the exam to 30 April 2021	30 April 2021
On or between 1 May 2018 to 31 October 2018	Date of passing the exam to 31 October 2021	31 October 2021
On or between 1 November 2018 to 30 April 2019	Date of passing the exam to 30 April 2022	30 April 2022
On or between 1 May 2019 to 31 October 2019	Date of passing the exam to 31 October 2022	31 October 2022
On or between 1 November 2019 to 30 April 2020	Date of passing the exam to 30 April 2023	30 April 2023

How do I find out when I need to recertify?

There are four different ways you can find the date you need to recertify:

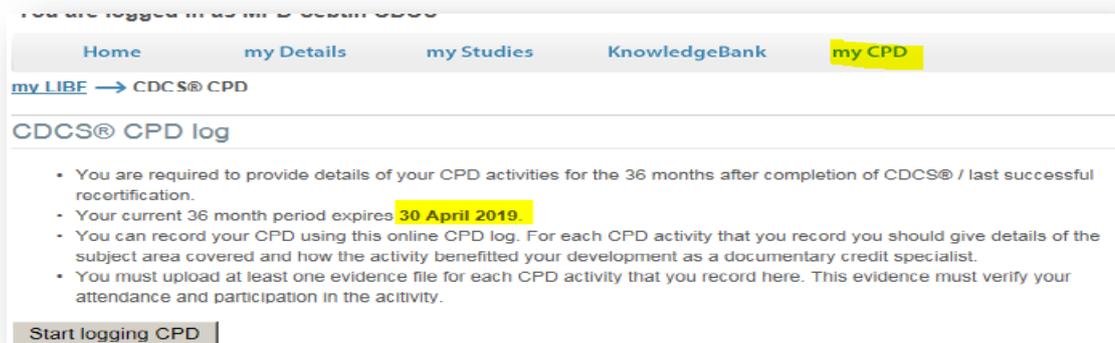
1. Through your [MyLIBF](#) account under the “**myStudies – Study History**” tab. See example below:



OR

2. Through your **myCPD** log in your [MyLIBF account](#) . If you hold both CDCS® and CSDG® and CTFC you will have access to a log for all designations.

Example:



OR

3. From the letter you were sent with your certificate which includes the date of your recertification period.

OR

4. From your certificate which carries a recertification / expiry date to show you by when you must have completed your CPD / PDU activities.

Always keep your MyLIBF account personal contact details up to date otherwise you will not receive our communications or have access to your certificate

How many times do I need to recertify?

To retain the continual right to retain the CDCS[®], CTFC and / or CSDG[®] Designations you will need to recertify the designation every 3 years ongoing. However, once you have completed your 5th recertification cycle we will present you with the CDCS[®] Advocate (CDCS[®] Adv) designation. Once CDCS[®] Adv has been achieved you will move to a 6 year recertification cycle. All other conditions and rules remain the same.

CDCS[®] ADVOCATES – new designation

Who are CDCS[®] Advocates?

In recognition of the successful **completion of 5 CDCS[®] Recertification cycles** we award the designation of CDCS[®] Advocate (CDCS[®] Adv). This new designation, created in late 2016, demonstrates the long term commitment given to continuing professional development (CPD) by maintaining and improving knowledge in the area of International Trade Finance. CDCS[®] Advocates may use the letters CDCS[®] Adv after their name. This new designation will require recertification but this period is extended to **6 years** once CDCS[®] Adv has been achieved. The same number of CPD learning hours / PDUs are required as those on a 3 year cycle. Provided successful recertification is achieved after the 6 years, CDCS[®] Advocates can continue to retain their Advocate designation.

You do not need to apply for the CDCS[®] Advocate status as this designation is automatically presented when **five recertification cycles have been completed**.

New CDCS[®] Advocates are invited to our Graduation Ceremony, receive a Pin Badge and special Certificate. All other requirements of recertification remain, including the amount of CPD / PDU hours.

Is the Advocate designation available to CSDG[®] / CTFC recertifiers?

