



IATAN Accreditation Requirements

Section 1. General Business Requirements

- Completed, signed and notarized IATAN Accreditation Application
- Online Payment (instructions will be e-mailed once forms and documents are received. Fee Scheduled detailed at the end).
- Proof of Current Business License showing the legal name of the entity and "active" or "in good standing" with the state, county, or city. Provide one of the following:
 - **Sole Proprietorship or Partnership:**
 - + DBA registration with the City or County Clerk's Office
 - **Corporation or LLC:**
 - + Certificate of Good Standing from the Secretary of State
- Proof of Ownership and Legal Form of Business (provide docs that correspond to one of the following legal entity types):
 - **Corporation:**
 - + Articles of Incorporation
 - + IATAN Affidavit of Ownership (page 4 of the Accreditation Application)
 - **Limited Liability Company:**
 - + Articles of organization or Operating Agreement
 - + IATAN Affidavit of Ownership (page 4 of the Accreditation Application)
 - **Sole Proprietorship:**
 - + Business license or registration with the County Clerk's Office displaying name of sole owner(s)
 - + IATAN Affidavit of Ownership (page 4 of the Accreditation Application)
 - **Partnership:**
 - + Partnership Agreement (must be signed)
 - + IATAN Affidavit of Ownership (page 4 of the Accreditation Application)
- Proof of Seller of Travel Registration for the following states:
 - Florida
 - Hawaii
 - Iowa
 - Washington State
- Proof of two years of experience for QMP/QTA. Provide **one of the following:**
 - A letter of recommendation or verification of employment from an IATAN Accredited Agency (provide IATA# on letter)
 - A letter of recommendation from a national or international travel industry supplier.
 - One of the certifications below:
 - + [IATA/ARC Training Certificate](#)
 - + [ARC Specialist Certification](#)
 - + CTA (Certified Travel Associate)
 - + CTC (Certified Travel Counsellor)
 - + CMP (Certified Meeting Professional)
 - + CMM (Certification in Meeting Management)
 - + CSEP (Certified Special Event Professional)
 - + CLIA Certificate
 - + MPI Certificate (Meeting Planners Institute)
 - + Travel/Hospitality School Diploma or Degree
 - + [Travel Advisor Resource Center Certification](#)

Note: Letters of Recommendation must be on letterhead and mention the name of the QMP/QTA with a time period



Section 2: Financial Information (Non-Ticketing Locations Only)

- Proof of Financial Benchmarks:
 - For all **home-based*** businesses regardless of the duration of establishment and **commercial entities operating less than one (1) year**, please provide one or a combination of the following documents to demonstrate that your business has \$10,000 available capital or invested in the business.
 - + Bank letter or bank statement that shows available balance and is dated within the last three months from submission of application (it can be under the name of business owner(s) or business entity)
 - + Financial Statement or expense report of the business entity
 - + Previous year's Income Tax Return (Self-Prepared, Accountant, or by a CPA)
 - + Previous year's 1099s or W-2s paid to the business entity (need to be from travel industry suppliers or accredited travel agencies)
 - + Line of Credit of the business or the owner(s)
 - + Sales Reports from travel industry suppliers
 - + Signed group or event contract(s) from travel industry suppliers (contracts must mention the name of business and be signed by supplier)
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or paid commission to the business
 - + Florida SOT Bond or Registration that costs \$10,000
 - For **commercial entities operating more than one (1) year**, please provide one or a combination of the following documents to demonstrate that your business has \$20,000 in Gross Travel Income or \$20,000 available capital, or \$200,000 in Annual Gross Sales. It can be one or a combination of the following documents.
 - + Previous year's Income Tax Return (Self-Prepared, by an Accountant, or by a CPA)
 - + Financial Statement of the business entity
 - + Sales Reports from travel industry suppliers
 - + Signed group or event contract(s) from travel industry suppliers (contracts must mention the name of business and be signed by supplier)
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or paid commission to the business
 - + Previous year's 1099s or W-2s paid to the business entity
 - + Bank letter or bank statement that shows available balance and is dated within the last three months from submission of application (it can be under the name of business owner(s) or business entity)
 - For **Corporate Travel Department****, regardless of the duration of establishment, please provide one or a combination of the following documents to demonstrate that your business has \$20,000 in Gross Travel Income or \$20,000 available capital, or \$200,000 in Annual Gross Sales.
 - + Financial Statement or expense report of the business entity prepared and signed by a CPA
 - + Sales reports from travel industry suppliers
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or travel expenses of the business
 - + Letter from a CPA confirming the business' travel expenses

*] operating from your residence in accordance with local and state laws

**] in-house travel department that purchases air transportation and travel services for its own employees and owners rather than the general public

- Proof of Errors and Omissions or Professional Liability Insurance. Provide **one of the following**:
 - **Professional Liability Insurance**: Copy of valid insurance policy, only the binder page (needs to show the type of insurance, the legal name or DBA of the business and the expiration date) Corporate Travel Departments and CCLs don't need this insurance.
 - **Errors & Omissions Waiver** and proof of **two years** of experience for the owner or the legal representative. To validate the experience, provide same documents as proof of experience for QMP/QTA in Section 1 – General Business Requirements.



Section 3: Additional Documents (Ticketing Locations Only)

- ARC Approval Letter
- Signed and notarized IATAN Agency Agreement.

Section 4: IATAN Fee Schedule

- All fees are in US dollars and are non-refundable.
- Fees are subject to change without notice.
- All fees are paid through our online portal (instructions will be e-mailed once we receive documents/forms)

NEW APPLICATIONS	FEES
Head Office (HO)	\$247.00
Branch Office (BR)	\$247.00
Corporate Travel Department (CTD)	\$410.00
Corporate Client Location (CCL)	\$410.00
Host Service Location (HSL)	\$410.00
Independent Contractor Business (ICB)	\$95.00