



CHE[®] APPLICATION FORM

Certified Hospitality Educator

Ref Code: _____

Please check the one plan through which you wish to pursue the CHE[®] designation.

- Plan A**
 I meet **all** PLAN A requirements:
- Currently employed full-time as a postsecondary hospitality educator, with at least two years of experience in one or more such positions.
 - Have at least a four year degree or international diploma from an approved institution
 - Have at least two years of full-time professional experience in the hospitality industry, with a minimum of one year in a managerial or supervisory position.
- Plan B**
 I meet **all** PLAN B requirements:
- Currently employed full-time or part-time as a post-secondary hospitality educator.
 - Have at least five years of full-time professional experience in the hospitality industry, with a minimum of two years in a managerial or supervisory position.

All correspondence regarding the CHE[®] will be sent to your Home Mailing Address.

PERSONAL DATA (Please type or print clearly.)

PRINT NAME (Mr./Ms.)		Birth Date (MM/DD/YYYY)		FOR OFFICE USE ONLY			
Home Mailing Address						Customer #	
City/State or Province/Postal Code/Country		Personal e-mail				Payment/check #	
Home Phone ()						Order # Enrollment Date	

ACADEMIC EXPERIENCE

Total number of years employed as a hospitality educator: _____

PRESENT POSITION		From / To /	Job Responsibilities	<input type="checkbox"/> Full Time
Institution				<input type="checkbox"/> Part Time
Address				
City/State or Province/Postal Code/Country			Academic Administrator's Name	
Phone ()	Work e-mail		Academic Administrator's Phone ()	

INDUSTRY EXPERIENCE

Total number of years employed in the hospitality industry: _____

POSITION		From / To /	Job Responsibilities	<input type="checkbox"/> Full Time
Company/Property				<input type="checkbox"/> Part Time
Address			Supervisor's Name	
City/State or Province/Postal Code/Country			Supervisor's Phone ()	

(Please attach additional sheets for experience as necessary.)

CHE[®] WORKSHOP REGISTRATION

For the latest CHE[®] workshop locations and dates, please contact the American Hotel & Lodging Educational Institute (AHLEI).

I plan to attend the CHE[®] workshop scheduled for _____ (date)
 in: _____ (city) _____ (state/province) _____ (country)

SPECIAL ACCOMMODATIONS

The Commission supports the intent of the Americans with Disabilities Act (ADA). If you require special aid or assistance during the CHE® examination or workshop due to a physical or mental disability, indicate your request for special accommodations by checking the box below. Submit appropriate documentation substantiating your disability with this application form.

I request special examination assistance or a test modification during the examination due to a disability.

With this application, I am including documentation of my disability in order to receive special accommodations.

Auxiliary aids and services can only be offered that do not fundamentally alter the measurement of skills or knowledge the examination is intended to test – American Disabilities Act, Public Law 101-334 §309(b)(3)

FEE/PAYMENT

The fee for the CHE® program is U.S. \$600 in the U.S., Canada, and Mexico (U.S. \$650 in other countries). Your check, money order, or credit card information must accompany this completed order. (Prices are subject to change without notice; State taxes may be applicable).

Payment: My check or money order is enclosed.
(Made payable to the **NRA Solutions** in U.S. funds drawn on a U.S. bank.)

Please bill my credit card: Visa MasterCard American Express Discover Card

Account Number _____ Expiration Date _____ CVV2 _____

Billing Address _____

Cardholder Signature _____ Print Name _____

You will be responsible for any customs charges or duties applied to the shipment of your pre-workshop materials.

THE CHE PROCTOR REQUIREMENTS

A proctor is the person who will administer your examination and will be the AHLEI-approved CHE Instructor at the workshop. Your examination will be sent to your proctor at the workshop to be completed and the proctor must be present when taking the exam. Once you have completed the exam, your proctor will send the exam back to AHLEI for grading. Please allow up to 2 weeks for processing of results.

CERTIFICATION AGREEMENT

With this application, I am applying for candidacy status for the Certified Hospitality Educator (CHE®) program and submitting the requested documentation, which includes a current resume. In submitting this application for the Certified Hospitality Educator program, I acknowledge that the information I have provided is accurate. I understand that acceptance into the program is based on this application, any support materials I have enclosed, and a favorable recommendation from my references. I hereby give the American Hotel & Lodging Educational Institute (AHLEI) permission to make a thorough investigation of my past employment, education, and professional development activities, and I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which might result from such an investigation.

In addition, I further agree to hold AHLEI and its Certification Commission harmless from any and all liability in the event this application is rejected on the basis of the information furnished to the Educational Institute by me or third persons which would, in the judgment of AHLEI, make me ineligible for certification. I agree to accept the Certification Commission's decision as to my eligibility for this certification.

Signature: _____ Date: _____

Print Name: _____



CHE[®] RECOMMENDATION AND EMPLOYMENT VERIFICATION FORM

Certified Hospitality Educator

PLEASE TYPE OR PRINT CLEARLY.