The very first CSDG[®] examinations were passed in October 2014. It is our intention to award the designation of CSDG[®] Advocate from October 2029 to those who will have then completed five cycles. The first CTFC examinations will be December 2017 so the first award of CTFC Advocate would be 2033.

CONTINUING YOUR PROFESSIONAL DEVELOPMENT (CPD)

What is CPD – “I thought recertification was about PDUs?”

We now use the term “CPD Learning Hours” instead of the previous PDU (personal development unit). We believe it better describes recertification as a continuation of the learning already achieved after passing the International Trade Finance exams. “Personal” development can be achieved in so many areas of life and work but Recertification needs to focus on “continuing” the knowledge you have gained in the subject of International Trade Finance exclusively.

Recertification is not about collecting points but about adding to and maintaining your knowledge of international Trade Finance and we feel the term CPD better reflects this.

ONE CPD Learning hour will be the same as **ONE PDU** previously.

What about the PDUs / CPD Learning hours I have already collected?

As mentioned above 1 x PDU will equal 1 x CPD Learning hour - so its simply a change in the wording / terminology we are going to be using. All PDUs will convert across to CPD learning hours on a like for like basis. *Example: 10 PDUs will equal 10 CPD Learning hours.*

We are phasing in the use of the “CPD Learning hours” wording, so until 2019 when we refer to **CPD** we will remind you that this is the new name for **PDUs**.

NUMBER OF CPD HOURS / PDUs REQUIRED

How many CPD hours / PDUs do I have to achieve?

1. **For those who are currently in a recertification cycle**, which expires in 2017 - 2018 or 2019 **24** CPD Learning hours / PDUs are required to recertify. There are no minimum or maximum hours which can be claimed in any one year. See table on page 9.
2. **Those who start a recert cycle from 1 May 2017** will be required to demonstrate **36** CPD Learning hours to recertify successfully 3 years later. For CDCS® and CSDG® There are no minimum or maximum hours which can be claimed in any one year. For **CTFC** a minimum of 6 CPD learning hours need to be obtained each 12 months. (See page 10 for examples).

Find your recertification cycle in the table and then look over to the number of hours required:

Date of achieving exam or last period of recertification	CPD activity Period	Recertification due *	Number of CPD Learning Hours /PDU's required
October 2014	1 November 2014 – 31 October 2017	31 October 2017	24
April 2015	1 May 2015 – 30 April 2018	30 April 2018	24
October 2015	1 November 2015 – 31 October 2018	31 October 2018	24
April 2016	1 May 2016 – 30 April 2019	30 April 2019	24
October 2016	1 November 2016 – 31 October 2019	31 October 2019	24
April 2017	1 May 2017 – 30 April 2020	30 April 2020	36
October 2017	1 November 2017 – 31 October 2020	31 October 2020	36
April 2018	1 May 2018 – 30 April 2021	30 April 2021	36
October 2018	1 November 2018 – 31 October 2021	31 October 2021	36
April 2019 and ongoing future recertification periods	1 May 2019 – 30 April 2022	30 April 2022	36

*Remember CDCS® Advocates only have to recertify every 6 years and will require 36 CPD hours.

Is there a maximum number of CPD learning hours / PDU's I can gain in any one year?

No not for CDCS® and CSDG®– we have withdrawn the restriction which allowed a maximum of 16 CPD Learning hours / PDU's to be claimed in any one year. You can obtain your CPD learning hours at any time during your recertification period to suit your own learning and development needs.

Yes for CTFC – as it's so important to be regularly up to date with all compliance and regulation matters, a minimum of 6 CPD learning hours must be achieved every 12 months towards CTFC recertification. The activity must be directly related to Trade Finance Compliance.

The first 12 month period will commence on the day of passing the exam – subsequent periods will be on a rolling 12 month basis. See table on next page.

