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SOCIÉTÉ CANADIENNE
DES COURTIERS EN DOUANE

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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 reporting requirements, as follows.

Annual Fee

The annual fee is \$275 plus applicable taxes. Renewal opens in January, 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 three-year cycle to maintain the CTCS designation.

The current three-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 three-year cycle.

The list of [CTCS Credits Approved Activities](#) for a current cycle is posted on the CSCB website. 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;
- FREE CTCS module per 3-year credit cycle;
- FREE online Resource Centre;
- Webinars on high level trade topics;
- CSCB Road to CARM
- Use of CTCS next to your name;
- Quarterly e-newsletter covering topics of specific interest to international trade compliance professionals
- Preferential registration fees for CSCB events and courses; and
- Group home and auto insurance at preferred rates.

Activity Eligibility for CTCS Credits

An activity could include 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. An activity will be evaluated on its content and length.

Prior to the activity, please review the how to guide: [How to Request Approval for an Event](#). We will then advise you if participation is eligible for CTCS credits.

Recording of CTCS Credits

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

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;
- Access the Resource Centre;
- Access all CTCS Newsletters; and more.

For CSCB activities, or pre-approved in-house training:

- 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 **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.

For non-CSCB activities pre-approved for credits:

- For **non-CSCB activities**, you must provide evidence of participation, as outlined in Appendix A. Credits will then be added to your account.
- For approved activities fewer than three hours in duration, designates must keep track of these events and advise the CSCB after the 3 hour time frame has been met.

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

On a periodic basis, you should access your CSCB account and 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 three-year cycle. You must acquire 50 credits in a three-year cycle.

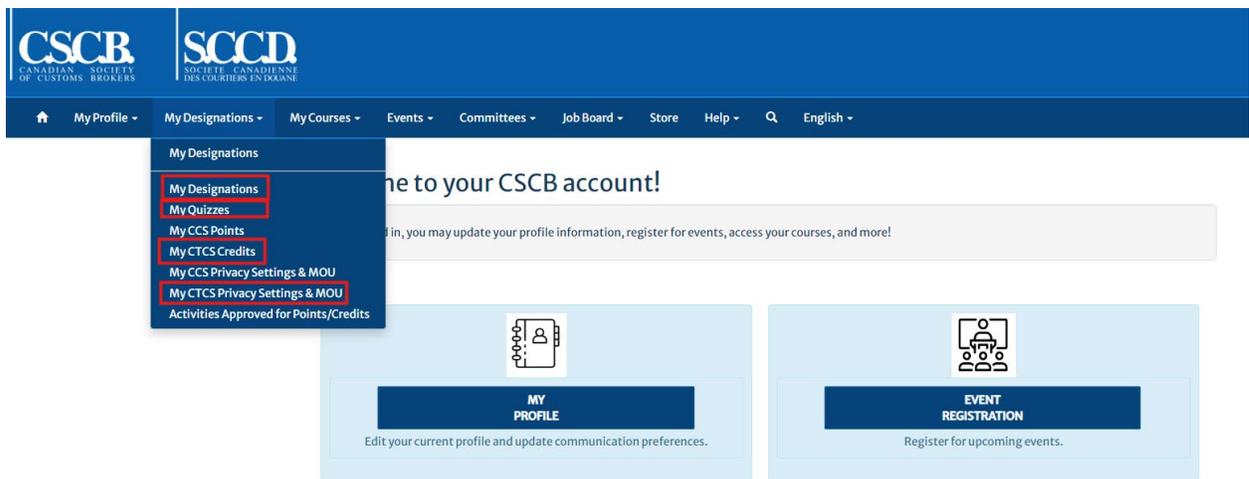
More on Your CSCB Account

As a CTCS designate, you have access to the CTCS Benefits/Services and are also responsible for maintaining your designation. The following illustrates how your CSCB account will assist you with accessing related information.

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 Designations**.
2. Your CTCS designation status indicates whether you are a **Grace** status, meaning that you are eligible for renewal in a given year; **Current** meaning that you have paid your renewal fee for a given year; **Expired** meaning that you are no longer a designate as you have not collected enough credits or have not paid your renewal fee.
3. You have four (4) options with regards to your **privacy settings**.
4. **My CTCS Credits** provides you with a tally of activities you have completed and related credits.
5. **My Quizzes** gives you the links to quizzes when they are available and access to completed quizzes and your results.



Privacy Settings

To update your Privacy Settings, please click on the **My CTCS Privacy Settings & MOU**.

NOTE: The CSCB publishes the names of CTCS designates on our [website](#). In order for your name to be published, you must agree to the third statement.

Some member firms participate in our CTCS MOU program, and they pay for their designates' annual renewals. In order to qualify for the CTCS MOU coverage, you must agree to the first and fourth statements.

[Home](#) / [Profile](#) / [CTCS Permissions and MOU](#)

CTCS Permissions and MOU

Summary

CTCS Permissions

I agree to release my CTCS designation status to my current or future employer

No Yes

Release my status as a CTCS designate to parties other than my employer now and in the future

No Yes

CTCS-I agree that CSCB may publish my name in various print and web publications

No Yes

I agree to release CTCS professional development credits status to my current or future employer

No Yes

Covered By MOU?

Covered By CTCS MOU?

No Yes

SUBMIT

My CTCS Credits

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

[Home](#) / [My CTCS Professional Development](#)

My CTCS Professional Development

To maintain your CTCS designation, you need to obtain **50 professional development credits in this three-year cycle**. The following indicates how many credits you've accumulated in the current credit cycle (January 1, 2022 to December 31, 2024.)

Search 

Date	Name	Activities	CTCS Credits ↓
11/25/2022	Sean Patrick	2022 CSCB National Conference – Delegate Package	20.00
12/1/2023	Sean Patrick	2023 CSCB National Conference	20.00
6/7/2023	Sean Patrick	CARM In-Person (Montreal)	7.00

Appendix A

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

Activity	CTCS Credits	Proof of participation required? Examples of evidence
1. Successful completion of a designate online 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"> – at any time after the CTCS designation has been attained by grandfathering; – 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 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
4. Attendance at the CSCB national conference	20	No
5. Attendance at an <u>approved</u> CSCB national or regional educational seminar	to be determined on a case-by-case basis	No
6. Attendance at a CSCB regional annual conference	to be determined on a case-by-case basis	No
7. Attendance at a CSCB regional general meeting	to be determined on a case-by-case basis	No
8. Acquisition of one of the following professional designations or certifications: CCS, PFF, CITP, CCLP, U.S. CCS.	10	Yes; copy of certificate of completion or transcript
9. Maintenance of the Canadian CCS designation.	5 per year	No
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>CTCS Professional Development Credits Record Sheet</u> form (Appendix B)
11. Participation in approved webinars	5 for multiple events totaling 3 hrs in length	Yes; a screenshot of the presentation or a 'thank you for attending' email.

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



CERTIFIED TRADE COMPLIANCE SPECIALIST

PROFESSIONAL DEVELOPMENT CREDITS

(record of attendance for credits earned outside of CSCB events)

Please ensure this event is approved for CTCS credits before submitting proof of attendance to the CSCB.

This form must be signed by a seminar representative or company training manager before submitting to the CSCB. Unsigned forms will not be accepted.

Your name: _____
(please print)

Email: _____ Phone: _____
(daytime)

Seminar/Event: _____

Location (city and province): _____

Date(s) attended: _____

The CTCS designate named above attended this event.

Name (please print)

Signature

This form may be faxed to the CSCB at 613.562.3548 or emailed to CTCS@cscb.ca
