

# INTERNATIONAL 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 or / and CSDG.

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## INTRODUCTION TO RECERTIFICATION

### Who does Recertification apply to?

Recertification applies to individuals who wish to retain their CDCS® / CSDG® designation for more than three years after taking the initial exam(s) or their last recertification cycle. If you choose not to recertify you can no longer use the CDCS® and / or CSDG® designation and your name will no longer appear on the CDCS® / CSDG® Registry.

You can recertify two ways –

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

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

CDCS® Advocates should see page 6 for their requirements.

### What are the main rules of recertification?

1. Recertification needs to take place every three years (six years for CDCS® Advocates – page 6). 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. There are no minimum or maximum hours which can be claimed in any one year.
5. **Those recertifying as at 30 April 2020 and beyond** will be required to submit **36** CPD Learning hours / PDUs to recertify successfully. There are no minimum or maximum hours which can be claimed in any one year.

6. Any suitable activity which is carried out **can be claimed towards both CDCS® and CSDG®** Recertification.
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
  - 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.
8. The Recertification fee needs to have been paid

## THE RECERTIFICATION CYCLE

### What is the Recertification Cycle?

The CDCS® / CSDG® recertification cycle is three years (36 months) long– this period starts from passing the CDCS® and / or CSDG® examination (April or October) **OR** from the start of a previous successful recertification cycle and expires three years later.

CDCS® Advocates (CDCSAdv) should see page 6.

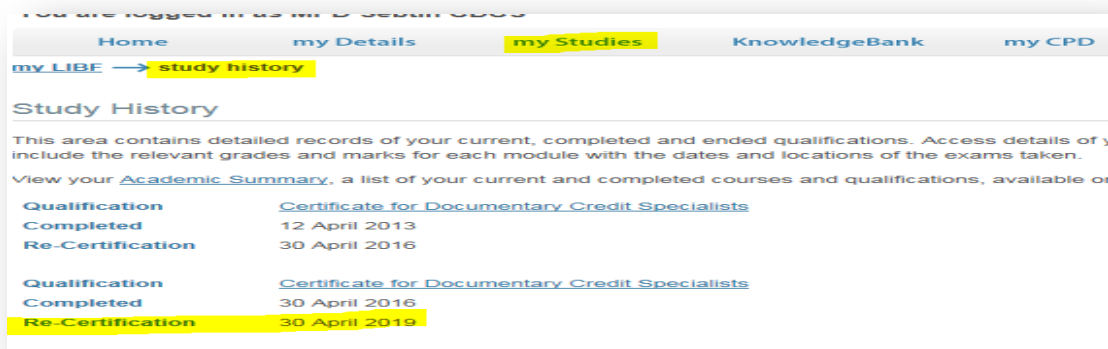
Use this table and the information on page 5 to find your recertification cycle:

Date of achieving exam or last period of recertification	CPD / PDU activity Period	Recertification due by
April 2014	1 May 2014 – 30 April 2017	30 April 2017
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

## How do I find out when I need to recertify?

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

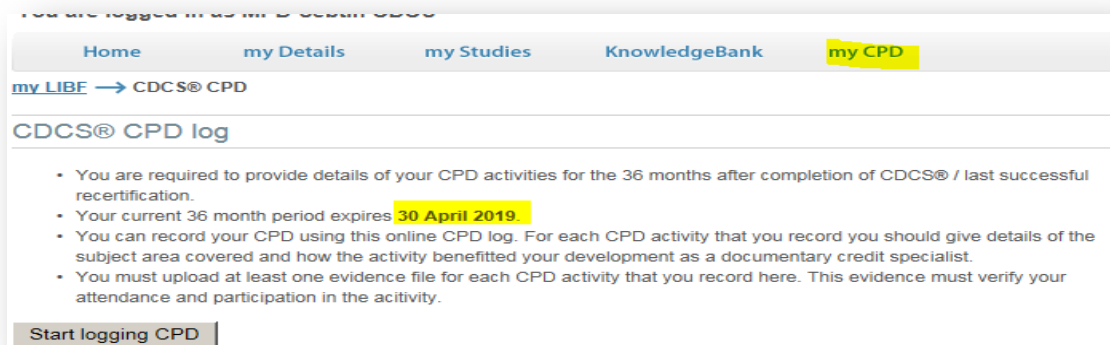
1. Through your [MyLIBF](#) account under the “**myStudies** – Study History” tab. See example below:



OR

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

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*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® 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 six 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 **SIX** years once CDCS® Adv has been achieved. Provided successful recertification is achieved after the six 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.

