



**SPEAKER**

**LISA  
GELSOMINO**



# **CONTINUING EDUCATION**

FOR LICENSED CUSTOMS BROKERS

**U.S. Customs and Border Protection**



**SPEAKER**

**ELISABETH  
SHERRELL**

# **CBP'S CONTINUING EDUCATION (CE) PROGRAM FOR LICENSED CUSTOMS BROKERS**



"Then the Grinch thought of something he hadn't before! What if Christmas, he thought, doesn't come from a store. What if Christmas... perhaps... means a little bit more!"

*Dr. Seuss, How the Grinch Stole Christmas*

# AGENDA

- **CBP's Continuing Education (CE) Program**
- **ICPA as an Education Provider**
- **ICPA as an Approved Accreditor**
- **ICPA CE Portal**

# HOW IT BEGAN...

- CBP Final Rule 6/23/23
- RFI 9/23 and RFP 3/7/24
- Selected 7/1/2024
- Accreditation 11/1/24



**automation** **CONSISTENCY**

**CONTINUING EDUCATION** TRUTrade/SOLUTIONS

NCBFAA Educational Institute **knowledge manager** **LICENSED CUSTOMS BROKER**

**Increased Compliance** **professionalization** **ICPA** **expertise**  
International Compliance Professionals Association

EMTc **U.S. CUSTOMS AND BORDER PROTECTION** **VALUE AS ADVISOR**

**FACILITATOR** **S&R**

**ROLE OF AN APPROVED ACCREDITOR**

**ADMINISTRATOR** **protection against fraud**

**INSTITUTIONALIZE standardization** **GUARDIAN OF THE FUTURE**

**Champions of Education**

# CE PROGRAM RESOURCES

## ICPA

<b>CE Accreditation Page</b>	<a href="https://www.icpainc.org/ce-accreditation/">https://www.icpainc.org/ce-accreditation/</a>
<b>CE Accreditation Portal</b>	<a href="https://web.cvent.com/p/2b608d8f-26a8-4d4d-992f-5a8e46003724">https://web.cvent.com/p/2b608d8f-26a8-4d4d-992f-5a8e46003724</a>
<b>Questions</b>	<a href="mailto:CETeam@ICPAinc.org">CETeam@ICPAinc.org</a> or <a href="mailto:lisa@isourcingusa.com">lisa@isourcingusa.com</a> or 847-514-7100

## CBP

<b>CE Page</b>	<a href="https://www.cbp.gov/trade/programs-administration/customs-brokers/continuing-education">https://www.cbp.gov/trade/programs-administration/customs-brokers/continuing-education</a>
<b>Final Rule 88 FR 41225</b>	<a href="https://www.federalregister.gov/documents/2023/06/23/2023-12921/continuing-education-for-licensed-customs-brokers">https://www.federalregister.gov/documents/2023/06/23/2023-12921/continuing-education-for-licensed-customs-brokers</a>
<b>General Notice 89 FR 87387</b>	<a href="https://www.federalregister.gov/documents/2024/11/01/2024-24464/continuing-education-requirement-for-licensed-customs-brokers">https://www.federalregister.gov/documents/2024/11/01/2024-24464/continuing-education-requirement-for-licensed-customs-brokers</a>
<b>Fact Sheets</b>	<a href="#">Fact Sheet - For Brokers about Broker Continuing Education</a> <a href="#">Fact Sheet - For Educators about Broker Continuing Education</a> <a href="#">Fact Sheet - Roles Responsibilities of Educators, Brokers and Accreditors for Broker Continuing Education</a> <a href="#">Fact Sheet - Broker Continuing Education Accreditation Process</a>
<b>Questions</b>	<a href="mailto:ContinuingEducation@cbp.dhs.gov">ContinuingEducation@cbp.dhs.gov</a> or 202-302-2426

