

Commercial Operations, Revenue and Entry (CORE) Division - Broker Management Branch

Continuing Education: New Requirements for Individual Licensed Customs Brokers

August 3, 2023



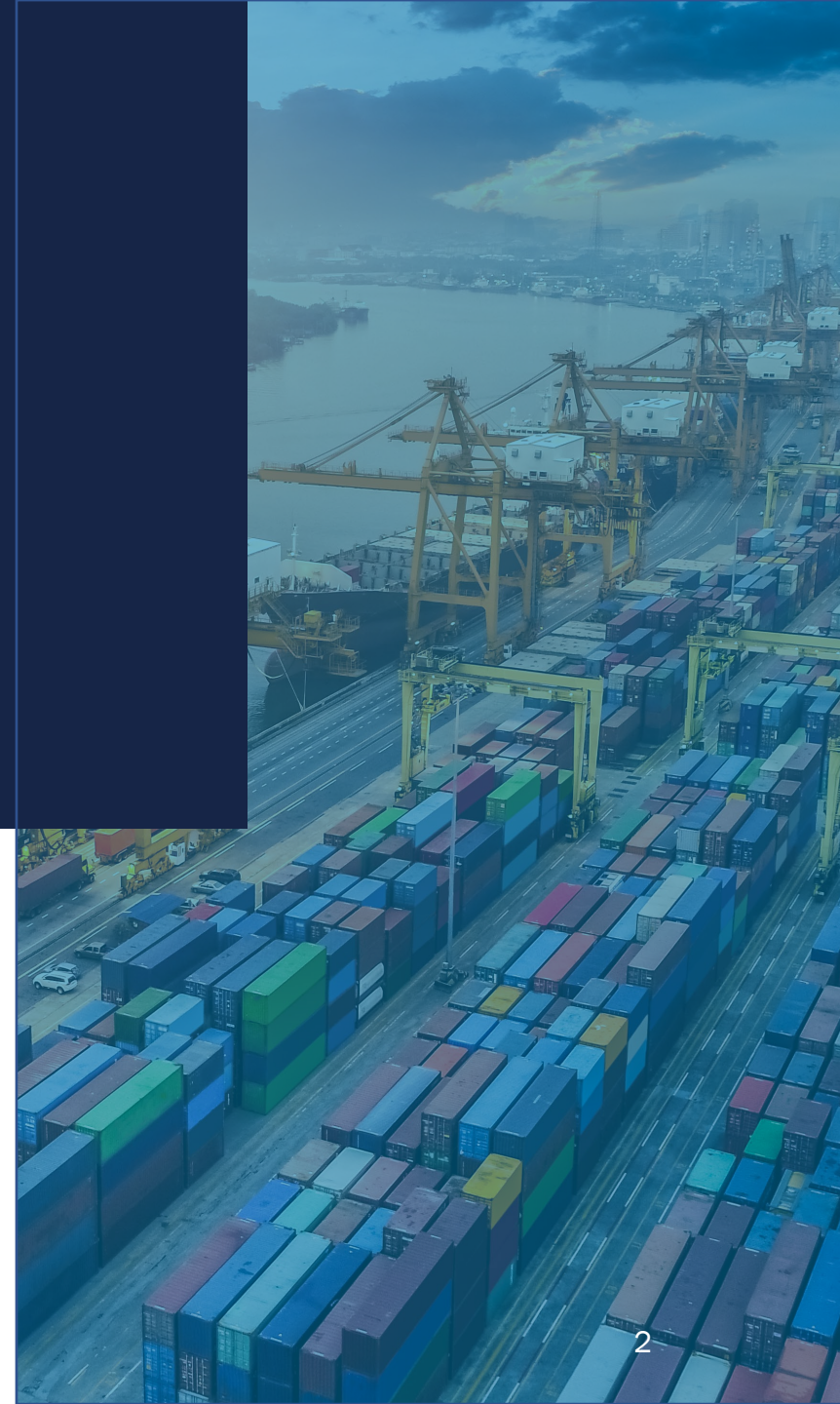
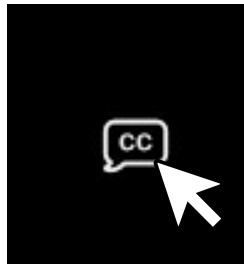
U.S. Customs and
Border Protection

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Continuing Education Team Introduction

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Continuing Education Requirements Overview

The Continuing Education for Licensed Customs Brokers Final Rule (88 FR 41224) amends CBP regulations to require continuing education for all *active individual customs broker license holders* and creates a framework for administering this requirement.



