

FAQs: Applying for the CITP Designation

The information below has been provided to respond to some of the most frequently asked questions regarding applying for the Certified International Trade Professional (CITP®|FIBP®) designation.

The information in this document is subject to change. We urge you to carefully review the information contained within the CITP Candidate Handbook for complete details. Please visit the [FITT website](#) to ensure you are using the current version of the CITP Candidate Handbook.

Feel free to reach out to certification@fitt.ca with any questions.

QUESTION	ANSWER
CITP Application Process	
When can I apply for the CITP designation?	<p>You can apply for the designation as soon as you have met the requirements for one of the pathways.</p> <p>Please see page 6 of the CITP Candidate Handbook for complete details.</p>
How do I apply for the CITP application?	<p>You apply for the designation online through one of the three pathways:</p> <ol style="list-style-type: none"> 1) FITT Diploma 2) Specialized Credential Holders (not currently available) 3) Executive Pathway <p>Please see page 7 of the CITP Candidate Handbook for complete details.</p>
What are the eligibility requirements for each of the pathways?	<p>Pathway 1: FITT Diploma</p> <ul style="list-style-type: none"> • Earning the FITT Diploma (through FITTskills courses, FITT-accredited programs or through Prior Learning and Assessment Recognition (PLAR)) • Minimum 1-year full time work in a role that is primarily focused on international trade and is related to one or more of the 15 CITP competency categories <p>Pathway 2: Specialized Credential Holders (not currently available)</p> <p>Pathway 3: Executive Minimum of 10 years of full-time work experience related to all 15 CITP competency categories in executive level roles</p> <p>Please see page 7 of the CITP Candidate Handbook for complete details.</p>

<p>What documents do I need to upload as part of my online application?</p>	<p>You will need to upload the following documents:</p> <p>Pathway 1 – FITT Diploma:</p> <ul style="list-style-type: none"> • cover letter summarizing your international trade work experience; • detailed CV that clearly describes your international trade work experience; and • reference letters from 2 individuals who can attest that the experience information provided in your cover letter & CV is correct. <p>Pathway 2: Specialized Credential Holders (not currently available)</p> <p>Pathway 3: Executive:</p> <ul style="list-style-type: none"> • cover letter summarizing your international trade work experience; • detailed CV that clearly describes your international trade work experience; and • reference letters from 2 individuals who can attest that the experience information provided in your cover letter & CV is correct. <p><i>Please see page 8 of the CITP Candidate Handbook for complete details.</i></p>
<p>What qualifies as international work experience for each of the pathways?</p>	<p>Pathway 1 – FITT Diploma</p> <p>We are looking for experience in a position where the majority of your responsibilities include activitie(s) related to one or more of the 15 CITP competency categories. However, a position with a company that does importing or exporting activities, but where you do not have any responsibilities in that area would not qualify.</p> <p>Pathway 2: Specialized Credential Holders (not currently available)</p> <p>Pathway 3 – Executive Pathway</p> <p>We are looking for a minimum of 10 years of full-time work experience related to all 15 CITP competency categories in executive level roles:</p> <ul style="list-style-type: none"> • Leadership roles, and/or • Management roles in the practical or policy areas of international trade, and/or • Oversight roles associated with an organization’s international trade activities

<p>Who should I ask to be my references?</p>	<p>Both of your referees must know you professionally and be able to attest that the information provided in your cover letter and CV is correct. Referees are typically current (or former) employers, business colleagues, and clients/customers.</p> <p>Please view the Reference Guide or see page 8 of the CITP Candidate Handbook for complete details;</p>
<p>How much is the CITP application fee?</p>	<p>The CITP application fee is CAD 570.00 (plus applicable taxes). We urge you to review all the requirements before applying as the fees are <u>non-refundable</u>.</p> <p><i>Please see page 9 of the CITP Candidate Handbook for complete details.</i></p>
<p>What do I do if my organization has an agreement with FITT to cover my CITP application fees?</p>	<p>If you work for TCS-Global Affairs Canada or Investissement Québec, you still need to apply for the CITP designation online, but you will be provided with a promo code by either your employer or FITT that will charge the <u>fee</u> to your employer. This promo code can be entered on the first page of the online form.</p> <p>These codes will change on an annual basis.</p> <p><i>Please contact certification@fitt.ca for more information.</i></p>
<p>I completed a program through one of FITT's Educational Partners. Can I still apply for the designation?</p>	<p>The first step is to transfer your credits to FITT. Please email info@fitt.ca with the following information:</p> <ul style="list-style-type: none"> (a) Name of the school (b) Name of the program (c) The month/year you started the program
<p>What can I do if I have prior learning through an institution not accredited by FITT?</p>	<p>You may be able to earn equivalency credits towards the FITT Diploma in International Trade for prior learning and past work experience by applying for credit for one or more of the six FITTskills courses through the portfolio submission process. If you do not earn equivalency credits for all six FITTskills courses, any remaining courses can be completed online or through one of our educational partners.</p> <p><i>Please see https://fittfortrade.com/certification-process for more details.</i></p>
<p>Do I need to complete the FITTskills training if I have years of international trade experience?</p>	<p>Applicants who possess a minimum of 10 years international experience (full-time) in executive level role(s) related to the 15 CITP competency categories can apply for the CITP designation through the Executive Pathway.</p> <p><i>Please see page 6 of the CITP Candidate Handbook for complete details.</i></p>

