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Recertification Handbook

Welcome to our Guide for recertification.

Recertification is a way you demonstrate a commitment to do continuous professional development (CPD) after achievement of CDCS® CDCS Advocates, CSDG® CSCF or CITR to retain your qualification designation.

CTFC is no longer supported by LIBF – CTFC holders need to contact: Association of Trade Finance Compliance Professionals (ATFCP) (link to https://atfcp.com/)

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INTRODUCTION

Recertification applies to you if you wish to keep your CDCS® CSDG® CITR, or CSFC (Level 4 Trade Finance qualifications) designation for more than 3 years after passing the initial qualification. It helps demonstrate to employers that you are keeping your knowledge in Trade / Trade Finance up to date.

CTFC is no longer supported by LIBF – CTFC holders need to contact: Association of Trade Finance Compliance Professionals (ATFCP) (link to https://atfcp.com/)

We enrol you into the Recertification Programme when you pass the Level 4 exams. 3① years after passing your initial exam(s) or last recertification cycle, you need to apply to recertify your designation(s).

You can recertify two ways –

1. By carrying out continuous professional development **(CPD)** learning hours throughout the recertification period. (Previously known as Personal Development Units)
2. By **retaking and passing the full exam** for the qualification designation you want to keep using e.g. CDCS, CSDG, CITR or CSDG. You cannot register and retake the qualification again before your existing expiry date.

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

①CDCS® Advocates should see page 6 for their requirements.

If you choose not to recertify your qualification designation(s) your name will no longer appear on the qualification registry.

CPD Route - the main rules:

1. Recertification happens every 3 years (6 years for CDCS® Advocates). If the recertification cycle is missed the only way to recertify is to retake and pass the exam again.
2. The learning activities must be done within the recertification cycle.

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3. Recertification submissions need to come to us no later than 2 months after the end of the recertification period.
4. A minimum of **36 CPD Learning hours** are required.
5. There's no minimum or maximum amount of CPD hours which can be completed in any one year.
6. Any Trade related activity can be claimed towards CDCS® CSDG®, CITR and CSCF Recertification.
7. The activity should:
    - have content which relates to Trade / Trade Finance.
    - have content which is sufficiently challenging to those with a Level 4 qualification – therefore NOT INTRODUCTORY or BASIC content
    - Last for a minimum of 30 minutes
    - Be able to be verified e.g. have an attendance certificate or other accurate documentation to confirm participation.
8. The fee needs to be paid before we look at your CPD records.

Recertification by exam route

To re-start the recertification cycle, you can retake the examination. You will need to complete a full examination registration and pay the associated full exam fee. You will be given access to a new set of study materials and course site. You are able to sit all Trade Finance qualifications on any date / time suitable for you but only after expiry of your existing designation.

THE RECERTIFICATION CYCLE

The Recertification cycle is traditionally 3 years (36 months) long* and aligned with the months of April and October each year. (See Table 1 page 4 of this Guide)

As Trade Finance qualifications can be sat on any date we will align your recertification cycle with the next April or October session. See Table 2 on Page 4 of this Guide for detailed examples.

CDCS® Advocates (CDCSAdv) should see Table 3 and page 5 of this guide.

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Use these tables and the information on page 6 to find your own recertification cycle – Advocates have a six year cycle and should refer to Table 3:

Table 1 - Example of 3 year cycle

Date of achieving exam or last period of recertification	CPD activity Period	Recertification due
April 2024	1 May 2024 – 30 April 2027	30 April 2027
October 2024	1 November 2024 – 31 October 2027	31 October 2027

For qualifications achieved throughout the remainder of the year, the first recertification periods are as follows:

Table 2

Date of achieving exam	CPD activity Period	Recertification due
On or between 1 May 2023 to 31 October 2023	From: Date of passing the exam To: 31 October 2026	31 October 2026
On or between 1 November 2023 to 30 April 2024	From: Date of passing the exam To: 30 April 2027	30 April 2027
On or between 1 May 2024 to 31 October 2024	From: Date of passing the exam To: 31 October 2027	31 October 2027

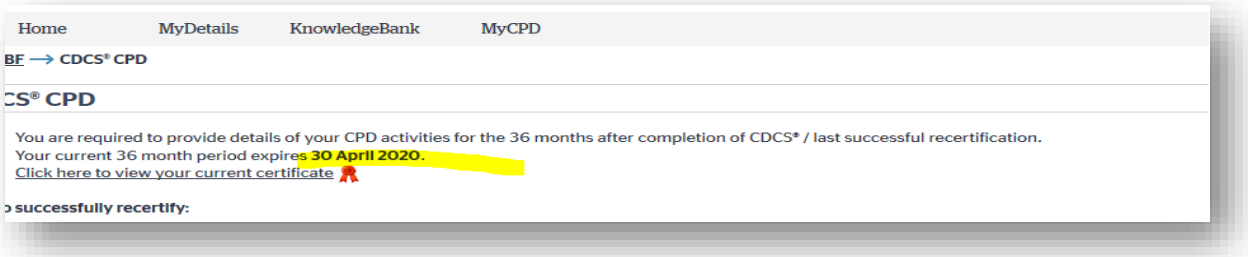
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Table 3 - for Advocates only

