




## IATAN Accreditation Requirements

Please note that IATAN has added symbols to its documents to better assist you with the document and to point out specific areas for your particular needs.

Note that the black symbol  is relevant to all applicants while the following symbols are geared towards your specific area of interest:



IATAN offers US travel businesses and professionals global recognition and reach.

IATAN's mission is to promote professionalism, administer meaningful and impartial business standards, and to provide cost-effective products and services that benefit the travel industry.

### Qualifier(s)

#### Managerial Qualifier

Each **ticketing location**, including unrelated travel businesses sharing the same premises, must have at least one full-time\* person authorized to make managerial decisions and exercise daily supervision of the location, who has had:

- 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 an acceptable combination thereof.

*If the location is designated and approved by ARC as an "On-Site" branch location, the Managerial qualifier is not required.*

*If the location is designated and approved by ARC as a Centralized Service Location (CSL), the same person may be the Managerial qualifier for up to 20 CSL IATA code numbers.*

#### Ticketing Qualifier

Each **ticketing location**, including unrelated travel businesses sharing the same premises, 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.).

- a) 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\*\*;
  - an airline; or
  - a corporate travel department;
  - or an acceptable combination thereof.

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

\*\* An accredited entity is a former IATA or ATC approved agency, an IATAN accredited entity, ARC industry agent or an entity approved by IATA in any other country in the world or pursuant to any domestic approval system operated by domestic airline associations in other countries of the world.

\*\*\* Reduced to one (1) year within the last three (3) years if the person has successfully completed an undergraduate degree in travel and tourism or has earned certification as a Certified Travel Counselor (CTC), a Certified Travel Industry Executive (CTIE) or as a Certified Travel Associate (CTA). (We require a copy of your degree or certification).





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Or

- b) has successfully passed the Certified ARC Specialist (CAS) test administered by the Airlines Reporting Corporation (ARC).

*If the location is designated and approved by ARC as an "On-Site" branch location, the Ticketing Qualifier may be an employee of the corporate client.*

*If the location is designated and approved by ARC as a Centralized Service Location (CSL), the same person may be the Ticketing Qualifier for up to 20 CSL IATA code numbers.*

**Note** the same person may be the Managerial and Ticketing Qualifier.



### **Non-Ticketing Location**

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 had at least two (2)<sup>\*\*\*</sup> 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.



### **Premises**

Each business or location must be identified as offering professional travel services.

Each **ticketing location** must be accessible to the public for the sale of travel & travel related services.

Locations on the premise of a customer (**On-Site**) must be accessible only to the employees of the customer.

Centralized Service locations must not be identifiable as a travel "agency" nor open and accessible to the public for the sale of travel & travel related services.





## IATAN Accreditation Requirements

### Financial Requirements

a)  **Ticketing – Airline Appointed Applicant must:**

- I.  Provide a copy of its valid ARC bond or letter of credit as submitted to ARC.
- II.  Provide a copy of its ARC letter of approval.
- III.  If located in Puerto Rico, provide a copy of your current Public Service Commission License.

b)  **Ticketing – Specific Airline Appointed Applicant must:**

- I.  Provide proof of either a working capital of \$25,000 or a tangible net worth of \$30,000.
  - *We require a financial statement prepared by a C.P.A. including a compilation report.*
  - *NOTE; an additional \$5,000 of working capital must be shown for each additional branch.*
- II.  If located in Puerto Rico, provide a copy of your current Public Service Commission License.

c)  **Non-Ticketing Applicant** – Which of the following best describes your business and provide the following

- I.  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;
  - *We require copies of W2 or 1099 forms from an IATAN accredited business where the individual(s) was registered. Previous history will be verified using the IATAN personnel database.*

or

- II.  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;
  - *We require an actual or budgeted financial statement of the business, prepared in accordance with general accounting principles, including a signed C.P.A. accountant’s compilation report, or*
  - *If the amount is not yet invested or appearing on a financial statement, then 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.*

or

- III.  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;
  - *We require a financial statement of the business, prepared in accordance with general accounting principles, including a signed C.P.A. accountant’s compilation report, or*
  - *Letters from suppliers detailing the dollar volume of sales (should total \$200,000 in gross travel sales or \$20,000 in compensation), or*
  - *A copy of the previous year’s income tax return of the business, or*
  - *A Sales Summary supported by a statement from a supplier.*





## IATAN Accreditation Requirements

### General Business Requirements

◆ That the gross travel income and gross travel sales represents no 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.



#### **Ticketing –Specific Airline Appointed** – Holding Specific Airline Appointment must:

- Provide copy of the agreement(s) held with the specific carrier(s)



#### **Non-Ticketing Applicant**

Provide two (2) letters of recommendation from national or international industry suppliers or from a national travel association (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.)

Provide proof of the legal form of the business by supplying one (1) of the following (not limited to the following).

- We require 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 supplying one (1) of the following (not limited to the following).

- We require 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 business contact information by supplying one (1) of the following (not limited to the following).

- Copy of a listing in the telephone or equivalent directory
- Screen shot of the business’s website homepage
- Promotional material identifying your business
- Copy of an advertisement identifying your business
- Advertisement in newspaper.

Provide proof of a valid and relevant errors and omissions or professional liability insurance policy in the legal name of the business.

- We require a copy of your policy showing the appropriate coverage and 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 travel 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](http://www.thetravelinstitute.com)

Where applicable, provide proof of sellers of travel registration with the State.

- We require a copy of your Sellers of Travel State Registration.





## IATAN Accreditation Requirements

### ◆ Responsibilities

The Applicant will **not** be accredited or retained by IATAN when the business entity or any person(s) holding a financial or ownership interest in the business or any manager who exercises daily supervision over the operation of the business has:

- been found within the last ten (10) years by a court of competent jurisdiction to have violated any fiduciary obligation or committed an act of fraud, embezzlement or similar activity  
or
- been involved in the financial management of an accredited location which has been removed from IATA, ARP or ARC on grounds of default; unless it is determined that such travel agent, person or manager did not participate in the acts or omissions that caused such default  
or
- made a misleading statement or representation to obtain or retain this accreditation  
or
- improperly used an IATAN or IATA registered trademark or service mark  
or
- falsely identified the business as holding industry credentials or memberships not limited to IATA or IATAN  
or
- lent, subcontracted or hired to a third party an IATA numeric code, or used the IATA numeric code as a form of identification or other purpose on a proprietary product without express authorization to do so by IATA.

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