# REQUIRED CE CREDIT HOURS

## Each Triennial Period

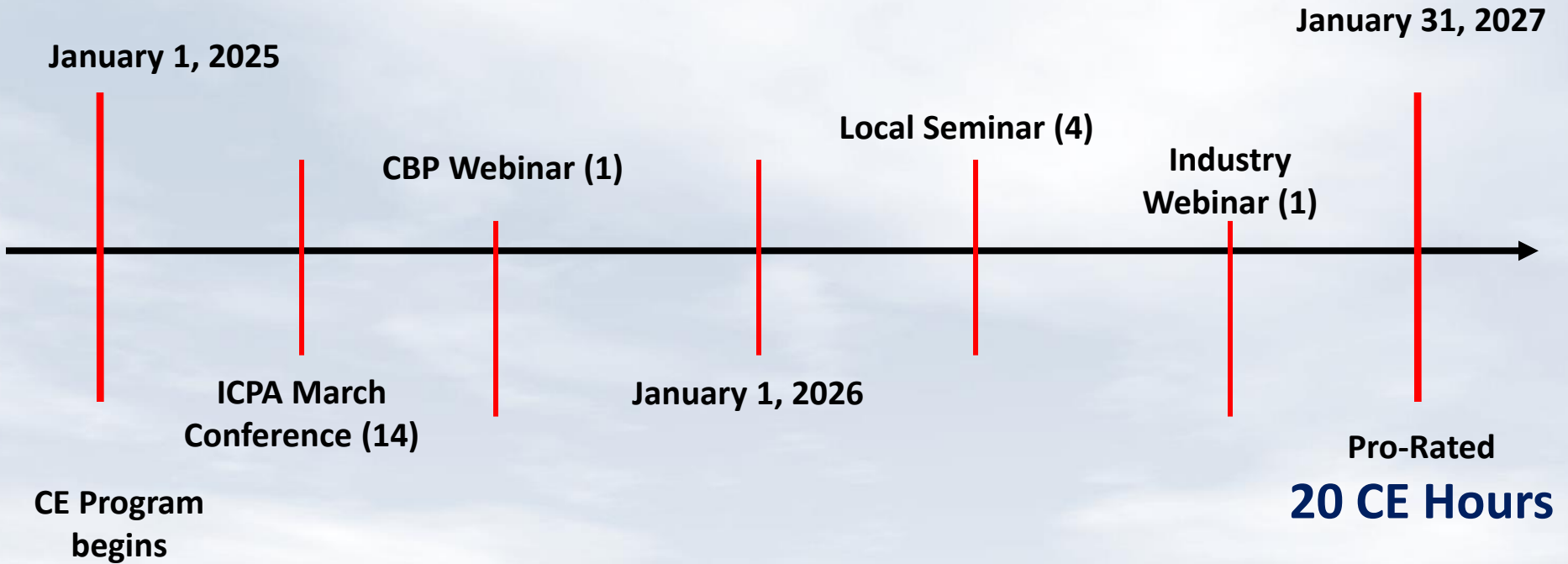
**1/1/2025 through  
1/31/2027**

**20 CE Hours**

**All future triennial  
periods after 2027**

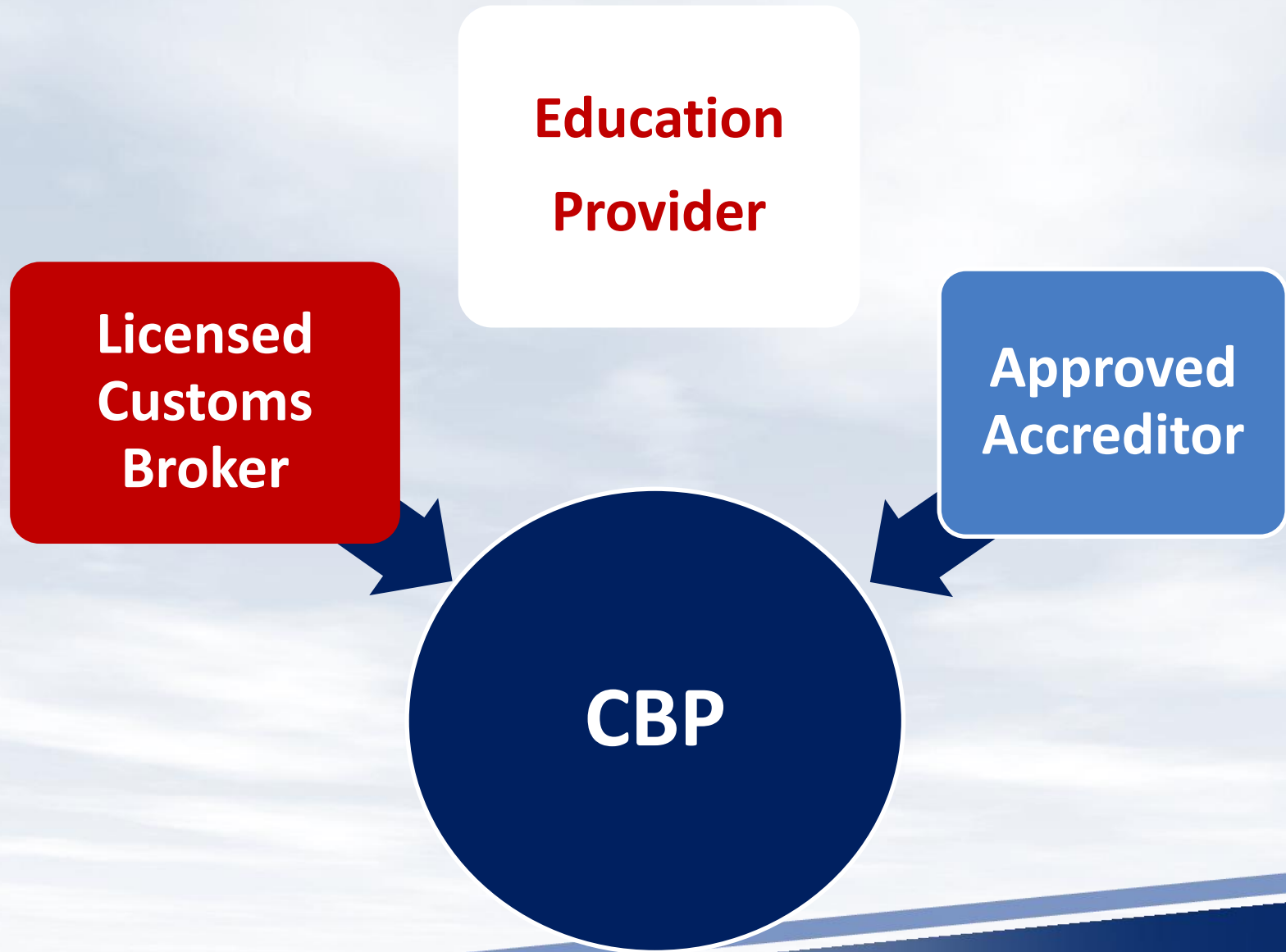
**36 CE Hours**

# TIMELINE
















**Triennial Report Due in February by March 1, 2027**  
**Maintain records for 6 years**

# ROLES & RESPONSIBILITIES





# ROLES & RESPONSIBILITIES

 U.S. Customs and Border Protection		 CONTINUING EDUCATION <small>FOR U.S. CUSTOMS AND BORDER PROTECTION</small> <small>U.S. CUSTOMS AND BORDER PROTECTION</small>		Broker Continuing Education (CE) Roles & Responsibilities			This table outlines the general roles and responsibilities of the accreditor, educator, and Broker for the Broker CE program.		
Accreditor: determines if the educational activity qualifies for Broker CE credit Educator: owns and submits the educational activity being considered for accreditation Broker: is the individual possessing a Customs Broker license responsible for participating in activities				 Accreditor	 Educator	 Broker			
	Certifies activities that meet Broker CE criteria	<input checked="" type="checkbox"/>							
	Creates and maintains unique identifier numbers for activities <small>*Maintain records for audit purposes*</small>	<input checked="" type="checkbox"/>							
	Distributes Broker CE accreditation unique identification numbers, seals, and/or markings	<input checked="" type="checkbox"/>							
