

## HELP WITH THE CPF (Personal Training Record)

### HOW TO ASK FOR TRAINING THROUGH THE CPF SCHEME

1) Ask your company's human resources department for the number of hours training you have acquired (formerly called "DIF" hours *Individual Right to Training*)

Normally, each employee received a letter early in 2015 stating the number of "DIF" hours available.

2) Tell us the number of hours you want to use for your "CPF" training and your language needs. After a language assessment, we will send you a [proposal for your training programme](#).

3) Sign up on the site [www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr)

- ⇒ Click top right on "My training record"
- ⇒ Click on the "enrol" link
- ⇒ Read and accept the terms and conditions
- ⇒ Give your social security number, full birth name, fixed and mobile phone numbers, and a valid email address (required)
- ⇒ A security code is displayed on the screen, copy it in the box requested
- ⇒ Give a password (minimum of 5 letters and 3 digits); **IMPORTANT**: keep it to connect to your space
- ⇒ Confirm your enrolment
- ⇒ You will then receive an **email with a confirmation link**
- ⇒ You must **click on this link to access your private space**

(Important: this link is only valid for 15 days! After this time, you need to begin again.)

4) You are in the **Titleholder's Space**

- ⇒ Enter your social security number plus the password you have created
- ⇒ Click on "identify"

5) You are in your **personal space (Summary of your record)**

6) Enter your remaining "DIF" hours to confirm your record in the "My hours record" tab. If you have no "DIF" hours left, enter "0"

7) Click on "Search for training"

Give the appropriate "CPF" training code, if known. This code depends on your professional sector (ask your human resources department); otherwise => Search with the following criteria:

- ⇒ My training by **keyword** = type BULATS (*Business Language Testing Services*) or TOEIC (*Test Of English for International Communication*)
- ⇒ My status: employee
- ⇒ My workplace: Rhône-Alpes
- ⇒ Professional sector: **APE code** (on the pay slip)
- ⇒ Click on "search"

New page, "Training title" (type BULATS or BRIGHT, according to your choice)

- ⇒ Click on **BULATS (or BRIGHT) list compiled by XXX Rhône-Alpes**
- ⇒ The corresponding **BULATS (or BRIGHT) code** will appear
- ⇒ **Codes : Bulats English = 131205, Bright Spanish = 186890, Bright French= 186893, Bright German= 186891**
- ⇒ Click on "choose this training"

8) New page "Training file" (At this point, you need to add our [Proposal with the Programme](#))

- ⇒ "Being prepared" will appear
- ⇒ Follow the directions
- ⇒ **Do not forget to save** in order to create the file
- ⇒ Follow the directions to **complete your training file** (print out the documents and send them [by post](#))
- ⇒ **If necessary, get help from your human resources department**

9) JM Formation will receive the consent from the body that funds your training)

10) JM Formation will contact you to arrange a date when you can start your training.

#### **Some information about JM FORMATION:**

Administrative or training accreditation number (marked on the proposal) = 82 6908122 69

Subject to VAT = YES / European Union number = FR 793 900 26 029 (IBAN: FR76 1390 7000 0084 3482 2260 728)

Type of Certification aimed at = if BULATS or BRIGHT is not shown, tick "CQP" (*Professional Qualification Certificate*)