











Broker Continuing Education (CE)

Roles & Responsibilities

This table outlines the general roles and responsibilities of the accreditor, educator, and Broker for the Broker CE program.

Accreditor: determines if the educational activity qualifies for Broker CE credit
Educator: owns and submits the educational activity being considered for accreditation
Broker: is the individual possessing a Customs Broker license responsible for participating in activities

		
Accreditor	Educator	Broker

	Certifies activities that meet Broker CE criteria	<input checked="" type="checkbox"/>		
	Creates and maintains unique identifier numbers for activities <small>*Maintain records for audit purposes*</small>	<input checked="" type="checkbox"/>		
	Distributes Broker CE accreditation unique identification numbers, seals, and/or markings	<input checked="" type="checkbox"/>		
	Publishes list of educators with accredited activities (Requires educator approval)	<input checked="" type="checkbox"/>		
	Promotes activities		<input checked="" type="checkbox"/>	
	Informs accreditor of content and structure changes		<input checked="" type="checkbox"/>	
	Provides documentation and unique identifier numbers to Brokers <small>*Tracks activity attendance, completion, and other event records for audit purposes*</small>		<input checked="" type="checkbox"/>	
	Maintains documentation proving completion of each activity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>