Examples:

Date of <u>passing</u> CTFC exam	Maximum CPD Activity Period	Deadline for first minimum 6 CPD hours
21 December 2017	21 December 2017 – 20 December 2018	20 December 2018
30 January 2018	30 January 2018 – 29 January 2019	29 January 2019
2 February 2018	2 February 2018 – 1 February 2019	1 February 2019
16 May 2018	16 May 2018 – 15 May 2019	15 May 2019
10 June 2018	10 June 2018 – 9 June 2019	9 June 2019

*These are examples only to help illustrate how the **first** 12 month period will work. The CPD log will keep you on track with where you are in relation to achieving the 6 CPD hours in the 12 month period.*

There must be a minimum of 6 CPD learning hours in any rolling 12 month period so the above are the first deadlines after passing CTFC.

Following on from this, the next deadline will depend on when you **last** achieved the 6 CPD learning hours.

Examples:

Date of <u>last</u> CPD activity	Maximum CPD Activity Period	Deadline for minimum 6 CPD hours
6 June 2018	6 June 2018 – 5 June 2019	5 June 2019
10 July 2018	10 July 2018 – 9 July 2019	9 July 2019
16 August 2018	16 August 2018 – 15 August 2019	15 August 2019
20 September 2018	20 September 2018 to 19 September 2019	19 September 2019
31 December 2018	31 December 2018 to 30 December 2019	30 December 2019
1 February 2019	1 February 2019 to 31 January 2020	31 January 2020
25 March 2019	25 March 2019 to 24 March 2020	24 March 2020
30 April 2019	30 April 2019 to 29 April 2020	29 April 2020

Why are you increasing the number of CPD Learning hours / PDUs to 36?

We considered the CPD requirements for other financial professionals such as bankers, financial advisers and accountants and found that they are committed to many more CPD hours than the 24 we currently require for recertification.

We believe that it's important to demonstrate to firms, colleagues, customers and employers that those who gain recertification have sufficiently demonstrated that they have kept their knowledge up to date and improved their position with regards to International Trade Finance. 24 PDUS / learning hours represented just one day a year spent on maintaining and improving knowledge. We want recertification to demonstrate that learning has substantially improved your position since taking the exam.

"36" represents an average of one hour of CPD / PDU each month of the recertification cycle which gives a simple reference point to keep you on track with your CPD learning / personal development.

The increase only affects those entering their recertification cycle or a new recertification cycle from 1 May 2017. Those already in a recertification cycle will not have to demonstrate the increased hours until they enter a new 3 year cycle. (6 years for Advocates). See table page 9.

To assist with achieving the increased hours we are allowing new CPD / PDU activities to be claimed towards recertification.

Will increasing the number of CPD Learning Hours / PDUs make it harder to achieve recertification?

Our intention is to make the activities you can learn from more accessible and achievable, especially for those who are currently unable to attend events or workshops.

To assist with achieving the increased hours we are allowing new CPD / PDU activities to be claimed towards recertification. See Page 12.

We will also be accepting activities where the content is linked to International Trade Finance in general. This is a relaxation of the rule that the content needed to be specific to the CDCS® or CSDG® syllabus. **The exception to this will be CTFC where the content must be related to Trade Finance Compliance.**

For CDCS® and CSDG® (not CTFC) we have withdrawn the maximum limit placed on the amount of CPD Learning hours / PDUs you can achieve in any one year, allowing you to choose activities which fit your personal learning situation.

What activities will I be able to claim as CPD learning / PDUs?

In order to assist in achieving the increased number of CPD learning hours more activities can be used towards your Recertification.

As well as participation in International Trade events and workshops we will allow you to claim CPD Learning from activities such as those below – provided that the content is related to International Trade Finance for CDCS® and CSDG® and related to Compliance for CTFC. The activities will need to be verified with documentation to support the claim – your firm / employer / ICC / organisation may impose additional checks or restrict the list of activities if they so wish as a condition of your job or membership:

- Preparatory work required prior to an event / workshop;
- Actions carried out following workshops or events;
- Online e-learning;
- Time taken to research content for delivering training to others;
- Brushing up on knowledge to take internal tests such as Anti-money laundering; data protection; anti fraud measures etc. (test results will be proof of learning);
- Internal training carried out by superiors as part of your job role within International Trade Finance;
- Passing other international trade qualifications – we mention this on page 15.
- Participating in industry briefings
- Reading industry press – so long as it's more than 30 minutes AND a statement of the learning gained has been compiled. Good clear records of this type of learning will be required.
- Time taken to research content for compiling industry documents / books / journals
- Time taken to research content for exam or tests
- Meetings with internal or external colleagues where new knowledge or skills are gained in international trade finance – good clear records will be required that can validate the learning and the claim.
- Reading of industry articles related to International Trade Finance through your extended access to our online library [KnowledgeBank](#).

