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Academic Policy, Conditions and Fees

CTCS Program of Study Description

To earn the CTCS designation, students are required to successfully complete 8 of the mandatory modules and 2 of the elective modules within 5 years of starting their first module.

Eligibility

An individual may enrol if he or she has 5 years of experience in a trade compliance environment.

Enrolment Process

Enrolment in the CTCS program is ongoing. The enrolment is a two-step process:

1. Complete the [CTCS Program Entrance Application](#). We will evaluate your work experience according to the CTCS Program criteria and we will confirm by email, within 2 weeks of your application, whether you are eligible to enrol.
2. Eligible candidates will be presented with the options for enrolment in the available CTCS modules.

Advanced Standing

Advanced standing means that credit for a particular module may be granted based on pre-determined criteria and previously achieved credentials. Advanced standing may be granted in the following situations:

- where an applicant successfully completed a CTCS module within three years prior to entering the CTCS Program of Study,
- where an applicant holds a current PFF certification from CIFFA (credit granted for CTCS: Freight and Documentation),
- where an applicant successfully completed the [CIFFA Certificate or Advanced Certificate program](#) within three years prior to entering the CTCS Program of Study (credit granted for CTCS: Freight and Documentation).

Tuition Fees

Enrolment is considered finalized when the CSCB has received full payment of tuition fees. Course access will be provided upon processing of payment. There will be a CDN \$35 fee for NSF cheques.

Student type	Fees (all prices in CDN\$)
CCS designates and employees of CSCB member firms	\$ 395.00 per module (plus applicable taxes) \$ 885.00 for any three (3) modules (plus applicable taxes)
CTCS designates (current)	\$ 825.00 for any three (3) modules + applicable taxes. CTCS designates interested in this package should email ctcs@cscb.ca .
Other	\$ 395.00 per module (plus applicable taxes)

Communications

E-mail is the preferred method of communication for the CTCS Program of Study. Students are responsible for maintaining the reliability of all their contact information through their CSCB accounts. Failure to do so may result in delays of marks, certificates, or other documents.

Withdrawals

The CSCB requires written notice of course or program withdrawals (e-mail, fax, or mail).

Withdrawal from enrolment in one module

There is a CDN \$100 administrative fee if the CSCB receives written notice of withdrawal from a CTCS module prior to accessing the course materials. A refund of the tuition fees, minus a CDN \$100 administrative fee per module will be issued. Students may withdraw from a CTCS module at any time; however, there will be no refund of tuition fees when notice of withdrawal is received after the student has gained access to course materials.

Withdrawal when bundle of 3 modules has been purchased

There is a CDN \$100 administrative fee if the CSCB receives written notice of withdrawal from a CTCS module, purchased as part of a bundle of three, prior to gaining access to course materials of one or more modules. A refund of the tuition fees, minus a CDN \$100 administrative fee will be issued. Students may withdraw from a CTCS module, purchased as part of a bundle of three, at any time; however, there will be no refund of tuition fees when notice of withdrawal is received after gaining access to course materials of one or more modules.

CTCS Module Delivery and Completion

CTCS modules are offered online. Once a student's enrolment application has been processed and payment received, they will receive module access information from the CSCB. Access to each module, whether purchased individually or as a bundle, is provided for **180 days** from the date a student gains

access to a module.

Each module includes self-checks and quizzes. These self-checks and quizzes are for study purposes only and are not considered as part of the student's final grade. At the end of each module, there is a final examination, which needs to be completed within 180 days from starting the course.

Final Examination

Examinations are offered monthly. The CTCS examination schedule is noted below.

Students are encouraged to book an exam well in advance of the module's completion date since spaces are limited and are booked up quickly. Once you've selected the date to write the final examination, please advise the CSCB via email at CTCS@cscb.ca. Your exam date request is not final until confirmed by the CSCB.

Examinations are open-book, online and monitored by the CSCB via webcam. Students must have a working webcam and a gmail account. Each exam consists of approximately 40 multiple choice and short-answer questions and is 2 hours in length.

Students must achieve a mark of 70% or greater on the final examination to successfully complete the module. Students will be advised of their mark via email within 2 weeks of completing the exam. Completed examinations will not be returned to the student.

Should a student be unsuccessful, a second exam may be requested at a fee of CDN \$40 plus applicable taxes. A student must [register](#), provide payment and book a date of the second exam within 3 weeks of receiving results of the first exam.

CTCS Module Examination Schedule

All times are Eastern Standard or Eastern Daylight Savings Time

OCTOBER

Thursday, October 17 - 1 pm

NOVEMBER

Wednesday, November 6 - 1 pm

Monday, November 11 - 1 pm

Wednesday, November 13 - 9 am

Tuesday, November 19 - 1 pm

Friday, November 29 - 9 am

We offer exams year round. December exam dates will be posted in mid-November.

Re-Enrolment

If a student fails a second attempt at the final examination, they may re-enrol in the module. If re-enrolment takes place within two weeks of being advised of the results of the second exam, tuition will be one-half the posted amount. For students who re-enroll at a reduced cost, there will be only one opportunity to write the final examination. If the student is unsuccessful, any future enrolment will be at

the regular cost.

Students who have paid for a bundle of three modules who re-enrol in one of the modules may re-enrol at one-half the cost of a single module. For details, please refer to the [re-enrolment registration](#) page.

Program Graduation

Upon completion of the required number of mandatory and elective modules, the student must request to graduate by emailing the CSCB at ctcs@cscb.ca. The candidate will be mailed a certificate of program completion, a transcript, a CTCS pin, and the CTCS Maintenance toolkit noting the awarding of the designation.

On an annual basis, the photos and/or names of the new CTCS designates will be published on the CSCB website upon updating of designate's privacy statements. Designates may also use the designation, CTCS (Certified Trade Compliance Specialist), as long as they meet the [ongoing renewal requirements](#).

Source URL (modified on 2019-10-11 10:07): <http://cscb.ca/content/academic-policy-conditions-and-fees-ctcs>