



IATAN Accreditation Requirements Travel Business Entity

IATAN's accreditation program offers US based Travel Professionals in the United States an opportunity to connect with suppliers around the world. Through the IATA numeric code, suppliers have the ability to validate your business and track your business sales, resulting in visibility and recognition of your business on a global level.

1. General Business Requirements

Non-Ticketing:

Please refer to Business Information (Section 2) in the IATAN Accreditation Application.

- Provide proof of the legal form of the business by submitting one (1) of the following (not limited to):
 - *Copy of Business License*
 - *Documentation disclosing the business' Federal Tax ID Number*
 - *Copy of certificate of registration*
 - *Copy of incorporation or partnership agreement*
 - Provide proof of an existing bank account by submitting one (1) of the following (not limited to the following):
 - *A letter from the bank confirming the existence of a business bank account*
 - *Copy of a bank statement in the name of the business*
 - Provide proof of a valid and relevant Errors and Omissions or Professional Liability insurance policy in the legal name of the business:
 - *Submit a copy of your policy showing the appropriate coverage. The amount of the policy is a business decision to be determined between the applicant and its insurance broker.*
 - *Errors and Omissions insurance will be waived for industry professionals who:*
 - *have at least five (5) years full-time experience within the last ten (10) years as a travel professional working in the travel industry (proof of employment required), or*
 - *have successfully completed The Travel Institute's Certified Travel Associate (CTA) Program. We require a copy of the CTA certificate to confirm completion of the program. For further info on CTA certification, please visit: www.thetravelinstitute.com*
- *An Errors and Omissions Waiver affidavit must be signed, notarized and submitted with either proof of employment or a copy of certification. See **IATAN Accreditation Application** (Section 11).*
- Provide two (2) letters of recommendation from national or international travel associations and/ or industry suppliers (not limited to the following):
 - *American Society of Travel Agents (ASTA)*
 - *Meeting Professionals International (MPI)*
 - *National Association of Cruise Oriented Agencies (NACOA)*
 - *National Tour Association (NTA)*
 - *Society of Incentive Travel Executives (SITE)*
 - *Supplier (hotels, cruise lines, car rentals, etc.)*

Ticketing Applicant (Please refer to Business Information (Section 2) in the IATAN Accreditation Application)

Specific Airline Appointed:

- In addition to the above Provide copy of the agreement (s) held with the specific carrier (s)

Sellers of Travel State Registration (Non ticketing & ticketing). If applicable in your respective state, provide a copy of certificate.





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2. Financial Requirements

Please refer to Financial Information (Section 3) in the IATAN Accreditation Application.

Non – Ticketing Applicant:

➤ Which of the following best describes your business?

The owner(s) of the travel business has been registered with IATAN for two (2) of the past three (3) years and was eligible for an IATA/IATAN ID Card and earned at least \$20,000 in each of those two (2) years from the sale of travel and travel related services.

Please attach proof of gross travel sales or income by providing copy of income tax statement or copy of W2 from an IATAN accredited business where the individual was registered. Previous history will be verified using the IATAN personnel database.

The business is considered “Home Based” (operating from your residence in accordance with local and state laws) or the business has been in operation for less than one (1) year and the owner(s) has invested or has committed to invest a minimum of \$10,000 in the travel business.

Please provide financial statement of the business. If statement not available, proof of available capital is required. This proof may be, but is not limited to, a personal financial statement or a bank letter confirming financing.

The business has been in operation for one (1) year or more and produced at least \$20,000 in gross travel income or \$200,000 in gross travel sales in the previous twelve (12) months.

Please attach proof of gross travel sales or income by providing copy of income tax statement or copy of W2 from an IATAN accredited business where the individual was registered. Previous history will be verified using the IATAN personnel database.

Ticketing — Specific Airline Appointed Applicant:

➤ Provide proof of either a working capital of \$25,000 or a tangible net worth of \$30,000 (an additional \$5,000 of working capital must be shown for each additional branch).

➤ A financial statement prepared by a C.P.A. including a compilation report. If located in Puerto Rico, provide a copy of your current Public Service Commission License.

Ticketing — Airline Appointed Applicant:

➤ ARC approval letter

➤ If located in Puerto Rico provide a copy of your current Public Service Commission License

Note: Meeting / event and travel Industry income/sales must not represent more than 15% of personal travel (applicant and family). “Family” is defined as your Spouse, Partner, Parents, Grand Parents, Mother In-law, Father in-law, Sister in-law, Brother in-law, Siblings and Children. This is attested, certified and acknowledged through the signing and notarization of the application form.





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3. Qualifiers

Please select a Managerial Qualifier (QMP) for your non-ticketing entity or a Ticketing Qualifier (QTA) for your ticketing entity. Please refer to Qualifier (Section 5) in the IATAN Accreditation Application.

Non-Ticketing Location - Managerial Qualifier

- **Non-Ticketing:** A business that is engaged in the sale and / or brokerage of travel or travel services such as cruises, tours, hotels, car rentals, bus and rail transportation. These businesses do not ticket or maintain airline specific stock.

Each **non-ticketing** location must be managed by a person who devotes substantially all of their time to the affairs of the business and has:

- at least two (2)*** years full-time or equivalent experience within the last three (3) years in a travel sales capacity at an accredited location, corporate travel department, airline, cruise line, hotel, car rental, railroad, bus company, tour operator or other travel related business.
- completed the Travel Institute's Certified Travel Associate (CTA) Program

Ticketing Location – Managerial Qualifier and Ticketing Qualifier

- **Specific Airline Appointed:** A business that holds specific airline ticket stock or is capable of e-ticketing and engaged in the sale of air transportation.

- **Airline Appointed:** A business that holds ticket stock, or is capable of e-ticketing and is engaged in the direct sale of air transportation.

- **Managerial Qualifier:**

Each **ticketing location** must have at least one full time* person authorized to make managerial decisions and exercise daily supervision of the location, who has:

- at least two (2) years full-time employment within the last ten (10) years in a managerial position at an accredited agency** or corporate travel department, or in a passenger air transportation sales capacity at an airline; or
- at least three (3) years full-time employment within the last ten (10) years as a sales counselor at an accredited entity or corporate travel department, or in a passenger air transportation sales capacity at an airline; or
- at least four (4) years full-time employment within the last ten (10) years in a managerial position in a travel related business (such as hotel, cruise line, or tour operator) that offers travel services to the general public; or
- completed the Travel Institute's Certified Travel Associate (CTA) Program

- **Ticketing Qualifier:**

Each **ticketing location**, must have at least one full time* person who performs or supervises the performance of all technical aspects of selling commercial air transportation (i.e. making reservations, issuing tickets, assigning seats, generating other traffic documents, etc.). This person must have at least one (1) year full time experience in this field within the last three (3) years at:

- an accredited entity**, **or** an airline, **or** a corporate travel department

* An employee is considered full time when he/she works 35 hours per week.

** An accredited entity is a former IATA / IATAN approved agency or ARC industry agent.

Once accredited, the business entity must comply with the IATAN Accreditation Requirements on an on-going basis.

