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## **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 or TOEIC OR BRIGHT
- ⇒ 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 **TOEIC**, according to your choice)

- ⇒ **Click on BULATS** (or TOEIC or BRIGHT) **list compiled by** XXX Rhône-Alpes
- ⇒ The corresponding **BULATS** (or TOEIC or BRIGHT) **code** will appear

⇒ **Codes** : Bulats English = 236371, Bright English = 236545, Bright French = 235617,  
Bright Spanish = 237034, Bright German = 237533

- ⇒ **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 is not shown, tick "CQP" (*Professional Qualification Certificate*)