

Customs Broker License Examination - Notification

The next Exam will be held on Wednesday, April 21, 2021. Exam Registration will open on February 16, 2021 and close on March 22, 2021.

Exam Registration

- All broker exam applicants will register using the eCBP Portal and create an on-line account via Login.Gov (if one is not created already.) Click [here](#) to access eCBP
<https://e.cbp.dhs.gov/ecbp/#/main>
- Exam applicants will complete registration and submit payment using eCBP
- CBP is discontinuing the process of providing pencils and scrap paper during the exam and examinees may bring their own pencil and scrap paper
- After registration closes, applicants will receive an email to make their exam site selection

The April 2021 CBLE reference materials are:

- Harmonized Tariff Schedule of the United States (Basic Edition 2020) (HTSUS)
- Title 19, Code of Federal Regulations (19 CFR 2020, revised as of April 1, 2020) (Parts 1 to Part 199)(CFR 0-140)(CFR 141-199)
- Instructions for Preparation of CBP Form 7501 (December 2019) (7501 Form Prep)
- Right to Make Entry Directive 3530-002A (RTME)
- ACE Entry Summary Business Rules and Process Document (Trade-External) (ACE BRPD) (Version 10.00 – Section 1 through 12 only) March 2020

The reference materials will be provided electronically on exam day beginning in 2020. The reference materials will have basic search functions. Examinees still have the option to bring in their paper reference materials if desired. Visit www.pearsonvue.com/cble sample exam to become acquainted with the exam format and searchable reference materials.

Exam Registration Process

- All broker exam applicants will register using the eCBP Portal and create an on-line account via Login.Gov (if one is not created already.) Click [here](#) to access eCBP
<https://e.cbp.dhs.gov/ecbp/#/main>
- Exam applicants will complete registration and submit payment using eCBP
- CBP is discontinuing the process of providing pencils and scrap paper during the exam and examinees may bring their own pencil and scrap paper

After registration closes, applicants will receive an email to make their exam site selection

Administrative Information

U.S. Customs and Border Protection (CBP) conducts an electronic Customs Broker License Examination on the fourth Wednesday in April and October unless the regularly scheduled examination date conflicts with a national holiday, religious observance or other foreseeable event. The exam is 4.5 hours long. Check-in for testing begins at least ½ hour before the official start time. CBP allows individuals to register for the exam through an online automated CBP broker examination registration system <https://e.cbp.dhs.gov/ecbp/#/main> (replacing Form 3124E, “Application for Customs Broker License Exam”), and mandates the registrant pay a \$390 required examination fee at that time. The portal will open for registration approximately 60 days prior to the exam date and will close 30 days prior to exam date.

As noted in Title 19 of the Code of Federal Regulations part 111.13(b) (19 CFR 111.13(b)), in order to be eligible to take the broker examination, an individual must (on the date of the examination) be a

U.S. citizen, must be 18 years of age, and must not be an officer or employee of the U.S. Government.

Registration has two components:

- Exam registration
- Site selection scheduling

1. Exam Registration

All applications must be submitted online through the eCBP portal: <https://e.cbp.dhs.gov/ecbp/#/main>

New users to eCBP will be required to create a new account, using Login.gov, which is part of the registration process.

Step-by-step instructions on the registration process and web-based training on eCBP can be accessed on the right side bar of this webpage titled, "eCBP Usage Resources. right.

When you register, please ensure that you key in all information correctly. The data you provide is transferred to your admission notice and the email address you provide guarantees that you receive information about the exam. All identifying information provided must match the two forms of government issued identification brought to validate citizenship and prove your identity at the testing site.

CBP recommends using the latest version of Google chrome as your browser when you register.

There is a FAQ section on the eCBP portal Brokers home page which provides information if the user is unable to connect: <https://e.cbp.dhs.gov/brokers/#/home>.

If additional assistance is needed, please visit [CBP Information Center \(https://help.cbp.gov/ \)](https://help.cbp.gov/) or contact 1-877-227-5511.

Payment of the required \$390 license examination fee must be made online via the examination application, and may be made by credit card, debit card, PayPal, or Amazon Pay.

