

前言

2017 年起，所有申请 CDCS/CSDG/CSCF 证书展期的持证人，需要在线自助登记“CPD 积分活动”。建议持证人在完成每一次 CPD 积分活动后，尽快完成在线登记。

申请 CDCS/CSDG/CSCF 证书展期，只需要在规定时间内向中国贸促会（中国国际商会）培训中心提交在线申请，缴纳展期费用，并将缴费凭证和“CPD 活动记录”（PDF 文件）发送至 recertchina@ccpit.org 即可。

一、进入 MyCPD log 界面


- 登陆网站 <http://www.mylibf.com>
- 使用您的 LIBF 号和密码登陆您的 MyLIBF 账户
- LIBF 号是在您报名 CDCS/CSDG/CSCF 考试时获得的，通常以您姓氏的首字母大写开头，后面加四至五位数字
- 如果您忘记了您的密码，请点击 Forgotten your password
- 如果您在登陆过程中需要帮助，请发邮件联系 LIBF 客服人员（英文）：customerservices@libf.ac.uk
- 登陆成功后，找到页面主地址栏的 MyCPD 选项，选择 CDCS、CSDG 或 CSCF



二、记录您的 CPD 活动

- 新用户（本周期内未在线登记过 CPD 活动的用户）需要点击页面中的 Start Logging CPD 链接。点击后，请按照“3. 填写 CPD 活动表”提示进行填写。

CDCS® CPD

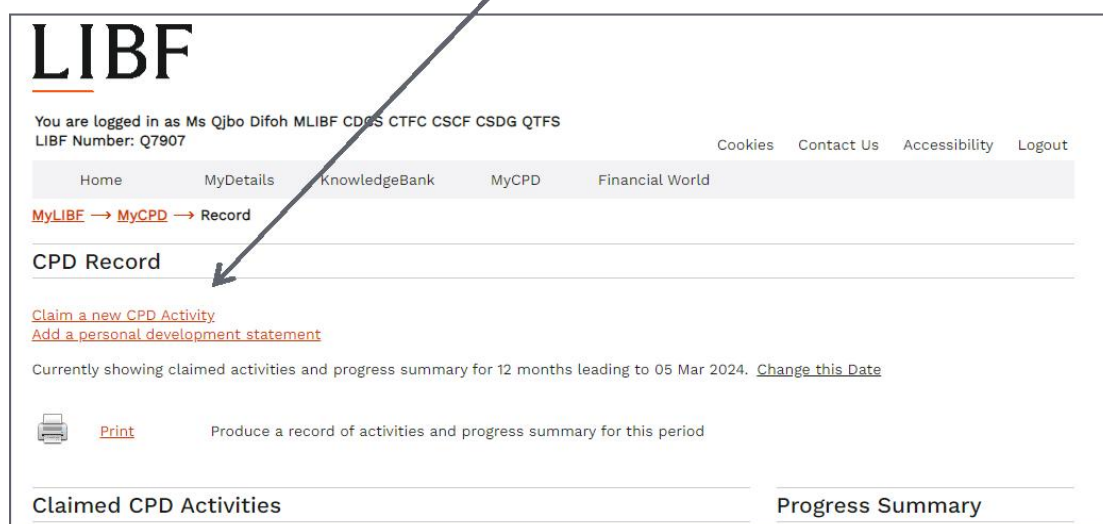
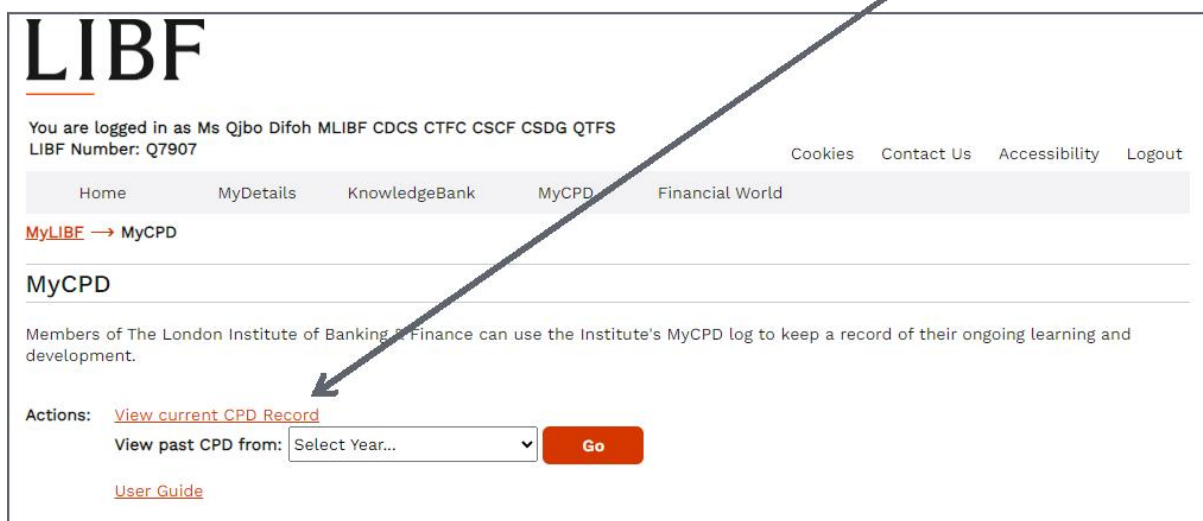
- You are required to provide details of your CPD activities for the 36 months after completion of CDCS® / last successful recertification.
- Your current 36 month period expires **30 April 2027**.
- [Click here to view your current certificate](#) 

