

CHALLENGING THE CCS EXAMINATION POLICY AND PROCEDURES

ELIGIBILITY

An individual may apply to challenge the CCS exam if the following two criteria are met:

- current employment by a CSCB corporate member firm; and
- employer certification of two years' work experience in a Canadian customs environment.

Applicants located outside of Canada must be employed by a CSCB corporate member, that is, the Canadian corporate member must pay their salary.

CCS Exam Challenge applications will be available in May of each year. Applications with payment must be received before July 15 to be eligible to write that year's examination.

FEES

For information on this year's fees, please refer to the application.

Registration for the CCS examination will not be finalized until the CSCB National Office has received full payment of the examination fee. There will be a \$35 CDN fee for NSF cheques.

Candidates may withdraw their application at any time; however, there will be no refund of examination fees after July 15. An administrative fee of \$50 CDN will be assessed in cases of withdrawal prior to and including July 15.

EXAMINATIONS

The final examination will take place on the final Saturday of September.

Examinations will be held in Canada. For applicants located in Canada, we will endeavour to have the challenger write at a site that is not more than two hours' driving distance from the address indicated on the individual's application. For US applicants, the examination site will be confirmed prior to finalizing enrolment.

A mark of no less than 65% on the examination is required to pass.

EXAMINATION DEFERRALS

Examination deferral requests are reviewed on a case-by-case basis. Proof of the death of a family member, illness of the applicant evidenced by a medical certificate, or religious reasons are acceptable reasons for not attending the examination on its scheduled date. A fee may be charged to applicants who write on the alternate date. Applicants who wish to write on an alternate date must make a request in writing to the CSCB by October 7th. The deferred examination will be held before the end of October.

CERTIFICATES

Upon successful completion of the CCS examination, the candidate will receive a CCS certificate, pin, and membership card. They may also use the designation, CCS (Certified Customs Specialist) as long as the designate meets the ongoing renewal standards.

COMMUNICATIONS

All correspondence will be mailed to the address indicated on the candidate's application.

It is essential that candidates notify the CSCB office immediately, in writing (fax or email is acceptable) of any change of mailing address or name. Failure to do so may result in delays of marks, certificates, or other important documents.

APPLICATION FOR CCS (CERTIFIED CUSTOMS SPECIALIST) EXAMINATION

This form is **not** to be completed by students enrolled in the CCS (Certified Customs Specialist) Course.

PLEASE PRINT

Identification

First Name: _____ Middle Initial ____ Ms. ____ Mrs. ____ Miss ____ Mr. ____
Last Name: _____
Previous surname, if applicable: _____
Mailing Address: _____ App/Unit: _____
City: _____ Province/State _____ Postal/Zip Code: _____
Telephone: (include area code) _____ Fax: _____
Email: _____

Employer (must be a CSCB corporate member)

Company Name: _____
Address: _____ City: _____
Province/State: _____ Postal /Zip Code: _____
Should my employer request my final grade, I agree that the CSCB may release this information.

Verification by employer:

I confirm that we are the employer of the above-named applicant and that the applicant has two years' experience in a Canadian customs environment.

Name: _____
Signature: _____ Date: _____
Telephone Number: _____ Email: _____

Payment of \$400 CDN must accompany this application.

Indicate if you are paying by: Cheque VISA AMEX MasterCard

Card Number: _____ Expiry Date: _____

Cardholder Name: _____

Cardholder Signature: _____

Candidates may withdraw their application at any time; however, there will be no refund of examination fees after July 15. An administrative fee of \$50 CDN will be assessed in cases of withdrawal prior to and including July 15.

If you are paying by credit card, please fax your application to 613-562-3548. If payment is being sent by mail, or courier please forward the application, with cheque made payable to the CSCB at:

Canadian Society of Customs Brokers
Suite 320, 55 Murray Street
Ottawa, ON K1N 5M3

LAST DAY TO APPLY: JULY 15, 2013