

Certified International Trade Documentation Specialist® (CITDS)



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The international trade industry's highest professional standard in the area of export/import documentation management.

Recognizes the various uses of international trade documents and adheres to a professional code of ethics. Demonstrates how to monitor and improve company-wide compliance in the global marketplace of government documentation requirements. This program provides practical information regarding the various forms of documentation, exporter's responsibilities, and export compliance, which is applicable to the exporting and importing environment. The individual seeking this certification enhances the skills to keep their company's documentation current and compliant while securing their role as the expert for international trade documentation.

Certification: Intermediate

Certification Examination: Four-Hour Proctored Examination

Certified International Trade Documentation Specialist® (CITDS) Exam Cost: \$285.00

What is the process for taking this exam?

- 1) Participate in Preparation Training /or/ Study Knowledge Requirements**
- 2) Locate a Proctor**
- 3) Fill Out Test Site Application**
- 4) Make Exam Payment**
- 5) Prepare for Exam**

After Successfully Passing Your (CITDS) Exam

The requirements for keeping your certification current are earning (10) **ten** Continuing Education Units (CEU's / CEUs) before your Certification Expiration date. You must complete (10) **ten** Continuing Education Units (CEU's / CEUs) every Five (5) years.

Knowledge Requirements:

The following topics are defined as within this body of knowledge and are reflected in the knowledge assessment requirements stated for this certification. A person holding this certification will have satisfactorily passed an examination that demonstrates a high degree of knowledge of these topics and knowledge requirements.

Industry Standard: Demonstrate basic knowledge and usage of international trade principles, concepts and processes.

Specialized Documentation Topics	Knowledge Demonstrated
Common documentation problems	To possess an understanding of the most common documentation problems and ways to avoid them.
Various forms used in international trade	To demonstrate an understanding of the usage of the most common forms used in international trade, including:
Global Import Duty/Tariff Schedules	To know the correct documentation information to utilize and its possible impact on the valuation of shipments between countries
General Nafta & EU Regulations	To know the general guidelines set forth in these two treaties and their impact on the documentation process
Livestock and other goods Export & Import regulations	To be able to correctly document the shipment of livestock and other goods to meet the most common

	country requirement
Major Import and Export Trade restrictions around the world	To know the major trade restrictions existing in the world today
Shipment Marking	To know how to mark a shipment
Special Certificate requirements	To understand and know the use of most often used Special Certificates now in use in international trade
United Nations – Green Earth Initiative	To understand the impact of the Green Earth Initiative on the documentation requirement of international trade
GATT Threaty	To be familiar with the GATT Treaty and how it applies to international trade
World Trade Organization (WTO)	To understand the framework of the WTO and to appreciate the agreements that the members of the WTO ratified
Documentation dispute resolution alternatives	To have a working understanding of the various dispute resolution alternatives that exist when errors in documentation occur
Computerized Documentation	To assess the advantages and disadvantages of computerized documentation software

General Topics	Knowledge Demonstrated
International Trade Terminology	To understand the terminology and usage of terminology used in the import/export of goods and services, including Incoterms® 2000 & 2010
International Trade Documentation	To demonstrate an understanding of the documents used in import/export and their usage. To understand the documentation needs of general goods being imported or exported.
Expansion of the firm to international markets	To know how to determine if a firm should expand their effort to include import/export markets.
Analysis of product import/export potential	To be capable of analyzing the import/export potential of a product or service.
International Market Research	To understand the mechanics of primary market research: to be able to build a market survey instrument for import/export use. To know how to use secondary market research to make import/export decisions.
Establishing pricing for international markets	To possess a basic knowledge of the principles of setting a product's price in a foreign market.
International Finance Tools	Be capable of using the various financial tools, including letters of credit and other forms of payment and credit terms, used in international trade.
International Distribution	Be able to assess and utilize all elements of the international distribution environment as needed to

	facilitate international trade.
International Business Resources	Possess basic knowledge about the various organizations and other sources available to assist individuals and organizations in their efforts to import/export goods and services.