

CUSTOMS BROKER EXAM
REVIEW COURSE
SPRING 2015
FREQUENTLY ASKED QUESTIONS



ALSTON & BIRD LLP

FREQUENTLY ASKED QUESTIONS:

What is a customs broker?

Customs brokers are private individuals, partnerships, associations or corporations licensed and regulated by U.S. Customs and Border Protection (CBP). They represent importers and exporters in meeting federal requirements governing imports and exports. Brokers submit necessary information and appropriate payments to CBP on behalf of their clients and charge them a fee for this service.

Brokers must have expertise in entry procedures, admissibility requirements, classification, valuation and the rates of duty and applicable taxes and fees for imported merchandise. There are approximately 11,000 active licensed customs brokers in the United States.

Individuals must take and pass the customs broker exam before they can apply to become licensed customs brokers.

What is this class?

Jon Fee teaches a five-session preparatory class to individuals who want to become licensed customs brokers and who want to take and pass the customs broker exam administered by CBP twice each year in April and October. Lecture, test practice and time management are primary components of this intensive overview curriculum held in an interactive videoconference environment.

We will give each student access to a personalized website with assorted course materials. The website includes practice exams comprising questions drawn

from a database of questions appearing on previous actual exams. Students take practice exams between classes and submit their answers and receive their scores online. Each class includes a discussion of practice exam questions for which students gave the highest number of wrong answers. The remainder of each class consists of a more traditional classroom presentation.

The classroom presentations cover those areas that receive the most attention on exams. Subjects always include classification, value, customs brokers and entry and often include bonds, country of origin marking, warehouses, penalties, free trade agreements and drawback. We add and revise materials as CBP's emphasis changes over the years.

During the last class session, students will take an in-class exam as a group. We do this to provide the closest thing possible to a real-life exam experience.

We will give students access to their personalized websites with their usernames and passwords prior to our first class.

Where is the class held? What is the schedule for the next class? When is the exam? What times of day are classes held?

The classrooms are in our Alston & Bird offices in 6 cities: Atlanta, Charlotte, Dallas, Los Angeles, New York and Washington, DC. In Charleston, classes are held at the Maritime Association of South Carolina. Addresses and directions are on line at [Directions](#).

The Spring 2015 classes will be held on the following Saturdays (for all cities except Charleston):

February 14
February 28
March 14
March 28
April 4

In Charleston, classes will be held on the following Tuesdays:

February 17
March 3
March 17
March 31
April 7

We expect that CBP will administer the Spring 2015 exam on April 13, 2015

Class hours on each class day are as follows:

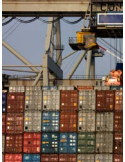
Atlanta, Charlotte, New York and Washington, DC:
10:00 am to 6:00 pm

Charleston and Dallas:
9:00 am to 5:00 pm

Los Angeles:
7:00 am to 3:00 pm

How much does the class cost? How do I register?

The fee for the class is \$1,050 for first-time students. The fee for repeat students is \$100.



FREQUENTLY ASKED QUESTIONS:

The course fee is payable by money order or check **ONLY (WE CANNOT ACCEPT CREDIT OR DEBIT CARDS)**, made payable to Alston & Bird LLP, and mailed to:

Jon Fee
Alston & Bird LLP
950 F Street, NW, 10th Floor
Washington, DC 20004

We require a non-refundable \$100 deposit from first-time students at least one week before our first class, also payable by money order or check. The remainder of the course fee, \$950, is due on or before the date of the first class, as is the \$100 fee for repeat students.

Students can register for class on line at [Registration](#). We require each student to mail the non-refundable deposit of \$100 or full registration fee \$1,050 to reserve a place in class. Students should fill in all the blanks on the online registration form even if they have attended class or contacted us before.

What materials are required? Where do I get them? How much do they cost?

The customs broker exam is an open-book, multiple choice test. You must provide your own copies of the Harmonized Tariff Schedule of the United States (HTSUS) and the current Customs Regulations.

The HTSUS only comes in loose-leaf, subscription form and is published as of January 1 each year. You can order it directly from the Government Printing Office (GPO) at www.bookstore.gpo.gov. For the Fall exam, CBP requires the current year's version, usually without any of the revisions that are published during the course of the year. For the Spring exam, CBP requires

the previous year's HTSUS, because the current version is usually not available in printed form by the time of the Spring exam.

The Customs Regulations, also available from the GPO, come in two versions. The first version is in two paperback volumes. The first volume is Title 19 Code of Federal Regulations (CFR) Parts 0 to 140. The second volume is Title 19 CFR Pars 141 to 199. These volumes are published as of April 1 each year, but are not printed and available for several weeks after April 1. The current year's volumes are usually required for the Fall exam; the previous year's volumes are usually required for the Spring exam.