	Publishes list of educators with accredited activities (Requires educator approval)	<input checked="" type="checkbox"/>							
	Promotes activities				<input checked="" type="checkbox"/>				
	Informs accreditor of content and structure changes				<input checked="" type="checkbox"/>				
	Provides documentation and unique identifier numbers to Brokers <small>*Tracks activity attendance, completion, and other event records for audit purposes*</small>				<input checked="" type="checkbox"/>				
	Maintains documentation proving completion of each activity				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		

CBP Publication No. 3855-1024

[https://www.cbp.gov/sites/default/files/2024-10/24\\_1011\\_broker\\_continuing\\_education\\_roles\\_responsibilities\\_pbrb\\_3855-1024\\_2.pdf](https://www.cbp.gov/sites/default/files/2024-10/24_1011_broker_continuing_education_roles_responsibilities_pbrb_3855-1024_2.pdf)

# OUR ROLE

## Education Provider



<https://www.icpainc.org/>



## Approved Accreditor



<https://www.icpainc.org/ce-accreditation/>

# WHAT QUALIFIES FOR CE CREDIT?

## Non-Qualifying Activities

- Social events (happy hours, sports outings)
- Government-led meetings (COAC, ITAC, TSN, etc.)
- Reading or authoring trade publications/thought pieces
- Individual professional development
- Courses administered by an academic institution as part of their curriculum
- Sales or marketing events

