THOMSON REUTERS
CHECKPOINT™

The Checkpoint Learning Global Trade™ Advantage

ONLINE EDUCATION FOR INTERNATIONAL TRADE PROFESSIONALS

All Checkpoint Learning Global Trade™ courses are NCBFAA Certified.

- ALL Courses Certified for CCS/CES* Credits!
- Education and Certificates for you and your staff.
- Create unlimited student accounts.
- Reports for your virtual classroom.
- Access for a full year.
- Study at your own pace.

THOMSON REUTERS – BOSKAGE
510 E. Milham Avenue
Portage, MI 49002
Fax: 269.343.6202
Phone: 269.343.6200
Toll-free: 888.880.4088
E-mail: checkpoint.boskage@tr.com
tax.tr.com/checkpoint/boskage

tax.tr.com/CLGT

THOMSON REUTERS®

LET CHECKPOINT LEARNING GLOBAL TRADE™ BE A PART OF YOUR COMPLIANCE SOLUTION

- You'll help demonstrate reasonable care as required by CBP and stay compliant with U.S. Customs law.
- With Checkpoint Learning Global Trade™ Full Access Enrollment, you can train unlimited students in as many courses as you need.

- You'll be able to access courses at any time or location, and your students and staff will be able to complete them at their own pace. Control your expenses.
- Courses can be completed at any time or place; minimal disruption to normal productivity.

■ WE PROVIDE CURRENT, HIGH-QUALITY TRAINING MATERIALS.

International trade is an ever-changing, ever-expanding field. Corporations who develop their own curricula face the challenge of making sure that their courses stay current.

Our interface is easy and intuitive. We continually monitor our content to make sure it complies with changing regulations.

■ YOU'LL BE ABLE TO MONITOR YOUR EMPLOYEES' OR CLASSROOM'S PROGRESS.

With Checkpoint Learning Global Trade's classroom subscriptions, you'll have control of your virtual classroom. You'll be able to add and remove students as needed, and monitor their progress. See who might be struggling, and with what subjects. Check exams for results, the better to assist your staff. Train multiple departments, at multiple locations.

■ CHECKPOINT LEARNING GLOBAL TRADE PROVIDES REAL-LIFE, PROCESS-BASED EXAMS, WITH CERTIFICATES AWARDED UPON COMPLETION.

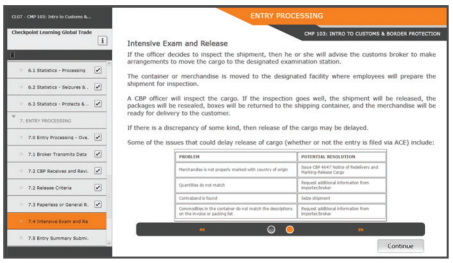
Our tests don't merely grade; they teach.

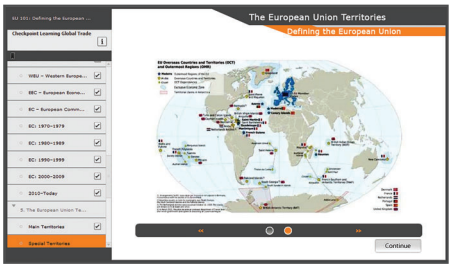
Learn the value of proper communication between departments, standard security practices, correct procedure... and more.

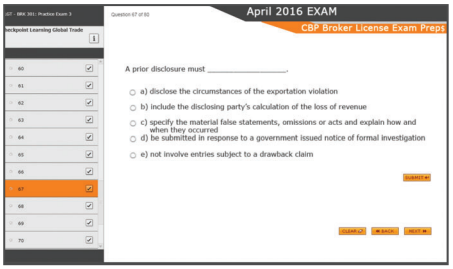
Our courses are now ALL certified for CCS and/or CES credits.

Certified Customs Specialist (CCS) and Certified Export Specialist (CES) points are the industry-recognized accreditations for the international trade community. 20 points annually are required to maintain your status as a Certified Customs Specialist or Certified Export Specialist.

Over 100 CCS points are available through our curriculum!