How many CPD Learning Hours / PDUs can I claim for my activities?

Generally, the number of CPD Learning hours / PDUs awarded to an activity will be based on the amount of “learning time” the activity took. We have been allocating this approach for some time and the number of PDUs previously awarded to courses is a direct reference to the number of learning hours in the activity. Activities such as: Lunchbreaks; award ceremonies; networking or registration are not considered “learning” activities.

The only exception will be studying for qualifications. The general rule here will be that we will award ONE CPD Learning hour for every 10 hours of “recommended” study time. For example: if 300 learning hours are recommended to complete a qualification we will be awarding 30 CPD Learning hours to the activity. Please see page 15 with regards to the amount of CPD hours allocated to our other trade qualifications.

How should I choose my CPD / PDU activities?

We encourage you to choose CPD activities which are most suitable to your own personal learning desires or are required in order to maintain your role or gain a promotion. We would not consider attendance on a CPD event which delivered *basic or introductory* information regarding International Trade Finance to be suitable for those that have some experience in the industry. Equally these would not be suitable for those who have recently passed a trade finance exam and are therefore very familiar with the content as it’s still fresh in their minds.

Ideally you will have the freedom to choose your own activities which suit your experience and learning desires. However, sometimes your employer or organisation will ask you to take part in certain activities in order to comply with their working requirements. We will accept this type of CPD activity for recertification provided it is related to International Trade Finance.

CPD RESOURCES

Where can I find suitable CPD / PDU activities?

- **Your local CDCS representative** can keep you informed of events happening in your area / country.
- You can look on our [CDCS® / CSDG® Course registry](#) at the events we have been asked to recognise as suitable for Trade Finance learning across the globe or online.
- **You can find your own resources through the internet** such as Coastline and ICC Academy
- [KnowledgeBank](#) – our online library normally reserved for access by studying students and members only but for the first time it will be available to those who are in a recertification cycle. There is a specially designed [International Trade Finance](#) area.

How many CPD learning hours / PDUs can I claim for taking another International Trade Finance exam?

You can claim CPD Learning hours / PDUs for passing any of the other International Trade exams we offer as well as your existing CDCS® / CSDG® / CTFC award.

The amount of CPD Learning hours awarded will depend on whether you are currently in a recertification cycle. Use the table on the next page to find out how many hours you can claim.

Find the exam you want to recertify along the top row – in the left hand column find the exam you are taking - look across for the **number of CPD learning hours / PDUs you would gain**

Use table (1) if your recertification is due before January 2020.

	I want to recertify my CDCS®	I want to recertify my CSDG®
<i>Exam I want to pass towards my next recertification</i>		
CDCS®	N/A	16
CSDG®	16	N/A
CITF	16	16
CTFC (Compliance)	16	16
CertPAY	8	8

Use table (2) if your recertification is due on or after 30 April 2020.

	I want to recertify my CDCS®	I want to recertify my CSDG®	I want to recertify my CTFC
<i>Exam I want to pass towards my next recertification</i>			
CDCS®	N/A	30	9
CSDG®	30	N/A	9
CITF	25	25	9
CertPAY	12	12	9
CTFC (Compliance)	30	30	N/A

RECORDING CPD LEARNING HOURS /PDUS.

How do I need to record my CPD Learning hours / PDUs?

We ask you to make records of your CPD Learning hours / PDUs **as and when you carry them out** and they are fresh in your mind. You should use the **myCPD** log in your [MyLIBF](#) account.

