



PFF Instructions for Completion of the Renewal Application Form

Steps for Completion

1. Complete the Renewal Application Form.
 - a. Complete, date, and sign the Declaration at the bottom of the last page.
2. Attach any and all required documentation, as indicated and as applicable.

Documentation includes:

 - Resumes or school transcripts if applying for exemption from Schulich Management courses
 - Proof of attendance of industry related events and education
 - Note: Any and all documentation is to be acquired at Applicant's expense.
3. Attach cheque, if applicable, for payment of fee (CAD \$95.00 plus applicable taxes).
 - No payment is required if you are employed by a CIFFA member company.
 - Make cheque payable to CIFFA
 - Payment is non-refundable, even in the event that the Professional Designation is not renewed
4. Submission of application in two parts:
 - a) If paying by Credit Card - Scan all completed documents and email in one file to membership@ciffa.com subject: **PFF Renewal**. CIFFA is not responsible for any delay or loss of the application or documentation caused by the Post Office or courier (ensure you keep a photocopy of all documentation). Call CIFFA at 416-234-5100 ex 5223 to provide credit card information.
 - b) If paying by cheque - Submit all in one envelope and mail/courier to:
Canadian International Freight Forwarders Association Inc.
170 Attwell Dr., Suite 480
Toronto, ON M9W 5Z5
Canada
5. Should you have any questions, please contact CIFFA directly:
 - Phone: 416-234-5100 Ext. 5223, Fax: 416-234-5152
 - E-Mail: membership@ciffa.com

PFF REQUIREMENTS

Those who were PFF's prior to January 1, 2017 are considered in compliance with the requirements listed below EXCEPT the Schulich Management courses.

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| Minimum Experience | <ul style="list-style-type: none"> • 5 years Canadian multi-modal |
| Background check | <ul style="list-style-type: none"> • Must be nominated by their employer <ul style="list-style-type: none"> ○ Include proof of employment ○ Proof of residence • Two industry related references |
| Participation and Maintenance | <p>In order to maintain the PFF Designation a PFF must participate in at least one Industry-related event, and one educational event every year.</p> <ul style="list-style-type: none"> ○ Proof of attendance required <p>Some examples include:</p> <ul style="list-style-type: none"> • CIFFA AGM • FIATA World Congress • CIFFA Working Group (e.g. Air Cargo Security, PFF, etc.) • Groups/committees (e.g. Transport Canada, Canadian Border Services Agency, etc.) • Trade shows (e.g. IE Canada, CITA, TIACA, etc.) • Continuous training (e.g. Dangerous Goods, Local Chamber of Commerce/Board of Trade seminars, etc.) |
| Application process | <ul style="list-style-type: none"> • Applications can be completed anytime • Applications are approved by the CIFFA board at regularly scheduled board meetings |
| Education | <p>PFF's must complete the following educational requirements:</p> <ul style="list-style-type: none"> • CIFFA Certificate and/or Advanced Certificate • Three designated management courses created in partnership with the Schulich School of Business. <ul style="list-style-type: none"> ○ These courses were introduced in 2016, and should be completed by all existing PFF's by December 31, 2018. ○ Exemptions for these courses for current PFFs are listed below. • Completion of select CIFFA workshops <ul style="list-style-type: none"> ○ CIFFA Standard Trading Conditions ○ Business Ethics for the Logistics Professional |

Schulich Management Program Summary

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| CIFFA / Schulich course offerings | The three CIFFA/Schulich Management courses that must be completed either in class or through virtual class (online) offerings are: <ul style="list-style-type: none"> • Sales Strategies for the Non-Sales Managers • Building a Strong Customer Service for Your Organization • What The Non-Financial Manager Needs To Know About Financial and Managerial Accounting |
| PFF Pricing | Existing CIFFA PFF's (Prior to January 1, 2017) may enrol for any of the Schulich courses for \$500 each course. |

Exemptions for Schulich Management Courses

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| Summary | The following categories are available for exemption, for those individuals who earned the Professional Freight Forwarder Designation prior to January 1, 2017. Your experience and education may qualify you for course credit on one or more of the required courses within the CIFFA/Schulich Management Program. Each exemption application will be handled individually. <ul style="list-style-type: none"> • There are no exemptions for new applicants to the PFF program. |
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| Category | Years as a Freight Forwarder | Years as PFF | Minimum level of education completed | Exemption description from CIFFA Schulich Management courses |
|----------|------------------------------|--------------|--------------------------------------------------------|--------------------------------------------------------------|
| A | 15 + | 10+ | N/A | Exempt from all 3 courses |
| B | 10 to 14 | 5 + | N/A | Exempt from 2 of 3 courses |
| C | 10 to 14 | 1 to 4 | Relevant Post Graduate certificate / diploma or degree | Exempt from 1 of 3 courses |

How to apply for exemption to the Schulich Management Program

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| Required attachments for exemption | Attach the following items to your PFF renewal form: <ol style="list-style-type: none"> 1. An updated resume (CV) 2. Proof of completion of a relevant post graduate certificate / diploma / degree if applicable (Category C only) |
| Deadline date | The deadline date for exemption applications is December 31, 2017. <ul style="list-style-type: none"> • You may apply for exemption separate from the renewal form. To do so, please email the items above to membership@ciffa.com Subject: PFF Education Exemption |