*Certified Customs Specialist (CCS) and Certified Export Specialist (CES) points are the industry-recognized accreditations for the international trade community. 20 points annually are required to maintain your status as a Certified Customs Specialist or Certified Export Specialist.

THE **STANDARD** FOR ONLINE EDUCATION HAS BEEN SET

• COMPREHENSIVE • FLEXIBLE • ONLINE
• AFFORDABLE • SIMPLE

tax.tr.com/CLGT

3 LEVELS OF **LEARNING**

LEVEL I: **FOUNDATION**

PROVIDES A SOLID BASE OF UNDERSTANDING IN A WIDE RANGE OF SUBJECTS. PERFECT REVIEW FOR COMPLIANCE PROFESSIONALS, AND AN EXCELLENT RESOURCE FOR NEW STAFF, OTHER DEPARTMENTS, SUBSIDIARIES, OR FOREIGN VENDORS.

BRK 101: Broker Fundamentals – *2 CCS.* This course presents a detailed look at the unique roles and responsibilities of one of the key players in the import process – the Customs Broker.

BRK 102: Customs Broker Exam Basics – *2.5 CCS.* The purpose of this course is to give you the information you need to make informed decisions as you begin your preparation.

CLA 101: Classification I – *2 CCS.* Learn basic HTSUS terminology, classification concepts and methods.

CLA 102: FTA and Duty-Savings Programs – *1.5 CCS.* This course introduces the free trade agreements and other special programs available to assist importers in duty reduction or elimination.

CLA 103: Antidumping & Countervailing Duties – *1.5 CCS.* This course demonstrates the antidumping and countervailing duty process from beginning to end, including the roles of government agencies and practical business applications.

CMP 101: Import Compliance I – *1 CCS.* An introduction to the far-reaching topic of compliance. Learn the rules of recordkeeping, training, procedures, and more.

CMP 102: Import Documents – *2 CCS.* Learn how, when and why to use the right forms. This course defines and describes dozens of the most important forms and documents used.

CMP 103: Introduction to Customs and Border Protection – *1 CCS.* Understand how Customs and Border Protection (CBP) operates, what their authority and jurisdiction covers, and how best to work with them.

CMP 104: Managing Partner Government Agencies – *1.5 CCS.* Learn basic agency information and responsibilities, import requirements, forms and links to the major government agencies.

CMP 105: Country of Origin Marking – *1 CCS.* This course includes lessons on proper labeling, marking requirements, penalties, special marking, exemptions, and more.

CMP 106: Understanding the Entry Summary – *1.5 CCS.* The CBP 7501 Entry Summary, explained in easy-to-understand, block-by-block terms. Helpful hints for checking key fields for compliance purposes.

NCBFAA EDUCATIONAL INSTITUTE

All of Checkpoint Learning Global Trade™ courses are NCBFAA certified.

CMP 107: Post Entry Responsibilities – *4 CCS.* Explore some of the situations that can create extra work or responsibilities after entry, and discover the means by which you can manage and solve them.

CMP 108: Understanding the Automated Commercial Environment – *4 CCS.* Importers of record must complete the entry process by subsequently filing entry summary data which declares the tariff classification, value, applicable rate of duty and other information necessary for the CBP to properly access duties, collect statistics and determine whether other applicable legal requirements are met.

PRC 101-108: Basic Import Process Series – Eight parallel courses that introduce the basic process of importing, from beginning to end. Focus on:

- Purchasing – *4 CCS*
- Foreign Suppliers – *4 CCS*
- Logistics – *4 CCS, 4 CES*
- Importers – *4 CCS*
- Customs Brokers – *4 CCS*
- Receiving – *4 CCS*
- Finance – *4 CCS*
- Engineering – *4 CCS*

PRC 110: Effective Transportation Process – *1.5 CCS, 1.5 CES* Excellent resource for entry level transportation employees of brokers, freight forwarders, importers and others.

VAL 101: Valuation I – *1.5 CCS.* Learn basic valuation terminology, classification concepts and methods. ■

LEVEL II: **APPLICATION**

PRACTICAL "HOW-TO" OF KEY TOPICS. DEEPEN STUDENTS' UNDERSTANDING WITH REAL-WORLD EXAMPLES AND EXTENSIVE EXTERNAL RESOURCES. EXAMS THAT TEACH AS THEY TEST.

