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