## Qualifying Activities

- Industry or trade-related conferences, seminars, and webinars
- Online, self-administered courses (also known as asynchronous)
- Company trainings (internally developed or offered by an outside vendor)
- Port tours
- Trade days sponsored by local associations

# CRITERIA FOR CE CREDIT

- **Criteria #1** – The activity promotes an understanding of the laws and regulations governing CBP or enforced by CBP, including relevant laws and regulations of CBP’s partner government agencies.
- **Criteria #2** – The activity contributes directly to CBP’s trade priorities, programs, policies, and/or business practices.
- **Criteria #3** – The activity provides understanding of U.S. imports and exports.
- **Criteria #4** – The activity conveys information intended to increase and improve U.S. trade compliance and enhance risk management.

# ICPA ANNUAL CONFERENCE

Monday, March 10						
6:45am 8:15am	Continental Breakfast					
8:15am 8:50am	Opening Ceremonies					
Track	IMPORTS	EXPORTS	GENERAL	BOOT CAMP	ADVANCED	INNOVATIVE SOLUTIONS
Room						
9:00am 10:00am	<b>Advanced Anti-forced Labor Best Practices</b>	<b>Routed Exports</b>	<b>Chemical Classification</b>	<b>Customs Valuation Understanding Assists and Supplemental Payments</b>	<b>FTZ Inventory Control: Best Practices for Mitigating Problems &amp; Duty Impact</b>	<b>The Essential (But Not Simple) Aspects of Importing into the United States</b>
	<i>Simeone Yerokun</i>	<i>Glenn Shearron</i>	<i>Andrea Abraham</i>	<i>Mark J. Segrist</i>	<i>Rebecca Williams</i>	<i>Adrian Gonzalez</i>
Break						
10:15am 11:15am	<b>Advanced Pricing Agreements &amp; Their Impact on Customs reconciliation</b>	<b>ITAR- Roles &amp; Responsibilities of the exporter</b>	<b>Driving value with your trade compliance program</b>	<b>How to Prepare and Conduct your Import Internal Risk Assessment</b>	<b>Duty Drawback: How to Harness Big Data and Maintain Compliance</b>	<b>TBD</b>
	<i>George Tuttle</i>	<i>Mike Allocca</i>	<i>Ron Shepherd</i>	<i>Jamie Adams</i>	<i>Alessandra Mediago</i>	<i>Avalara</i>
Break						
11:30am 12:30pm	<b>301 Tariffs</b>	<b>Areas of Export Breakdown</b>	<b>Evolving Ecommerce Strategies: How to leverage Section 321 within a Foreign Trade Zone</b>	<b>How to Select and Manage a Broker / Forwarder</b>	<b>The Green Revolution, Geopolitics and its Downstream Impact of Trade Compliance</b>	<b>Futurizing Global Trade – The Power of AI</b>
	<i>Cindy Allen</i>	<i>Joe Burks</i>	<i>Nicole Porpiglia</i>	<i>Jessica Rosen</i>	<i>Mike Trivella</i>	<i>Anand Raghavendran</i>
Networking Lunch						
1:30pm 2:30pm	<b>Aluminum Importation Requirements</b>	<b>Current Status on Sanctions</b>	<b>Anticipating and Overcoming FTZ Operational Challenges</b>	<b>Leveraging Technology and Automation in Duty Drawback</b>	<b>Related Party Transfer Pricing</b>	<b>The Tech Jungle – Hacking Through the Forest of Solutions</b>
	<i>Cezanne Fink</i>	<i>Aida Dismody</i>	<i>Robert Stein</i>	<i>Tony Nogueras</i>	<i>George Tuttle</i>	<i>Cindy Allen</i>
Break						
2:45pm 3:45pm	<b>Country of Origin Analysis and Strategies</b>	<b>License Exceptions Best Practices</b>	<b>Navigating Import Regulations Around the World</b>	<b>How to Prepare and Conduct a Broker Audit</b>	<b>The Treasury and Commerce Voluntary Self Disclosure Process</b>	<b>TBD</b>
	<i>Nick Guzman</i>	<i>Mollie Sitkowski</i>	<i>Kevin Bruning</i>	<i>Ania Wierzbowska-Fuller</i>	<i>Josh Rodman</i>	<i>Dow Jones</i>
Coffee and Conversation						
4:15pm 5:15pm	<b>ADD &amp; CVD Compliance</b>	<b>Emerging Areas of Export Control Risk and geopolitics</b>	<b>Update on EU Customs Policies</b>	<b>HTSUS Classification - A GRI Review</b>	<b>Impact of Global Economy on Trade</b>	<b>Supply Chain Impact Analysis</b>
	<i>Erik D. Smithweiss</i>	<i>Nathalia Mattos</i>	<i>John Grayson &amp; Co</i>	<i>Kim Daniels</i>	<i>Pete Mento</i>	<i>Mike Thompson</i>