If you hold both CDCS® and CSDG® and CTFC you will find that you have a separate log for each (CTFC log to appear in 2018) – If you wish to claim CPD for all designations you can key the information into one log and “tick” a box in the log to also populate your other recertification log.

Activity Date* 25 Aug 2017 e.g. 04 Dec 2017

Hours* Please select. ?

Upload Evidence

CPD evidence file (max 20Mb)

Upload to CDCS log as well?

Recertification Standards

Your CPD must have been carried out in the area of International Trade Finance. Tick the box(es) which most relate to the content in this C

Where do I find the myCPD log to record my CPD / PDUs?

Your myCPD log can be found in your [MyLIBF account](#). This replaces any previous excel or word copies of a CPD log template which can no longer be accepted.



We have provided a [Guide to registering and using the myCPD log](#) which is also available in the log for reference at any time.

What information do I need to record?

The log will prompt you to complete sufficient information for your recertification to be successful when it's ready to submit to us. You are also given the opportunity to upload copies of documents to your log for us to hold safely and securely for you. You can retrieve any information or documents you upload into your log very easily. A **myCPD** log user guide is available within the **myCPD**. The guide will include how to get your records to your employer / firm / sponsor or ICC should they request them.

Why do I need to use the myCPD log?

We will use your MyLIBF account much more in the way we communicate with you regarding CPD activities – highlighting any changes to look out for – giving hints and tips regarding recertification – to give you progress updates on your recertification submission and deliver your new recertification certificate.

Every student who studied CDCS® and CSDG® or recertified since April 2014 has access to this CPD log on their record. A CPD log will be made available to CTFC holders within a few months of launch of this new qualification.

It is a condition of study with us that you have access to the internet and give an email address. The log will be available wherever you have access to the internet and mean you can update your records easily as you undertake the CPD activities.

You will be submitting your recertification application through your [MyLIBF](#) account.

This will have several advantages:

- It will represent a secure method of passing over your details to us;
- Means you do not have to check to see if we have received it because your [MyLIBF](#) record automatically feeds into our systems;
- Your records cannot be lost;
- You will receive an “on screen” copy of your recertification certificate far quicker than current systems;
- We can send you updates and progress reports throughout your 3 year recertification cycle.

I hold CDCS®, CSDG® and / or CTFC – do I need to record CPD / PDUs for both of these?

If you wish to recertify all designations you will need to keep up a record of CPD for each of the qualifications separate from each other. The myCPD logs will ask if you wish an entry to go into both / all logs and if so, will enter the details into the other log(s) as well. This assumes the date is within the recertification period for all CPD claims. **Remember if you are claiming CPD for the Compliance CTFC qualification it must have content which is exclusively relevant to Trade Compliance.**

Whilst the CPD you carry out can be claimed against multiple qualifications you will probably have different recertification periods (cycles) for each one. The log will help you keep track of how many CPD Learning Hours / PDUs you have for each qualification.

What if I don't have access to MyLIBF account?

Every student is given access to this account when they first study with us. Even if you haven't used it for a while you will still have a personal myLIBF account. If you have any problem logging in or accessing your [MyLIBF account](#) please contact us at customerservices@libf.ac.uk - we encourage you to keep your account up to date, including information such as your address and email address. **You will not receive our communications or have access to your future Recertification certificate if these details are not correct.**

You can update your information by clicking on the "myDetails" tab and then clicking on the "update" tab.



What sort of documentation should I upload to verify my CPD learning / PDUs?

We can accept the following provided they include your name or direct reference to you in person - you only need to include one document for each activity unless you feel that more than one is required for us to be able to validate the learning and your attendance / participation. Documents must be in **English**.

