



REQUEST TO HOST A CTA CLASS

Thank you for your interest in hosting a Certified Tourism Ambassador™ class for your team.

The Certified Tourism Ambassador™ Program is an industry-recognized certification program and certain requirements must be met to ensure consistency of the learning experience for all participants. These requirements are prescribed by the Tourism Ambassador Institute® (TAI®), the oversight body for the designation.

This document describes the responsibilities of the host organization and will help you provide the information that is required by the TAI® and Visit San Antonio, the Accredited Provider of the Certified Tourism Ambassador course.

We appreciate your interest in bringing the Certified Tourism Ambassador course to your front-line team. Please feel free to contact me with any questions. Thanks for catching the passion for this exciting program!

Sincerely,
Armando Seledon, CSEP, CTA
Visit San Antonio
Armando.Seledon@visitsanantonio.com



ROLES & RESPONSIBILITIES:

1. Guarantee of a Minimum of 20 Participants – CTA classes conducted by facilitators provided by Visit San Antonio will only be approved for employers that will guarantee a minimum of twenty (20) participants from their organization. This minimum is not applicable, if you choose to conduct CTA classes using your own organization's facilitators. Each facilitator must be a CTA and must be trained by Visit San Antonio, with authorization to conduct the CTA classes on their behalf. Contact Visit San Antonio for more information.

2. Agree to Enroll Your Employees Online via CTANetwork.com At Least Two Weeks Prior to Class – Once you have confirmed with Visit San Antonio's office that your class date has been entered into the CTANetwork.com system, your participants may be enrolled. Each person must first create an online account with their email, then complete the *Enrollment Form* to become registered. All attendees must be enrolled online a minimum of TWO WEEKS before the class date.

Privacy & Security: Each person must create their own account, username and password, in order to protect their personal information.

Legal Document: It is Visit San Antonio's legal responsibility to ensure that each person has agreed to the Terms of the certification program. The Terms are presented as part of the online *Enrollment Form* process.

3. Payment in Full – All enrollment application fees are non-refundable and non-transferable. The host organization is responsible for submitting payment in full for all participants from the host organization, either by check or credit card. The online enrollment process will produce an invoice for each person. Payment can then be coordinated by the local program manager.

4. Think Ahead, Plan in Advance – You are encouraged to complete this Request to Host form as far in advance of your preferred date(s) as possible. At least four weeks in advance is recommended. This allows time for Visit San Antonio's review and approval of your class, as well as giving you sufficient time to:

- a) Recruit interested participants
- b) Secure Visit San Antonio authorized facilitator(s).
- c) Make arrangements for the meeting room and on-site administration.
- d) Provide the pre-class reading materials to the participants at least two weeks in advance.
- e) Ensure each person has created their account and completed the *Enrollment Form*

5. Promotion – The host organization is responsible for all marketing and promotion of its CTA class to the organization's participants.

6. Administration – The host organization assumes all meeting planning responsibilities, including covering the cost of meeting space, AV and refreshments. A meeting planning checklist is available from Visit San Antonio. In return, Visit San Antonio will provide guidance for on-site registration, name badges and tent cards. **As the hosting organization, it is your responsibility to ensure that all participants attend the entire class and complete the open-book exam at the end.** Full instructions and support are available from Visit San Antonio.

7. Obtain Final Approval Before Proceeding – Please obtain final approval from Visit San Antonio before you finalize arrangements and begin promotion. Visit San Antonio will expedite the approval process so that you may begin your promotion in earnest. Final approval is signified via a copy of this agreement that has been signed by an authorized Visit San Antonio representative.

8. Questions? Contact Armando Seledon at Armando.Seledon@visitsanantonio.com or members@visitsanantonio.com.

Thank You!
Visit San Antonio appreciates your support of the
Certified Tourism Ambassador™ Program!

REQUEST FORM

Please complete one form for each class you propose to offer.

1. ORGANIZATION NAME:

2. PRIMARY CONTACT:

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EXT. _____

E-MAIL: _____

FAX: _____

3. PROPOSED DATES

Before making a final decision regarding your proposed CTA class date(s), please examine Visit San Antonio's master schedule by calling Armando Seledon at Visit San Antonio, to avoid conflicts with other scheduled classes. *Please consult with Visit San Antonio to obtain approval for your proposed class before finalizing the date, time, and arrangements. Thank You!*

- Proposed Date _____
- Day of the Week _____
- Time (check one):
 - ___ Morning [8:30 – 9:00 Registration; 9:00 a.m. -12:00 p.m. Class, followed by exam]
 - ___ Afternoon [1:00-1:30 p.m. Registration; 1:30-4:30 Class, followed by exam]

4. PROPOSED LOCATION

Facility: _____

Address: _____

City: _____ Zip: _____

Name of Meeting Room: _____

5. ROOM CAPACITY & ANTICIPATED REGISTRATIONS

How many participants do you anticipate? _____ (30 Maximum for each class)

What is the maximum number the meeting room will hold? _____

Can the meeting room comfortably accommodate the participants using crescent rounds* or Chevron* set up? ____ Yes ____ No ____ Other (Please provide details of meeting room.)

*Crescent rounds are round tables with 5-6 chairs each facing the front

*A Chevron is rectangular tables with 2-4 chairs facing the front in a V-shape

6. FACILITATOR NAMES

If you have specific facilitators in mind, please list them:

7. PARKING

Where will participants park? _____

Will the host organization provide free parking? Yes _____ No _____

If no, how much is the fee per vehicle? _____

8. AGREEMENT & SIGNATURE

The undersigned agrees to adhere to the items outlined within the Request to Host Roles & Responsibilities document and assumes full responsibility for the control of all copyrighted electronic and printed materials used at or in conjunction with the classroom session.

Printed Name _____ Title _____

Organization _____

Signature _____ Date _____

For Office Use Only:
CLASS APPROVAL
Reviewed by: _____
Approved by: _____
Date Approved: _____

Submit Completed Form to:
Armando Seledon, Visit San Antonio
Certified Tourism Ambassador Course
Armando.Seledon@visitsanantonio.com
Or members@visitsanantonio.com
Phone: (210) 244-2033