



Guidelines and Application for Acceptance as a Professional Freight Forwarder (PFF)

PFF Requirements

Minimum Experience	<ul style="list-style-type: none"> • 5 years multi-modal experience
Background check	<ul style="list-style-type: none"> • Must be nominated by their employer <ul style="list-style-type: none"> ◦ Include proof of employment • 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 show attendance (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 once all requirements are met • Applications are approved by the CIFFA board
Education	<p>PFF's must complete the following educational requirements:</p> <ul style="list-style-type: none"> • CIFFA Certificate in International Freight Forwarding • CIFFA Advanced Certificate in International Freight Forwarding or FIATA Diploma Course • Three designated management courses created in partnership with the Schulich School of Business. <ul style="list-style-type: none"> ◦ 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



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Schulich Management Program Summary

CIFFA /
Schulich
course
offerings

The three CIFFA/Schulich Management courses that must be completed through virtual class (online) offerings are:

- 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

Steps for Completion of the Application

1. Complete the application form.
 - a. This form can be completed by a new PFF, or an existing PFF who is renewing their membership.
 - b. Review all PFF requirements on the previous pages of this document.
 - c. Complete the applicable application form, date, and sign the Declaration at the bottom of the last page.

2. Attach any and all required documentation to this application, as required

Documentation for new applicants includes:

- Resume
- Two industry references
- One employer nomination

Documentation for existing PFF's who are renewing annually includes:

- Proof of completion of two industry related training events, or two industry related events (Trade shows, conferences etc).
 - You may also submit one event and one training event as your requirement
 - If the training and events attended were CIFFA run, please indicate this and we will confirm in our records.

3. Should you have any questions, please contact CIFFA directly at membership@ciffa.com.



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Initial application

Renewal Application

Applicant Personal Information

Name:	_____
Address:	_____
City/Province:	_____
Postal Code:	_____
Primary Phone:	_____
Personal E-mail:	_____
Date of Birth:	Year _____ Month _____ Day _____

Applicant Business Information

Applicant Position/Title:	_____
Company:	_____
Company Phone:	_____
Company E-Mail:	_____

Immediate Employer Details

This section must include the business information of the individual who will, or has nominated you as a PFF. Example – Supervisor, Manager, Director etc...

Name:	_____
Position/Title:	_____
Company:	_____
CIFFA Member:	Yes _____ No _____
Business Phone:	_____
E-Mail:	_____

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Employer Nomination (New Applicants Only)

I, _____ nominate and support the applicant's application for the CIFFA PFF designation.
Signature: _____ Date: _____

Requirement Checklist – Initial Applicants only

- | | | | |
|----|---|-----|----|
| 1. | Have you worked a minimum of 5 (Five) years in International Freight Forwarding? | Yes | No |
| 2. | Do you have Multimodal experience | Yes | No |
| 3. | Completed CIFFA Certificate in International Freight Forwarding | Yes | No |
| 4. | Completed CIFFA Advanced Certificate in International Freight Forwarding or FIATA Diploma Course | Yes | No |
| 5. | Completed CIFFA Management Curriculum | Yes | No |
| 6. | Completed CIFFA Standard Trading Conditions Workshop | Yes | No |
| 7. | Completed CIFFA Ethical Decision-Making Workshop | Yes | No |
| 8. | Have you enclosed two (2) CURRENT Letters of Recommendation from any of the following: senior management at your current employer, senior management at a former employer or an industry-related company or client? | Yes | No |
| 9. | Have you enclosed proof of employment and your resume? | Yes | No |

Renewal AND Initial Applicant confirmations

- | | | | |
|----|---|-----|----|
| 1. | Do you agree to abide by the CIFFA Code of Ethics? | Yes | No |
| 2. | Do you consent to have your name and company listed in CIFFAs annual print directory? | Yes | No |
| 3. | Do you consent to have your name appear on the CIFFA web-site? | Yes | No |



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CIFFA PFF's Code of Ethics

Every CIFFA PFF pledges to abide by this professional code of conduct which states:

- The CIFFA PFF must discharge his duties with honesty and integrity
- The CIFFA PFF pledges a standard of competence to his client, to perform in a conscientious, diligent and efficient manner, services undertaken on the client's behalf.
- The CIFFA PFF pledges to hold in strict confidence, all information acquired in the course of the relationship concerning the business and the affairs of his client behalf
- The CIFFA PFF pledges to hold in strict confidence, all information acquired in the course of the relationship concerning the business and the affairs of his client. No such information is to be divulged unless authorized by the client, or required by law
- The CIFFA PFF agrees to observe all relevant laws of Canada regarding the movement of goods entrusted to him.
- The CIFFA PFF owes a duty to his client, not to withdraw his services, except for good cause, and upon appropriate notice.

Declaration

I understand and agree that I must renew my PFF designation by January 1st and meet the stated renewal requirements to keep my designation in good standing.

I _____ declare that all the above information is offered in good faith, and is true and accurate. I realize that if it is found that any of the above information is untrue or inaccurate; my Professional Freight Forwarder designation may be revoked.

Signature

Date

CANADIAN ANTI-SPAM LEGISLATION CONSENT

By completing this application and upon approval, the applicant agrees to receive emails and other forms of electronic communications from CIFFA which may include information such as: events, announcements, training information, and other messages related to the day to day business of membership with CIFFA. Please visit the CIFFA website to review our [Legal](#) and [Privacy](#) policies.