
Steps to Gain NCSTD Endorsement

Follow the three steps to receive your state's endorsement and request certificates.

STEP 1

DEVELOP COUNSELOR TRAINING PROGRAM

For a state's travel counselor training program to receive NCSTD's National Certification, it must include a written examination, in a minimum of two variations to allow for retesting of those who do not pass the test initially. The exam may also be available in alternate formats if needed. You can view guidelines and sample questions [here](#).

STEP 2

OBTAIN NCSTD ENDORSEMENT

Complete the Request for NCSTD Endorsement of State Travel Counselor Certification Program [form](#) where you will be asked to upload two versions of your state's certification exam. Please allow six weeks for approval.

STEP 3

REQUEST OFFICIAL CERTIFICATES FOR QUALIFIED CANDIDATES

Certify your counselors then you can submit counselor names through this request [form](#). Please allow 48 hours to receive a confirmation notice that your certificates have been mailed.

Questions? Contact **Michelle Schrei, Manager, Member Engagement** for more information at NCSTD@ustravel.org