



ARC Specialist Program Class Application

INTRODUCTION TO THE PROGRAM

ARC developed the ARC Specialist Program with the help of industry representatives from the travel agent and carrier communities. This program provides education on ARC's policies, procedures, products, and services. All new locations must have an ARC Specialist Qualifier. Passing the ARC Specialist exam does not confer Qualifier Status on the test taker. Testing sites are listed in the ARC 2009 Training Schedule (Form 22).

Enrollment in the ARC Specialist Program requires a completed application and a signed ARC Specialist Agreement. Alternatively, you can register on-line at www.arccorptraining.com. Your signature on the application documents indicates that you have read, understand, and agree to be bound by the provisions of the ARC Specialist Program Class Application and Section 20 of the *Industry Agents' Handbook*.

Application Instructions

Additional information is available from www.arccorptraining.com or the ARC Specialist Registrar at 703.816.8523.

Personal information. All fields are required.

Name: Use your full legal name. Please not use nicknames (e.g., if your legal name is "Robert", please do not use "Bob")

Agency Name: Use the legal name of the travel agency not the doing-business-as name.

E-mail: Registration confirmation will be sent to your e-mail address.

ARC Location. Please check the testing/training option, indicate the location, and enter the start date of the class. To request a transfer or late registrations registration, please send a written request to our secure fax, 703.816.8043. We will let you know as soon as possible if we can accommodate your request.

Payment Method. Indicate the payment method.

- Payment by credit card requires the cardholder's signature on page 2.
- Corporate credit card. If a corporate credit card is used as the method of payment, the names of the company and the cardholder must be printed in the space provided.
- The credit card authorization must be an **ORIGINAL** signature.

Application Checklist. Before sending the application, please review the application checklist. Application packets that are illegible, incomplete, lacking original signatures, payment, etc., will be returned to you for correction and resubmission.

ARC Specialist Agreement Instructions

The ARC Specialist Agreement must have an **ORIGINAL** signature.

Registration Instructions & Confirmation

All materials must be received no later than the registration deadline established in the training schedule. Register early to ensure a seat in the class/location of your choice. Our secure fax is 703.816.8043.

Confirmation notices are sent via email immediately upon receipt of your application. Your notification includes everything you need to bring to the training/testing location. Please carefully review the instructions provided in the confirmation letter. You will be denied entrance to the class/test if:

- Fail to bring all required documents
- You fail to present a government issued picture identification (e.g., driver's license, state issued identification card)



ARC Specialist Agreement

The undersigned applicant hereby submits the following application to Airlines Reporting Corporation (“ARC”) for approval as an ARC Specialist. In consideration of ARC’s evaluation of the application, the applicant agrees:

1. ARC Specialist status shall be conferred only upon an applicant who has successfully completed and passed the ARC Specialist examination. ARC Specialist status shall be valid for four years from the date such status is granted by ARC, but may be extended through re-examination; in order to maintain status, the ARC Specialist shall be required to renew every four years. Failure to renew prior to the ARC Specialist’s status expiration shall result in loss of ARC Specialist status. The ARC Specialist shall, within forty-five (45) days, notify ARC in writing of any change in employment status. Failure to provide ARC with this notification may result in loss of ARC Specialist status;
2. Attainment of ARC Specialist status does not confer Agency Qualifier status, as outlined in Section IV.B.2 of the Agent Reporting Agreement. Agency Qualifier status may be attained only through submission, by a full-time employee of an ARC-accredited agency, or ARC Accreditation Applicant, of a Personal History Form, to ARC for review and approval;
3. ARC will conduct such investigation as it deems appropriate to verify the accuracy of the information presented in this application. A material misrepresentation in any part of this application is cause for rejection of the application. ARC will disapprove this application if it finds that the applicant does not meet the requirements for ARC Specialist status. If this application is disapproved, ARC will notify the applicant of the bases therefor;
4. Once ARC Specialist status is conferred upon the applicant, it may be revoked by ARC for good cause which includes, but is not limited to, a material misrepresentation in any part of the ARC Specialist Application Packet, or failure to advise ARC of change in employment status;
5. ARC shall be permitted to release applicant information pertaining to status (i.e., whether or not an applicant has passed or failed the exam and whether that person does or does not possess ARC Specialist status currently). The applicant hereby waives all rights based on libel, slander, or defamation of character by reason of ARC’s publication of any reason for disapproval or rejection of this application, provided that such reason is reasonably related to the discharge of ARC’s obligations, the exercise of its rights, or the performance of its officers, directors, and/or employees in evaluating and approving or disapproving this application;
6. I attest and certify that all information contained in the ARC Specialist application is true, complete, and accurate in letter and spirit. I agree that any material misrepresentation on the application or during the registration or testing process with TheAcademy.com, including but not limited to agency affiliation, signatures, or identity, will be just cause for ARC to deny, with prejudice, my request to take the ARC Specialist test. I attest and certify that I have read, understand, and agree to be bound by the provisions of Section 20 of the *Industry Agents’ Handbook*.

Signature _____
 Print name _____
 ARC Training PIN (if known): _____