

Certified International Trade Documentation Specialist®

Certification Level: Intermediate

Certification Examination: Three-Hour Proctored Examination

Exam Cost: \$285.00

Career Opportunities

This is the ideal certification for those seeking careers in international trade. Examples of these positions include:

- Export Documentation Clerk
- Air and Ocean Export Coordinator
- Export Documentation Specialist
- Document Control Coordinator
- Integration and Documentation Analyst
- Export Compliance Administrator
- Outbound Quality Assurance Inspector

This certification demonstrates mastery and utilization of importing and exporting terminology and that the holder can apply best practices in the documentation aspects of the movement of goods and services to international customers.

Take the exam and demonstrate your international trade knowledge:



For more information, please visit

www.industrycertification.org



CITDS® Knowledge Requirements

The following topics are defined as within this body of knowledge. They reflect the knowledge assessed within this certification. A person holding this certification will have satisfactorily passed an examination to demonstrate a high degree of knowledge of these knowledge requirements.

Industry Standard: Demonstrate relevant knowledge of international trade documentation processes, including the use of terminology and concepts.

| Topic | Knowledge Requirement |
|-------------------------------------|---|
| International Trade Documentation | Describe and use the documents associated with import/export. Assess documentation needs of international trade. |
| Valuation | Assess documentation information and the possible impact on the valuation of shipments between countries. Utilize tariff schedules. Identify import duties. |
| International Trade Terminology | Define and utilize the terminology used in the import/export of goods and services, including Incoterms® |
| Shipment Marking | Describe marking conventions and their purposes. |
| Regulation | Identify and understand regulations related to international trade. Assess the applicability of trade regulation for different situations. Identify the scope of regulatory agencies. Describe common treaties and agreements that impact the documentation processes in international trade. |
| Risk and Dispute Resolution | List risk factors in international trade documentation. Analyze methods of risk management and best practices. Define and describe dispute resolution strategies. |
| Pricing | Describe the principles used to set a product's price in a foreign market. |
| International Finance | Define and select financial tools, including letters of credit and other forms of payment and credit terms. |
| International Logistics | Define and describe the tools of international logistics and distribution to facilitate international trade. |
| International Business Resources | Identify and utilize sources available to assist individuals and organizations in their efforts to import/export goods and services. |
| Ethical Practices | Define and apply strategies for ethical operations and critical thinking and data-driven decision making. |