

SJC Customs Training

April 2010 CBE Prep Class

Syllabus**

January 12, 2009 to March 23, 2010

Instructor: K.J. Hwang, JD, CHB

Passing the Customs Broker License Exam (CBE) depends largely on the solitary, independent efforts of the individual examinee, primarily in the form of long hours of question practice, regulation reading and review. A CBE prep course can serve only a few, limited purposes: 1) provide an organized framework for study of the materials likely to be tested, 2) offer a forum in which core principles, concepts, and procedures are elucidated through a combination of instruction and discussion, and 3) support the prospective examinee with guidance concerning the CBE (test-taking tips, study aids, etc.)

A prep course cannot, of course, guarantee a passing score or provide a magic "cheat sheet" that answers all questions. No such course, study guide or workshop exists, as national pass rates demonstrate. The key to passing the exam lies in sincere, sustained and disciplined study and preparation by the individual.

This Prep Course

This prep course therefore assumes that its participants have decided to take the April 2010 CBE and have committed to making the substantial investment of time and effort necessary to prepare seriously for the exam. The course will principally cover those customs topics that typically appear on the exam: Customs Broker Compliance, Entry (including Bonds, Directives, Quotas, etc.), Classification, Valuation, Trade Agreements, Drawback, Post Entry Procedures, Fines, Penalties & Forfeitures, OGA Compliance, and others. An important parallel objective is to assist participants in developing effective study habits involving close reading of regulatory materials and productive practice with actual CBE questions and exams.

Class Schedule

This course begins on Tuesday, January 5, 5:30 pm at Regus Business Center, San Bruno, and ends with a final review session on Tuesday, March 25, 2010. The official CBE is scheduled to be given on Monday, April 5, 2010. Other than the December classes and the first January class (which meet on Wednesdays), all classes will meet on Tuesdays (from 5:30 pm to approximately 8:30 pm). SPECIAL NOTE: There will also be additional Saturday sessions (starting at 9:00 am) for various purposes including special topics, and Simulated Exams.

**Syllabus & Schedule are subject to change.

Required Texts & Study Materials

All participants will be provided with a study binder containing introductory material, outlines, relevant materials and quizzes. Upon publication of the Notice of Examination on <http://www.cbp.gov>, participants will be expected to purchase a clean, unused version of the appropriate Harmonized Tariff Schedule of the United States (HTSUS) and the Regulations of the Customs & Border Protection. More details concerning these and other required legal materials will be provided after the Notice has been issued.

Homework Assignments

Homework will consist principally of reading and practice questions. Specific homework assignments and all other information required for class will be posted on the class website at <http://www.customsbuddy.org/class>. Please check this website on a frequent and routine basis.

Other Requirements

Participants will be expected to have homework quizzes and reading assignments completed before coming to class. Participation in class is strongly recommended and viewed as an integral part of learning and understanding the material. Participants must sit for three Simulated Exams and are expected to practice with several official CBEs.

Class Schedule**

Class	Date	Topic	Preparation/Activity
	Tuesday, January 5, 5:30 pm (optional)	Introduction to the CBE; CBP's Legal Framework	Read SJC CBE Study Binder—Introduction & Chapter 1
	Thursday, January 7, 5:30 pm (optional)	HTS Classification Refresher/Workshop	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
1	Tuesday, January 12, 5:30 pm	Introduction to 19 CFR 1-199 (Regulations of CBP); Entry—related statutes	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
2	Tuesday, January 19, 5:30 pm	Entry Process	SJC CBE Study Binder; 19 CFR Sections TBD;

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Class	Date	Topic	Preparation/Activity
			Other Materials TBD
3	Saturday, January 23, 9:00 am	Directives	SJC CBE Binder; Directives TBD; Other Materials TBD
4	Tuesday, January 26, 5:30 pm	Entry Documentation	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
5	Tuesday, February 2 , 5:30 pm	Conditionally Free or Reduced Duty Entries; Intro to Trade Agreements	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
6	Saturday, February 6, 9:00 am	Trade Agreements Workshop	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
7	Tuesday, February 9, 5:30 pm	Trade Agreements (NAFTA); Country of Origin	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
	Saturday, February 13 , 9:00 am	SIMULATED EXAM	
8	Tuesday, February 16, 5:30 pm	Marking; Introduction to Valuation	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
9	Saturday, February 20, 9:00 am	Valuation Workshop	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
10	Tuesday, February 23, 5:30 pm	Importer Compliance (Recordkeeping, Responsibilities, Standards of Care, etc.); OGA Compliance	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD

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	Saturday, February 27, 9:00 am	SIMULATED EXAM	
11	Tuesday, March 2, 5:30 pm	Broker Compliance	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
12	Tuesday, March 9, 5:30 pm	FP & F	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
13	Tuesday, March 16, 5:30 pm	Post-entry Procedures	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
	Saturday, March 20, 9:00 am	SIMULATED EXAM	
14	Tuesday, March 23, 5:30 pm	Drawback/Final Review	SJC CBE Study Binder; 19 CFR Sections TBD; Other Materials TBD
	APRIL 5, 2010 CBE		

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