



## IATAN Accreditation Requirements

### **Section 1: General Business Requirements**

- Complete, signed and notarized IATAN Accreditation Application (Doc 205)
- Online Payment (instructions will be e-mailed once forms and documents are received):
  - \$195 - Travel Business Entity
  - \$195 - Meeting and Event Planner Entity
  - \$390 - CTD (Corporate Travel Department)
  - \$390 - CCL (Corporate Client Location)
- 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:
  - Registration with the County Clerk’s Office
  - Registration with the City’s Office
  - Registration with the State or Certificate of Good Standing with the State
- Proof of Ownership and Legal Form of Business (provide documents that correspond to one of the following legal entity types):
  - **Corporation:**
    - Articles of Incorporation
    - IATAN Affidavit of Ownership (page \_\_\_ of the Accreditation Application – Doc 205).
  - **Limited Liability Company:**
    - Articles of Organization
    - IATAN Affidavit of Ownership (page \_\_\_ of the Accreditation Application – Doc 205).
  - **Sole Proprietorship:**
    - Business license or registration with the County Clerk’s Office displaying name of sole owner(s)
    - IATAN Affidavit of Ownership (page \_\_\_ of the Accreditation Application – Doc 205).
  - **Partnership**
    - Partnership Agreement (must be signed)
    - IATAN Affidavit of Ownership (page \_\_\_ of the Accreditation Application – Doc 205).
- Proof of Seller of Travel Registration for the following states:
  - California
  - 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:
    - CTA (Certified Travel Associate)
    - CTC (Certified Travel Counselor)
    - CMP (Certified Meeting Professional)
    - CMM (Certification in Meeting Management)
    - CSEP (Certified Special Event Professional)
    - ASQ Certificate (ARC Specialist Qualifier)
    - IATA/ITDI Courses related to the travel industry

**Note:** Letters of Recommendation must on letterhead, and mention the name of the QMP/QTA’s name with a time period





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### **Section 2: Non - Ticketing Locations (additional documents):**

- Proof of existing bank account in the legal name of the business:
  - Bank Statement dated within the last three months from submission of application
  - Letter from the bank dated within the last three months from submission of application
  - Online banking screenshot (needs to show the name of the bank and the business)
- Proof of Financial Benchmarks:
  - **Home Based and/or New Business (less than one year in operation):**  
Financial Criteria of \$10,000 Available Capital or Invested in the Business. Provide one or a combination of the following that equals a total of \$10,000:
    - Bank letter or bank statement that shows available balance and is dated within the last three months from submission of application.
    - Financial Statement or expense report of the business entity
    - Previous year's Income Tax Return
    - Previous year's 1099s or W-2s paid to the business entity
    - Line of Credit of the business or the owner(s)
    - Sales Reports from travel industry suppliers
    - Two letters on letter head from travel industry suppliers specifying volume of sales or paid commission to the business

**Note:** Meeting and Event Planners need to provide at least one signed contract from a supplier on corporate letter head in addition to documents listed above.

- **Travel Business or Meeting Planner Entity (more than one year in operation):**  
Financial Criteria of \$20,000 in Gross Travel Income or \$200,000 in Annual Gross Sales. Provide one of the following:
  - Previous year's Income Tax Return
  - Financial Statement of the business entity
  - Sales Reports from travel industry suppliers
  - 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

**Note:** Meeting and Event Planners need to provide at least one signed contract from a supplier on corporate letter head in addition to documents listed above.

- **CTD (Corporate Travel Department):**  
Financial Criteria of \$200,000 in Annual Travel Expenses. Provide one of the following:
  - 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

- Letters of Recommendation. Provide **two of the following:**
  - A letter of recommendation 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:
    - CTA (Certified Travel Associate)
    - CTC (Certified Travel Counselor)
    - CMP (Certified Meeting Professional)
    - CMM (Certification in Meeting Management)
    - CSEP (Certified Special Event Professional)

**Note:** Letters of Recommendation must be on letterhead, and mention the name of the business

- Proof of Errors and Omissions or Professional Liability Insurance. Provide **one of the following:**
  - Copy of valid insurance policy
  - Errors & Omissions Waiver and proof of **five 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.





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### **Section 3: Ticketing Locations - Airline Appointed (additional documents):**

- Signed and notarized IATAN Agency Agreement (Doc 808) (Only needed for Head Office)
- ARC Approval Letter