

## WHO SHOULD ATTEND?

This is a hands-on workshop for beginners or companies newly exposed to the ITAR. It is also a useful refresher for anyone needing to get up to speed with the latest changes to the ITAR or State Department requirements for licensing defense articles or defense services.

The program will provide licensing and compliance personnel with practical insights into the requirements of the ITAR. It will include interactive discussion and exercises designed to assist attendees in understanding the day-to-day application of the ITAR.

## ABOUT THE PRESENTERS

**Jenny Hahn, President** - Since joining FD Associates in 1992, Jenny has assisted exporters with a variety of licensing and compliance requirements. Jenny has expertise and experience in various technologies including aircraft, parts and components, night vision equipment, satellite parts and components, ballistic/armored equipment, firearms/ammunition, propulsion systems for missiles and Intelligence Surveillance and Reconnaissance equipment and various weapon systems. Jenny is the lead trainer at FD Associates. She has conducted numerous workshops on Export Control Reform since its implementation, October 15, 2013. In addition, she assists companies in establishing compliance programs and is the company lead on audits and provides on-site training in the requirements of the ITAR and EAR.

**Keil J. Ritterpusch, ESQ., Senior Compliance Associate** - Keil J. Ritterpusch, Esq. joined FD Associates in February 2015. Keil has more than 15 years of experience in trade compliance, having run his own law practice handling trade compliance and other legal matters for clients in a wide range of industries, including the aerospace, defense, and high technology sectors, and having worked as the Director of Import and Export Compliance for Textron Systems. Keil provides expertise to clients on export licensing, technology transfers, export classifications, export compliance assessments, export compliance audits and investigations, and the design, development, and implementation of tailored export compliance programs. Keil works closely with clients to understand their specific needs in order to ensure the right solutions are provided both for the short- and long-term goals of clients.

# Registration

Fee: \$1050.00

*(Fee includes course materials, breakfast, refreshments and lunch)*

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip, Country \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Food Allergies \_\_\_\_\_

### Mail Registration to:

**FD Associates, Inc.**

**7918 Jones Branch Drive, Suite 540**

**McLean, VA 22102**

**Phone: 703-847-5801**

**Or via email [info@fdassociates.net](mailto:info@fdassociates.net)**

Registration can only be accepted on receipt of your payment. Payments may be made via check or credit card. Please make checks payable to FD Associates, Inc. Payment via credit card can be accepted on our website via PayPal. **Registration must be received one week before the scheduled date of attendance to ensure enrollment.** A \$50 administrative fee will apply to any cancellations made anytime up to a week prior to the workshop. Any cancellations the week of the workshop will be subject to a 50% administrative fee, course materials will be provided.

***For more information, please contact Ian at 703-847-5801 or email us at [info@fdassociates.net](mailto:info@fdassociates.net)***



**FD ASSOCIATES, INC.**

**ITAR FUNDAMENTALS**

**Advisors in Export Compliance and  
Licensing**

**January 17 - 18, 2019**

**April 11 - 12, 2019**

**June 12 - 13, 2019**

Enroll now for this workshop focusing on the licensing and compliance requirements' of the International Traffic and Arms Regulations (ITAR).

We will address the basic elements of the ITAR, hardware licensing, exporting, licensing technical data and "defense services" exports. We will conclude with an update to recent changes in the regulations due to Export Control Reform or the ITAR.

This a small group workshop for export compliance specialists and licensing personnel. The program will be held in the Tyson's Corner, Virginia, at our offices. *Bring your scenarios and questions!*

### For accommodations:

Hilton, Tysons Corner: 703-847-5000  
Court Yard by Marriot, Tysons Corner: 703-790-0207  
Hilton Garden Inn, Tysons Corner: 703-893-2100  
Marriott Hotels, Tysons Corner: 703-734-3200  
Residence Inn, Tysons Corner: 703-917-0800  
Westin, Tysons Corner: 703-893-1340  
Crowne Plaza, Tysons Corner: 703-893-2100

# DRAFT WORKSHOP AGENDA

January 17, 2019  
April 11, 2019  
June 12, 2019

January 18, 2019  
April 12, 2019  
June 13, 2019

**7:30 - 8:00 - Registration/Continental Breakfast**

**8:00 - 8:30 - Introductions**

**8:30 - 10:15 - Overview**

- Determining What is Subject to the ITAR
- Key Definitions / Fundamentals

**10:15 - 10:30 - Break**

**10:30 - 12:15 - Overview Continued**

- ITAR Eligibility
- Registration
- ITAR Licenses Types; License Review & Processing

**12:15 - 1:00 - Lunch**

**1:00 - 2:00 - ITAR License Processing & Review / Amending Licenses**

**2:00 - 2:15 - Break**

**2:15 - 3:30 - ITAR Hardware Licensing**

- Licensing Case Studies

**3:30 - Adjourn**

**7:30 - 8:00 - Registration/Continental Breakfast**

**8:00 - 8:30 - Review Day 1 program/questions**

**8:30 - 9:00 - Hardware Exemptions**

**9:00 - 9:30 - Shipping Against Your ITAR Hardware Authorizations & Compliance Requirements**

**9:30 - 9:45 - Break**

**9:45 - 10:15 - Tech Data & Defense Service Overview**

**10:15 - 10:45 - Tech Data Licensing**

**10:45 - 11:00 - Tech Data Exercise**

**11:00 - 12:00 - Defense Service Licensing**

**12:00 - 12:45 - Lunch**

**12:45 - 1:15 - Follow-On Hardware Licensing 7 Amendments**

**1:15 - 1:45 - Technical Data and Defense Service Exemptions**

**1:45 - 2:15 - Defense Service Exercise**

**2:15 - 2:30 - Break**

**2:30 - 3:15 - Export and Recordkeeping For Tech Data & Defense Services/TAA Agreement Management**

**3:15 - 3:30 - Fines and Penalties**

**3:45 - Adjourn**

## ABOUT FD ASSOCIATES

FD Associates was established in 1990 for the purpose of providing assistance and guidance to small and medium size companies in licensing and compliance with the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). We offer assistance with:

- Commodity Jurisdiction Requests And Product Classifications
- State Department Registration
- Preparation Of EAR And ITAR License Applications And ITAR Agreements
- Training
- Establishment Of Procedures
- Audits And Procurement Review
- Voluntary Disclosures

FD Associates' staff are highly knowledgeable in the requirements of both the ITAR and the EAR. We have extensive hands-on experience in the licensing of a variety of equipment to a broad range of destinations under these regulations and can offer practical guidance and advice.

We are available to provide company specific training on the requirements of the ITAR and the EAR. We can assist with audits and procedures to help companies ensure compliance with the regulations.

Contact us at 703-847-5801 or email [info@fdassociates.net](mailto:info@fdassociates.net) for more information.

**Prior attendees of FD Associates workshops have exclaimed: Jenny is very knowledgeable in all areas. Helpful and effective in explaining the very complex concepts!**