

# Demo Overview

## I. Required Materials (verify version with CBP)

1. Harmonized Tariff Schedule of the United States (Basic edition, no supplements)
2. Title 19 Code of Federal Regulations (Parts 1 to end)
3. Instructions for Preparation of CBP Form 7501 (July 24, 2012)
4. Right to Make Entry Directive 3530-002A
5. Business Rules & Process Document (Trade-External) Ace Entry Summary

## II. Exam Categories

1. ACE
2. Antidumping / Countervailing duties
3. Bonds
4. Broker
5. Classification
6. Drawback
7. Entry
8. Fines & Penalties
9. Free Trade Agreements
10. Free Trade Zones
11. Intellectual Property
12. Marking
13. Power of Attorney
14. Practical
15. Valuation

Classification always has the most questions in the exam. Practice classifying goods more than anything else to ensure the best chance of passing the exam.

## III. Registration, day of, results

### Registration

1. Registration for the exam is done through the eCBP portal: <https://e.cbp.dhs.gov/ecbp/#/main>
2. The license examination fee is \$390 and is paid through the eCBP portal.
3. Examinees will need to elect the examination site

### Day of Exam

1. Bring proof of identification and citizenship
  - a. Identification items are: US Drivers licenses, US Stated issued ID card, US Passport, US Military ID, US Government issued Visa, US territory ID

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- b. Citizenship items are: US Passport, birth certificate, certificate of naturalization, certificate of US citizenship, Official military service aware, state or federal or local government ID card
2. You must show up on time, late entry is not accepted
3. No refunds are provided at this point
4. Bring all required materials and any other printed documents (no electronic devices like phones, laptops, tables etc.), pencils, scrap paper and a basic calculator
5. Exams are administered on computers
  - a. Pro Tip: record your answers on a scrap piece of paper so you can easily questions you have answered or star those you want to go back and review
6. You will have 4 ½ hours to answer 80 questions
7. Minimum passing score is 75%
8. You cannot leave exam early, if you complete the exam, go back and review all questions and answers

### Results

1. Can take 2 – 4 weeks to get your results via mail
2. If you pass you must:
  - a. Apply within 3 years to a CBP port director from the date of the letter
  - b. Pay \$200 application fee plus fingerprint check and processing fee
  - c. Wait 2-6 months to receive your license in the mail
3. If you fail:
  - a. You can retake the exam, there are no limits
  - b. If you fail by 2-4 questions, you can submit a written appeal in accordance to 19cfr111.13(f)

## IV. Imports Academy Material

Each lesson of the prep course has a printable overview document formatted like this one. You can take all of these with you into the exam as a quick reference guide.

Imports Academy also provides the following that you can also take into the exam:

1. Timelines : a spreadsheet of timelines, citation, related categories for common exam questions about time frames
2. Forms: a spreadsheet of forms, citation, related categories for common exam questions about form names
3. Free Trade Agreements: a spreadsheet of quick facts for each free trade agreement
4. Penalties: quick reference guide for violations, penalties for common questions in the exam related to penalties and fines