Always keep your MyLIBF account personal contact details up to date otherwise you will not receive our communications or have access to your certificate

Examples:

- Attendance certificates
- CPD Certificates
- PDU Certificates
- Email trails – in context or as screen shots
- Screen Shots
- Photographs of documents
- PDFs
- Hyperlinks / Weblinks to show where the learning came from e.g. [CITF](http://www.libf.ac.uk/specialist-qualifications/trade-finance/certificate-in-international-trade-and-finance-(citf)) OR [http://www.libf.ac.uk/specialist-qualifications/trade-finance/certificate-in-international-trade-and-finance-\(citf\)](http://www.libf.ac.uk/specialist-qualifications/trade-finance/certificate-in-international-trade-and-finance-(citf))
- Letters signed by superiors / third party trainers
- Test / exam results / certificates
- Copies of newsletters / journals / book extracts

How do I confirm my learning from a CPD Learning / PDU activity?

By following the questions we ask in the CPD Log you will create a learning outcome statement this will help us discover the learning you gained by attending the activity.

SUBMITTING RECERTIFICATION RECORDS FOR ASSESSMENT

When do I need to submit my recertification application?

You can submit your application to us in the **month prior** to your recertification expiry date but **no later than two months after** expiry. Your local CDCS representative may administer your recertification and ask for your records earlier than this. We will not require you or your employer / ICC to send us any CPD logs or evidence files. * The December dates allow for the end of year festive period. **Remember** – Advocates have a six year recertification period.

Date of achieving exam or last period of recertification	CPD activity Period	Earliest submission date (SUBMIT button will appear in your myCPD log)	Recert Expiry Date	Latest submission date
October 2014	1 November 2014 – 31 October 2017	September 2017	31 October 2017	22 December 2017*
April 2015	1 May 2015 – 30 April 2018	March 2018	30 April 2018	30 June 2018
October 2015	1 November 2015 – 31 October 2018	September 2018	31 October 2018	22 December 2018*
April 2016	1 May 2016 – 30 April 2019	March 2019	30 April 2019	30 June 2019

Always keep your MyLIBF account personal contact details up to date otherwise you will not receive our communications or have access to your certificate

How do I send you my Recertification submission and payment?

You can submit your application to us in the **month before** your recertification expires but **no later than 2 months after** expiry. Submissions are made through your [myLIBF account](#) .

Steps 1 – 7 in below are for those making their own recertification submission.

Steps 1 – 3 below are for you if you are using your local CDCS / CSDG Representative / employer / sponsor for your submission. You should receive guidance about making your submission from them too. Your local representatives have been instructed on how they let us know you are ready to recertify and for us to look at your [MyLIBF account](#).

- **STEP 1.** Check you are within the times mentioned in the table on page 19 in this guide.
- **STEP 2.** Check you have logged / documented all the CPD / PDUs you wish to be considered for your recertification in your **myCPD** log on your [myLIBF account](#).
- **STEP 3.** Ensure you have uploaded supporting documents such as certificates / email trails.

If you are having your recertification sent to us by your employer / ICC / overseas CDCS contact you should not progress through the rest of this process. We will pick up your details from them.

- **STEP 4.** Have your means of paying the fee handy for your submission.
- **STEP 5.** Click on the “**SUBMIT your CPD log ...**” button which will be available in your log when you have input a minimum of 24 hours **and** you are within the month before expiry.



- **STEP 6.** The next screen allows you to **make your payment** / or inform us of your payment method. You can pay by your credit / debit card payment, tell us which employer / firm to charge or confirm that you have / will make a bank transfer. We use [FLYWIRE](#).
- **STEP 7.** Save a copy of your acknowledgement that your application has been submitted.
- **STEP 8.** You can keep a track of progress via The Progress Summary in your myCPD log.

Please **DO NOT email your records** or confirmation that you have “submitted” your application to us as this will only cause confusion. You **DO NOT** need to email or send us any documents to do with your recertification as these should be uploaded to your **myCPD** log.

If you try to send / email your CPD to us in any other way, your records will be returned unchecked and your recertification will **not** have been successful.

What if I have achieved the required CPD / PDUs early?

You must use the myCPD log system to make your submission and the option to SUBMIT your records will not appear in the log until the month prior to expiry of your recertification.

If you try to send / email your CPD to us in any other way, your records will be returned unchecked and your recertification will **not** have been accepted.