CLA 201: Classification II – *10 CCS.* In-depth training on a crucially important topic. Learn how to apply the HTSUS effectively. Classification step-by-step process, finding and using Customs Rulings, reinforced with situational-based quizzing. Advanced section-by-section application lessons with dozens of quizzes and other exercises.

CMP 201: C-TPAT - Start to Finish – *2.5 CCS.* This course provides a detailed look at requirements for importer participation in C-TPAT, the validation process, and how to get (and stay) compliant. Even if your company has already applied and been accepted as a C-TPAT member, this course will help you understand the process involved in becoming a member, the benefits you can claim, and your responsibility once you obtain membership.

CMP 202: Understand the Customs Regulations – *4 CCS.* Overview of topics covered in Title 19 Code of Federal Regulations, also referred to as the Customs Regulations, considered the rule book for all importers, brokers, and others involved in international trade. Excellent reference for importers and brokers who want a comprehensive easy-to-understand reference companion for the Customs Regulations.

CMP 203: Import Compliance II – *2 CCS.* Compliance with CBP rules and regulations is not an option; it's required, which begs the question, "How can we know we are exercising compliance?" This course covers the practical matter of the audit processes involved in compliance, by taking a detailed look at the Focused Assessment, Importer Self-Assessment and Internal Audit.

PRC 201: Intermediate Import Process – *1.5 CCS, 1.5 CES.* The Import Compliance department of a company is responsible for recordkeeping, compliance with all CBP rules and regulations, responding to communications from CBP after the entry and much more. Throughout the course you will find links to various web sites and documents providing valuable information that can be used to make your job easier.

VAL 201: Valuation II – *8 CCS, 8 CES.* Learn how to effectively apply valuation methods, calculation, and application, reinforced with situational-based quizzing. Advanced section-by-section application lessons with dozens of quizzes and other exercises.

EXP 201: ITAR – *5 CCS, 5 CES.* Using the ITAR regulations correctly can help protect your company from these costly fines. Train your staff on how to use the ITAR regulations without the hassle of travel and lodging. ■

NCBFAA EDUCATIONAL INSTITUTE

All of Checkpoint Learning Global Trade™ courses are NCBFAA certified.

LEVEL III: **SPECIALIZATION**

EVEN MORE DETAIL FOR ADVANCED LEARNING, THESE COURSES ARE DESIGNED FOR STUDENTS WHO HAVE MORE SPECIFIC INTERESTS OR WHO NEED ADVANCED TRAINING.

BRK 301: Customs Broker License Exam Preparation – *20 CCS.* The program that will prepare you for the Customs Broker License Exam. For decades, we've helped people just like you to pass the exam and to get their license. Methodology and resources you'll need to maximize your score.

CMP 301: Importing Internet Purchases – *1 CCS.* The laws and regulations enforced by U.S. Customs and Border Protection apply to everyone, including individuals purchasing goods over the Internet. This course provides information about responsibilities and liabilities for persons who use the Internet to purchase goods from foreign countries. Learn helpful hints and instructions designed to facilitate the shipment and importation of Internet purchases in order to minimize expenses and potential legal liability.

CMP 302: Intellectual Property Laws and Import Protection – *1 CCS.* Technological advancements present almost limitless opportunities for distribution – and almost limitless opportunities for intellectual property right infringement. This course provides valuable information for both owners and importers of goods subject to intellectual property regulation. Owners of intellectual property will learn methods to protect their property from unauthorized use and importers will learn proper procedures to ensure their shipments comply with the legal requirements for importation.

PRC 301: Transportation Cost Analysis – *12 CCS, 12 CES.* International trade has revolutionized the global economy – but how can you be sure that you are transporting your goods in the most efficient manner? This course will take you through the methodology to make the correct decision, using a solid mathematical basis for all your decisions. ■

EXPORT COURSES

LET CLGT KEEP YOUR STAFF UP-TO-DATE WITH CHANGING LAWS AND PROCEDURES.