6 CE Hours

# ICPA ANNUAL CONFERENCE

Tuesday, March 11						
6:00am	ICPA Charter Brokerage Charity Fun Run - Meet in Lobby					
6:45am 8:30am	Continental Breakfast					
TRACK1 ROOM	IMPORTS	EXPORTS	GENERAL	BOOT CAMP	ADVANCED	INNOVATIVE SOLUTIONS
8:30am 9:30am	ACE Update	Canadian Customs Developments: CARM, Valuation and More	Using Data Analytics and Metrics to Enhance Your Compliance Program	CBP Informed vs. Enforced Compliance	Writing EMCP, ITAR-CP, and Import-CPs	Empowering Compliance Transformation: Achieve Efficiency with Scalable and Smart Automation
	Carlos Rodriguez	Sabrina A Bandalif	Grant Hosea	Alan R. Klestadt	Laura Richard	Ruben Moreno
Break						
9:50am 10:50am	Challenges of Ecommerce	Exporting To Latin America	Global trade considerations on M&A activity	Determining an ECCN	Using Software to support Export Control, Showcase: Aerospace Industry	SAP GTS localization for Mexico and Brazil + SAP Solution for IMMEX in Mexico
	Irina Vaysfeld	Pablo Giordano (invited)	Katherine Davey	Kristine Pimia	Thomas Marx	Carlos Cuellar
Break						
11:10am 12:10pm	Internal Marketing of Trade Compliance	The Anatomy of an Investigation	Navigating Russian Trade Sanctions	Commodity Jurisdiction	Update on EU Green Deal and ESG Measures	The Future of Trade Compliance - Is Technology the Key?
	Yammarii Long	Stephen Wilcox (invited)	Matt Bell	Dave Glynn	Kolja Mendel / John Grayston	Joe Burks
Networking Lunch						
1:55pm 2:55pm	Ask the Legal Eagles					
	George Tuttle and Experienced Trade Lawyers					
Coffee and Conversation						
3:10pm 4:10pm	How to Ensure Canadian Compliance for the Long Term	Denied Parties and How to Manage False Positives	FDA Import for Export	Performing an Export Audit	The Compliance Evolution: Moving from Informed to Collaborative Approaches	Guided Compliance: AI-Powered Solutions for Today's Trade Challenges
	Penny Moulton	Kate Davey	Jennifer Lastra	Norm Lubeck	Amy Morgan	Joe Morales

5 CE Hours

# ICPA ANNUAL CONFERENCE

Wednesday, March 12						
7:00am 8:30am	Continental Breakfast					
8:30am 9:45am	ICPA Family Gathering					
Track	IMPORTS	EXPORTS	GENERAL	BOOT CAMP	ADVANCED	INNOVATIVE SOLUTIONS
Room						
Break						
10:00am 11:00am	<b>Selection and Successful Deployment of a GTM Solution</b>	<b>Detailed Transactional Export Audits</b>	<b>Open Source Research &amp; Data Analytics</b>	<b>Creating An Effective Compliance Program</b>	<b>Ask the European Experts</b>	<b>Bonds are not Boring! Convert the import bond into a resource for your company using TRG's Eagle Eye ACE</b>
	<i>Jerry Peck</i>	<i>E. Brooke Shiller</i>	<i>Jack Slagle</i>	<i>Jeff Simpson</i>	<i>Kolja Mendel / John Grayston</i>	<i>Travis Smith</i>
Break						
11:15am 12:15pm	<b>Classification of Chpts 84 &amp; 85 Demystified</b>	<b>Corruption Risk and Compliance Update</b>	<b>Training Your Compliance Team</b>	<b>Getting a Seat in the Board Room</b>	<b>Practical Tips for Dealing with Complexities in Global Sanctions Investigations</b>	<b>AI-Assisted Trade Compliance - Classification, FTA, Forced Labor and Research Solutions</b>
	<i>Randy Rucker</i>	<i>Kapil Kirpalani</i>	<i>Kevin Wame</i>	<i>Bonnie Kersch</i>	<i>Alex Lamy</i>	<i>Todd Smith</i>
Networking Lunch						
1:45pm 2:45pm	<b>Beyond INCOTERMS - Contract Terms and Conditions for Carriage</b>	<b>Implementing a Freight Forwarder Audit</b>	<b>ADD / CVD for Canada</b>	<b>Understanding Export Licensing</b>	<b>Conducting and Surviving Investigations</b>	<b>Leveraging Public Data for Import Compliance</b>
	<i>Jim Holbein</i>	<i>Jamie Adams</i>	<i>George Reid</i>	<i>Bruce Leeds</i>	<i>Derek Hahn</i>	<i>Liz Johnson</i>

