



The Jamaica Customs Agency (JCA)

Customs Broker Licensing Advisory Board Orientation Session.

Online Customs Broker Training

Welcome

This is an orientation to the Customs Broker Licensing Advisory Board (CBLAB) Online Customs Broker Training Module and Examination

Courses and Modules

- Ethics & Code of Conduct
- Customs Act and Regulation
- Tariff Classification
- ASYCUDA Fundamentals

Duration & Administration of Course

- Duration: approximately 8 weeks
- Modules will be administered sequentially
- A course coordinator from the Jamaica Customs Training Unit and the Secretary of the Board will supervise and facilitate registration and management of the Course
- All training will be done virtually using the Moodle platform. However, the practical training component of the Fundamentals to ASYCUDA will be done face to face. The training coordinator (s) will provide information prior to commencement of the face-to-face training

Training & Examination

- Examinations will be held face to face under strict Ministry of Health guidelines
- Candidates/Applicants will be informed of venue, date, and duration of exam by the course coordinators
- All registration fees must be paid before candidate is granted access to training and exam
- Examinations consist of three components:
 1. 75 multiple choice and True & False questions covering: Ethics and Code of Conduct, Customs Act and Regulation, and Tariff Classification;
 2. 25 multiple choice and True & False questions covering ASYCUDA Fundamentals; and
 3. ASYCUDA practical Exam

Pass Mark and Re-sit

- The pass mark for each component is 80%
- Grades received that are below 80% will be treated as fail and candidates will be required to apply for a re-sit
- Policy for re-sit can be accessed at www.jacustoms.gov.jm: go to Documents ad Forms and click on link: Customs Broker Exam Policy
- The policy provides further guidelines for persons successfully completing all components of the exam.

Procedure For Registration

- Applicant who was articulated to a licensed customs broker for one year submits to the Secretary of the Board the completed evaluation form prepared and signed by the licensed customs broker
- The Board reviews evaluation and advise applicant
- An applicant cleared by the Board for further processing is advised to pay a registration fee of \$10,000 and submit receipt to the Secretary of the Board
- An applicant who is mandated by the Board for training/retraining pays registration fee and submit receipt to the Secretary of the Board
- All Applicants proceed to the Moodle platform and complete registration to access the platform
- Course coordinator(s) make contact with candidates/applicants and schedule commencement of training

Registration to the Moodle Platform

- **READ GUIDELINES OUTLINED ON NEXT SLIDES**
- You may contact the Training Unit for further guidance:
 - Langley.robinson@jca.gov.jm
 - Taneisha.mclean@jca.gov.jm

