

Recertification Process Handbook

Welcome to our Guide for recertification including full rules and requirements.

Recertification is a way you demonstrate a commitment to so continuous professional development after achievement of CDCS® CDCS Advocates CSDG® CSCF, CTFC* and or CTR.

Contents	Page
Introduction to Recertification	
Main rules	2
The recertification cycle	
What is my recert cycle?	3
CDCS Advocates - 5 x completed recerts	6
Continuing Professional Development (CPD)	
What is CPD?	7
How much do I need?	7
What can I claim?	8
CPD Resources	
Where can I find CPD activities events?	10
Taking other exams	11
Recording CPD	
How and what do I need to record?	11/12
What documents will you require?	13/14
Submitting records for assessment	
Is there a sponsor representative for my country? (listing)	14
When and how to submit your records	15/16
Fees & Refunds	18
Certificates	19
Sponsor / Corporate Submission and CPD Course Approval information	21

*CTFC recertification submissions will be managed by **The Association of Trade Finance Compliance Professionals** (www.atfcp.com) when the April 2025 recert session is complete. If you are in a recert cycle which expires / will expire after April 2025 please contact them at info@atfcp.com in good time. They offer CPD opportunities for candidates with recerts expiring soon and after April 2025.

INTRODUCTION

Recertification applies to you if you wish to retain your CDCS® CSDG® CTR, *CTFC or CSFC designation and helps demonstrate to employers that you are keeping your knowledge in international Trade Finance up to date. We automatically enrol you into the Recertification Programme when you initially pass the CDCS® CSDG® CSFC, *CTFC & CTR examinations. 3^① 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 designation(s) 3 years after your exam last recertification, you do not need to recertify. Your name will then no longer appear on the Trade Finance Registry.

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, CTR, *CTFC or CSFC. 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 International trade finance.

^①CDCS® Advocates should see page 7 for their requirements.

CPD Route - the main rules:

1. Recertification happens every 3 years (6 years for CDCS® Advocates – see page 6). If the recertification cycle is missed the only way to recertify is to retake and pass the appropriate exam again.
2. The learning activities must be done within the recertification cycle.
3. Recertification submissions need to come to us no later than 2 months after the end of the recertification period.
4. 36 CPD Learning hours are required to recertify successfully.
5. There are no minimum or maximum amounts of CPD hours which can be claimed in a year.

6. Any 'suitable' activity which is carried out can be claimed towards CDCS®, CSDG®, CITR and CSCF Recertification. *CTFC requires compliance content.
7. The activity must:
 - have content which relates to International 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 assess your records.

Recertification by examination 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. You can no longer register for the CTFC qualification.

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 5 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 5 of this Guide for detailed examples. For some candidates this will mean a slightly longer than 3 year cycle for their first recertification cycle but will then fall in line with a 36 month / 3 year term.

CDCS® Advocates (CDCSAdv) should see Table 3 and page 6 of this guide.

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 2021	1 May 2021 – 30 April 2024	30 April 2024
October 2021	1 November 2021 – 31 October 2024	31 October 2024

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 2021 to 31 October 2021	From: Date of passing the exam To: 31 October 2024	31 October 2024
On or between 1 November 2021 to 30 April 2022	From: Date of passing the exam To: 30 April 2025	30 April 2025
On or between 1 May 2022 to 31 October 2022	From: Date of passing the exam To: 31 October 2025	31 October 2025
On or between 1 November 2022 to 30 April 2023	From: Date of passing the exam To: 30 April 2026	30 April 2026

