

## Initial Export Certification Training Course Information

### Training Materials

All training materials required to complete Initial Export Certification Training are available directly through the course. The course contains the following materials:

- Course PDF: A link to a PDF copy of this course's training content is accessible via the **Course PDF** link on each page.

*Note: This document is provided for reference purposes only and should not be used as a substitute for completing the online training.*

- Acronyms: A link to a list of acronyms commonly encountered in the Export Certification Program.
- Export Program Manual (XPM): A link to the current XPM is accessible via the **XPM** link on each page.
- Course Documents: Throughout the course, you will be instructed to access PDF documents that provide additional information pertaining to course content. Examples of such documents include: export certificates, phytosanitary certificates, tables, and other forms.

Note: Knowledge check exercises and exam questions may require you to perform simple calculations. You are allowed to use a calculator during the course and on the exam to answer such questions.

### Course Navigation

Initially, you should work through the course in a linear fashion. Once you complete the first four lessons, you may go back and review any part of the training before taking the Initial Export Certification Exam. While not tested, you must also complete lessons five through seven to receive credit for completing the online portion of Export Certification Training.

### Course Symbols

The following symbols are used throughout the course to help guide you through the training:

Symbol	Meaning
	The book symbol identifies portions of the training where you may want to refer to the XPM for additional information.
	The note symbol indicates important information that you should be aware of.

## Unfamiliar Terms

If you encounter a term you are unfamiliar with, look up its definition in the XPM Glossary.

## Initial Export Certification Exam

The Initial Export Certification Exam is 25 questions and covers the content from the first four lessons of the training. Each question is worth 4 points. The minimum score required to pass the exam is 80%. You have three attempts to pass the exam. If you do not pass the exam on your first attempt, it is recommended that you contact your local Export Certification Specialist (ECS) to arrange remedial training prior to taking the exam again.

When completing the exam, you will have access to the online XPM, the electronic Course PDF document, and the Acronyms list.

Note: With the exception of the Course PDF document, you will not have access to the training materials during the exam. You should complete all training materials and knowledge check exercises prior to attempting the exam.

## Problems / Help

If you experience technical difficulties while completing this course, consult the **Help** section. The **Help** section link is located at the bottom of the training window.