Active* individual license holders will be required to take 36 hours of continuing education every three (3) years (equivalent to one hour per month)

- Organizational license holders will not have a continuing education requirement

*The term “active” refers to a license that has not been suspended



Continuing education requirements will begin in the triennial period that runs from 2024-2027

- CBP will not require the full 36 hours in the initial triennial period
- CBP will publish the number of required education hours for the initial triennial period in a future Federal Register notice



Individual licensed customs brokers will report the completion of their education hours as part of their Triennial Status Report, beginning with the Triennial Status Report due February 2027



Educational opportunities will be available and located on cbp.gov, to include CBP webinars and events along with relevant partner government agency (PGA) training opportunities



CBP will solicit for and select accreditors who will review and approve non-government training content for broker continuing education



Continuing Education Next Steps



CBP is undertaking several steps in preparation for full implementation of the new continuing education requirements, including:

Within 120 days of Final Rule publication:

- Hosting public webinars to communicate the new requirements and implementation progress
- Issuing a Request for Information (RFI) and holding “Industry Days” sessions for potential continuing education accreditors

Target by early 2024:

- Issuing a Request for Proposal (RFP) from potential continuing education accreditors

Within 120 days of issuing RFP:

- Reviewing submitted RFPs and selecting accreditors
- Announcing accreditors in a Federal Register Notice (FRN) along with the number of credit hours individual licensed customs brokers will need to complete for the initial 2024-2027 triennial period
- Continuing to provide program updates at major Trade events and regular meetings with the Commercial Customs Operations Advisory Council (COAC)

Within 180 days of continuing education program rollout:

- Developing a process with PGAs to promote activities and courses that will be eligible for continuing education credits
- Conducting in-person visits and presentations at ports and local/regional broker association meetings (funding and weather permitting)
- Continuing to provide program updates at major Trade events and regular meetings with the COAC



Request for Information (RFI) Process and Industry Days for Potential Accreditors



RFI Process

- CBP plans to initiate the accreditor selection process through the issuance of an RFI, which will be posted in the System for Award Management (SAM)
- The RFI will detail the basic criteria that CBP believes potential accreditors must meet to successfully review activities for CE credit
- CBP will use RFI submissions to inform the Industry Days participant list



Industry Days

- CBP anticipates hosting Industry Days for potential CE accreditors following the issuance of an RFI and submissions from interested parties
- Industry Days will take place over multiple days and include presentations from CBP as well as individual presentations from interested accreditors
- CBP intends to offer in-person and virtual options for participation
- All CBP and participant presentations will be made publicly available



Request for Proposal and Accreditor Selection Process



- CBP anticipates releasing the Request for Proposal in the SAM and publishing an accompanying Federal Register Notice (FRN) that includes updated criteria for CE accreditation following the Industry Days
- CBP will not be an accreditor and will not approve content for CE credit hours
- CBP will not be providing monetary awards to selected accreditors; CBP anticipates that selected accreditors will charge content providers for their services to recoup their expenses
- Interested parties may respond to the RFP even if they did not respond to the RFI or participate in the Industry Days
- CBP will review the proposals received and anticipates selecting multiple accreditors following the review and evaluation period
- CBP will publish an FRN with the list of approved accreditors following their selection and other information pertaining to the selected accreditors' period of award as well as how to submit potential education activities for consideration
 - The FRN will also include the number of credit hours required for the 2024-2027 triennial period
- CBP will work closely with the selected accreditors as they establish their programs to assure fairness, transparency, and good communication
- CBP will coordinate with PGAs on the process to get credit for activities and courses pertaining to customs business



Preparing for Continuing Education Requirements



In addition to reading the Final Rule ([88 FR 41224](#)), individual customs broker license holders should continue to:

- Take all trainings required by your company
- Take courses related to Certified Customs Specialist (CCS) and/or Certified Export Specialist (CES) certifications to maintain certification validity
- Attend events covering customs topics of relevance and importance
- Participate in CBP webinars and other events of relevance and importance
- Begin identifying activities that could qualify for CE credit hours such as:
 - Attending local/regional broker association meetings
 - Participating in a CBP National Commodity Specialist Division (NCS) webinar
 - Participating in a local Trade Day hosted by a CBP Port Director
 - Taking relevant online training courses
- Meet all other requirements in 19 CFR 111 to maintain your individual license, including paying annual fees and complying with all reporting requirements
- Check the Continuing Education webpage (<https://www.cbp.gov/trade/programs-administration/customs-brokers/continuing-education>) for updated information, FAQs, and upcoming activities and public webinars



Questions?



Email us at
CONTINUINGEDUCATION@cbp.dhs.gov



Visit us at
<https://www.cbp.gov/trade/programs-administration/customs-brokers/continuing-education>