**3 CE Hours**

# ICPA WEBINARS

## ICPA EVENTS

ICPAINC.ORG

### WEBINAR: WHAT HAPPENED AND WHERE ARE WE GOING?

December 3, 2024 10:30AM CT to 12:00PM CT, Speakers Robert Stein and Adrienne Braumiller, [Braumiller Law](#)  
[Registration & Details](#) | [Live Airing and OnDemand Replay](#) | [Print Invoice or Certificate of Completion](#)

### WEBINAR: CBP'S CONTINUING EDUCATION (CE) PROGRAM FOR LICENSED CUSTOMS BROKERS – FREE WEBINAR!

December 5, 2024 10:30AM CT to 12:00PM CT, Lisa Gelsomino and Elisabeth Sherrell  
[Registration & Details](#) | [Live Airing and OnDemand Replay](#) | [Print Invoice or Certificate of Completion](#)

### WEBINAR: UPDATE ON SANCTIONS AND EMBARGOES

December 17, 2024 10:30AM CT to 12:00PM CT, Speaker Michelle Schulz, [Schulz Trade Law](#)  
[Registration & Details](#) | [Live Airing and OnDemand Replay](#) | [Print Invoice or Certificate of Completion](#)



# CE HOURS CALCULATION

- Number of credits in 0.5-hour increments
- Add all eligible activity in minutes, divide by 60
- Round to the nearest increment within 10 minutes
- **Example: Seminar with Lunch**
  - $225 \text{ minutes} \div 60 \text{ minutes} = 3.75$
  - $3.75 - 3.5 =$  must be *greater than or equal to* 0.32 hours ( $0.16 \times 2$ ) to count for 0.5 credits
  - $3.75 - 3.5 = 0.25$ , which *is not greater than or equal to* 0.32, so 15 minutes of credit is not awarded
  - **Total Credit hours = 3.5 hours**
- **Example: Self-Administered Course**
  - Must have a test or exam
  - 10 hours = 1 CE

# CE RECORD KEEPING

- **The name of the provider or host of the education**
- **The date(s) attended**
- **The location of the education**
- **The number of CE credits accrued**
- **Documentation from the education provider that evidences the broker's registration and attendance...**
  - ✓ Registration Receipt/Invoice
  - ✓ Certificate of Completion

# CE ACCREDITATION PORTAL



International Compliance Professionals Association

A valid username and password is needed to enter this website.

Enter your information, then click Log In.

If you need assistance, please contact [ceteam@icpainc.org](mailto:ceteam@icpainc.org)

\* Username

Username

\* Password

Password

[Forgot Password?](#)

Log In

First time user? [Request access](#)

## Request Access

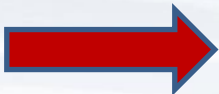
\* Email Address

\* First name

\* Last Name

Send Request

Already have access? [Log In](#)



# CE ACCREDITATION PORTAL

## Meetings & Event Request Portal

Welcome to our central meetings hub!



## Submit a Request

Choose a request form to get started.



**CBP Accreditation Submission  
Form**

# REQUESTOR DETAILS

## Requester Details

\* First Name

Lisa

\* Last Name

Gelesmine

\* Email Address

lise

Title

Ch

\* Company Name

Int

\* Phone #

84

\* Website

htt

\* If approved, do you want your website listed on ours as an approved accreditor of CE credit?

