



# IATAN Conversion to Ticketing Location Requirements

## Section 1. General Business Requirements

- Complete, signed and notarized IATAN Conversion Application (Doc 736)
- 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](http://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)

- Signed and notarized IATAN Agency Agreement (Doc 808)
- ARC Approval Letter