To successfully recertify:

- All entries made into this log must be a **true and accurate record** of your own personal learning.
- By using this log you are agreeing to meet the terms of recertification as set out in our [Recertification Guide](#) and [Data Protection Privacy Statement](#) – any services which include a digital credential, such as CDCS Advocate, require us to share your information with our third party issuer Credly.
- You can record your CPD using this online CPD log. For each CPD activity that you record you should give details of the subject area covered and how the activity benefitted your development as a documentary credit specialist.
- You must upload at least one evidence file for each CPD activity that you record here. This evidence must verify your attendance and participation in the activity.
- You must submit a minimum of **36** hours to successfully recertify.
- Only submit your log if your sponsor is **not** paying for your submissions via spreadsheet.
- For more information regarding CDCS® and recertification please see our [web pages](#) and [Recertification Guide](#).

Start Logging CPD

- 老用户(本周期内进行过 CPD 活动登记的用户)点击“View current CPD Record”，页面会显示近期登记的 CPD 活动记录。再次点击“Claim a new CPD Activity”，选择添加新的 CPD 活动记录。请按照“3. 填写 CPD 活动表”提示进行填写。



三、填写 CPD 活动表（全部用英文填写）

1. Name of Activity: 输入 CPD 活动的名称（请与培训证书上的培训名称保持一致）
2. Provider: 输入活动的主办方，例如：CCPIT Training Center
3. Benefit to holder: 输入您在 CPD 活动中学到了什么（内

容需要与国际贸易金融相关)

4. Activity Date: 输入 CPD 活动日期, 注意 CPD 活动日期必须在您的 CDCS/CSDG/CSCF 证书有效期内
5. Learning Time: 输入 CPD 活动的学分数, 通常会在培训证书上, 1 CPD 学分=1 学时
6. Upload Evidence: 上传您的 CPD 活动培训证书或其他证明文件

Add a CPD Activity

Name of Activity*	<input type="text"/>	?
Provider*	<input type="text"/>	?
Benefit to Holder*	<input type="text"/>	?
Activity Date*	<input type="text" value="24 Feb 2025"/>	e.g. 04 Dec 2011
Learning Time*	Hours <input type="text" value="Please select"/> Minutes <input type="text" value="00"/>	?
Upload Evidence	<div><input type="text"/></div> <div>CPD evidence file (max 20Mb)</div>	<div>Browse</div> <div>Upload</div> <div>Delete</div>

1. 点击“Browse”按钮, 在计算机本地文件夹中进行搜索, 找到需要上传的证明文件。

2. 找到相应文件后, 点击“Upload”按钮进行上传。

7. Recertification Standards: 确保 CPD 活动与国际贸易金融相关。请勾选与所登记 CPD 活动最相关的一个或多个类目

Recertification Standards

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

Press 'Upload to Log' at the bottom of the page when done.