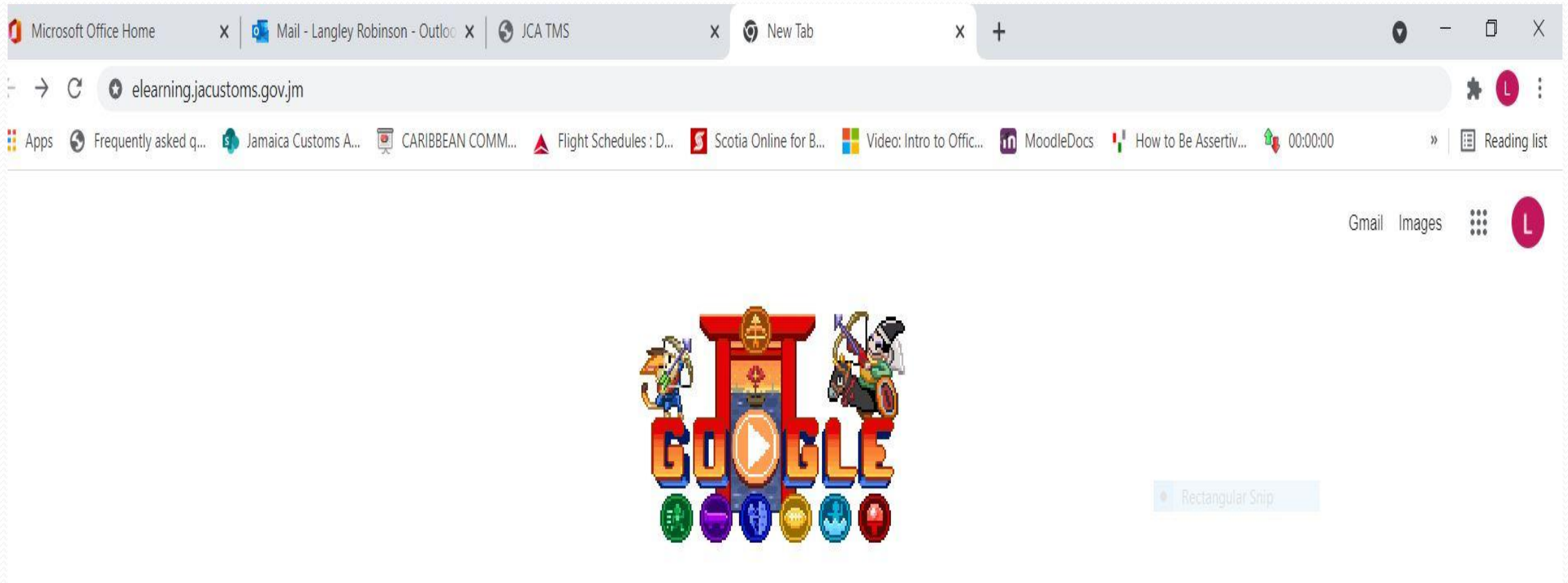
Or

Secretary of the Board

- Kevin.carter@jca.gov.jm

Office: Director of Customs House, Newport East, Kingston

Open Google and type *elearning.jacustoms.gov.jm* and click enter.



Once you gain access, look for **Create an Account** and click.

The screenshot shows a web browser window with the URL elearning.jacustoms.gov.jm. The page features a dark blue navigation bar with the following links: Home, Training, Contact, **Create an Account**, and FAQ. Below the navigation bar is a large banner with three overlapping circles: a red circle on the left labeled 'Compensation', a blue circle in the center labeled 'RESOURCE DEVELOPMENT' with 'Human Resource Development' underneath, and an orange circle on the right labeled 'Procedure'. The main content area is divided into two columns. The left column contains a 'Welcome to our Training Management System' header, followed by a sub-header 'Welcome to the **Jamaica Customs Agency Learning Management System (LMS).**' and a paragraph: 'This site was developed to manage and track all training and training related activities of the Agency. Please login to view training offerings. Your account have is already created, so you just need to login.' The right column contains a 'Login' section with input fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forget Password | Create an Account' and 'JCA Staff? Activate Your Account'. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 1:27 PM on 27/8/2021.

Enter all the relevant information in the boxes. The ones with the 'Red' is Mandatory.

After you

Microsoft Office Home | Mail - Langley Robinson - Outlook | JCA TMS

elearning.jacustoms.gov.jm/register.aspx

JCA TMS Home Training Contact Create an Account FAQ

If you are not an employee of the Jamaica Customs Agency and would like to access the training services provided, please complete the form below. Your account will go through an approval process before you will be able to access any training on this site. If your company is not yet registered on the JCA TMS site, click [here](#) to get started.

All fields highlighted in red are required.

TRN	<input type="text"/>	Title	Select Title
First Name	<input type="text"/>	Last Name	<input type="text"/>
Middle Name	<input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female
Email Address	<input type="text"/>	Nationality	Jamaican
Cell 1	<input type="text"/>	Cell 2	<input type="text"/>
Work Number	<input type="text"/>	Work Ext.	<input type="text"/>
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>		
Country	Jamaica	Parish/State	Select Parish
Company Affiliation	Company TRN or JCA TMSID		
Member Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Inactive As at	Example: May 1, 2010
Comment	<input type="text"/>		

