

## 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.

**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.

Other FD Associates staff members may present segments of the training.

# Registration

**Fee: \$1500**

Name \_\_\_\_\_

Title \_\_\_\_\_

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

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

\_\_\_\_\_

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Sign up via Paypal on our website**  
**Email this registration form to**  
[info@fdassociates.net](mailto:info@fdassociates.net)

**Attendees may switch to another class prior to the beginning of the training but no refunds will be provided. Class materials will be provided to all registrants.**

**Spread the knowledge!**  
**Register three attendees from the same company, the fourth can attend at no cost.**

**For more information, please contact us 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**

**February 25–28, 2025**  
**Live Stream Webinar**

Join us for the ITAR FUNdamentals workshop explaining the basics of the International Traffic in Arms Regulations (ITAR).

Delivered as a live stream webinar over a four day period attendees will learn about export jurisdiction and export classification, learn the key definitions that guide ITAR licensing, develop an ITAR hardware license, learn the ins and outs of technical data and defense service licensing and making exports in compliance with the ITAR for each activity. The course is updated regularly to reflect the latest updates to the ITAR.

PowerPoint Presentation and handouts will be delivered to attendees prior to program start.

Training conducted via  
Live stream webinar  
Using the ZOOM Platform  
9 AM—1/1:15 PM Eastern

# WORKSHOP AGENDA

## DAY ONE

9:00 - 9:30 - Introductions

9:30 - 11:15 - Overview

- Determining What is Subject to the ITAR

11:15 - 11:30 - Break

11:30 - 1:15 - Overview Continued

- Key Definitions / Fundamentals
- Homework—What is your USML Classification and classification exercise

## DAY TWO

9:00 - 9:45- Day One Review/ Questions & Classification Exercise

9:45 - 12:15 - Overview (Break included)

- ITAR Eligibility
- Registration and amendments
- ITAR Licensing
  - Licenses Types;
  - License Review & Processing
  - Amending Licenses

12:15 - 1:15 - ITAR Hardware Exemptions

- Homework :Hardware Licensing Case Study

## DAY THREE

9:00 - 10:15 - Review Day Two Program/Questions and Export Licensing Exercise

10:15 - 10:45 - Shipping Against ITAR Hardware Authorizations & Compliance Requirements

10:45 - 11:00 - Break

11:00 - 11:30 - Tech Data Overview

11:30 - 12:00 - Tech Data Licensing

12:00 - 12:20 - Tech Data Exemptions

12:20 - 12:35 - Tech Data Exercise

## DAY FOUR

9:00 - 9:30 - Day Three Review & Questions

9:30 - 10:15 - Defense Service Licensing

10:15 - 11:05- Hardware Licensing In Furtherance Of Agreements & Amendments to Agreements

11:05 - 11:20 - Break

11:20 - 12:10 - Defense Service Exemptions

12:10-12:35 - Defense Service Exercise

12:35 - 12:55 - Exporting and Recordkeeping For Tech Data & Defense Services/TAA Agreement Management

12:55 - 1:00 - Fines and Penalties

# 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 Compliance Plans and Procedures
- Audits And Procedures Review
- Voluntary Disclosures

FD Associates' staff of consultants and lawyers are highly knowledgeable in the requirements of both the ITAR and the EAR, in addition to various other export regulations. 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! Class is very informative and very well presented! Presenter discussed applicability of regulations to my company products.*