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INSIDE

Maintenance of CTCS Designation

Activity Eligibility for CTCS Credits

Recording of CTCS Credits

Checking Your CTCS Credits Status

CTCS

(Certified Trade
Compliance Specialist)

Designation

Maintenance Toolkit



www.cscb.ca

Maintenance of CTCS Designation

The CTCS (Certified Trade Compliance Specialist) designation

- recognizes the experience and expertise of international trade compliance professionals;
- sets a standard for ongoing professional development in a field where change is constant; and
- supports a network for information sharing and collaboration.

The CTCS designation program has annual payment and triennial professional development reporting requirements, as follows.

Annual Fee

The annual fee is \$275 plus applicable taxes. Renewal opens in February, at which time CTCS designates are advised via email on how to remit their fees through their CSCB accounts. *NOTE: Renewal fees are waived for CTCS program graduates in their year of graduation and in the first year following graduation.*

Obtaining CTCS Credits

50 professional development credits are required per 3-year cycle to maintain the CTCS designation. The current 3-year cycle runs from **January 1, 2022 to December 31, 2024**. Credits in excess of the required 50 cannot be “banked” for allocation in a future cycle. *NOTE: During a CTCS designate’s initial calendar year, the credit requirement will be pro-rated based on the number of months remaining in the 3-year period.*

The list of CTCS Credits Approved Activities for a current cycle is posted on the CSCB website, under Upcoming Events. The list is updated regularly, so please review it often. Proof of attendance may be required. For further details, please refer to Appendix A.

Leave of Absence

A CTCS designate must collect 35 credits in a 3-year cycle if they’ve been away on parental or sick leave for at least 6 consecutive months in a credit cycle. Proof of leave from employer or medical professional is required. Absences from the workplace for any reason other than parental leave or illness resulting in a failure to accumulate the required credits will be considered on a case-by-case basis.

Benefits of the CTCS Designation

As a CTCS designate, you are entitled to the following:

- Ongoing promotion of the CTCS designation as the standard of trade compliance expertise;
- Annual publication of CTCS designates’ names;
- Semi-annual (web-) seminars for CTCS designates only;
- FREE CTCS module per 3-year credit cycle;
- FREE online Resource Centre;
- Webinars on high level trade topics;
- Access to a CTCS online community through a discussion forum;
- Use of CTCS next to your name;
- A lapel pin recognizing your designation;
- Periodic e-newsletters;
- Preferential registration fees for CSCB events and courses; and
- Group home and auto insurance at preferred rates.

Activity Eligibility for CTCS Credits

An activity includes an event, a course or a webinar, to name just a few ways to obtain credits. To be deemed as eligible for CTCS credits, an activity must be approved by the CSCB. It will be evaluated on its content and length.

To obtain approval for a non-CSCB event, please complete the following online form: [Request for Content Review for CTCS Credits](#) (Appendix B).

Recording of CTCS Credits

Here's what you can do to ensure that the CSCB has a record of your activities.

For CSCB activities:

- For **CSCB events**, credits will be added automatically based on attendance lists.
- For **CSCB courses** or **designate quizzes**, credits will be added automatically upon successful completion.

For non-CSCB activities pre-approved for credits:

- For **non-CSCB activities**, you must provide proof of attendance to cscb@cscb.ca, as outlined in Appendix A. Credits will then be added to your account.
- For **in-house training** offered by CSCB member firms, please have the training facilitator provide us with a list of CTCS designates who completed the in-house training. Credits will be added based on the provided attendance list.

If you do not submit an attendance form for activities hosted by organizations other than the CSCB, CTCS credits will not be awarded to you.

Checking Your CTCS Credits Status

You should access your CSCB account on a regular basis to check your credits status. If you think your record is incomplete, please provide us with proof of your approved professional development activities by the end of the 3-year cycle. You must acquire 50 credits in a 3-year cycle.