### Is the Advocate designation available to CSDG® recertifiers?

The very first CSDG® examinations were passed in Autumn 2014. It is our intention to award the designation of CSDG® Advocate from 2029 to those who will have then completed five cycles.

## **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 8.
2. **Those who start a recert cycle from 1 May 2017** will be required to demonstrate **36** CPD Learning hours to recertify successfully three years later. There are no minimum or maximum hours which can be claimed in any one year. See table on page 8.

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 /PDUs required
April 2014	1 May 2014 – 30 April 2017	30 April 2017	24
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 and ongoing	1 May 2018 – 30 April 2021	30 April 2021	36

\*Remember CDCS® Advocates only have to recertify every six years.

## Is there a maximum number of CPD learning hours / PDUs I can gain in any one year?

No – we have withdrawn the restriction which allowed a maximum of 16 CPD Learning hours / PDUs 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.

## 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 three year cycle. (Six years for Advocates). See table page 8.

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 below.

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.

We are withdrawing 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 and can 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 12.
- Participating in industry briefings
- Time taken to revise and pass specimen exam papers – copies of the answers and paper will be required
- 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 12 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 ICC** can keep you informed of events happening in your area / country. Alternatively 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**
- **From May 2017 will allow you to keep access to the CDCS® / CSDG® course study site** on passing your exam. This will allow you to maintain knowledge and perhaps take a specimen exam paper at some point towards your recertification. You will continue to have access to the student forums and core knowledge modules on this site. Access to this area on MyLIBF will continue throughout your recertification cycle and will be updated as and when new learning materials are required. Should you decide not to recertify, access to this site will be withdrawn at the end of your Recertification cycle.
- **From May 2017 you will have access to [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. And
- **Look out for more options in David Morrish's Trade news updates in your email inbox.**

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

You can claim CPD Learning hours / PDUs for taking and passing any of the other International Trade exams we offer as well as your existing CDCS® / CSDG® award. So if you hold CDCS® you might want to consider CSDG® or even CITF if you haven't already achieved it. Equally those with CSDG® may wish to take CDCS® or CITF.

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

Step 1. From the table below choose the exam you have passed and wish to use towards recertification.

Step 2. The choose option (A) **or** (B) to find out how many CPD Learning hours you can claim towards your recertification.

Exam	(A). I started my recertification cycle on 1 May 2017 or later AND will be taking the exam after this date.	(B) . I'm already in a recertification cycle which doesn't expire until:  April 2017  October 2017  April 2018  October 2018  April 2019 or  October 2019  AND I will be taking the exam within this existing recertification cycle
CDCS®	30 CPD Learning hours can be claimed	16 CPD Learning hours can be claimed
CSDG®	30 CPD Learning hours can be claimed	16 CPD Learning hours can be claimed
CITF®	25 CPD Learning hours can be claimed	16 CPD Learning hours can be claimed.

## RECORDING CPD LEARNING HOURS /PDUS.

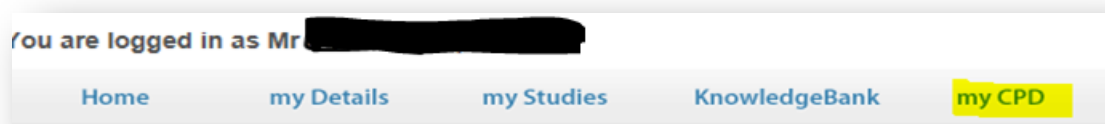
### How do I need to record my CPD Learning hours / PDUs?

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

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

We ask you that you record your CPD Learning hours / PDUs in your “myCPD log” which 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.



*(The log is currently undergoing some amendment to adapt to the rules for recertification. The amended version will be complete and ready for use from the end of 2016 and any CPD already in the log will be transferred into the new version automatically)*

### 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 will be available within the **myCPD** log from the end of 2016. The guide will include how to get your records to your employer / firm 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® or CSDG® or recertified since April 2014 has access to this CPD log on their record.

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 three year recertification cycle.

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

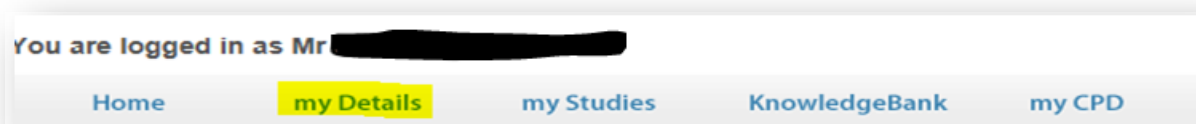
If you wish to recertify both designations you will need to keep up a record of CPD for each of the qualifications separate from each other.