The Certified Hospitality Educator (CHE[®]) designation recognizes those individuals who have demonstrated the qualities needed to become effective hospitality educators.

Acceptance into the CHE[®] program is contingent on a satisfactory recommendation. The applicant has been directed to give this form to his or her academic administrator. Please complete the information below on the applicant's behalf, attesting to his or her classroom experience and performance, leadership abilities, professionalism, interest in teaching, and communication skills.

(Note: AHLEI's Certification Commission will not accept recommendations from relatives of potential certification candidates.)

I verify that _____ (name)	
is currently employed with _____ (department or discipline)	of _____ (academic institution)
in the position of _____ (title) on a <input type="checkbox"/> full-time <input type="checkbox"/> part-time basis	
for the period of _____ (month/year)	through _____ (month/year)
His/her responsibilities include:	
Additional comments:	

Based on the applicant's experience and competence:

I attest that the above information is true and understand that any misinformation provided may affect the candidacy of stated CHE[®] applicant. I recommend this individual for the CHE[®] program and verify that the position the candidate currently holds is a hospitality educator position. I will, if called upon, answer any questions regarding the employment of the stated CHE[®] applicant.

Signature: _____		Date: _____
Your Name (Mr./Ms.): _____		
Title: _____	Property: _____	
Address: _____	City: _____	
State or Province: _____	Country: _____	Zip/Postal Code: _____
Business Telephone: (_____) _____	E-mail: _____	

THIS COMPLETED FORM MUST ACCOMPANY THE CHE[®] APPLICATION

Steps to Earning the CHE® Designation

1. Qualifications

Be sure you meet the CHE® program requirements listed at the top of the attached Application Form.

2. Application and Tuition

Apply early (at least six weeks before your preferred workshop date), since each workshop is limited to 25 participants and you will need time to complete your pre-workshop activities. Submit your CHE® Application Form, up-to-date resume, and the full tuition fee of U.S. \$600 in the U.S., Canada, and Mexico (U.S. \$650 in other countries). Fees are subject to change.

3. Recommendation

Ask your academic administrator to complete and submit the attached CHE® Recommendation Form. (Recommendations from relatives are not accepted.)

4. Notice of Acceptance/Pre-Workshop Materials

Within two weeks of submitting your application materials, you will receive written notice of the Professional Certification Department's decision regarding your eligibility for the CHE® program. Along with your acceptance, you will receive confirmation of your workshop site and date and your self-study materials. Complete the assignments as preparation for your workshop.

5. Three-Day Workshop (4-Day International)

Actively participate in the entire workshop, facilitated by AHLEI-approved instructional experts. Each day's session begins at 8:00 a.m. Dress is business casual. Experiment with new techniques through evening assignments.

6. Written Examination

To prove your mastery of the workshop material, successfully complete the CHE® written examination.

7. Final Evaluation

Receive an overall evaluation of your qualifications for the CHE® designation. Instructional experts will look at your self-study materials and individual assignments, your participation in workshop discussions, the results of your written exam.

8. CHE® Recognition

Attain the CHE® designation and receive a lapel pin and certificate plaque to demonstrate your achievements.

Recertification

Gain recognition for your ongoing contributions to hospitality by earning recertification every five years. To maintain your CHE® designation, simply choose from flexible options that combine your teaching experience, continuing education, professional affiliations, and other educational service. At the time of renewal, submit documentation of your activities with the recertification fee of U.S. \$200 (subject to change). If you do not meet the requirements, your CHE® status expires after five years.

CHE® Policies

Application Process

Each application is reviewed by the Professional Certification Department. Should candidacy status be denied for any reason, you will be notified in writing.

An appeal for reconsideration can be made in writing to the Certification Commission Appeals Committee. You must submit the original application, all supporting documentation, and a letter outlining the reasons for reconsideration. The Committee will review these materials and render a decision in writing.

Examination/Presentation Results

The certification examination is based on proficiency and not on achievement. Therefore, the grading standard is set on a pass/fail basis with an actual numerical score being revealed. Examination results will be mailed directly to you.

Examination/Presentation Second Opportunity

Should you be unsuccessful in completing the exam on your first attempt, two additional opportunities to take the CHE® examination are available at U.S. \$50.00 each. Candidates not completing all of the program requirements within six months of enrollment are required to reapply to the program and submit all fees in order to be reenrolled.

The CHE® program is administered by the American Hotel & Lodging Educational Institute (AHLEI).

CHE® Application Checklist

Required materials:

- ✓ Completed CHE Application Form
- ✓ Up-to-date resume
- ✓ Program fee payment
- ✓ Completed CHE® Recommendation Form
- ✓ Completed Proctor Information

Recommended supporting documents:

- ✓ Copies of college transcripts
- ✓ Current and past job descriptions
- ✓ Organizational charts
- ✓ Other relevant materials

All applications and supporting documentation become the property of AHLEI.