

BIS Seminar FAQs

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Q.1. Who should attend a BIS seminar?

A.1. BIS seminars are designed for anyone, but primarily businesses and organizations involved in export and reexport activities that are subject to the Export Administration Regulations (EAR).

Q.2. Are BIS seminars held virtually or in-person?

A.2. BIS offers both in-person and virtual training. Please check our [Upcoming Events](#) page for our current offerings. We also recommend signing up for the Seminars and Training [e-mail notification](#) so you will know when new events open registration.

Q.3. When do seminars open for registration?

A.3. Generally, seminars open for registration at least six weeks before the date they are scheduled to be held. Visit the [Upcoming Events](#) page to view the current BIS seminar schedule. Sign up for the Seminar and Training [e-mail notification](#) service to be notified when seminars open for registration.

Q.4. How do I register for a seminar?

A.4. Visit the [Upcoming Events](#) page to view the current BIS seminar schedule. Once a seminar is open for registration, click on “register here” to access the registration page. Details about the seminar, such as its time, location, accommodations, and the seminar fee are available on the “seminar details” link.

Q.5. If I cannot attend a seminar for which I have registered, can I get a refund?

A.5. The cancellation policy varies for each seminar and is available on the “seminar details” page for each seminar.

Q.6. Do the BIS seminars cover the International Traffic in Arms Regulations (ITAR) regulations?

A.6. No, BIS seminars do not cover ITAR regulations. BIS seminars will primarily cover the EAR; however, certain BIS seminars include guest speakers from the U.S. Census Bureau and the U.S. Department of the Treasury, Office of Foreign Assets Control.

Q.7. How can I request a seminar in my area?

A.7. Contact BIS at 202-482-4811 or 949-660-0144 to inquire about seminar locations and to request a seminar in your area. You should also monitor the BIS website for information on virtual seminars.

Q.8. Who do I contact if I am interested in partnering with BIS on a seminar?

A.8. BIS partners with non-profit organizations to co-sponsor BIS seminars. To inquire about co-sponsoring opportunities for seminars in the eastern region of the United States, contact the BIS Washington D.C. office at 202-482-4811. For seminars in the western region of the United States, contact the BIS Western Regional office at 408-998-8806 or 949-660-0144.

Q.9. Do I need to bring the EAR with me or are training materials provided?

A.9. All training materials will be provided to you at the seminar. You are welcome to bring a laptop, tablet or other device if you prefer to navigate the BIS website and EAR online.

Q.10. How can I be notified of new seminars?

A.10. By signing up for our Seminars and Training [e-mail notification](#) service, of course!

Q.11. What topics are covered in a BIS seminar?

A.11. BIS offers introductory courses on the EAR as well as in-depth courses on specific topics of interest. Topics include what is subject to the EAR, classifying items under export control classification numbers (ECCNs), determining export license requirements, applying for licenses, license exceptions, export enforcement, and export clearance and recordkeeping requirements. We're always open to suggestions. If you have an idea for a seminar we want to [hear it](#).

Q.12. Who are the presenters?

A.12. Our instructors are experienced BIS export policy specialists and enforcement personnel stationed in Washington, D.C. and from BIS field offices. As noted above, seminars may also include guest speakers from the U.S. Census Bureau and the Department of the Treasury's Office of Foreign Assets Control. Refer to the "seminar details" link of a specific seminar on the [Upcoming Events](#) page to learn about the speakers for each seminar.

Q.13. Are minimum continuing legal education (MCLE) credits offered at BIS seminars?

A.13. Certain BIS seminars are certified by the State Bar of California for MCLE credit. Refer to the "seminar details" link on the [Upcoming Events](#) page. Attorneys seeking MCLE credit for other state bar associations should contact their State Bar to see if they reciprocate the California MCLE credits.

Q.14. Will I receive a certificate of training?

A.14. Yes, participants who complete the seminar will receive a certificate of training.