

## 前言

2017 年起，所有申请 CDCS/CSDG/CTFC/CSCF 证书展期的持证人，需要在线自助登记“CPD 积分活动”，不再需要填写“CPD 积分登记表”并向中国贸促会（中国国际商会）培训中心提供 CPD 积分证明。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/CTFC/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”（详见 4. 生成或打印活动记录）发送至 [suimengqing@ccpit.org](mailto:suimengqing@ccpit.org) 即可。

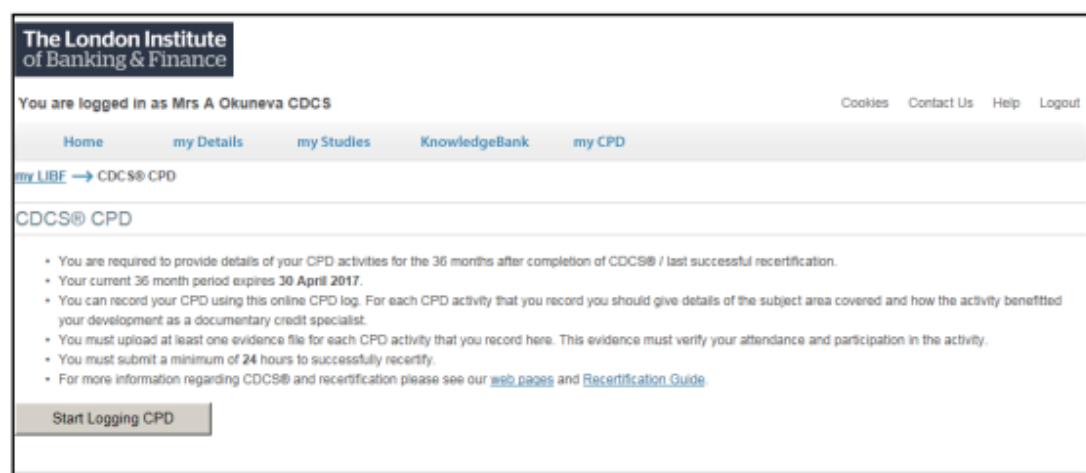
### 1. 登陆 myCPD log

- 登陆网站 [my.libf.ac.uk](http://my.libf.ac.uk)（原 my ifs learning）
- 使用您的 LIBF 号（原 ifs 号）和密码登陆您的 MyLIBF
- LIBF 号是在您报名 CDCS/CSDG/CTFC/CSCF 考试时获得的，通常以您姓氏的首字母大写开头
- 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](mailto: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、CTFC 或 CSCF



## 2. 记录您的 CPD 活动

新用户（从未在线登记过 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。

老用户（进行过在线 CPD 活动登记的用户）请点击 Continue Logging CPD 按钮，进行新的 CPD 活动登记。如果您想要查看已经登记过的 CPD 活动，请点击 CPD Log 按钮。

The screenshot shows the LIBF myLIBF portal. At the top, it says 'The London Institute of Banking & Finance'. Below that, it indicates the user is logged in as [redacted]. Navigation links include Home, my Details, my Studies, KnowledgeBank, and my CPD. The main heading is 'myLIBF → CDCS® CPD'. Below this, there's a section titled 'CDCS® CPD' with a list of instructions: '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 2017.', '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 24 hours to successfully recertify.', and 'For more information regarding CDCS® and recertification please see our [web pages](#) and [Recertification Guide](#).' There are two buttons: 'Continue Logging CPD' and 'CPD Log'. Below this is a 'Progression Summary' section showing 'Total Hours Logged 42:30' and 'Hours Remaining 00:00 (?)'.

点击后，请按照“3. 填写 CPD 活动表”提示进行填写。

### 3. 填写 CPD 活动表（全部用英文填写）

The screenshot shows the 'Claim a CDCS® CPD Activity' form. At the top, it says 'You are logged in as [redacted]'. Navigation links include Home, my Details, my Studies, KnowledgeBank, and my CPD. The main heading is 'myLIBF → CDCS® CPD → Claim CDCS® CPD Activity'. Below this is a section titled 'Claim a CDCS® CPD Activity'. The form has several fields: 'Name of Activity\*' (text input), 'Provider\*' (text input), 'Benefit to Holder\*' (text input), 'Activity Date\*' (text input with '01 Nov 2016' and 'e.g. 04 Dec 2011'), 'Hours\*' (dropdown menu with 'Please select...' and a question mark icon), and 'Upload Evidence' (file upload area with 'Browse', 'Upload', and 'Delete' buttons, and a question mark icon). Below the form is a section titled 'Recertification Standards' with the text: '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.' There is a sub-section titled 'The significance of international trade and the role of the International Chamber of Commerce (ICC)' with five checkboxes: 'Principles of international trade', 'Challenges of international trade', 'Role of the ICC', 'Regional and global initiatives', and 'Risk mitigation'.

