

# Creating an Export Management Compliance Program

Presented by Allocca Enterprises in cooperation with the Vermont Global Trade Partnership



Allocca  
Enterprises, Inc.



Tuesday June 20<sup>th</sup>, 2017 8:30a.m. - 4:30p.m.

Location: Best Western Windjammer Inn and Conference Center  
1076 Williston Road, South Burlington, Vermont, 05403

## Topics Include:

- What is an Export Management Compliance Program (EMCP) and why should I have one?
- Specific tools to help you with each element of an EMCP
- Identify vulnerabilities in your order processing system
- Specific strategies to use when implementing an EMCP.

Who should attend: anyone involved with exports, sales, customer service, traffic manager, purchasing manager

**This full day training is eligible for (6) NASBITE-CGBP Re-Certification CEU's**

**Cost is \$425 per person (pre-register by June 9<sup>th</sup>).  
\$475 to register after June 9<sup>th</sup>.**

Includes all reference material, morning pastries/coffee, and lunch. Seating is limited, registration form & payment required to guarantee seat.

Must RSVP via fax to 803.684.8014 Attn: Mike Allocca. Checks must be received no later than June 19 . Please visit the website, <http://www.alloccaenterprises.com/schedule.php> to pay via credit card on-line.

**\*\* Through a new State Trade Expansion Program (STEP) grant we are pleased to offer a \$200 discount to Vermont manufacturers, reducing early registration fees to \$225 per attendee. Funding requirements now include a questionnaire and is available to ALL qualified Vermont manufacturers in Manufacturing, Healthcare, Telecommunications, IT or Environmental Engineering sectors. Please e-mail [admin@alloccaenterprises.com](mailto:admin@alloccaenterprises.com) prior to registration to see if you are qualified for the discount. \***

**“Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.”**

# Registration Form – Export Management Compliance Program

How do you stay current with all new export administration regulations? Do you have a formal written system which guides your company, at every step, to full compliance? Did you know that in some cases BIS has ordered companies who violated the EAR-Export Administration Regulations to implement an EMCP? What written checks and balances do you have in place right now at your company to ensure your procedures are consistent with the EAR?

## *Program overview*

An EMCP is an all encompassing customized, written system that guides your company to be in full compliance on every export. This program will give you the tools and help so you create your own EMCP. Generally, an EMCP can be broken down into at least 3 elements, administrative, order processing, and screening. An EMCP will need to be customized to your product, customers, countries of destinations, and a list of other factors. A critical part of an EMCP is the creation of export controls within your company. They provide the checks and safeguards at key steps in the order processing system. These checks ensure that the right questions are being asked, at the right time, to comply with all US export controls.

## *Topics covered*

- *Management Commitment/level of involvement*
- *Responsible personnel/record keeping*
- *Training/internal reviews*
- *Create an order processing chart showing the flow of orders in your company*
- *Identify vulnerabilities and where internal controls can be implemented*
- *Product determination/licensing screening*
- *Risk diversion screening - Denied parties, entity, antiboycott, debarred, unverified, SDN.*
- *Dual use sensitivity – Nuclear, Missile, Chemical & Biological end use/ end users.*

## *Who should attend:*

Traffic managers, purchasing managers, sales department, shipping/receiving personnel, compliance officer, financial officer, sales managers, customer service managers, ISO manager and anyone involved /concerned with exports. Detach from here and mail in with payment

Tuesday, June 20<sup>th</sup> 2017 – Burlington, VT Export Management Compliance Program  
\$425 to pre-register by June 9<sup>th</sup> / \$475 to register after June 9<sup>th</sup> (no exceptions)

Company Name \_\_\_\_\_ Number of attendees \_\_\_\_\_

Attendee # 1 \_\_\_\_\_ Attendee # 2 \_\_\_\_\_

Telephone # \_\_\_\_\_ 1<sup>st</sup> e-mail address \_\_\_\_\_

Fax # \_\_\_\_\_ 2nd e-mail address \_\_\_\_\_

Payment: (please mark)  Check     Credit Card ( pay pal charges a 5% surcharge-pls visit website to pay on-line) Cancellations must be received 72 hours (3 complete business days) in advance of the program in order to receive credit towards a future program.

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