



CHE[®] APPLICATION FORM

Certified Hospitality Educator

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

Plan A

I meet all four PLAN A requirements:

- I am currently employed full-time as a post-secondary hospitality educator, with at least two years of experience in one or more such positions
- I have at least a baccalaureate degree or international diploma from an approved institution
- I 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
- I speak, read, and write English fluently

PLAN B

I meet **all three** PLAN B requirements:

- I am currently employed full-time or part-time as a post-secondary hospitality educator
- I 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
- I speak, read, and write English fluently

PERSONAL DATA (Please type or print clearly.)

NAME (Mr./Ms.)	Social Security #	FOR OFFICE USE ONLY		
Home Mailing Address				Customer #
City/State or Province/Postal Code/Country				A/D Date
Home Phone ()				Payment Date

ACADEMIC EXPERIENCE

Total number of years employed as a hospitality educator: _____

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

INDUSTRY EXPERIENCE

Total number of years employed in the hospitality industry: _____

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

(Please attach additional sheets for experience as necessary.)

CHE WORKSHOP REGISTRATION

For the latest CHE workshop locations and dates, please contact the Educational Institute.

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 full tuition fee for the CHE program is U.S. \$600 in the U.S., Canada, and Mexico (U.S. \$650 in other countries). \$50 is nonrefundable. Your check, money order, or credit card information must accompany this completed order.

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

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

Account Number _____ Expiration Date _____

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

THE CHE PROCTOR REQUIREMENTS

Proctor information must be listed below in order to enroll in CHE. A proctor is the person who will administer your examination. A proctor may be a CHA or CHE, an AH&LA member association/federation executive, or a member of the clergy. (Relatives cannot be accepted as proctors.) Please obtain consent from this individual before submitting his or her name; your examination will be sent to your proctor when your workshop has been completed. Once your proctor receives the exam you have 15 days to take the exam.

PROCTOR INFORMATION

NAME (Mr./Ms.)	Title	
Organization	Business Phone ()	
Home Mailing Address	Business Fax ()	
City/State or Province	Postal Code/Country	email

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 Educational Institute 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 the Educational Institute 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 the Educational Institute, make me ineligible for certification. I agree to accept the Certification Commission’s decision as to my eligibility for this certification.

Signature: _____ Date: _____



CHE[®] RECOMMENDATION 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: EI's Certification Commission will not accept recommendations from relatives of potential certification candidates.)

I verify that _____
(name)
is currently employed with _____ of _____
(department or discipline) (academic institution)
in the position of _____ on a ___ full-time ___ part-time basis
(title)
for the period of _____ through _____
(month/year) (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.

I do not recommend this person for acceptance as a CHE candidate.

Signature: _____ Date: _____

Your Name (Mr./Ms.): _____

Title: _____ Institution: _____

Address: _____ City: _____

State/Province: _____ Country: _____ Postal Code _____

Business Telephone: _____ Fax: _____ Email: _____

Educational Institute
Professional Certification Department
800 N. Magnolia Avenue, Suite 1800 • Orlando, FL 32803
Phone: 407-999-8100 • Fax: 407-999-8610 • E-mail: certification@ei-ahla.org

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 Certification Commission'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. Two-and-a-Half-Day Workshop (4-day International)

Actively participate in the entire workshop, facilitated by EI-approved instructional experts. Each day's session begins at 8:00 a.m. Dress is 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. Classroom Presentation

Within six months of your workshop, submit a videotape demonstrating your teaching proficiency. The video should show a 45- to 60-minute presentation you gave in a live classroom based on the principles and format you learned in the CHE program.

8. 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, and your videotaped post-workshop classroom presentation.

9. 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. \$100 (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 Certification Commission. Should candidacy status be denied for any reason, you will be notified in writing and the examination fee will be refunded (\$50 for the application fee is nonrefundable).

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. No examination scores will be given over the phone.

Evaluation of your videotaped post-workshop classroom presentation is made according to criteria set forth in the pre-workshop materials. As with the exam, the videos will be graded on a pass/fail basis, without an actual numerical score being revealed. A detailed report covering your strengths and recommendations for improvement will be mailed directly to you.

Examination/Presentation Second Opportunity

Should you be unsuccessful in completing the exam and/or videotaped post-workshop presentation requirements on your first attempt, a second opportunity is provided at no additional charge. You will have six months to complete your second attempt. If you still do not meet the appropriate requirements, you must wait one year, at which time you may reapply to the CHE program.

The CHE program is administered by the Educational Institute of the American Hotel & Lodging Association.

CHE Application Checklist

Required materials:

- Completed CHE Application Form
- Up-to-date resume
- Tuition 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 the Educational Institute.