1. Name of Activity: 输入 CPD 活动的名称, 例如: Latest ICC opionions...
2. Provider: 输入活动的主办方, 例如: CCPIT Training Center
3. Benefit to holder: 输入您在活动中学到了什么 (内容需要与国际贸易融资相关)
4. Activity Date: 输入 CPD 活动的日期, 注意 CPD 活动日期必须在您的 CDCS/CSDG 证书的有效期内
5. Hours: 输入 CPD 活动的学分数, 通常会在结业证书上, 1 学分=1 学时
6. Upload Evidence: 上传您的 CPD 活动结业证书, 或其他证明文件
7. Recertification Standards: 您参加的 CPD 活动必须涉及国际贸易融资内容, 从下面的选项选择一个或多个与您参加的 CPD 活动内容接近的选项
8. 填写完以上内容, 确认无误后, 请点击 Upload to Log

上传完毕后，将会回到您的 CPD Log 主页上，如下图：



主页上提供如下功能选项

- 删除或编辑活动记录
- 生成或打印活动记录
- 下载已上传的活动记录的结业证书
- 登记新的活动记录
- 下载 PDF 版本的 CDCS/CSDG 证书（展期后的）
- 查看您的 CPD 活动状态

注意：中国地区通过中国贸促会（中国国际商会）培训中心进行展期的持证人，请勿点击 Submit your CPD log，该按钮只针对海外持证人。

#### 4. 生成或打印活动记录

点击个人主页上的 Print 按钮，以便生成或打印活动记录。

系统会自动生成您的 CPD 活动记录（PDF 文件格式），您可以选择打印、或下载该文件。

申请 CDCS/CSDG 证书展期时，请先下载该文件，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。

The screenshot displays the 'my CPD' section of a user interface. At the top, there are navigation tabs: Home, my Details, my Studies, KnowledgeBank, and my CPD. Below these, a breadcrumb trail reads 'my LIBF → CDCS® CPD → CDCS® CPD Log'. The main heading is 'CDCS® CPD Log'. A notice states: 'Your CPD Log covers your current recertification period which expires on 30 April 2017.' Below this, there are four action links with corresponding icons: 'Claim a new CPD activity' (plus icon), 'Print' (printer icon, highlighted in yellow), 'Download' (download icon), and 'Certificate' (ribbon icon). Each link has a brief description. Below the actions is a section titled 'Claimed CPD Activities' with a 'Progress' indicator. A table lists the activities with columns for Activity, Date, Hours, and Total Hours. The first row shows 'IICP500 review : ICC opinions and Leading Court Cases' dated '26 March 2015' for '07:00' hours.

Activity	Date	Hours	Total Ho
IICP500 review : ICC opinions and Leading Court Cases	26 March 2015	07:00	Edit / Delete

<b>The London Institute of Banking &amp; Finance</b>			
<b>CDCS® CPD Log</b>			
This is a record of Continuing Professional Development for			
<b>Stella Lai Mui Lam</b>			
Covering the recertification period that expires			
<b>30 April 2017</b>			
Activity	Date	CPD hours	Benefit to Holder
<b>UCP600 review : ICC opinions and Leading Court Cases</b> Provider: Institute of International Banking Law and Practice, inc. Asia Advisory Council	26 March 2015	07:00	improve trade knowledge
<b>UCP600 review : ICC opinions and Leading Court Cases</b> Provider: Institute of International Banking Law and Practice, inc. Asia Advisory Council	25 March 2015	07:00	improve trade knowledge
<b>Citi Academy : Understanding Trade Essentials</b> Provider: Citibank	11 November 2014	06:00	Improve trade product and UCP knowledge
<b>Advanced Workshop of</b>	3 August 2014	06:00	Improve knowledge of Letter of Bank

## 5. 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：隋梦箐

电 话：010-82217205

邮 件：[suimengqing@ccpit.org](mailto:suimengqing@ccpit.org)

Q Q 群：978480060