- Yes
- No
- Not Sure



\* Address 1

851 Oak Creek Drive

Address 2

\* City

Lombard

\* State

Illinois x v

\* Country

United States Minor Ou... x v

\* ZIP/Postal Code

60148

# EVENT DETAILS

## Event Details

\* Content/Course/Event Name

\* Event Format

\* How many hours of instructional content are anticipated for this event?

\* What type of event would you like accredited?

For example, a lunch and learn scheduled for 3 hours with networking for 30 minutes before and 45 minutes after the presentation would be eligible for 1.5 hours of instructional content.

\* Please upload the agenda or description of educational content in PDF format

Upload File

*\*This must include the date of the event, course/content description, and speakers.*

Please provide any additional comments you feel will help our team certify your program.



Save as Draft

Submit

Cancel

Cancel

# ICPA ANNUAL CONFERENCE

## Event Details

\* Content/Course/Event Name

ICPA March Conference

\* Event Format

- In-Person
- Virtual
- Hybrid

\* What type of event would you like accredited?

- Association Trade Day
- Company training
- Conference/seminar
- Online self-guided course
- Port tour
- Webinar
- Speaker preparation
- Other

\* How many hours of instructional content are anticipated for this event?

14

# ICPA ANNUAL CONFERENCE

Please provide link to event page  
(if applicable)