Date of achieving exam or last period of recertification	CPD activity Period	Recertification due
April 2022	1 May 2022 – 30 April 2028	30 April 2028
October 2022	1 November 2022 – 31 October 2028	31 October 2028

How do I find out when I need to recertify?

1. Through your myCPD log in your MyLIBF account . If you hold CDCS® CSDG® CSCF and CITR you will have access to a log for all designations. Example:



2. We will send you an email each year to keep you on track with your Recertification cycle.

3.

How many times do I need to recertify?

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To keep the continual right to your designations you will need to recertify every 3 years. 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.

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 designation, first 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 advocacy has been achieved. The same amount of CPD learning hours are required as those on a 3 year cycle (36 in total). CDCS® Advocates can continue to retain their Advocate designation if they continue to recertify.

You do not need to apply for Advocate status as this is automatically given when 5 recertification cycles have been completed.

New CDCS® Advocates receive a **Digital Badge** and special Certificate loaded to their MyLIBF account.

It is our intention to extend the designation of Advocate to CSDG CITR and CSCF after 5 recertification cycles have been completed.

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CONTINUING YOUR PROFESSIONAL DEVELOPMENT (CPD)

What is CPD?

We now use the term "CPD Learning Hours" instead of the previous (personal development unit).

ONE CPD Learning hour is the same as ONE personal development unit.

What about the PDU I have already collected?

As mentioned above 1 x PDU = 1 x CPD Learning hour - so it's simply a change in the wording we use.

How many CPD hours do I have to achieve for Recertification?

36 CPD Learning hours are required to recertify successfully. There are no minimum or maximum hours which can be claimed in any one year.

What activities can I claim?

As well as participation in our external accredited CPD courses and events, you can claim CPD Learning from activities such as those below – you can choose which are appropriate to you personally.

- Learning required prior to an event workshop;
- Post event research;
- Online e-learning;
- The time taken to research content for delivering training to others
- internal tests such as Anti-money laundering; data protection; anti-fraud measures etc. (test results will be proof of learning);
- Internal training

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- In house e learning
- Passing other trade qualifications – we mention more on this on page 11.
- Participating in industry briefings
- Reading industry press / watching webinars / listening to podcasts or videos – it needs to be more than 30 minutes AND include a statement of the learning gained in your own words.
- Your notes of learning should be your original findings and thoughts from the reading / watching or observing you have carried out.
- 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.
- Online e learning; webinars; podcasts or videos – Remember they need to be relevant to international trade finance - you can find some from LIBF on the following link – note we create content for many different cohorts of students: You tube

You'll need to ensure that any CPD you claim has a clear record of your learning in your myCPD log. Please upload copies of your notes or word documents listing your learning along with any certificates you might receive.

Current courses and workshops – podcasts – webinars and the latest recertification information can always be found on our dedicated CPD for Trade Finance Professionals webpage.

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 wish as a condition of your job or membership.

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We recommend recording your CPD in your myCPD log (see pages 12-14) as soon as you carry them out.

How many CPD Learning Hours should I claim?

Generally, the number of CPD Learning hours given to an activity will be based on the amount of "learning time" the activity took.

Activities such as: Lunchbreaks; award ceremonies; networking or registration are not considered "learning" activities.

The only exception is studying for qualifications. The general rule here is that we award a full 36 hours for qualifications which require 100 or more study hours.

How should I choose my CPD 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 don't allow CPD for events which deliver just basic or introductory information regarding International Trade Finance which you should already know.

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 Trade / Trade Finance.

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CPD RESOURCES

Where can I find suitable CPD activities?

You can look on our CPD for Trade Finance Professionals webpage where you will find events we have been asked to accredit as suitable for Trade Finance learning across the globe or online. You'll also find podcasts, webinars, news and insights on our website here: News and Events | LIBF

For example – this Podcast with LIBF's Alex Gray, John Bugeja & Lionel Taylor.

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.

IMPORTANT NOTE - LIBF deliver education to many cohorts like university students; banking, financial and mortgage professionals as well as Trade Finance practitioners. Not all learning resources are related to Trade Finance.

How many CPD learning hours do I get for taking another LIBF international trade finance exam?

