**TEMPLATE: STC Training Implementation Guide**[[1]](#footnote-1)

*The table below can be customized to the specific employee titles, STC training topics, and frequency of trainings chosen by your enterprise. The suggested frequency of trainings is based on international best practices but can also vary based on your enterprise’s unique needs, interests, and available resources.*

|  |  |  |
| --- | --- | --- |
| **Party to be Trained** | **Training Type/Activity** | **Frequency** |
| New employees  | • TBD by the enterprise | Within 30-60 days of hire  |
| Senior Management  | • TBD by the enterprise | At least biennially.  |
| Program Managers or Department Heads | • TBD by the enterprise  | Upon appointment as Program Manager and at least biennially thereafter.  |
| Empowered STC compliance officials (CCO, Compliance Officers/Managers, etc.) | • TBD by the enterprise | Basic training before appointment as empowered STC compliance official; ongoing training annually.  |
| Employees with classification responsibility  | • TBD by the enterprise | Before assigned responsibility for commodity classification; refresher training at least biennially.  |
| Employees with transaction screening responsibility  | • TBD by the enterprise | Before assigned responsibility for screening or provided access to automated screening tools (CST and RPST); refresher training at least biennially.  |
| Other employees with responsibility for strategic trade compliance-related functions  | • TBD by the enterprise | As needed.  |
| All other employees with internet access or access to strategic technology /information | • TBD by the enterprise | Annually |
| Third Parties (consultants and other outside parties) (OPTIONAL) | • TBD by the enterprise  | As appropriate |

1. Adapted and modified from: “Draft Standards: Training,” Coalition for Excellence in Export Compliance (CEEC), November 2011, <www.ceecbestpractices.org/best-practices-standards-workgroup.html>. [↑](#footnote-ref-1)