EXP 101: Export Overview – *4 CES.* This course defines what an export is and what items are covered under the various regulations. It also provides an overview of the criteria for determining which agencies have jurisdiction and a brief description of the activities of each agency. Included is a description of the most common prohibitions on exports and when an export license may be required. Guidelines for implementing an export compliance program are outlined.

EXP 102: Key Export Regulations – *3.5 CES.* Since several government agencies regulate exports, it is necessary to understand both which agencies are involved and what each agency's regulations cover.

EXP 103: Basic Export Process – *3.5 CES.* Critical to establishing an effective, efficient export compliance system is an understanding of the export process.

EXP 104: Technology/Software/Technical Data – *3.5 CES.* The various export regulations cover more than just commodities. The regulations also cover the export and re-exporting of technology, technical data, and software. In this course, you will learn how to recognize and create procedures to regulate this type of export as part of your company's compliance program.

NCBFAA EDUCATIONAL INSTITUTE

All of Checkpoint Learning Global Trade™ courses are NCBFAA certified.

EXP 105: Restricted Parties – *3.5 CES.* There are a number of individuals, companies, government agencies and other organizations that the United States government considers a threat to the foreign policy or national security of the U.S.

It is necessary for any company involved in exporting or re-exporting United States controlled items to understand who these restricted parties are, where to find the restricted parties lists and how to use them. In this course, we provide the information any exporter or re-exporter must have in order to avoid violating the regulations by participating in unauthorized dealings with a restricted party.

EXP 106: Embargoes – *4 CES.* There are several countries the United States government considers a threat to the foreign policy or national security of the United States. As a result, restrictions are placed on exports and re-exports to these countries. In many cases the restrictions are also imposed on the members of the government and businesses owned by either the government or citizens of these countries.

EXP 107: Restrictive Trade Practices (Anti-Boycott) – *4 CES.* When another country or countries boycott a country friendly with the United States, the U.S. regulations prohibit U.S. individuals and entities from participating in that boycott. These regulations are covered in both the Export Administration Regulations and the Internal Revenue Code. Both sets of regulations provide specific activities and agreements which are not permitted. Both sets of regulations also permit a number of exceptions and include specific reporting requirements.

EXP 108: Documentation/Recordkeeping – *6 CES.* Providing accurate, complete and timely documentation to both customers and the U.S. government regulatory agencies is an essential element of an effective export compliance program. Understanding which documents are required for each transaction, what information is necessary, and what deadlines must be met helps ensure a smooth transaction and a satisfied customer.

EXP 109: Free Trade Agreements – *6 CES, 6 CCS.* Exporters must review the various agreements in light of their sales territories to determine which agreements will provide sufficient marketing benefit to justify the cost of participation, and establish the necessary controls to assure compliance with the provisions of the agreements.

EXP 110: Jurisdiction/Classification – *6 CES, 6 CCS.* Learn which U.S. government agencies are involved in the regulation and licensing of exports from the U.S., how to determine if a license is required, and which license is required. Understand how to distinguish between the ITAR's U.S. Munitions List, and the EAR's Commerce Control List. ■

EUROPEAN UNION COURSES

THESE COURSES COVER A WIDE RANGE OF TOPICS THAT ARE NECESSARY TO UNDERSTAND IN ORDER TO CONDUCT BUSINESS AND TRADE WITH AND WITHIN THE EUROPEAN UNION. DESIGNED FOR U.S. IMPORTERS THAT DO BUSINESS WITH OR HAVE OPERATIONS IN THE EU, THESE COURSES ARE ALSO UNIVERSALLY BENEFICIAL RESOURCES FOR NEW STAFF, OTHER DEPARTMENTS, SUBSIDIARIES, AND SOON-TO-BE EXPERTS.

EU 101: Defining the EU – *3 CES, 3 CCS.* This course provides a synopsis of the history of the European Union, discusses the way the EU is structured in comparison to the U.S., explains the different definitions of European territories and what these mean in terms of rules, risk, and trade, and provides an overview of EU rules and regulation based on the European Customs Code.

