



# CHRE<sup>®</sup> APPLICATION FORM

## Certified Human Resources Executive

### HOW TO APPLY

- ◆ Complete Sections 1-5 as thoroughly and accurately as possible.
- ◆ Have your supervisor complete and return the attached Recommendation and Employment Verification Form.
- ◆ Sign and return your completed application, including an updated resume, the appropriate fee and, if possible, a job description and organizational chart.

### SECTION 1

You may apply for certification under three different plans. Please check the plan that applies to you.

**Plan A Eligibility – Education Emphasis**

I have earned at least a two-year hospitality degree from an accredited institution or I have successfully completed the Educational Institute's five-course curriculum specialization. In addition, I am now employed as a personnel manager/director, or human resources manager/director at a lodging hospitality company – with at least two years of full-time experience in one or more such positions.

**Plan B Eligibility – Experience Emphasis**

I am employed as a personnel manager/director, or human resources manager/director at a lodging hospitality company – with at least three years of full-time experience in one or more such positions.

Educators: You can meet Plan B requirements if you are currently teaching hospitality management courses on a full-time basis at an accredited academic institution, have two years of experience in this capacity, and have two years of full-time experience in human resources management in a lodging hospitality company.

**Plan C Eligibility – Early Entry**

I am currently employed as a personnel manager/director, training manager/director; or human resources manager/director at a lodging hospitality company.

See page 3 for details on the Plan C program.

### SECTION 2

**PERSONAL AND PROFESSIONAL DATA** (Information will be sent to your business address unless otherwise indicated.)

NAME (Mr./Ms.)		Social Security #	<b>FOR OFFICE USE ONLY</b>		
Home Mailing Address					Customer #
City/State or Province/Postal Code/Country					A/D <span style="float: right;">Date</span>
Business Phone ( )	Home Phone ( )				Payment <span style="float: right;">Date</span>
Business Fax #	Home Fax #				

<b>PRESENT POSITION</b>		When did you begin? (month/year)	Job Responsibilities
Company/Property			
Mailing Address			Supervisor's Name
City/State or Province/Postal Code/Country			Supervisor's Phone ( )
Property Affiliations (include chains, referral groups, management companies; include brochure if possible)			Property/Company Size
<b>PREVIOUS POSITION</b>		When did you begin? (month/year)	Job Responsibilities
Company/Property			
Mailing Address			Supervisor's Name
City/State or Province/Postal Code/Country			Supervisor's Phone ( )
Property Affiliations (include chains, referral groups, management companies)			Property/Company Size

### SPECIAL ACCOMMODATIONS

The Commission supports the intent of the Americans with Disabilities Act (ADA). If you require special assistance during the certification examination, check the box below. Submit appropriate documentation substantiating your disability with this application. Call the Certification Department at (888) 575-8726 if you have any questions.

- 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 – Americans with Disabilities Act, Public Law 101-334 §309(b)(3)

*Please complete Sections 3-5 on the other side.*

## SECTION 3 – FEES/PAYMENT

The CHRE certification program fee is U.S. \$350 for employees of AH&LA member properties in the U.S./Canada; U.S. \$425 for employees of non-AH&LA member properties and all properties outside the U.S./Canada. If for some reason, you do not meet the requirements, your program fee will be returned in full. If for any reason you do not complete your certification within six months after acceptance into the program, your program fee is forfeited. This fee includes:

- Certification Study Guide for the Certified Human Resources Executive.
- Application and Exam Fee.
- Certificate, Lapel Pin and the CHRE Designation for candidates **who successfully pass the certification exam.**

- At this time my property is a member of the American Hotel & Lodging Association (AH&LA):  Yes  No
- My check or money order is enclosed, made payable in U.S. funds drawn on a U.S. bank to: **Educational Institute.**
- Please bill my credit card:  Visa  Mastercard  American Express  Diners Club  Discover Card
- Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

## SECTION 4 – THE CHRE EXAMINATION

If you plan to take your exam at a test site or through a review class program, please provide the location and date below. Note that there may be a fee to attend – and that these programs may be cancelled due to low enrollment. Contact the Professional Certification Department at (888) 575-8726 for a list of review classes and test sites.

