

## **2013 CLIA ID Card Requirements / Instructions**

If you are a new or renewing independent agent of Pulaski Tickets and Tours, these are the steps that need to be taken to obtain your 2013 CLIA ID card and the requirements that need to be fulfilled.

A. The individual agent must be affiliated with an active CLIA travel agency holding a 2013 membership.  
Pulaski Tickets & Tours is an active member of CLIA

B. Each applicant is required to be enrolled into CLIA's Cruise Counselor Certification program (ACC) unless you are already accredited through CLIA.

You may enroll into the ACC program any time of the year, it is recommended that you enroll now and start earning credits. You are able to work towards accreditation for two years and may include previous education and cruising experience\*. Your enrollment date will be based on when you receive your enrollment materials, about 2-3 weeks after CLIA receives your application.

To enroll:

1. Print off the pre-filled ACC application (2013 application is on your agent website. [www.pulaskiticketsandtours.com](http://www.pulaskiticketsandtours.com) )
2. Fill in Personal Information on application
3. Fill in payment information (Currently \$70 application fee)
4. Submit signed application, letter of introduction, and business card to Florida address listed on application.
5. You may enroll in the ACC accreditation program using this link: <http://www.cruising.org/training-certification/agent-certification>
6. If you choose to mail or fax your ACC application, you must include a letter of introduction and a copy of your business card. If you sign up online, you do not need a letter of introduction, or a copy of your business card.

You will receive your enrollment materials 2-3 weeks after CLIA receives your application, mailed to your home address.

C. Once you receive your enrollment materials you are able to submit a 2013 CLIA ID card application (starting mid- September).

1. Print application off of [www.pulaskiticketsandtours.com](http://www.pulaskiticketsandtours.com).
2. If new/renewing applicant with a lapse in years obtaining a card, submit a 2x2 passport photo.
3. Take and pass a CLIA classroom or on-line training course, not previously taken, and attach passing letter. (Currently a \$30 fee for courses)  
- view on-line instructions on how to register for CLIA classes at [www.pulaskiticketsandtours.com](http://www.pulaskiticketsandtours.com)
4. Fill in payment information. (Currently \$59.00)
5. Sign application, include photo if necessary, passing letter and payment method.
6. Mail to:  
Pulaski Tickets & Tours  
4882 A North Jefferson St  
Pulaski, NY 13142  
Attn: Ronda
7. Our office will sign the Owner/Managers spot required for all applicants and forward to CLIA for processing.

\*\* It takes approximately 4-6 weeks from the date it is received at CLIA for cards to be received back in our office, they will be forwarded from NY office to you.\*\*

Now that you have applied for your 2013 CLIA ID card, it's time to focus on completing your ACC certification. You have two years to complete the requirements.

ACC Requirements - 100 Credits Total

A. Affiliation with CLIA Member Travel Agency (As long as your Host Agency fee is paid and current, this is met)

B. Mandatory Training - 30 Credits

1. Completion of 2 CLIA Classroom or Online courses & exams (15 Credits each)

- or -

2. Completion of Cruising - A Guide to the Cruise Industry textbook & exam (30 Credits)

C. Elective Training - (50 Credits) \*

- Any combination of the following that totals 50 credits

1. Completion of other CLIA training seminars and exams (15 Credits each)

2. Completion of CLIA video/DVD training and exams (10 Credits each)

3. Attendance at CLIA co-sponsored/endorsed cruise conferences (10 Credits per event)

4. Completion of CLIA Institute Track (50 credits)

5. Completion of Cruising - A Guide to the Cruise Industry textbook & exam (30 Credits)

6. Achievement of the Travel Institute's CTC or CTA designation (10 credits)

7. Achievement of CITC's CTC or CTM designation (10 credits)

8. Attendance at member line product seminars (2 credits each, 10 credit maximum)

9. Successful completion of member line approved online seminars (5 credits each, 15 credit maximum)

D. Product Knowledge - CLIA Member Cruise Lines Only

1. Personal cruise experience : one cruise 2-6 days, one cruise of 7+ days, both on different CLIA member cruise lines\*\*

2. Five Shipboard inspections \*\*\*

3. 25 Cabins sold within your 2 year enrollment period \*\*\*\*

\* ANY/ALL previously taken and passed CLIA courses will count towards your ACC accreditation. Please call CLIA to obtain a copy of your personal educational history to attach to your Captains Log.

\*\* You may use any CLIA member cruise taken in the past 3 years from date of enrollment that fit the requirement to satisfy your "Product Knowledge" section.

\*\*\* You may use any CLIA member cruise taken in the past 3 years from date of enrollment as a Shipboard Inspection (you may not use the same ship more than once)

\*\*\*\* 25 Cabins must be booked within 2 years from the date of enrollment. (You will not be penalized if a booking is canceled after deposit and they do not sail)

Please note, as long as you remain enrolled in ACC, you may apply for the 2013 CLIA ID Card. However, if you do not successfully complete the ACC certification requirements in the allotted time, your CLIA ID card may be suspended for one year. You may be required to re-enroll in to the ACC program to re-apply for an ID card at that time and your previous bookings/sailings may not be applied during re-enrollment.