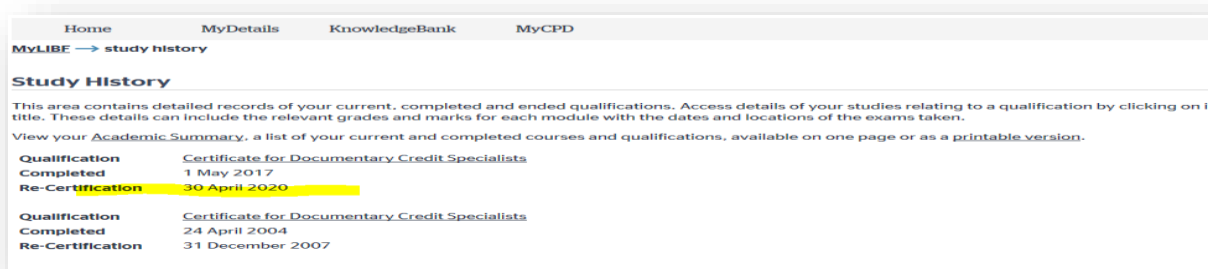
Table 3 – for Advocates only

Date of achieving exam or last period of recertification	CPD activity Period	Recertification due
April 2020	1 May 2020 – 30 April 2026	30 April 2026
October 2020	1 November 2020 – 31 October 2026	31 October 2026
April 2021	1 May 2021 – 30 April 2027	30 April 2027

How do I find out when I need to recertify?

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

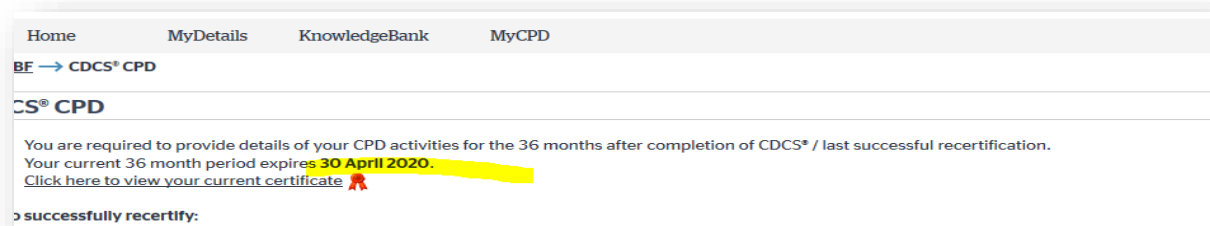
1. In your MyLIBF account under the “myStudies – Study History” tab.



OR

2. Through your myCPD log in your MyLIBF account . If you hold CDCS® CSDG® CSCF, *CTFC and CITR you will have access to a log for all designations. You can just enter your activity into one log and are given a choice to tick ☒ if you want the activity to land in your other logs automatically. (this only works between CDCS and CSDG at present)

Example:



OR

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

OR

4. From the annual email reminders we send, designed to keep you on track with your Recertification cycle.

How many times do I need to recertify?

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.

CONTINUING YOUR PROFESSIONAL DEVELOPMENT (CPD)

What is CPD?

We now use the term “CPD Learning Hours” instead of the previous (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 personal development unit previously.

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?

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, we will allow you to claim CPD Learning from activities such as those below – provided that the content is related to International Trade Finance. *CTFC requires Compliance content. 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.

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

- Preparatory work required prior to an event workshop;
- Actions carried out following workshops or events;
- Online e-learning;
- The time taken to research content for delivering training to others – you don't claim the time you spent delivering the training – this is CPD for the attendee;
- 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 with superiors as part of your job role in International Trade Finance;
- Passing other international 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. Good clear records of this type of learning will be required.

- All notes of learning must be your original findings and thoughts from the reading / watching or observing you have carried out. No copy and paste from documents / books / websites.
- 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.

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 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 award 30 CPD Learning hours. On Page 11 you will find the amount of CPD hours given when taking our other trade qualifications.

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.

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 Compliance.

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 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 under “Subject Guides”.

IMPORTANT NOTE - LIBF deliver education to many cohorts like e.g UK schools; our university; banking; financial advice; mortgage advice as well as Trade Finance. Therefore all our learning resources are not just directed to Trade Finance Professionals - you should always ensure the content of anything you claim as

CPD is related to international trade finance only. *CTFC must be compliance related.

How many CPD learning hours do I get for taking another International Trade Finance exam?

You can claim CPD for passing any of our International Trade exams.

