

# Certified Documentary Credit Specialist (CDCS®)

Certified Documentary Credit Specialist (CDCS®) is the international benchmark qualification for documentary credit specialists.

It is a professional certification that is recognised worldwide as a mark of competence in documentary credits. It enables documentary credit practitioners to demonstrate and enhance the specialist knowledge and skills needed to perform effectively in a fast-paced commercial environment.

CDCS® was developed in partnership by the Institute of Financial Services and the International Financial Services Association now known as BAFT-IFSA. It is endorsed by the International Chamber of Commerce (ICC) and was designed in consultation with industry experts to ensure that the qualification reflects best practice.

## Why study CDCS®?

- Gaining CDCS® enables you to demonstrate a level of expertise in documentary credits that is recognised worldwide
- It improves your knowledge and understanding of the complex issues associated with documentary credit best practice
- It helps you develop the skills to apply your knowledge in the workplace and to perform at a high level
- It gives you the right to add the professional designation 'CDCS' to your personal credentials
- It improves your career and promotion prospects



## What does the qualification cover?

- Documentary credits – an overview
- The sales agreement
- Documentary credits – types and uses
- Parties to documentary credit transactions – roles and responsibilities
- Issuance and amendment
- Transport and other documents
- Presentation, examinations and settlement
- Bank-to-bank reimbursements under documentary credits
- Related products
- Risk issues
- Rules and regulations including UCP600 and Incoterms® 2010

Visit [www.cdcs.org](http://www.cdcs.org) for further information and to view the full syllabus.

# Certified Documentary Credit Specialist (CDCS®)

## How do I study?

Candidates prepare for the CDCS® examination through independent study.

On registration, you will receive a study text, developed by the Institute of Financial Services in conjunction with the BAFT-IFSA and with approval by the ICC. This provides the main body of knowledge required for the examination. You will also receive a study guide containing sample examination questions and study tips to help you prepare for your examination.

## How is CDCS® assessed?

Assessment for CDCS® consists of a three-hour multiple-choice examination, designed to test your knowledge and its application to practical situations.

**The next examination for CDCS® will be held on 13 April 2012.**

## Where are the exams held?

CDCS® is examined in over 30 countries each year and the Institute organises venues subject to demand. Please see [www.cdcs.org](http://www.cdcs.org) for a list of possible venues.

## What are the entry requirements?

There are no entry requirements for CDCS®, but it is strongly recommended that you have a minimum of three years' documentary credit or related experience.



## How much does CDCS® cost?

Registration costs £450 GBP (plus £50 GBP international booking fee, if applicable\*). This fee includes all learning materials and the examination.

\*Candidates outside the UK, US, Canada and South America are required to pay the international booking fee.

## How do I register or get further information?

Further information about CDCS® and a registration form is available at [www.cdcs.org](http://www.cdcs.org).

Alternatively please contact the Institute by email at [cdcs@ifslearning.ac.uk](mailto:cdcs@ifslearning.ac.uk) or by calling +44 (0)1227 818609 (option 1).

**The next registration deadline for CDCS® is 31 January 2012.**

## About the Institute of Financial Services

The Institute of Financial Services supports and promotes professionalism in the regulated advice sector and the wider financial services industry. It does so through the provision of qualifications, continuing professional development services and through the dissemination of best practice. The Institute is a division of the *ifs School of Finance*, a registered charity, incorporated by Royal Charter and is recognised as an awarding organisation by Ofqual.

The Institute has developed materials for CDCS® in conjunction with BAFT-IFSA and CDCS® has approval by the ICC to deliver international qualifications for individuals seeking to improve knowledge, skills and career prospects in the area of finance and financial services worldwide.

It is this unique and innovative approach that makes the Institute the provider of choice for the international financial services community.