Chart

Description automatically generatedGuidelines and Application for Acceptance as a Professional Freight Forwarder (PFF)

**PFF Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Minimum | 5 years experience | |
|  | Experience |  |  |
|  |  |  | |
|  | Application | Applications can be completed once all requirements are met | |
|  | process | Applications are approved by the CIFFA National Board of Directors | |
|  |  |  | |
|  |  | PFF’s must complete the following educational requirements: | |
|  | Education | 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. |
|  |  |  | o Exemptions for these courses for current PFFs are listed |
|  |  |  | below. |
|  |  | Completion of select CIFFA workshops | |
|  |  |  | o CIFFA Standard Trading Conditions |
|  |  |  | o Business Ethics for the Logistics Professional |
|  |  |  |  |
|  | Maintenance | PFF’s must agree to meet the yearly maintenance requirements, which includes: | |
|  |  |  | * Attend one educational event within the calendar year. * Attend one industry event within the calendar year. * Complete and submit the yearly Renewal Application. |

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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.
2. This form can be completed by a new PFF. Attach all supporting documentation to this application, as required.
3. Review all PFF requirements on the previous pages of this document.
4. Complete the applicable application form, date, and sign the Declaration at the bottom of the last page.
5. Should you have any questions, please contact CIFFA directly at membership@ciffa.com.

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**Applicant Personal Information**

*Please do not use all caps.*

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/Province: Click or tap here to enter text.

Postal Code: Click or tap here to enter text.

Primary Phone: Click or tap here to enter text.

Personal E-mail: Click or tap here to enter text.

**Applicant Business Information**

*Please do not use all caps.*

Applicant Position/Title: Click or tap here to enter text.

Company: Click or tap here to enter text.

Company Phone: Click or tap here to enter text.

Company E-Mail: Click or tap here to enter text.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement Checklist – Initial Applicants only | |  | **Yes** | **No** |
|  |  | |  |  |
| **1.** | Have you worked a minimum of 5 (Five) years in International Freight | |  |  |
|  | Forwarding? |  |
| **2.** | Completed CIFFA Certificate in International Freight Forwarding | |  |  |
| **3.** | Completed CIFFA Advanced Certificate in International Freight | |  |  |
|  | Forwarding or FIATA Diploma Course |  |
| **4.** | Completed CIFFA Management Curriculum |  |  |  |
| **5.** | Completed CIFFA Standard Trading Conditions Workshop | |  |  |
| **6.** | Completed CIFFA Ethical Decision-Making Workshop | |  |  |
|  | |  |  |  |
| **Initial Applicant confirmations** | |  |  |  |
|  |  | |  |  |
| **1.** | Do you agree to abide by the CIFFA Code of Ethics? | |  |  |
| **2.** | Do you consent to have your name and company listed in CIFFAs annual | |  |  |
|  | print directory? |  |
| **3.** | Do you consent to have your name appear on the CIFFA website? | |  |  |
| **4.** | Do you agree to maintain the designation on a yearly basis by completing the yearly educational requirements and renewal application? | |  |  |



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**CIFFA PFF’s Code of Ethics**

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

* The CIFFA PFF must discharge their duties with honesty and integrity.
* The CIFFA PFF pledges a standard of competence to their 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 their 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 their 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 them.
* The CIFFA PFF owes a duty to their client, not to withdraw their 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 Click or tap here to enter text. 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.

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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.