Full screen Help

Create Account Cancel

Type here to search | 1:29 PM 27/8/2021

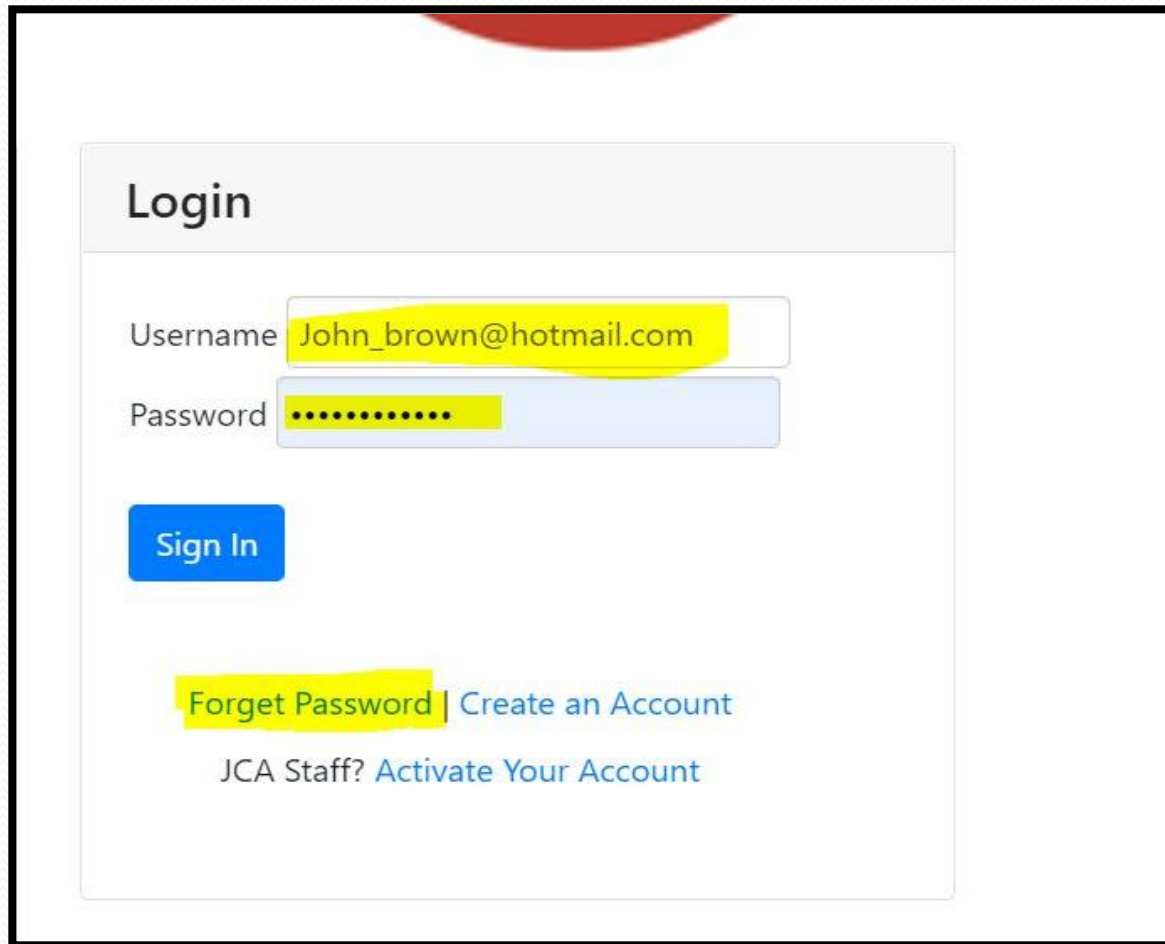
After your account is created, an Administrator will check the system and verify and approve the account. An email will be automatically sent to you with the email address provided indicating that the account is approved.

Once the email is received you can now access the system to the training platform. Here you go back to slide 2, but this time you are going to enter your username and password.

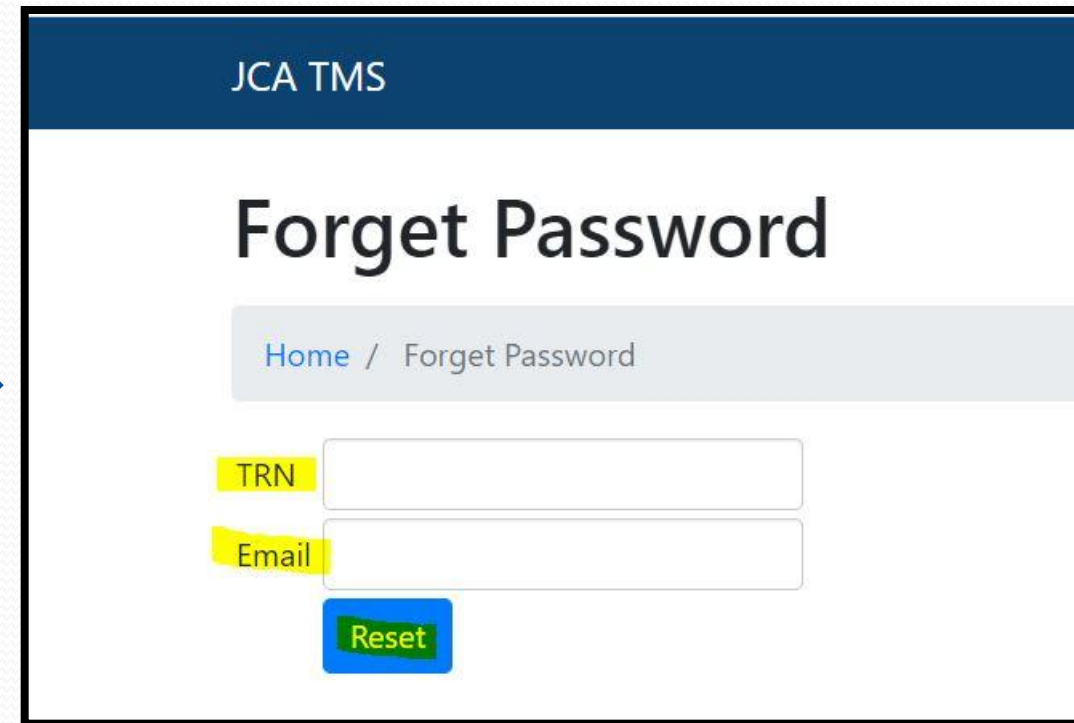
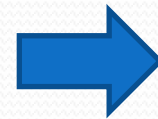
If you are unable to access the system or 'login failed' just click the Contact icon at the top and send an email to the Administrator who will check and resolve the issue.

