



TO ALL YTB REPS AND RTAS:

YTB will accept and process California resident RTA credential applications beginning May 1, 2007. The RTA credential application may be found in the Download section of your Back Office. RTAs must sign the credential application (and the accompanying RTA Terms and Conditions) and must also sign the NEW CALIFORNIA CERTIFICATON (found in the Download section as a separate document).

The new rules for California resident RTA credentials are:

1. **Who may apply?** All California resident RTAs who have not yet received YTB RTA credentials, without regard to your start date as a YTB RTA.
2. **When may you apply?** On or after May 1, 2007.
3. **What conditions must be met before you can apply for your California RTA credentials?** Paid for travel and/or travel related products totaling \$1,500 retail must be booked through your YTB travel website
4. **What requirement is necessary for the RTA California credential RENEWAL?** California resident credentials, (issued or renewed on or after May 1, 2007) require paid for travel and/or travel related products totaling \$1,500 retail booked through your YTB travel website Your own travel (primary and/or secondary) does not apply towards the \$1,500 requirement. This renewal sales requirement must be met during the one year period prior to your renewal date.
5. **What requirement is necessary in order to apply for CLIA, travel vendor, and other industry certifications?** To apply for a CLIA card, other travel industry cards, and to receive various travel industry perks and benefits not available to the general public, it is required that YTB certify your status as an active YTB RTA engaged in selling travel and/or travel related products and you must fulfill the following requirement:

Paid for travel and/or travel related products totaling \$2,500 retail must be booked through your YTB travel website in the 12 months preceding a request for CLIA, travel vendor, or other industry certifications. The RTA credential issuance/renewal requirement of \$1,500 in paid for travel and/or travel related products is included and applies to the \$2,500 requirement.

YOUR OWN TRAVEL (PRIMARY AND/OR SECONDARY) DOES NOT APPLY TOWARDS THE \$1,500 CREDENTIAL REQUIREMENT, THE CLIA CERTIFICATION REQUIREMENT, OR THE CREDENTIAL RENEWAL REQUIREMENT).

6. **Is there a fee to apply for RTA credentials?** There is no fee or other cost to obtain your RTA credentials. CRTA training is recommended but not required. RTA credentials are renewable annually one year from the original credential issue date.

J. Kim Sorensen, CEO  
YTB Travel Network of Illinois, Inc.