Your CSCB Account

Log in to your CSCB account regularly to:

- Check your credits status;
- Update your contact information;
- Update your privacy settings;
- Print your payment receipts;
- Connect with other CTCSs through a discussion forum;
- Access the Resource Centre;
- Access all CTCS Newsletters; and more.

More on Your CSCB Account

As a CTCS designate, you have access to the CTCS benefits/services and you are responsible for maintaining your designation. The following illustrates how your CSCB account will assist you with maintaining your designation.

What's in your CSCB account?

Once you've logged in to your CSCB account, here is what you can see and what it means:



1. To access CTCS designation-related information, please click on the **My CTCS** menu link.
2. **My CTCS Designation** page provides you with a summary of your designation. Your CTCS designation status indicates whether you are a **New** designate, which means you don't have to pay for the designation in a given year; **Grace** means that you are eligible for renewal in a given year; **Current** means that you have paid your renewal fee for a given year; **Expired** means that you are no longer a designate as you have not collected enough credits or have not paid your renewal fee.
3. **My CTCS Credits** is where you can review the status of your professional development credits
4. **My CTCS Quizzes** is where you can access the quizzes (during quiz time) and review your results
5. **Privacy Settings & MOU** is where you can update your privacy settings regarding releasing your designation status by the CSCB, and MOU coverage
6. **How to Obtain CTCS Credits** explains what type of activities would qualify for credits, how to get an event approved for credits, the attendance proof required for credits, etc

7. **CTCS Credits Approved Activities** lists all currently credits approved events and other activities
8. **CTCS Newsletters** contains all previously sent CTCS newsletters
9. **CTCS Logo & Tagline** provides you with files of the CTCS logo and tagline
10. **CTCS Resource Centre** provides links to useful compliance-related resources
11. **Meet the CTCS Designates** is a list of current CTCS designates that have agreed to publish their status in print and web publications in the Privacy Settings, see point 3 for details.

My CTCS Credits

My CTCS Credits keeps track of all your activities and corresponding credits, and the total credits you've accumulated for a given maintenance cycle.

My CTCS

My Courses

MY CTCS

My CTCS Designation

My CTCS Credits

My CTCS Quizzes

Privacy Settings & MOU

How to Obtain CTCS Credits

CTCS Credits Approved Activities

CTCS Newsletters

CTCS Logo & Tagline

CTCS Resource Centre

Meet the CTCS Designates

My CTCS Credits

To maintain your CTCS designation, you need to obtain **50 professional development credits in a 3 year cycle**. The current cycle runs from January 1, 2016 to December 31, 2018. The following indicates how many credits you've accumulated in this credit cycle.

2016 ▾ Jan ▾ 1 ▾ Start date

2018 ▾ Dec ▾ 31 ▾ End date

Show

TITLE	DATE	CTCS CREDITS
CSCB Webinar: CETA Rules of Origin	2017-09-25	2.5
		Total: 2.5

My CTCS Quizzes

My CTCS Quizzes provides you with links to CTCS quizzes, when they are available, and your quiz results.

MY CTCS

- My CTCS Designation
- My CTCS Credits
- My CTCS Quizzes**
- Privacy Settings & MOU
- How to Obtain CTCS Credits
- CTCS Credits Approved Activities
- CTCS Newsletters
- CTCS Logo & Tagline
- CTCS Resource Centre
- Meet the CTCS Designates

My CTCS Quizzes

Quizzes

The third Designate Quiz of 2017 will be available from October 3 to 23 at 2 p.m. ET (11 a.m. PST in Vancouver and 3 p.m. ADT in Halifax)

Quiz Results

Please note the passing grade for the CTCS quizzes is 65%.

TITLE	START TIME	END TIME	
Premier mini-questionnaire de SCOC pour 2014	2014-03-19 14:17	2014-03-19 14:19	View Answers
2014 CTCS Quiz #1	2014-03-19 09:49	2014-03-19 09:51	View Answers

Privacy Settings

Privacy Settings & MOU allows you to update your Privacy Settings. **NOTE:** The CSCB publishes the names of CTCS designates in an annual print publication, eg: Canadian Shipper, and on our website. In order for your name to be published, you must agree to the fourth statement.