EU 102: Transit – Rules, Obligations, and Risks – *3 CES, 3 CCS.* This course covers the definition and different types of transit within the EU, outlines the documentation process (including territory-specific transit procedures and simplified procedures), provides an overview of the comprehensive guarantee system, and explains the New Computerized Transit System workflow for use in practice.

EU 103: Special Customs Regimes – *3 CES, 3 CCS.* Learn about the definitions of all available special customs regimes, when you can apply for authorization to special customs regimes, the requirements in relation to Inward Processing Relief and Outward Processing Relief, and simplifications related to these authorizations.

EU 104: Incoterms – *3 CES, 3 CCS.* This course defines the different Incoterms, explains why Incoterms are needed, discusses the changes made in the latest Incoterms 2010, covers the specific places, as well as Carriage, Risk, and Costs used in Incoterms, and includes Incoterms 2010 workflows for use in practice.

NCBFAA EDUCATIONAL INSTITUTE

All of Checkpoint Learning Global Trade™ courses are NCBFAA certified.

EU 105: Global Security Programs – *3 CES, 3 CCS.* Learn about the World Customs Organization SAFE Framework, the Authorized Economic Operator (AEO) program, the differences and similarities between the United States' C-TPAT and the EU's AEO program, and how to become an AEO and stay in compliance. This course also covers information on other security programs initiated by the EU Member States' different authorities, and discusses Mutual Recognitions between AEO and other global security programs.

EU 106: Compliance Strategy – *3 CES, 3 CCS.* Covers topics related to standardization of the European customs trading environment, specifically the EU MASP, including cross-border authorizations, Single Window, system requirements, the pros and cons of the MASP, and what the changes described in the MASP mean in respect to different customs procedures.

EU 107: Export Controls – *3 CES, 3 CCS.* Learn the EU Export Control basics, how U.S. re-export laws and regulations are enforced within the EU, how to find out if a product in the EU is still subject to the U.S. Export Control Regulations, what different kinds of De Minimis rules exist, and what the consequences of non-compliance are. Flowcharts are included that can be used to put the De Minimis rules into practice.

EU 108: Fiscal & Customs Representations – *3 CES, 3 CCS.* Gain insight on representation and acquire the knowledge needed to put representation into practice. This course will cover the basic principles of the kinds of representation available, when representation is possible, why it is required, and explain the liabilities and risks connected with representation. Included with the course are guidelines for best practice use of representation. ■

THE CHECKPOINT LEARNING GLOBAL TRADE ADVANTAGE

Visit us online at tax.tr.com/CLGT or call toll-free 888-880-4088.

"I've always liked the courses on CLGT because they're well written and easy to understand – they're written in plain English. And, you keep expanding them."

– Bill Connolly,
Vice President Customs & Import Compliance
Oceanair

FOR MORE INFORMATION

Call 888.880.4088
or visit tax.thomsonreuters.com/checkpoint/boskage

About Thomson Reuters Checkpoint

Thomson Reuters Checkpoint is the industry-leader for online information for tax, accounting and international trade professionals. Checkpoint blends cutting-edge technology, editorial insight, timesaving productivity tools, online learning and news updates with intelligent linking to related content and software. Thousands of professionals rely on Checkpoint every day to understand complex information, make informed decisions and use knowledge more efficiently.

97 of the top 100 U.S. Law Firms, 99 of the Fortune 100 and all of the Top 100 U.S. CPA Firms rely on Checkpoint.

NCBFAA EDUCATIONAL INSTITUTE

All of Checkpoint Learning Global Trade™ courses are NCBFAA certified.

**Certified Customs Specialist (CCS) and Certified Export Specialist (CES) points are the industry-recognized accreditations for the international trade community. 20 points annually are required to maintain your status as a Certified Customs Specialist or Certified Export Specialist.*

Checkpoint Learning Global Trade™ is a registered trademark of Thomson Reuters, Boskage Commerce Publications.

THOMSON REUTERS - BOSKAGE
510 E. Milham Avenue
Portage, MI 49002
Fax: 269.343.6202
Phone: 269.343.6200
Toll-free: 888.880.4088
E-mail: checkpoint.boskage@tr.com
tax.tr.com/checkpoint/boskage

THOMSON REUTERS®

tax.tr.com/CLGT