



IATAN Conversion to Non-Ticketing Location Rqmts

Section 1. General Business Requirements

- Completed, signed and notarized IATAN Conversion Application to Non-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	+ CMM (Certification in Meeting Management)
+ ARC Specialist Certification	+ CSEP (Certified Special Event Professional)
+ CTA (Certified Travel Associate)	+ CLIA Certificate
+ CTC (Certified Travel Counsellor)	+ MPI Certificate (Meeting Planners Institute)
+ CMP (Certified Meeting Professional)	+ 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

- ARC Termination Letter or ARC Approval Letter for VTC

Section 2: 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.