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 you would gain

	I want to recertify my CDCS®	I want to recertify my CSDG®	I want to recertify my CITR	I want to recertify my CSCF	I want to recertify my *CTFC
<i>Exam I want to pass towards my next recertification</i> ↓					
CDCS®	N/A	30	30	30	9
CSDG®	30	N/A	30	30	9
CITF	25	25	25	25	9
CertPAY	12	12	12	12	9
CITR	30	30	N/A	30	9
CSCF	30	30	30	N/A	9
*CTFC (registration closed 31 Aug 24)	30	30	30	30	N/A

*CTFC recertification will be handled by **The Association of Trade Finance Compliance Professionals (www.atfcp.com)** after the April 2025 recertification session is complete. Anyone with a recertification session of 31 October 2025 onwards should contact them about their recertification journey as soon as possible.

They can be reached at info@atfcp.com.

RECORDING CPD LEARNING HOURS.

How do I record my CPD Learning hours?

We ask you to make records of your CPD Learning hours as and when you carry them out and they are fresh in your mind. You should 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.

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;
- You receive an "on screen" copy of your recertification certificate as soon as your submission has been approved.

- We can send you updates and progress reports throughout your recertification cycle.

We've produced a video to show you the steps to recording CPD and submitting your records for recertification – it can be found on our **trade CPD** webpage.

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.

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

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 unless you feel that more than one is required for us to be able to validate the learning and your attendance participation. 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-\(citf\)](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

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?

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 cannot accept records outside of this period.

We do not ask you or your employer ICC to send us any CPD logs or evidence files. We do, however, 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.

The example below looks at a typical 3 year cycle.

Recert Expiry Date (as shown in your MyLIBF accounts)	CPD activity Period	Earliest submission date (SUBMIT button will appear in your myCPD log)	Late application fee applies from *	Final submission date *
30 April 2024	1 May 2021 to 30 April 2024	1 March 2024	1 June 2024	30 June 2024
31 October 2024	1 November 2021 to 31 October 2024	1 September 2024	1 December 2024	31 December 2024
30 April 2025	1 May 2022 To 30 April 2025	1 March 2025	1 June 2025	30 June 2025
31 October 2025	1 November 2022 to 31 October 2025	1 September 2025	1 December 2025	31 December 2025
30 April 2026	1 May 2023 to 30 April 2026	1 March 2026	1 June 2026	30 June 2026

See next page for detailed instructions:

How do I send you my Recertification submission and payment?

This depends on whether you are sending in your records yourself or your sponsor employer is going to send your details to us. Sponsors employers use a simple spreadsheet for this.

Choose one way only:

		OR	
I'm making my own submission	steps		My Sponsor / employer will be sending you my details
Check you are within the times mentioned in the table on page 15	1		Check you are within the times mentioned in the table on page 15
Check you have logged documented all the CPD you wish to be considered for your recertification in your myCPD log on your myLIBF account	2		Check you have logged documented all the CPD you wish to be considered for your recertification in your myCPD log on your myLIBF account
Upload supporting documents such as certificates email trails.	3		Upload 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 24 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.

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 CPD s early?

Please record your CPD in your myCPD log as and when you carry out the activity. This way we can monitor how you are doing, send you updates and keep your records and certificates safe and secure.

Remember though, that the opportunity to submit your records to us won't open until the month prior to expiry.

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

What if I'm late making my submission?

We already allow 4 months for you to make your submission.

If you do have a need to recertify outside of these 4 months we will consider applications on an individual basis. All 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 submission to be considered, 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?

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 might deduct an administration fee of £30.

FEES

What is the cost?

The cost is £220.

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

The late fee is £50.00 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?

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
- 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.

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 around £50 GBP for a paper copy to be posted out to you. This is payable prior to issue of the certificate.

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](#).

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.

Course / event / workshop Accreditation

If you are a training provider wanting to deliver training; e learning; webinars; podcasts; face to face events or workshops you can apply for your course to be pre-approved for CPD hours through our [Accredited Course Guidelines](#)

Please complete the [Application form](#) and send to recert@libf.ac.uk

09/24