

How to get free professional development training

1. Setting up your account:

You first have to create an account on this website: <https://www.fifpl.fr/>
On that page, you need to click on profession libérale, then espace adhérent.

If you don't have an account then click on " créer un compte". You'll be asked to activate your account by clicking on a link sent to your inbox.

2. Checking how much money you can spend:

From the home page, click on profession libérale, then critères (grey font). You then have to key in the code NAF. This is the code associated to your business. A common one for teachers is 8559AE – Formation des Adultes, but make sure you use the same you declared when setting up. Then click on critères de prise en charge.

This will generate a PDF:

Formations Coeur de métier	Plafonds de prise en charge
Toute formation liée à la pratique professionnelle (<i>Liste non-exhaustive</i>)	
Professionnalisation des Formateurs-Consultants	Prise en charge au coût réel plafonnée à 250 € par jour, limitée à 750 € par an et par professionnel
Certification 2021 + AFEST	
Techniques Pédagogiques	
Techniques et usages du multimédia en formation	
SST (Santé sécurité au travail)	
Formations accompagnant à l'éligibilité des formations au CPF	

It says here that people using the code 8559AE are eligible for 750 euros worth of training in 2021 – if the targeted training is in direct relation with your core professional skills. There are other criteria for other types of training, which you can also find on this document.

Credits don't roll over from one year to the next. For instance, to use your 2021 credits, the course you apply for needs to at least start in 2021.

3. How to file for financial help:

Log in, and once on the home page click on “mes demandes de remboursements”, and then on the “+” icon in the top left corner.

You then have to fill out the application form. You can find us by typing “TEFL Toulouse” in “raison sociale”

And attach the below documents:

- The course programme (see attachment)
- Your RIB
- An "attestation de contribution à la formation professionnelle" or "attestation de versement" - it's the same document - you can retrieve from your URSSAF account

The reason why they need your RIB is that you will have to pay us upfront for the course, and will then get a refund from fifpl if they approve your application. Of course, wait until you get confirmation from them before using your own money.