<https://www.icpainc.org/wp-content/uploads/2024/08/2025-MCO-AGENDA-083024.pdf>

Event Start Date

3/9/2025

Event End Date

3/12/2025

\* Event Location/Venue

Swan & Dolphin Hotel

\* Event City

Orlando

\* Event State

Florida



\* Event Country

USA

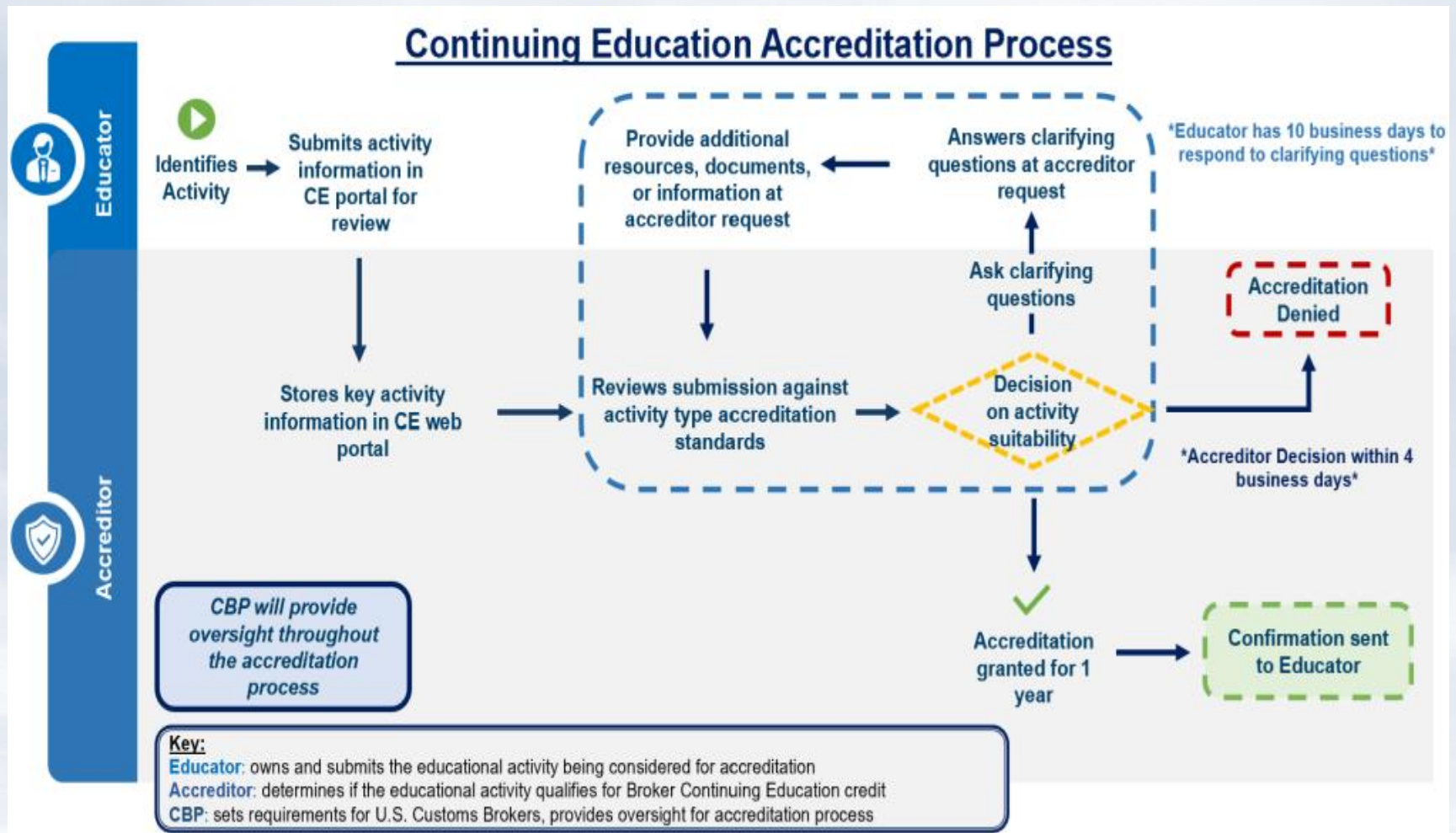


Event Description

This event will be held in person and virtually. All sessions will be recorded with the option to watch each session for a 60-day. We are requesting accreditation for our in-person event, virtual event, and recorded sessions.



# CE ACCREDITATION WORKFLOW



# ICPA CE ACCREDITATION PRICING

CE Activity	Cost
Speaker Preparation (1 CE Credit Max)	\$ 25
Webinar & Recorded Session (single session)	\$ 50
Seminars & Conferences (multiple sessions)	\$100
Self-Guided Courses & Tutorials	\$100

- **Discounts for multiple sessions**
- **Inquire at [CETeam@ICPAInc.org](mailto:CETeam@ICPAInc.org)**

# CE ACCREDITOR CONFIRMATION

If your CE activity is approved, you will receive an automated email that confirms:

- Number of Approved Credit Hours
- Unique Accreditation Code
- Approved CBP Logo
- Effective Period  
(one year)
- Invoice



**CONTINUING  
EDUCATION**

FOR LICENSED CUSTOMS BROKERS

U.S. Customs and Border Protection

# CE ACCREDITOR CONFIRMATION

We are pleased to inform you that your submission has been accredited to provide continuing education for licensed customs brokers in accordance with 19CFR111 Subpart F as follows:

**CE Course Name:** Related Parties and Valuation

**CE Hours:** 1

**Expiration Date:** 1/1/2026

**Unique Identifier:** ICPA-112024-2-\$\$\$\$

You will receive a separate email with invoice and payment instructions.

**As an education provider, it is your responsibility to:**

- ✓ Promote this accredited activity on your platform(s)
- ✓ Inform us as the accreditor of any major changes to the accredited activity; you must also get your content approved each year to ensure it is kept up to date.
- ✓ Ensure that customs brokers who participate in your educational activity have documentation that displays the CBP logo, shows the unique identifier number, and CE hours granted by the accreditor
- ✓ Maintain documentation of accreditation approval and attendance of accredited activity for six years for recordkeeping and audit purposes.
- ✓ Use the CBP branded logo on all accredited content in accordance with these instructions.

# CE ACCREDITOR CONFIRMATION

## CE Accreditation Education Providers

[Home](#) > CE Accreditation Education Providers



On this page, you will find websites for Education Providers with continuing education (CE) content we have approved to meet the CE criteria for your customs broker license. Please be sure to contact the Education Providers directly for your CE hours and proof of the training/courses you took to certify your hours to submit with your triennial report due in 2027. Please be sure any content or training you take, has the CBP logo to ensure it has been accredited.

For more information, please visit CBP's [CE webpage](#) or email our Continuing Education Committee at [CETeam@icpainc.org](mailto:CETeam@icpainc.org).

### Education Provider Links

- [Omni Trade Services](#)

# ICPA ACCREDITOR STANDARDS

- **Secure Login & Password stores contact information to streamline process**
- **Stores all activity electronically**
- **One Day Response Time**
  - ✓ Automated Approval (Same Day)
  - ✓ Automated Denial with detailed reason
  - ✓ Request for Information via email

***“Once I was able to get into the portal,  
it was very easy.”***



A vibrant watercolor splash in various shades of blue and teal, centered on a white background. The splash has a soft, irregular edge and is surrounded by smaller, scattered watercolor droplets. The text 'thank you' is written in a white, elegant cursive font, centered within the splash.

thank  
you