Will you accept early or interim submissions?

As we can both monitor your CPD learning hours / PDUs from the entries in your **myCPD** log throughout your cycle, there is no requirement for interim CPD / PDU submissions.

We will be publishing several new resources and guides over the next 12 months to help you establish the criteria for recertification and be sure that the path you are on will lead to a successful recertification cycle. If you follow these you will have no problems recertifying at the end of your cycle.

What if I'm late making my submission?

We already allow up to two more months for you to make your submission following expiry. However, if you do wish to recertify after this time we will consider applications on an individual basis and all will be subject to the "late fee" mentioned below. Extensions will only be granted in circumstances such as ill health or military service and in some cases because of administration issues provided we receive full information about the circumstances surrounding the need for a late submission.

For a late submission to be considered, all the CPD Learning / PDU activity must have taken place in the correct recertification period.

What if I haven't achieved the required minimum CPD / PDUs for reasons outside of my control?

The ability to include CPD done outside of your 3 year cycle can only be considered in circumstances such as ill health or military service and in some cases because of administration issues. We would need full details about the circumstances surrounding the need for a late submission.

Who should I contact if I need help with my submission?

Initially you should check this guide for help.

Alternatively information is available on our website:

CDCS® Recertification webpages can be found at <http://CDCSlibf.ac.uk/recertification>

CSDG® Recertification webpages can be found at [http://www.libf.ac.uk/specialist-qualifications/trade-finance/us-level-4-certificate-for-specialists-in-demand-guarantees-\(CSDG®®\)](http://www.libf.ac.uk/specialist-qualifications/trade-finance/us-level-4-certificate-for-specialists-in-demand-guarantees-(CSDG®®))

CTFC webpages can be found at: [https://www.libf.ac.uk/study/professional-qualifications/trade-finance/certificate-in-trade-finance-compliance-\(ctfc-\)](https://www.libf.ac.uk/study/professional-qualifications/trade-finance/certificate-in-trade-finance-compliance-(ctfc-))

On our [Website](#) using the "Chat / Leave a message" facility.

If the webpages cannot answer your question please contact recert@libf.ac.uk. We will respond within 5 working days.

How long will it take you to process my recertification application?

This would typically be between 10 and 20 days.

What happens if my application is not sufficient for recertification?

We will work with you to try to get your records to reflect the learning you have carried out over the 3 years of your recertification cycle. There may be activities you have carried out which you have not claimed on your CPD log but others you have claimed which will need to be removed from the log as they aren't suitable. However, having to return to you for additional information will delay your application and could mean missing the deadline for continued inclusion of your name on the CDCS® / CSDG® / CTFC Registry.

Therefore, we always encourage you to check and re check your records are complete and accurate before pressing the "submit" button in your log. If, even after, several attempts we have been unable to get the records to reflect the required criteria we would not permit recertification and will refund the majority of the fee paid for recertification less the administration fee of £30.

FEES

What is the cost of recertification?

The latest fee structure will always be available through our CDCS® CSDG® and CTFC websites. <http://CDCSlibf.ac.uk/recertification> A "late" fee is incurred if the application and /or fee is received more than one month after expiry.

When do I pay the charge?

Fees are payable **with** the recertification application. Applications cannot be processed without the fee or fee details. You will be asked about payment when you SUBMIT your record for recertification. We use [FLYWIRE](#) for our Bank Transfers.

What happens if I pay the fee and then the application gets rejected?

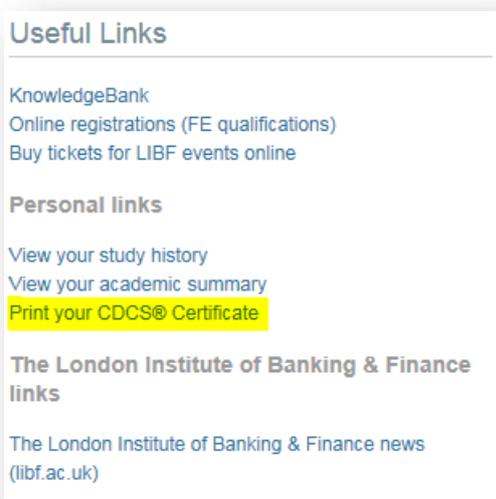
We will **refund** your fee (less a £30 administration fee) should your application be rejected or withdrawn.