<p>Do I need to be a member of FITT to apply for the designation?</p>	<p>Membership in FITT, or any other organization, is optional and not required to apply for certification.</p> <p><i>Please see page 5 of the CITP Candidate Handbook for complete details.</i></p>
<p>How long does the CITP application process take?</p>	<p>The CITP application process can take a few weeks depending on the volume of applications and whether additional details are required. Please note that the Executive Path applications are reviewed monthly by the Certification Council so it will take longer to hear the status on those.</p>
<p>My CITP application has been accepted, now what?</p>	<p>You will be notified by FITT that you are eligible to write the CITP Professional Exam. Sample exam questions will be provided, as well as instructions on accessing the online exam platform and information on scheduling your exam.</p>
<p><i>CITP Professional Exam</i></p>	
<p>Who needs to write the CITP Professional Exam?</p>	<p>Regardless of the pathway, all qualified applicants must pass the CITP Professional Exam before achieving the designation. You will not be permitted to take the exam if you do not meet the eligibility requirements.</p> <p><i>Please see page 10 of the CITP Candidate Handbook for complete details.</i></p>
<p>How do I write the CITP Exam?</p>	<p>You will be notified by FITT that you are eligible to write the CITP Professional Exam. Sample exam questions will be provided as well as instructions on accessing the online exam platform and information on scheduling your exam.</p> <p><i>Please see page 10 of the CITP Candidate Handbook for complete details.</i></p>
<p>What format is the CITP Professional Exam?</p>	<p>The CITP Professional Exam is:</p> <ul style="list-style-type: none"> • 125 multiple-choice questions • 4-hour exam • Online exam via live remote proctoring • Available in English and French <p><i>Please see page 11 of the CITP Candidate Handbook for complete details.</i></p>
<p>What content will be covered in the exam?</p>	<p>The exam covers the topic areas detailed in the content outline. The breakdown of exam question types is as follows:</p> <ul style="list-style-type: none"> • 30-40% case-based questions • 60-70% independent questions <p><i>Please see page 11 of the CITP Candidate Handbook for the CITP Professional Examination Blueprint (outline).</i></p>

<p>What is online proctoring?</p>	<p>An authorized, neutral individual will ensure the identity of the test taker and the integrity of the test taking environment while supervising your exam in real time via your webcam and monitor what is running on your computer via screen sharing software.</p> <p>Please contact certification@fitt.ca if you have any questions.</p>
<p>How will the proctor be able to validate who is taking the test?</p>	<p>Exam takers are required to present a valid (not expired), government issued, photo identification to gain admission to the test environment (e.g. driver's license or passport).</p> <p>Please see page 18 of the CITP Candidate Handbook for complete details.</p>
<p>Can I use any computer to take the CITP Professional Exam?</p>	<p>Technically yes, however, we recommend that you use a personal computer, as problems can arise from using corporate/work computers due to their settings and firewalls.</p>
<p>What if I select the English exam but decide I would prefer to write it in French?</p>	<p>No problem, although you pre-select the language of the exam, you can toggle between English and French <u>while</u> writing the exam.</p>
<p>Can I take a break during the exam?</p>	<p>15-minute washroom breaks are permitted during your exam. No extra time is provided for these breaks so the exam timer will continue to run. Before leaving the testing area, you will need to notify your proctor. Upon your return, your workspace will need to be resecured before resuming your exam.</p>
<p>What is the pass mark for the exam?</p>	<p>The CITP Professional Exam is Pass or Fail and the pass mark is not published. The passing mark was established by qualified and trained subject matter experts and approved by the Certification Council.</p> <p>Please see page 21 of the CITP Candidate Handbook for complete details.</p>
<p>Are there any exam accommodations for applicants with disabilities?</p>	<p>Accommodations are made for applicants at no cost. Applicants requesting accommodations must submit their request and required documents to certification@fitt.ca at least 30 days prior to their intended examination date. The request must be submitted prior to scheduling your exam.</p> <p>Please see page 9 of the CITP Candidate Handbook for complete details.</p>
<p>Are there sample exam questions?</p>	<p>Sample exam questions will be provided to candidates approved to write the CITP Professional Exam.</p>

<p>What happens if I am not ready to write my exam?</p>	<p>Each 30-day deferral is CAD 50.00 plus applicable taxes.</p> <p>If your exam has not been booked You can submit a request to reschedule an exam to FITT via the CITP Exam Deferral Request online form in advance of the exam expiry date (exam deadline).</p> <p>If you have already booked your exam You can submit a request to reschedule your exam to FITT via the CITP Exam Deferral Request online form at least 10 days prior to your exam date.</p> <p><i>Please see page 10 of the CITP Candidate Handbook for complete details.</i></p>
<p>What happens if I don't pass the CITP Professional Exam?</p>	<p>If you do not pass the exam, you are eligible to rewrite the exam after a 60-day wait period from your original exam deadline. You can submit a rewrite request. Each rewrite will cost CAD 150.00 plus applicable taxes. There is no limit to the number of rewrites.</p> <p><i>Please see page 22 of the CITP Candidate Handbook for complete details.</i></p>