### TEST SITE REGISTRATION

Location	Date of Test
----------	--------------

If you plan to take your examination through a proctor, please provide the necessary information below. A proctor is the person who will administer your examination. A proctor may be a CHA, a hospitality educator, a lodging association 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 directly to your proctor.

### PROCTOR INFORMATION

NAME (Mr./Ms.)	Title
Organization	Business Phone ( )
Address	Business Fax ( )
City/State or Province/Postal Code/Country	e-mail

## SECTION 5 – CERTIFICATION AGREEMENT

Please read the following Certification Agreement and sign and date it at the bottom. We **must** have your signature below to process your application.

The information I have provided is accurate. I understand that acceptance into the CHRE program is based on this application, any support materials I have enclosed, and a favorable recommendation from my reference. I give the Educational Institute permission to thoroughly investigate my past employment, education, and professional development activities. 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. If I am accepted as a CHRE candidate, I will have six months to complete **all** program requirements. I 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 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.

Effective July 1, 1997, physical copies of professional certification records will be retained at the offices of the Educational Institute of AH&LA for sixty (60) days, then discarded. Records will be stored electronically, and may be generated upon written request by the original applicant. To obtain original records prior to the 60 day limit, contact the Professional Certification Department, 800 N. Magnolia Ave. Suite 1800, Orlando, FL 32803, or email cert@ei-ahla.org.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Professional Certification, Educational Institute  
800 N. Magnolia Ave. Suite 1800, Orlando, FL 32803  
Phone: (888) 575-8726 • Fax: (407) 999-8158  
Email: cert@ei-ahla.org

# Plan C

**Candidates applying to the CHRE Program under Plan C must complete, sign, and return this agreement form.**

Through Plan C you can begin working on your CHRE designation and demonstrating your commitment to professional development the first day on the job. Plan C enables you to take the CHRE certification test up to three times so you can gauge your progress and knowledge against an industry proven standard. You no longer need to wait to see if you meet the benchmark of industry quality. You can prove it, and pursue a strong professional development regimen. This plan will allow individuals who are in qualifying positions to pursue their certification even if they are lacking in experience.

**A Plan C candidate who is in a qualifying position:**

1. May sit for the examination BEFORE meeting the experience requirement.
2. May take the examination up to 3 times to successfully complete
3. May sit for the exam while in the process of completing a hospitality degree.
4. Will be required to complete a specific number of points by completing courses/workshops as outlined by the Eligibility Chart (see back). These will be in addition to a degree/diploma that a candidate is already completing.
5. Will be required to submit documentation of employment at the time the experience requirement is met.
6. Will be required to submit to documentation of completed courses/workshops at the time the experience requirement is met.

**Plan C requires a candidate to hold a qualifying position at the time of application.**

Please check one:

\_\_\_\_\_ Personnel Manager/Director

\_\_\_\_\_ Training Manager/Director

\_\_\_\_\_ Human Resources Manager/Director

**Plan C does not have an education requirement, but a degree will reduce the length of time you are required to spend in a qualifying position.**

I do \_\_\_\_\_ do not \_\_\_\_\_ currently hold a hospitality related 2 or 4 year degree.

I will \_\_\_\_\_ will not \_\_\_\_\_ complete a hospitality related 2 or 4 year degree before meeting the 2 or 3 years experience requirement.



# CHRE<sup>®</sup> RECOMMENDATION AND EMPLOYMENT VERIFICATION FORM

**Certified Human Resources Executive**

PLEASE TYPE OR PRINT CLEARLY.

The Certified Human Resources Executive (CHRE) designation recognizes those individuals who have demonstrated exemplary leadership and managerial abilities within a hospitality setting. Those who earn their CHRE are seen as highly competent, respected professionals who are knowledgeable in their positions.

Please complete the information below on behalf of the individual applying for certification. Acceptance into the CHRE program is contingent on verification of employment. The applicant has been directed to give this form to an immediate supervisor or corporate representative.

(Note: EI's Certification Commission will not accept verification statements from relatives of potential certification candidates.)

I verify that		(name)	
has been employed with		(property or company)	
in the position of		(title)	
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 CHRE applicant. I recommend this individual for the CHRE program and verify that the candidate currently holds an human resources management position. I will, if called upon, answer any questions regarding the employment of the stated CHRE applicant.
- I do not recommend this person for acceptance as a CHRE candidate.

