

Reaccreditation Training Course Information

Training Materials

All training materials required to complete Reaccreditation 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.
- Acronym List: 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 will provide additional information pertaining to course content and/or knowledge check questions. 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 all lessons, you may go back and review any part of the training before taking the Reaccreditation Exam.

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.

Reaccreditation Exam

The Reaccreditation Exam is 25 questions covering information pertaining to export certification. Each question is worth 4 points. The minimum score required to pass the exam is 80%. 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 Acronym 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 is located in the lower left corner of the training window.