



IATAN Conversion to Non-Ticketing Location Rqmts

Section 1. General Business Requirements

- Complete, signed and notarized IATAN Conversion Application (Doc 737)
- 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
- 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 (wording can be several years or actual dates)

- Proof of Errors and Omissions or Professional Liability Insurance. Provide one of the following:
 - Copy of valid insurance policy (needs to show the type of insurance, the name of the business and the expiration date)
 - 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 listed above.
- ARC Termination Letter or ARC Approval Letter for VTC