Some member firms participate in our CTCS MOU (Memorandum of Understanding) program, by which they pay for their employees' annual renewal fees. In order to qualify for the CTCS MOU coverage, you must agree to the first two statements.

MY CTCS

- My CTCS Designation
- My CTCS Credits
- My CTCS Quizzes
- Privacy Settings & MOU**
- How to Obtain CTCS Credits
- CTCS Credits Approved Activities
- CTCS Newsletters
- CTCS Logo & Tagline
- CTCS Resource Centre
- Meet the CTCS Designates

Privacy Settings

Privacy Settings

- ☒ I agree to release my CTCS designation status to my current or future employer
- ☒ I agree to release my CTCS professional development credits status to my current or future employer
- ☐ I agree to release my status as a CTCS designate to parties other than my employer now and in the future
- ☒ I agree that CSCB may publish my name in various print and web publications

Last updated: 2016-01-18 15:25

[Update Privacy Settings](#)

Covered by CTCS MOU*: Yes

Appendix A

The following illustrates examples of how to obtain CTCS credits and the type of proof of attendance that may be required:

Activity	CTCS Credits	Proof of attendance required? Examples
1. Successful completion of an online designate quiz. Three (3) <i>free</i> quizzes are offered each year.	5 per quiz	No
2. Successful completion of a CTCS module, if taken: <ul style="list-style-type: none"> – for the first time after completion of the CTCS program; or – at least 3 years after completion of the same module. 	10	No
3. Successful completion of the <i>CCS Course: Designate Version</i>	20 (applicable for credits in the year of completion)	No
4. Attendance at a CSCB-hosted webinar	to be determined on a case-by-case basis	No
5. Attendance at a CSCB national conference	20	No
6. Attendance at a CSCB national or regional educational seminar	to be determined on a case-by-case basis	No
7. Attendance at a CSCB regional annual conference or general meeting	to be determined on a case-by-case basis	No
8. Maintenance of the Canadian CCS designation.	5 per year	No
9. Acquisition of one of the following professional designations or certifications: CCS, PFF, CITP, CCLP, U.S. CCS, CSCP, U.S. CES	10	Yes; copy of certificate of completion or transcript
10. Attendance at a CSCB pre-approved international trade compliance conference or seminar.	to be determined on a case-by-case basis	Yes; confirmation from organizer in a form of email or signed <u>Professional Development Credits Record</u> form (Appendix C)
11. Attendance at pre-approved webinars hosted by other organizations	to be determined on a case-by-case basis	Yes; a screenshot of the presentation or a 'thank you for attending' email.
12. Successful completion of a CSCB pre-approved university or college course	20 for a single-term course; 40 for a course running over two terms	Yes; copy of certificate of completion or transcript

Please do not assume that an event approved for credits in one year will be approved, or that the same number of credits will be assigned, in the following year.

Appendix B

To qualify for CTCS credits, an event must be approved by the CSCB. To do this in advance of the event, the designate and/or event organizer must complete the Request for Content Review for CTCS Credits form.

Appendix C

To obtain CTCS credits for non-CSCB events, the designate must complete the Professional Development Credits Record form and submit to cscb@cscb.ca.



PROFESSIONAL DEVELOPMENT POINTS/CREDITS RECORD

Purpose

The purpose of this form is to confirm participation in a CSCB-approved event by an individual who holds a CCS and/or CTCS designation and wishes to obtain professional development points/credits.

The form must be:

- completed for events hosted by organizations other than the CSCB,
- signed by an event organizer or presenter,
- emailed to the CSCB at cscb@cscb.ca.

Designate Information

Designate name: _____

Email: _____

I hold the following designation(s): ☐ CCS ☐ CTCS

Event Information

Event: _____

Location (city, province): _____

Date(s) attended: _____

Confirmation

This is to confirm that the designate named above attended this event.

Name (please print): _____

Signature: _____