Whilst the CPD you carry out can be claimed against both 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](mailto: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**. **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](#) 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 **up to one month prior** to your recertification expiry date but **no later than two months after** expiry. Your local ICC 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.

Select your cycle – see pages 4 & 5 to find out when your recertification is due to expire:

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
April 2014	1 May 2014 – 30 April 2017	31 March 2017	30 April 2017	30 June 2017
October 2014	1 November 2014 – 31 October 2017	30 September 2017	31 October 2017	31 December 2017
April 2015	1 May 2015 – 30 April 2018	31 March 2018	30 April 2018	30 June 2018
October 2015	1 November 2015 – 31 October 2018	30 September 2018	31 October 2018	31 December 2018
April 2016	1 May 2016 – 30 April 2019	31 March 2019	30 April 2019	30 June 2019
October 2016	1 November 2016 – 31 October 2019	30 September 2019	31 October 2019	31 December 2019
April 2017	1 May 2017 – 30 April 2020	31 March 2020	30 April 2020	30 June 2020

## How do I send you my Recertification submission?

This will depend on whether you are submitting your application directly to us – see 1 below or via your employer or ICC – see 2 below.

### 1. *Direct submission to us from you individually –*

- *STEP 1.* Check you are within the timeframes mentioned in the table on page 16,
- *STEP 2.* Check you have logged / documented all the CPD / PDUs you wish to be considered for your recertification in your **myCPD** log.
- *STEP 3.* Ensure you have uploaded supporting documents such as certificates / email trails.
- *STEP 4.* Have your means of paying the fee handy for your submission.

You are now ready to submit your application to us – See Steps 5-7 below to complete your submission.

- *STEP 5.* Click on the “**SUBMIT**” button which will be available in your log one month prior to your recertification expiry date.
- *STEP 6.* Make your payment / inform us of your payment method. You will be directed to a payment request screen for you to let us have your credit card payment, a note of which employer / firm to charge or confirmation that you will / have made a bank transfer.
- *STEP 7.* Save a copy of your receipt. You will receive a receipt and confirmation that your application has been submitted.

Please **DO NOT email your records** or clarification 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.

<b>OR</b>
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- ### 2. *Send via your ICC / employer -*
- If your local ICC or employer is administering your Recertification application they may wish to see a PDF copy of your CPD log – they may also require the fee. We do not require you to forward copies of your document / certificates file to them as we will have all the information we need to process your application from your [MyLIBF account](#) directly. However, they may wish to see these for their own records. All

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

this information can be retrieved from your log and full details about how to do this are in the myCPD User Guide on the log. by the end of the year.

Your employer or ICC will be instructed on how they let us know you are ready to recertify and for us to look at your [MyLIBF account](#).

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

If you try to send your CPD earlier than the dates above, you will not see a SUBMIT button in your log. Therefore you are unable to send your submission more than one month prior to expiry and no more than two months after.

### **Will you accept early or interim submissions?**

As you and we can both monitor your CPD learning hours / PDUs from the entries in your **my**CPD 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.

Even with late submissions, 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 three 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®®))

If the webpages cannot answer your question please contact [recert@libf.ac.uk](mailto:recert@libf.ac.uk). We will respond within 10 working days.

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

We will acknowledge receipt of your submission and give you notice of how long it's likely to be before we process your submission. 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 three 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® 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 on our CDCS® and CSDG® websites and currently stands at £200 per recertification. A "late" fee of £30 is incurred if the application and /or fee is received more than one month after expiry.

### When do I pay the charge?

Fees which are payable **with** the recertification application. Applications cannot be processed without the fee or fee details.

Should an application be rejected we reserve the right to deduct an administration fee of £30. However, we will do everything we can to work with you towards an acceptable successful recertification.

## **RECERTIFICATION CERTIFICATES - new process**

### **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 will be presented with our new name and branding.

### **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](mailto: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® ‘Distinction’ award show on my Recertification Certificate?

The distinction award will show on an original CDCS® / CSDG® 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®](#) 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.

## 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®))

If the webpages cannot answer your question please contact [recert@libf.ac.uk](mailto:recert@libf.ac.uk) We will respond within 10 working days.