Applications and fees submitted directly to the service port or CBP Headquarters will not be accepted and will be returned to the applicant. Applicants are strongly encouraged to complete the examination application process well before the registration closing deadline.

2. Site Selection Scheduling

Registrants will need to register for their exam site AFTER registration closes. Once registration closes, all registrants will receive an instructional email from Pearson Vue on how to select their exam site. Site selection is on a FIRST COME FIRST SERVE basis. Failing to self-site select early could mean that you do not get your desired site due to the desired site being at full capacity.

The site self-selection help desk is open on Monday to Friday from 8:00 AM to 8:00 PM ET.

Contact: <https://home.pearsonvue.com/cble/contact>

Phone: 844-914-0560 (toll-free)

Admissions Notice

Applicants will be notified of exam location placement via an Admission Notice provided via e-mail to the address provided during registration. The Admission Notice is sent immediately after applicants complete the site selection process. Applicants are responsible for monitoring the email address they provided during registration, including SPAM/JUNK folders. Examinees must bring their admission notice, government issued photo identification, and proof of citizenship for admission to the test site.

Any applicant who wishes to withdraw from the exam must submit a written notice of withdrawal to the CBP Broker Management Branch via email to brokermanagement@cbp.dhs.gov no later than two working days prior to the examination date. Refunds for timely examination withdrawals of registrants paying for the exam will generally be processed within 45 days after the exam date. Applicants withdrawing from the exam should include in their withdrawal request, the payment tracking number and tracking ID, both of which can be found in the registration confirmation email sent to all applicants upon registering for the exam.

Reasonable Accommodations Based on Disability Needs

An applicant requesting reasonable accommodations based on disability needs for the exam must check “Yes” in Box 5 on the eCBP application form (CBP Form 3124E, APPLICATION FOR CUSTOMS BROKER LICENSE EXAM) to indicate that he or she is seeking a reasonable accommodation under Section 504 of the Rehabilitation Act of 1973, as amended.

After completing the eCBP application form, the applicant must submit a copy of the completed eCBP application form that includes their reasonable accommodation request via email message to brokermanagement@cbp.dhs.gov , SUBJECT: “Reasonable Accommodation Request, Broker Exam,” by the close of registration.

In the body of the email message, the applicant must submit the following information relating to their reasonable accommodation request:

1. The limitations resulting from their disability;
2. Barriers to their effective participation in the standard electronic version of the exam based on their limitations; and
3. Their preferred or suggested reasonable accommodations to remove the barriers to effectively participate in the exam.

CBP requests applications be submitted as early as possible with reasonable accommodation requests to ensure enough time for processing. Requests that are not submitted by the close of registration will not be considered.

In addition, prior to the exam, CBP will need to schedule an interactive dialogue meeting with the applicant to discuss the reasonable accommodation request and gather additional information to make an informed decision on the request.

Day of Exam

Important Notice: For the health and safety of all parties, a face mask covering the nose and mouth (purchased or homemade) is mandatory to be admitted and take the broker exam. Registrants who arrive without a required face mask will not be permitted to take the customs broker license exam and forfeit their registration fee.

Upon check in at the exam site, registrants must provide an approved form of identification and proof citizenship. Registrants who do not provide an approved form of identification (U.S. Driver's License, U.S. State Issued ID Card, U.S. Passport, U.S. Military ID, U.S. Government Issued Visa, U.S. Territory ID (Puerto Rico, Guam) Etc.) AND Proof of Citizenship (U.S. Passport, Birth Certificate, Certificate of Naturalization, or Certificate of U.S. Citizenship, Official Military Service Award, or State, Federal or Local Government ID Card) will NOT be allowed to sit for the exam. Your name must match on both forms of identification. Expired IDs are not acceptable, this includes expired passports. There will be no exceptions and no refunds will be given.

Once the test administrators have closed the doors to the examination room, registrants will not be permitted into the examination room and will not be allowed to sit for the examination. Please bring all of the required documentation and allocate sufficient time for travel to the examination site, as NO exceptions will be made for traffic delays, late trains, or similar incidences.