Each of these carry 36 hours CPD –

CDCS	Certificate for Documentary Credit Specialists (CDCS) | LIBF
CSDG	Certificate for Specialists in Demand Guarantees (CSDG) | LIBF
CITR	Certificate in International Trade Risk (CITR) | LIBF
CITF	Certificate in International Trade and Finance (CITF) | LIBF
CPCM	Certificate in Payments and Cash Management (CPCM) | LIBF

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If you retake and pass the qualification you are trying to recertify, this will automatically lead to a successful recertification and as you retook a full qualification you can claim the 36 hours towards CPD for any of your other trade finance qualifications that are in a recertification cycle.

RECORDING CPD LEARNING HOURS.

How do I record my CPD Learning hours?

You need to use the myCPD log in your MyLIBF account.

Your myCPD log can be found in your MyLIBF account. In the header tab.

There's a Guide to help you register and use the myCPD log within the CPD logging area of your myLIBF. You'll have a separate log for each designation you need to recertify in your myLIBF account.

What information do I record?

The log will prompt you to input the information needed for a successful recertification and informed when you can send these to us via the log. You can:

- Upload copies of documents for safety and security
- Easily retrieve information or documents at any time.
- Access a user guide which tells you how to get your records to your employer, firm, sponsor or ICC should they request them.

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Why do I need to use the myCPD log?

We use the information in your MyLIBF account to help with our communications with you. We'll email you progress updates on the activities you have input. You will make your recertification submission and payment or request an invoice through the myCPD log.

This has several advantages:

- It's a secure method of passing over your details to us;
- The log automatically feeds into our systems;
- Your records can't be lost;
- We can send you updates and progress reports throughout your recertification cycle.

I hold more than one designation - do I record CPD for all of these?

Yes – but - the CDCS and CSDG CPD logs will ask if you wish an entry to go into both logs and if you 'tick the box' it will do it for you.

The logs will help you keep track of how many CPD Learning Hours you have for each qualification.

If you are also a **Chartered Member** you need to enter your trade finance CPD into the Membership CPD log if you wish it to be part of your 35 hour annual requirement for Chartered Member status.

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

Every student is given access to this account when they first study with us. You will find your personal LIBF number in the communications you receive from us.

If you have any problem logging in or accessing your MyLIBF account please contact us at customerservices@libf.ac.uk

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

What type of documents can I upload to confirm my CPD learning?

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 but you may include more if you wish. Documents should be in English.

Examples:

- Attendance certificates
- CPD Certificates
- 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 OR http://www.libf.ac.uk/specialist-qualifications/trade-finance/certificate-in-international-trade-and-finance-(citf)
- Letters signed by superiors or third-party trainers
- Test exam results certificates
- Copies of newsletters journals book extracts
- Extensive notes created during / soon after the learning
- PDF copies of study text

What can’t I use to support my CPD entries?

Here are some examples of what you can’t use to support your CPD entries.

- Invitations to join an activity / event
- Diary entries

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These only demonstrate a desire / intention to complete an activity. They do not confirm the activity actually took place.

- Documents not in English unless they can be translated using programmes such as google translate.
- Photographs of people attending an event – unless your name and the event name are visibly linked to an image.

Who should I contact if I need help before I make my recertification submission?

You may wish to make contact with representatives in your region before submitting your CPD records - we'd encourage this if you went through a representative / your employer when you first took your trade finance qualification or subsequent recertification submissions.

SUBMITTING RECERTIFICATION RECORDS FOR ASSESSMENT

When do I need to submit?

The opportunity to submit your records will open on **1st March for 30th April** recert sessions and **1st September for the 31st October** recert session. A **'SUBMIT** …' button will appear in your myCPD log.

Your local Trade Finance representative may administer your recertification and ask for your records earlier than this.

We recommend you take a copy (PDF) of your log and evidence files as your records will no longer be available after you submit them to us or pass them to your sponsor. Example:

Recert Expiry (shown in your MyLIBF accounts)	CPD activity Period	Earliest submission date)	Late application fee applies from *	Final submission date *
30 April 2027	1 May 2024 To 30 April 2027	1 March 2027	1 June 2027	30 June 2027
31 October 2027	1 November 2024 to 31 October 2027	1 September 2027	1 December 2027	31 December 2027

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How do I send you my Recertification submission and payment?

Choose one way only: Column 1 if you are making your own submission – column 2 if you are using a sponsor to help.