The next slide will show you the screen with the login information.

Your username is your email address. If you do not have a password, click the “Forget Password” button and you will receive a new password in your email.



The screenshot shows the login interface for JCA TMS. It features a 'Login' header, a 'Username' field containing 'John_brown@hotmail.com', and a 'Password' field with masked characters. A blue 'Sign In' button is positioned below the fields. At the bottom, there are links for 'Forget Password', 'Create an Account', and 'JCA Staff? Activate Your Account'.



The screenshot shows the 'Forget Password' page for JCA TMS. It has a dark blue header with 'JCA TMS' and a main heading 'Forget Password'. A breadcrumb trail shows 'Home / Forget Password'. Below this are two input fields: 'TRN' and 'Email'. A blue 'Reset' button is located at the bottom of the form.

You will receive an email like the one displayed below once you click the 'Forget Password' icon.

Hello (your name),

Your JCA TMS account password has been reset.

Your temporary password is: **62E8Dd37**

Click [here](https://elearning.jacustoms.gov.jm) to access the site: <https://elearning.jacustoms.gov.jm>

You are required to change this password the next time you access to the system.

Your new password must be at least seven (7) characters in length, have at least one upper and lower case letter and one special character or number.

If you did not request a password reset or you have any queries please contact your System Administrator

If you receive this email, double click on the password and paste in on the login page and you will be prompted to change your password.

Once you have access where you have entered the username and password and logged in, this is your *Homepage*.

Microsoft Office Home | Mail - Langley Robinson - Outloc | JCA TMS

elearning.jacustoms.gov.jm

Apps | Frequently asked q... | Jamaica Customs A... | CARIBBEAN COMM... | Flight Schedules : D... | Scotia Online for B... | Video: Intro to Offic... | MoodleDocs | How to Be Assertiv... | 00:00:00 | Reading list

JCA TMS | Home | Training | Contact | Create an Account | FAQ | Facilitator | My (redacted) | Admin

Welcome to our Training Management System

*Welcome to the
Jamaica Customs Agency
Learning Management System (LMS).*

This site was developed to manage and track all training and training related activities of the Agency.

Please login to view training offerings. Your account have is already created, so you just need to login.

*To login and access the system, please enter your **firstname.lastname** and **password** is the one used to access your computer at work.*

Once you have access, you can check your trainings to date, view certificates, register for upcoming trainings, send messages and participate in any online session.

Moodle

Training Statistics

All Internal External Overseas

	Current Year	Previous Year
Persons Trained	899	1189
Scheduled Training	211	605

2 employee(s) now on day release or work study

Login Status

Welcome (redacted)

[Sign Out](#)

Type here to search

1:52 PM 27/8/2021

Once on the [Homepage](#), click on [Moodle](#), scroll down and look for [Customs Broker Training](#).

Course categories

▼ Collapse all

▼ Beta Training Migrated Courses (681)

▷ overseas Training, Seminars, Meetings, Workshops, conferences (43)

▼ Self-Paced LMS Courses (16)

▼ Fun Activities (3)

▷ Test Course (2)

▼ 2021 Online Training (19)

▷ Self Management (3)

▷ **Customs Broker Training (5)**

The available training will be displayed. Once you are ready to begin the training, click on the one you want to do and the material for the training will be available.

The screenshot shows a web browser window with the URL `elearning.jacustoms.gov.jm/lms/course/index.php?categoryid=10`. The page title is "Customs Broker Training". The breadcrumb navigation is: Home / Courses / Self-Paced LMS Courses / 2021 Online Training / Customs Broker Training. A "MANAGE COURSES" button is visible in the top right. The course categories are: Self-Paced LMS Courses / 2021 Online Training / Customs Broker Training. A search bar with a "GO" button is present. The main content area displays three course cards: "Customs Broker Quiz", "Ethics and Code of Conduct" (with a word cloud image and managers Kevin Carter and Taneisha McLean), and "Tariff Classification". A Windows taskbar is visible at the bottom with the date 27/8/2021 and time 2:02 PM.

The assessment will be available once the training is completed and will be done online under regular examination conditions. You will be required to have Safe Browser on you device to take the assessment.

Please go to Google and download Safe Exam Browser to your computer.

If you are having any difficulties, please email hrd@jca.gov.jm and we will get in touch with you to find out the issue.



*Thank
You!*