CBP does NOT transfer exam credit under any circumstance.

About the Exam

The purpose of the broker license examination is to “determine the individual’s knowledge of Customs and related laws, regulations and procedures, bookkeeping, accounting, and all other appropriate matters, necessary to render valuable service to importers and exporters.” (19 § CFR 111.13(a)).

- Please visit <https://home.pearsonvue.com/cble> for a sample electronic CBLE that may be reviewed to acquaint the prospective examinee with the navigation and layout of the modernized electronic format. It may be accessed an unlimited number of times and may be useful in familiarizing the examinee with the electronic exam process. This sample electronic exam will not evaluate answers.
- The Customs Broker License Examination (CBLE) consists of 80 multiple-choice questions. A score of 75 percent is required to pass. The examination lasts 4.5 hours. (Exam topics typically include: Entry; Classification; Trade Agreements; Valuation; Broker Compliance; Power of Attorney; Marking; Drawback; Bonds; Foreign Trade Zones/Bonded Warehouse; Warehouse

Entries; Intellectual Property Rights; Fines, Penalties and Forfeitures; and other subjects pertinent to a broker's duties.)

- Applicants should bring the reference materials noted below and any other pertinent reference materials to the examination. The use of any other versions of the listed references other than those recommended is at the applicant's own risk. Applicants will not be provided with a test booklet. The exam is electronically delivered. The exam will be posted on cbp.gov/trade/broker the following day after the exam.
- Examinee's answer key will be provided upon exiting the exam on exam day. This sheet will be needed should an examinee wish to file an exam appeal.
- Exam result letters will be emailed to individuals.
- Visit <https://home.pearsonvue.com/cble> to acquaint yourself with the security measures on testing day.

Applicants must provide their own reference materials:

- Harmonized Tariff Schedule of the United States (Basic Edition 2020) (HTSUS)
- Title 19, Code of Federal Regulations (19 CFR 2020, revised as of April 1, 2020)(Parts 1 to Part 199)
- Instructions for Preparation of CBP Form 7501 (December 2019)
- Right to Make Entry Directive 3530-002A
- ACE Entry Summary Business Rules and Process Document (Trade-External) (ACE BRPD) (Version 10.00 – Section 1 through 12 only)March 2020

The exam reference material will be provided electronically. Examinees have the option to bring in their own exam reference material or use the electronic exam reference material provided.

Examinees may use any written reference material; however, use of any electronic device during the exam (e.g., laptop, iPad / Nook / Kindle, smart phone, personal digital assistant, smart watch, etc.) is strictly prohibited. Furthermore:

- Examinees are required to bring their own writing instrument, and scrap paper if needed as they will not be supplied.
- No cellphones are allowed in the exam room. Lockers will be provided to place items carried into the facility. Laptops, iPads, smart watches, and any other electronic devices are prohibited in the examination room.
- Any applicant caught cheating will be removed from the exam.

- Jewelry and hair barrettes/headbands are subject to removal and inspection during the exam.
- See Candidate Rules of Agreement on the Pearson Vue [website](#) for more details.
- A face mask covering your nose and mouth will be required for entrance into the examination room. Please review the Pearson Vue's [website](#) and if you have any questions please email brokermanagement@cbp.dhs.gov.
- Examinees are allowed to bring in 1 rolling crate (see exam day set up below) OR 1 suitcase into the exam room not to exceed 16"H X 18.5"W X 15"D. All other storage containers will remain outside.
- A shelf/rack is permitted into the exam room to hold the approved testing resources. The shelf/rack, in its expanded form, cannot exceed the width and depth of the crate (18.5"W x 15"D), in order to prevent racks from extending past individual testing space. The height of the shelf/rack is not limited, as it is merely elevating materials closer to eye-level.
- No exceptions will be made.



CBP invites the public to submit questions for possible use in future customs broker examinations. See Guidelines for writing questions for the customs broker examination. Please submit your questions to brokermanagement@cbp.dhs.gov.

Last modified: January 11, 2021