1 **I'm making my own submission**		**OR** 2 **My Sponsor / employer will be sending you my details**
Check you are within the times mentioned in the table on page 14	1	Check you are within the times mentioned in the table on page 14
Check you have put all the CPD you want for your recertification in your myCPD log. Minimum 36 hours	2	Check you have put all the CPD you want for your recertification in your myCPD log. Minimum 36 hours.
Uploaded supporting documents such as certificates email trails.	3	Uploaded supporting documents such as certificates email trails.
Be ready – next steps will submit your CPD and arrange payment or tell us your company will be paying or you need an invoice	4	Your sponsor/employer sends us your details and payment on their sponsor spreadsheet
Click on the "SUBMIT your CPD log ...." Button. This will appear in your log when you have input a minimum of 36 hours and you are within the month before expiry.	5	**Do not click on the Submit button**
The next screen allows you to make payment or inform us of your payment method.	6	Not required
Save a copy of your acknowledgement - this is also your payment receipt.	7	Not required
Keep track of progress via The Progress Summary in your myCPD log.	8	Keep track of progress via The Progress Summary in your myCPD log.

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Please **DON'T** try to email your records or send in your confirmation of submission as it will only cause confusion and delays to our responses.

What if I have achieved the required CPDs early?

Please record your CPD in your myCPD log as and when you carry out the activity and not wait until you are ready to recertify.

The opportunity to submit your records will open on **1st March for 30th April** recert sessions and **1st September for the 31st October** recert session. A 'SUBMIT …' button will appear in your myCPD log.

Do I have to make my submission on the recertification expiry date?

No, we allow you to make the submission up to two months before expiry and for up to two months after expiry. Please note: if your recertification is not complete by the expiry date, your name will temporarily drop from the qualification registry listing. Your name will return to the registry upon successful completion of the recertification process.

Submissions made in December for the Oct session or June for the April sessions will be considered a 'late submission'.

What if I'm late making my submission?

We allow 4 months for you to make your submission.

If you have a need to recertify outside of these 4 months we consider applications on an individual basis. This will be subject to the "late fee" mentioned below. Extensions are only granted in circumstances such as ill health or military service and in some cases because of issues outside of the individual's control.

For a late-submissions all the CPD Learning activity **must still have been carried out in the correct recertification period.**

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

Usually between 10 and 20 days.

What happens if my application is insufficient?

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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.

We always encourage you to 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 won't permit recertification and refund most of the fee paid for recertification. We reserve the right to deduct an administration fee of £30.

FEES

What is the cost?

The cost is **£230.**

A "late" fee * is incurred if the application and /or fee is received more than one month after expiry.

The late fee is **£55.00** on top of the recertification fee. If you think you won't be able to submit your records until the late fee period please reach out to us in plenty of time before the late period is reached.

When do I pay?

Fees are payable with the recertification submission through your myCPD log or from your sponsor. Applications cannot be processed without the fee or fee details. You will be asked about payment when you SUBMIT your record for recertification through your log.

If you require an invoice before payment please select the "my company is paying" option and select "invoice required – yes". Remember though, your application will not be processed until payment has been received from you or your sponsor.

What methods of payment do you accept?

We can take payment from a debit or credit card online or bank transfers. You can also choose to use – FLYWIRE. Our bank details will be displayed in your log once you make your submission.

What happens if I pay and the application is rejected?

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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?

Applications approved before the expiry date of existing cycle.

Your new certificate will be available from the first day of your new cycle. i.e. 1 May / 1 November. Your current certificate will remain visible until it expires, then replaced with your new one for the new period. You may wish to take a copy of your existing certificate as it will no longer be available once your new three year cycle begins.

Applications approved on or after the expiry date of existing cycle.

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. As your previous certificate will have expired it will no longer be available.

You can print off copies or create a PDF copy. The Certificate will stay on your account until expiry.

Why are you putting the certificate in MyLIBF account?

Having access to your certificate online has these advantages:

- See your certificate more quickly than by post
- You can print off as many copies as you like
- Accessible 24 hours a day – 7 days a week
- Certificate cannot get lost
- You can save a copy in PDF form – to attach to emails

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- You can display a copy via your tablet or mobile device should clients or employers require to see it
- It's safe and secure

Can you give me a paper copy of my certificate?

As you can simply print off copies from your MyLIBF account there's 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.

Will my 'Distinction' award show on my Recertification 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.

Sponsor / Corporate Submission and CPD Course Accreditation

Sponsor Submission

If you are a sponsor wanting to let us know who you support for recertification you can do this by logging your candidates onto our sponsor spreadsheet.

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Qualification:	CDCS - Certificate for Documentary Credit Specialists
Payment Method:	
Payer No:	

LIBF Number	Name of Student	Date of Birth	Sponsor or Individual Paying?	Notes

There are help notes with the spreadsheet.

CPD for Chartered Members

This handbook looks at the CPD requirements for Recertification only. You can find the CPD requirements for Chartered Member in our CPD Guide.

Any CPD you claim for recertification can also be used towards the 35 hour annual CPD requirement to be / stay as a Chartered Member.

Use the 'Membership' CPD log for Chartered Member CPD.

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