

The Canadian Society of Customs Brokers

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www.cscb.ca

Maintenance of CCS Designation

By maintaining your CCS (Certified Customs Specialist) designation on an annual basis, you are demonstrating your ongoing commitment to professional development and the high quality of service expected from those with the CCS designation. Timely, complete information is critical to the CCS and the CSCB provides you with information on new customs policies, administrative programs and fast changing international trade agreements, giving you the knowledge you need to stay current.

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

Annual Fee

The annual fee is \$105 plus applicable taxes. Renewal opens in January, at which time CCS designates are advised via email on how to remit their fees through their CSCB accounts. *NOTE: Renewal fees are waived for CCS program graduates in their year of graduation and in the first year following graduation. For e.g., if you graduated in September 2022, you'll start paying fees in 2024.*

Obtaining CCS Points

20 professional development points are required per calendar year to maintain the CCS designation. Points in excess of the required 20 cannot be “banked” for allocation in a future year. *NOTE: CCS program graduates must start collecting points in the year following graduation. For e.g. if you graduated in September 2022, you need to obtain 20 points in 2023.*

The list of [CCS Points Approved Activities](#) for a specific year is posted on our website, under Upcoming Events. The list is updated regularly, so please review it often. For a general idea of the type of activities approved for CCS points, please review Appendix A. Proof of attendance at any non-CSCB event is required. Any valid proof of participation will be accepted, as outlined in Appendix A.

Parental or Sick Leave

Points requirement will be waived, if a CCS designate is away from workplace for 6 consecutive months within a calendar year due to parental or sick leave. Proof of leave from employer or medical professional is required. Please note, annual renewal fee will still apply.

Benefits of the CCS Designation

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

- *CCS Today*, a daily email covering industry technical, operational and educational information;
- A lapel pin recognizing your designation;
- Use of the designation of CCS (Certified Customs Specialist) next to your name;
- Access to the CCS online community through a discussion forum;
- Secure job board featuring jobs posted by Canadian customs broker firms and others;
- Preferential registration fees for CSCB events and courses; and
- Group home and auto insurance at preferred rates.

Activity Eligibility for CCS Points

An activity includes an event, a course, or a webinar, to name just a few ways to obtain points. To be deemed as eligible for CCS points, 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 CCS Points](#) (Appendix B).

Recording of CCS Points

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

For CSCB activities:

- For **CSCB events**, CCS points will be added automatically based on attendance lists.
- For **CSCB courses** or **designate quizzes**, points will be added automatically upon successful completion.
- For CCS designates who sit on national or regional **boards** or **committees**, points will be added automatically.

For non-CSCB activities pre-approved for points:

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

If you do not submit evidence of attendance for events hosted by organizations other than the CSCB, CCS points will not be awarded to you.

Checking Your CCS Points Status

You should access your CSCB account on a regular basis to check your points status. If you think your record is incomplete, please provide us with proof of attendance in a relevant industry activity by December 31. You must acquire 20 points by December 31 to maintain the CCS designation.

Your CSCB Account

Log in to your CSCB account regularly to:

- Check your points status;
- Update your contact information;
- Update your privacy settings;
- Print your payment & tax receipts;
- Apply for jobs; and
- Connect with peers through a discussion forum.

Appendix A

The following illustrates examples of how to obtain CCS points and the type of proof of participation that may be required:

Activity	CCS Points	Proof of attendance required? Examples
1. Successful completion of an online designate quiz, specifically designed based on content in <i>CCS Today</i> emails. Three (3) <i>free</i> quizzes are offered each year.	10 per quiz	No
2. Successful completion of a <u>CTCS Module</u> . CCS designates who re-enrol in a CTCS module they successfully completed in the last 3 years will not be awarded points for completing the same module.	20	No
3. Successful completion of the <i>CCS Course: Designate Version</i>	20 (applicable for points 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. Participation on the CSCB Board of Directors	20	No
9. Participation on a CSCB national committee, eg. nominating or scholarship committees	10	No
10. Participation on a CSCB regional management committee, eg. Quebec, BC regions	10	No
11. CSCB representation on a CBSA/CSCB regional port (standing or special) committee	10	Yes; meeting minutes
12. CSCB representation on CBSA BCCC (Border Commercial Consultative Committee) Committees; participation on CSCB Advisory Panels	5 to a max. of 10	No
13. Attendance at pre-approved events hosted by other organizations such as, IE Canada, CIFFA, NCBFAA, CBSA	to be determined on a case-by-case basis	Yes; confirmation from organizer in a form of email or signed <u>Professional Development Points Record</u> form (Appendix C)

14.	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.
15.	Acquisition of the U.S. CCS designation	10 in the year the designation attained	Yes; copy of certificate of completion or transcript
16.	Completion of a relevant industry program, such as: Transport Canada's Air Cargo Security program or Transportation Security Clearance program.	to be determined on a case-by-case basis	Yes; copy of certificate of completion or transcript
17.	Successful completion of a pre-approved university/college credit course related to customs or international trade.	20	Yes; copy of certificate of completion or transcript

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

Appendix B

To qualify for CCS points, 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 CCS Points](#) form.

Request for Content Review for CCS Points/CTCS Credits

If you are a designate or an event organizer looking to have an event, or any other activity, approved for CCS points and/or CTCS credits, please complete the following form per one activity.

Approval process and criteria

Our subject matter experts review the submitted activity information, and based on content and duration will establish whether it qualifies for either CCS points, CTCS credits or both, and how many points and/or credits. Your request will be reviewed and responded to within a week.

If approved,

- » your activity will be listed in either or both listings on our website ([CCS Points Approved Activities](#) | [CTCS Credits Approved Activities](#));
- » (for designates) please ensure to provide proof of participation to obtain points and/or credits, as outlined in the designation maintenance policies ([CCS](#) | [CTCS](#));
- » (for organizers) you will be able to advertise the number of points and/or credits for which your activity has been approved.

Who's requesting approval

Full name:

Company:

Email:

Phone:

Please select all that apply to you:

☐ I am a designate looking for points and/or credits.

☐ I am an event organizer or represent one and wish to have an event reviewed for points and/or credits.

Appendix C

To obtain CCS points for non-CSCB events, the designate must complete the Professional Development Points Record form and submit to cscb@cscb.ca.

 CERTIFIED CUSTOMS SPECIALIST		 CTCS Certified Trade Compliance Specialist	
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:			
<ul style="list-style-type: none">• 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): <input type="checkbox"/> CCS <input type="checkbox"/> 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: _____			