

NASBITE CGBP Self Study & Review Guide

Congratulations on your preparations for the NASBITE CGBP Exam. Achieving the NASBITE Certified Global Business Professional designation certifies your knowledge in the highly varied practice of global business. Companies rely on the expertise of individuals handling their international activities and are seeking proof of competency. Receiving the NASBITE CGBP designation is an important step to proving that competency. This guide is intended to help candidates better understand how they can prepare for the NASBITE CGBP exam.

1) NASBITE Practice Delineation

The practice delineation (published on the credential website www.nasbitecgbp.org), is the most accurate way to ensure you are prepared for the NASBITE CGBP exam. All questions accepted for use on an exam were carefully checked against the practice delineation. If the knowledge tested by a proposed question could not be directly linked to a task/knowledge statement in the practice delineation, it was not accepted.

The most thorough way to prepare for the exam is to carefully review the practice delineation to determine your strengths or weaknesses in particular areas. You may find particular sections fit with your prior experience in international trade, and requires little further study. However, you may also find that there are other areas that have been outside of job responsibilities and will require more preparation. Only by doing a 'self-audit' against the practice delineation can you make this determination.

If you have taken a study course, reviewing the practice delineation will also help to make sure you have retained the knowledge from the course, and that the studies were complete.

2) NASBITE Terminologies

The practice delineation makes references to a number of terms, theories, and concepts commonly used in global business. The following list comes directly from the practice delineation. It must be stressed that these are only examples and do not represent the complete set tested by the exam.

By reviewing the following list you can identify gaps in your training or studies.

NASBITE Terms / Theories / concepts

- AES
- Agency/distributor (as market entry method)
- Air waybill
- Anti-boycott regulations
- Anti-dumping
- Arbitration
- CE Mark
- Certificate of origin
- Copyrights
- Container Security Initiative [CSI]
- Customs Trade Partnership Against Terrorism [C-TPAT]
- Currency option contracts
- Duty drawback programs
- Export credit insurance
- Export control regulations
- Export declaration (as in SED)
- Export/import control regulations
- Fair trade laws
- Force Majeure
- Foreign Corrupt Practices Act
- The Four P's: product, price, place, promotion
- Freight forwarders
- Hedging tools
- HTS
- Incoterms
- International finance
- International joint venture (as market entry method)
- ISO 9000
- Letters of credit, documentary collections, cash in advance
- Licensing (as market entry method)
- NAFTA Trade Agreement
- Ocean bill of lading
- Packing materials
- Patents
- Pricing constraints and controls

- Preservation of cargo
- Sanitary certificate
- Schedule B
- SNAP
- 3 PL's (Third Party Logistics)
- Tariff engineering
- Trademarks
- Transfer pricing
- Types of containers
- UCP
- URC
- Warehouse security issues
- Warsaw Convention and the United Nations Convention on Contracts for the International Sales of Goods – CISG

Resources in Support of International Trade

The practice delineation makes references to companies, agencies, and resources in support of trade. The following list summarized those references from the practice delineation. This list is only illustrative of the types of resources tested and is not intended to be the complete list of resources.

- Credit bureaus
- D&B
- EUCP
- Ex-Im Bank
- Hoovers
- IMF
- International Trade Administration
- Local trade associations
- Private banks and non-bank private sector lenders
- SBA
- State and federal government (as resource in support of trade)
- UN agencies
- U.S. Dept. of Commerce and the U.S. Commercial Service, Country Desks
- Websites (in support of international trade)
- World Bank
- WTCs

3. Sample Test Questions

A set of 20 sample tests questions is available on www.nasbitecgbp.org. Answer these questions and then compare your answers with the correct responses listed on the final page. This will help you understand the typical style and format used on the NASBITE CGBP exam and perhaps identify a particular domain that needs further study.

4. What is not on the Exam?

Though it is difficult to precisely indicate what is not on the exam, a couple of points should be made. As mentioned earlier, nothing is included on the exam that is not in the practice delineation.

But also not included on the exam are questions that test specific knowledge associated with a particular country or culture. For example, the exam does not test knowledge on differences between world religions, political systems, or cultural norms. Instead a candidate is expected to understand how such difference can impact the practice of international trade, such “cultural issues related to marketability of product”. This is not to say a Certified Global Business Professional should not understand specific country or cultural knowledge. Clearly such knowledge would enhance a person’s effectiveness in global business. However, for the purpose of certifying trade skills within this credential, this knowledge is not tested.

© 2005 by NASBITE - North American Small Business
International Trade Educators. All rights reserved. Duplication
permitted for personal use related to the Certified Global
Business Professional program. Any such reprints must retain
reference to © 2005 by NASBITE.