CUSTOMS BROKER QUALIFICATION PROGRAM



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Customs Broker Qualification Program Training Course prepares candidates to act as competent, compliant customs brokers. A broker sits between the trader, the carrier, and the customs authority, and carries responsibility for the accuracy of every declaration submitted. This programme builds the technical knowledge a broker must hold: tariff classification, origin determination, customs valuation, duty calculation, and the full documentary pack. Participants also study clearance procedures, special regimes, exemptions, and broker obligations and liabilities. Furthermore, the course covers customs systems, electronic filing, and record keeping. In addition, it addresses professional conduct and client advisory duties. As a result, attendees can file accurate declarations and advise clients responsibly.

Customs Broker Qualification Program Course Objectives

- Classify goods correctly using the Harmonized System and the General Interpretative Rules.
- Determine preferential and non-preferential origin and verify supporting certificates.
- Establish customs value under the WTO Customs Valuation Agreement methods.
- Calculate duties, taxes, and applicable exemptions accurately.
- Prepare and verify a complete customs documentation pack for each shipment.
- File declarations through electronic customs systems correctly and on time.
- Apply special procedures: temporary admission, transit, free zones, and bonded warehouses.
- Identify broker obligations, liability limits, and professional conduct requirements.
- Maintain records and audit trails that satisfy customs retention requirements.
- Advise clients on compliance risk, corrections, and disclosure options.

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Course Methodology

- Guided practice on classification, valuation, and duty calculation.
- Documentation workshops using real invoices and transport documents.
- Case studies on broker liability, broker errors, and penalty outcomes.
- Group exercises on clearance scenarios and special regimes.
- Simulation of a declaration filing and a customs query response.

Who Should Take This Course

- Aspiring and practising customs brokers.
- Clearance officers in freight forwarding companies.
- Import and export administrators in trading firms.
- Logistics coordinators handling customs formalities.
- Trade compliance and documentation staff.
- Finance and procurement staff involved in duty costs.
- Consultants advising traders on clearance practice.

Customs Broker Qualification Program Course Outlines

Day 1: Broker Role, Framework, and Classification

- The customs broker's role, duties, and legal standing.
- Regulatory framework governing declaration and clearance.
- Professional conduct, integrity, and client confidentiality.
- The Harmonized System and the six General Interpretative Rules.
- Classifying commonly traded goods and handling ambiguity.

- Binding tariff information and advance rulings.
- Workshop: classifying a set of trade goods and justifying the headings.

Day 2: Origin and Valuation for Declaration

- Preferential versus non-preferential origin rules.
- Certificates of origin and verification of authenticity.
- Free trade agreements and preference claims.
- The six WTO valuation methods and their order of application.
- Transaction value conditions, additions, and deductions.
- Royalties, assists, and related-party considerations.
- Exercise: determining origin and customs value for a shipment.

Day 3: Documentation and Duty Calculation

- The clearance documentation pack: invoice, packing list, transport documents.
- Bills of lading, airway bills, and cargo manifests.
- Certificates, licences, and permits required by product type.
- Duty and tax calculation by commodity and origin.
- Exemptions, relief schemes, and their conditions.
- Preparing a declaration checklist and verifying data accuracy.
- Workshop: assembling a complete clearance file and calculating duties.

Day 4: Filing, Procedures, and Special Regimes

- Electronic declaration filing and customs system interfaces.
- Pre-arrival processing and release procedures.
- Inspection channels, risk lanes, and examination outcomes.

- Temporary admission, inward processing, and transit procedures.
- Free zones, bonded warehouses, and their documentation.
- Post-clearance queries, corrections, and amendment requests.
- Simulation: filing a declaration and responding to a customs query.

Day 5: Liability, Records, and Client Advisory

- Broker liability, error handling, and penalty exposure.
- Voluntary disclosure and correction procedures.
- Record keeping and retention obligations.
- Handling disputes, appeals, and customs decisions.
- Advising clients on compliance risk and cost implications.
- Continuing professional development and knowledge updates.
- Capstone: presenting a clearance case from instruction to release.

Conclusion

By successfully completing Customs Broker Qualification Program Training Course, participants will gain a complete working command of classification, origin, valuation, documentation, and clearance filing. They will acquire the ability to prepare accurate declarations, calculate duties correctly, apply special procedures, and advise clients on compliance risk. As a result, they can act as dependable customs brokers who reduce delay and penalty exposure for their clients. Gentex Training Center delivers this programme with a strong focus on applied practice and real clearance cases.

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FAQs for the Customs Broker Qualification Program course

Q1 What is the "Customs Broker Qualification Program" course about?

It prepares candidates for the customs broker role, covering classification, origin, valuation, documentation, duty calculation, filing procedures, special regimes, broker liability, record keeping, and client advisory duties.

Q2 What are the key benefits of the "Customs Broker Qualification Program" course?

Participants file accurate declarations, calculate duties correctly the first time, and handle special procedures with confidence. They also understand their liability limits and record keeping obligations, which protects both their clients and their own professional standing.

Q3 What skills will I gain from the "Customs Broker Qualification Program" course?

Classifying goods under the Harmonized System and the General Interpretative Rules; determining origin and customs value with supporting evidence; preparing the complete clearance documentation pack and calculating duties and exemptions; and filing declarations, applying special procedures, and managing corrections and client advisory.

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Q4 What tools, methods, or standards are covered in the "Customs Broker Qualification Program" course?

The course covers the Harmonized System and the six General Interpretative Rules, binding tariff information, preferential and non-preferential origin rules, certificates of origin and free trade agreement preference claims, the six WTO Customs Valuation Agreement methods including transaction value conditions, additions, royalties and assists, commercial invoice, packing list, bill of lading and airway bill requirements, certificates, licences and permits, duty and tax calculation, exemptions and relief schemes, electronic declaration filing and customs system interfaces, risk lanes and inspection channels, temporary admission, inward processing, transit, free zones and bonded warehouses, post-clearance amendment procedures, broker liability and penalty exposure, voluntary disclosure, record retention obligations, appeal procedures, and declaration checklists.

Q5 How is the "Customs Broker Qualification Program" course applied in real-world practice?

Participants classify a set of trade goods and justify the headings, determine origin and customs value for a shipment, assemble a complete clearance file and calculate duties, file a declaration and respond to a customs query simulation, and present a clearance case from instruction to release. Each task mirrors the daily routine of a working customs broker.

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