However, we will do everything we can to work with you towards an acceptable successful recertification where we can.

RECERTIFICATION CERTIFICATES

When will I get my certificate?

New recertification certificates will be available within 24 hours of us completing our recertification process and our keying of the details into your records. The certificate will be presented to you in your [MyLIBF](#) account and a confirmation email will be sent to let you know where you can find this.



You may print off copies of your certificate if required. You can create a PDF copy of the certificate too. These certificates are presented with our new name and branding. The Certificate will remain on your account until expiry.

Why are you putting the certificate in MyLIBF account?

Printing and posting documents across the world takes time and comes at a financial and environmental cost. There is also a risk that documents get lost and replacements are required.

Having access to your certificate online will give the following advantages:

- You will see sight of your certificate much more quickly than if it were posted
- You can print off as many copies as are required for you, your firm or the ICC
- You have access 24 hours a day – 7 days a week so the certificate cannot be lost

- You can turn the certificate into a PDF file without the need of a scanner and email to whoever may need to see a copy of your Certificate
- We will not have to increase the cost of recertification because of rising international postage / courier costs.
- You can display a copy via your tablet or mobile device should clients or employers require to see it
- Its safe and secure as you will need to use your sign in password to access the certificate and it cannot get lost
- There will be no requirement for a lost certificate process which can incur additional costs for both you and us

Can you provide a paper copy of my certificate?

As you can simply print off copies from your [MyLIBF](#) account there should be no requirement for us to provide you with a printed version of your online certificate. Printed versions of your certificate are identical to the one showing in your myLIBF account.

However, if you wish us to supply you with a copy you can apply to us at customerservices@libf.ac.uk for a paper copy. There is a fee of **£48 GBP** for a paper copy to be posted out to you. This is payable prior to issue of the certificate.

Will my CDCS® / CSDG® / CTFC ‘Distinction’ award show on my Recertification Certificate?

The distinction award will show on an original CDCS® / CSDG® / CTFC exam certificate. It will not show on a recertification certificate as it is not possible to achieve more than an assessment “pass” when carrying out CPD to achieve recertification.

Where can I find out more or the latest Recertification updates?

We recommend that you regularly log into your [MyLIBF account](#) and the [CSDG®](#) / [CDCS®](#) / [CTFC](#) Webpages to ensure you keep up to date with the recertification process. However, we would ensure that you are contacted individually if any of the changes could directly affect you whilst in your recertification cycle. **REMEMBER** to always keep your MyLIBF account personal details up to date. You can check these and update them under the “myDetails” tab in your account.

Always keep your MyLIBF account personal contact details up to date otherwise you will not receive our communications or have access to your certificate

Who should I contact if I need help with my submission?

Initially you should check the website pages for help.

CDCS® Recertification webpages can be found at <http://CDCSlibf.ac.uk/recertification>

CSDG® Recertification webpages can be found at [http://www.libf.ac.uk/specialist-qualifications/trade-finance/us-level-4-certificate-for-specialists-in-demand-guarantees-\(CSDG®\)](http://www.libf.ac.uk/specialist-qualifications/trade-finance/us-level-4-certificate-for-specialists-in-demand-guarantees-(CSDG®))

CTFC webpages can be found at: [https://www.libf.ac.uk/study/professional-qualifications/trade-finance/certificate-in-trade-finance-compliance-\(ctfc-\)](https://www.libf.ac.uk/study/professional-qualifications/trade-finance/certificate-in-trade-finance-compliance-(ctfc-))

On our [Website](#) using the “Chat / Leave a message” facility.

If the webpages cannot answer your question please contact recert@libf.ac.uk. We will respond within 5 working days.