



CITP Application Reference Guidelines

Updated July 26, 2024

Overview

Work experience must be confirmed by two individuals (references) who can attest that the experience information provided by the Certified International Trade Professional (CITP) candidate in their complete application is correct, including the information:

1. Cover letter – *required for all candidates*
2. Detailed curriculum vitae (CV) – *required for all candidates*
3. Portfolio – *required for all candidates applying through Pathway 2 (IB Educational Credential Holders). Candidates applying through Pathway 3 (Specialized Credential Holders) must also submit a portfolio if their pre-approved specialized credential does not cover all 15 CITP competency categories.*

References must be familiar enough with the candidate to provide support of the application documentation. In effect, the individuals must know the applicant well enough to speak knowledgeably about the candidate's professional attributes and competencies in international business. This knowledge could have been acquired through various means such as employers, business colleagues, and clients/customers.

Reference Questions

The signed reference letters should be addressed to the FITT Certification Staff, include contact information for the references and must address the following standard questions:

- How long have you known the candidate, and in what capacity?
- To your knowledge, how long has the candidate been involved in the international trade area?
- What specific areas of international trade was the candidate involved in and what were the candidate's responsibilities in these areas?
- As you are recommending this individual, please explain why the candidate should receive the CITP® designation.

Important:

Please ensure that your references understand that FITT Certification Staff and/or members of the Certification Council (who may not have a FITT email address) might reach out to them directly for clarification. Any reference who does not respond to questions will cause delay in the application review process.

For more information, review the [CITP Candidate Handbook](#) and/or contact certification@fitt.ca.