IATAN Conversion to Ticketing Location Requirements

Section 1. General Business Requirements

- Completed, signed and notarized IATAN Conversion Application to Ticketing Location

- Online Payment (instructions will be e-mailed once forms and documents are received). For a complete list of fees please download the IATAN Fee Schedule from www.iatan.org/accreditation-forms

- 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

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

- Signed and notarized IATAN Agency Agreement

- ARC Approval Letter

904-2024-01-01