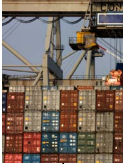
The second version of the Customs Regulations comes in a loose-leaf, subscription form and is also available from the GPO. We prefer the loose-leaf version over the paperback version because the print is larger and because the pages lie flat in a three-ring binder, making it easier to hold your place when you are taking the exam. Either the paperback or loose-leaf version is fine for class and the exam. Students relying on the loose-leaf version should have an up-to-date subscription on the date of the exam.

Sometimes CBP requires a third volume of the paperback version of the Customs Regulations, Title 19 CFR Parts 200 to End, which is also published as of April 1 each year. The regulations covered by this third volume are not available in loose-leaf form. Because this third volume is not always required, we recommend against buying it until CBP confirms that it will be required.

Another source for the HTSUS and Customs Regulations is a company called Boskage Commerce Publications (a Thomson Reuters company) at www.boskage.com. We prefer Boskage for three reasons: First, we find Boskage to be more reliable and knowledgeable than the GPO. Also, Boskage guarantees correct editions for all students who purchase their Required Testing Material Packages (or individual books for specific exams). Finally, Boskage offers a 10% discount for all exam-related products to all Alston & Bird students when you use the code **JMFEE**. (Note: be sure to purchase the editions specific to the exam for which you are planning to study.) Boskage sells both the HTSUS and the Customs Regulations in loose-leaf versions that include binders and convenient tabs. We suggest that students refer to the website or call Boskage directly at (888) 880-4088 for prices, shipping fees, subscriptions and other information.

For the last several years, CBP has always required some additional materials for the exam. These materials include selected appendices from the Customs and Trade Automated Interface Requirements (CATAIR), Instructions for Preparation of CBP Form 750, selected customs directives and other materials. We always post these additional materials with a table of contents on our class website as a PDF file. Students can simply print them from the class website.

Students should bring their copies of the HTSUS, the Customs Regulations and all of the required materials to each class.



FREQUENTLY ASKED QUESTIONS:

How do I apply to take the exam? What does it cost? What are the eligibility requirements?

Several weeks before every exam, CBP publishes a notice on its website about the exam application and other requirements. Students should rely on CBP's website, at www.cbp.gov, for details. Our class portal site will include convenient links to the CBP website and notices.

The notice will say that applicants must submit applications to take the exam on automated CBP Form

3124E, "Application for Customs Broker License Exam" and must pay a \$200 examination fee by credit card on a government payment website. The application and fee are due at least 30 days before the exam date.

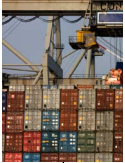
The exam is given at various locations throughout the United States. Applicants are notified of exam locations approximately two weeks prior to the exam.

Applicants must be U.S. citizens and 18 years of age on the date of the exam. They cannot be officers or employees of the U.S. Government.

Whom can I contact for more information about this class?

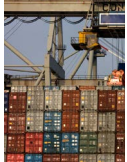
Susie Rush – Class Registrar and Jon Fee's assistant at Alston & Bird LLP, Washington, D.C.
susie.rush@alston.com
 202-239-3464

Jon Fee – Instructor and International Trade partner at Alston & Bird LLP, Washington, D.C.
jon.fee@alston.com
 202-239-3387



REGISTRATION FORM

Please click on the form to the right to download a printable version of the registration form.



CUSTOMS BROKER EXAM
REVIEW COURSE
 SPRING 2015

CLASS REGISTRATION FORM

ALL STUDENTS: Please complete fully/legibly
 Email to: Susie.rush@alston.com or fax: 202-239-3333 to Susie Rush or Jon Fee

ATTENTION REPEAT STUDENTS
 Date/Location of paid class:
 REPEAT STUDENT _____
 (Repeat Students - \$100 required)

I will attend class in: (check one)

<input type="checkbox"/> ATLANTA	<input type="checkbox"/> CHARLESTON	<input type="checkbox"/> CHARLOTTE	<input type="checkbox"/> DALLAS
<input type="checkbox"/> LOS ANGELES	<input type="checkbox"/> NEW YORK	<input type="checkbox"/> WASHINGTON, DC	

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

Work: _____ Home: _____

FAX # (if applicable): _____ Cell: _____

EMAIL: _____

COMMENTS: _____

PAYMENT ATTACHED: \$ _____ DATE RECEIVED: _____

ALL STUDENTS, PLEASE REGISTER ON LINE AND SEND YOUR \$100 NON-REFUNDABLE DEPOSIT/RETURNING CHAMPION FEE (COMPANY CHECK, CASHIER'S CHECK OR MONEY ORDER) PAYABLE TO "ALSTON & BIRD LLP" **By February 7, 2015.**

Quick Register online: www.alston.com/customsbrokercourse

SEND PAYMENT TO THE ATTENTION OF:
 Jonathan M. Fee | Alston & Bird LLP | 950 F Street, NW | Washington, D.C. 20004
 202-239-3387 202-239-3333 FAX jon.fee@alston.com
 Total class fee due by February 14 is \$1,050.00
 [Deposit - \$100 - + course balance - \$950 = \$1,050.00]