



HOW TO OBTAIN NCSTD ENDORSEMENT FOR YOUR STATE'S CERTIFICATION PROGRAM

To obtain the National Council of State Tourism Directors' (NCSTD) endorsement of your state's travel counselor certification program:

Complete the Request for NCSTD Endorsement of State Travel Counselor Certification Program form and return it to U.S. Travel Association's National Councils Department (ncstd@ustravel.org), along with the two versions of your state's certification exam.

Be sure the exams meet the following guidelines:

- No category shall contain less than three percent of the entire test questions.
- At least 50 percent of the questions must be different between the two versions of the exam.
- Indicate on the exam in which category each question falls.

U.S. Travel's National Councils department, the NCSTD's official secretariat, will review the exam against the guidelines and notify you within six weeks as to whether your exam meets the stated criteria, and is therefore eligible for endorsement by the NCSTD. If your exam does not meet the criteria, the National Councils Department will suggest appropriate changes, and encourage you to submit a revised exam.

On receiving the written notification of endorsement, you will be asked to submit the names and office or business addresses of travel counselors who have successfully completed the exam and who meet all of the criteria outlined in the guidelines. Complete the *Request for Certified Travel Counselor Certificates* form and return it to U.S. Travel's National Councils Department (ncstd@ustravel.org).

For more information regarding this program, contact U.S. Travel's National Councils department at 202.218.3638 or by email at ncstd@ustravel.org.