The significance of international trade and the role of the International Chamber of Commerce (ICC)

- ☐ Principles of international trade
- ☐ Challenges of international trade
- ☐ Role of the ICC
- ☐ Regional and global initiatives
- ☐ Risk mitigation

The role and responsibilities of parties involved in international trade

- ☐ Banks
- ☐ Buyers
- ☐ Sellers
- ☐ Traders and Intermediaries
- ☐ Transport companies
- ☐ Chambers of commerce
- ☐ Customers
- ☐ Insurance companies
- ☐ Factoring companies
- ☐ Forfeiting companies

The trade finance environment and external impacts

- ☐ ICC - international model contracts
- ☐ International commercial terms (Incoterms)
- ☐ Exchange controls
- ☐ Regulatory issues
- ☐ Sanctions
- ☐ Money laundering
- ☐ Fraud

Role and practice of dispute settlement within international trade

8. 填写完成后点击“Upload to log”完成提交

☐ Purpose and key features of the different types of documents used in international trade

☐ Financial documents

☐ Commercial documents

☐ Transport documents

Upload to Log

9. 提交后，将会回到您的 CPD Log 主页上，如下图：

LIBF

You are logged in as Ms Qibo Difoh MLIBF CDCS CTFC CSCF CSDG QTFS

LIBF Number: Q7907

[Cookies](#)
[Contact Us](#)
[Accessibility](#)
[Logout](#)

[Home](#)
[MyDetails](#)
[KnowledgeBank](#)
[MyCPD](#)
[Financial World](#)

MyLIBF → CDCS® → CDCS® CPD Log

CDCS® CPD Log

Your CPD Log covers your current recertification period which expires on 4 September 2024.

+

Add a new CPD activity

Print

Produce a record of activities and progress summary

Download

Download evidence files uploaded for all activities

Certificate

Produce a completion certificate

Diploma

Produce a Trade Finance Specialist diploma

Logged CPD Activities

Activity	Date	Hours	
h	29 February 2024	02:00	Edit / Delete
asdasdas	1 March 2024	06:00	Edit / Delete

Progression Summary

Total Hours Logged	08:00
Hours Remaining [?]	28:00

10. 点击 **“Print”**，选择 **“另存为”** 生成 PDF 文件。重命名文件为您的中文姓名+LIBF 号，如：李明 L12345，之后发送给指定邮箱 recertchina@ccpit.org。

示例：

LIBF

CPD Log
This is a record of Continuing Professional Development for
Susan Beatrice Wiggins
Covering the period from
31 July 2012 to 31 July 2013

Progress Summary

CPD Category	CPD Hours
Structured	02:00
Unstructured	02:15
Total	04:15

Category: Structured

Activity	Date	CPD Hours	Further information
Retirement Seminar Provider: The Programme Provider ABP Summary of activity: Seminar exploring the options for the over 50s with regard to retirement planning	31 July 2013	02:00	Learning objectives More and more clients are being obtained by the bankassurers and traditionally they have not been offering seminars on retirement advice. Retail investment advisers need to work out these individuals explain these options and get to work on providing something to their old age. Benefits to your role The Seminar gave me examples of how even the over 50s can still plan for retirement, as families could help pay into pensions to allowance potential IFT tax breaks, value investment may need to be considered if there is any hope of building a portfolio (e.g. real estate, art, collectables etc). I will seek out referrals from my clients.
VLE Activity - 30 minutes to review the Programme: 30 School	19 May 2013	01:00	Learning objectives 02

四、联系方式

如果您有任何与在线登记 CPD 学分有关的问题，请联系培训中心工作人员。

联系人：隋老师

电 话：010-82217205

邮 件：recertchina@ccpit.org