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

**PLEASE SEND THIS COMPLETED FORM TO:**  
**EI Certification • 800 N. Magnolia Ave. Suite 1800, Orlando, FL 32803**  
**Phone: (888) 575-8726 • Fax: 407-999-8158**

Detach along the perforated line and return to the Educational Institute.

# Certified Human Resources Executive (CHRE®) Program

## When You Apply

When you apply for certification, it is important that we receive an updated resume with your application. Copies of college transcripts, current and past job descriptions, organizational charts, and other supporting documents will help ensure that your application is processed quickly and correctly. All applications and supporting documentation become the property of the Educational Institute.

The CHRE Recommendation and Employment Verification Form should be completed by your immediate supervisor or the appropriate corporate representative and returned to the Educational Institute. If your immediate supervisor or corporate representative is a relative, we will accept appropriate business or professional references as a substitute. This also applies if you have no corporate representative or supervisor who can verify employment.

## Eligibility and Your Candidacy Status

The Certification Commission will review your materials to determine your eligibility. You will receive written notification within three weeks of receipt of your application. Upon Commission approval, you become a candidate for certification.

If your application is not accepted for any reason, you will be notified in writing and your application/examination fee (minus a \$50 processing fee) will be refunded. If you wish, you may appeal in writing to the Certification Commission Appeals Committee. Please submit your original application, all supporting documentation, and a letter outlining the reasons for reconsideration. The Committee will review your appeal and respond in writing.

## Preparing for Your Exam

A number of optional resources are available to help you prepare for the CHRE comprehensive examination:

- *CHRE Study Guide:* This easy-to-use guide included with your enrollment, offers a thorough overview of the exam material, as well as practice questions.
- *CHRE Review Classes/Seminars:* These give you the opportunity to participate in an informally led review workshop. Call the Professional Certification Department at (888) 575-8726 for a list of the review classes currently scheduled or visit our web site at [www.ei-ahla.org](http://www.ei-ahla.org)
- *Educational Institute textbooks and courses:* Textbooks and courses on a variety of subjects are available for purchase through the Educational Institute. Call the Educational Institute at (888) 575-8726 for ordering information.

## Exam Options

You can take the certification exam either at a certification test site or on your own through an approved proctor.

*Certification test sites* are simply group sessions where candidates enrolled in certification programs meet to take their exams. You may obtain an updated list of scheduled test sites by calling the Professional Certification Department (888) 575-8726. (Note that these test sessions may be cancelled or postponed due to low enrollments. In addition, there may be a nominal fee for attending a test site program.)

*Proctored exams* require you to arrange for a proctor to administer the certification exam to you. An approved proctor may be a CHA, a lodging association executive, a hospitality educator, or a member of the clergy. A relative cannot act as your proctor.

## Your Test Results

A passing score is 70 percent or better. To guarantee your privacy, **absolutely no scores will be given over the phone.** Your exam results will be mailed directly to you, along with a written assessment.

## The CHRE Exam Retake Policy

Candidates may retake their exam once at no additional charge. If the exam requirement is not completed on the second attempt, candidates must wait one year before reapplying. Because the certification program is frequently revised and updated, a new application should be submitted at that time, along with the specified fees.

## For Candidates with Special Needs

The Certification Commission heartily supports the intent of the Americans with Disabilities Act (ADA) PL 101-334 §309(b)(3). The Commission will make a reasonable effort to provide candidates who have documented disabilities with the necessary aids and services that do not fundamentally alter the measurement of the skills or knowledge the CHRE Program is intended to test. Please direct specific questions regarding special accommodations to the Professional Certification Department (888) 575-8726.

## Recertification:

### Your Key to Ongoing Professional Growth

Every five years the Certification Commission will recertify you based on your continuing work experience and ongoing professional-development activities. Every time you fulfill the five-year recertification requirements, you receive a new jeweled lapel pin – with additional jewels added to reflect your years of industry service – and a new certificate, signifying your continuing commitment to hospitality excellence. (The recertification fee is \$100\*.)

## Policy Questions?

We will be happy to answer any questions you might have. Call the Educational Institute's Professional Certification Department at (888) 575-8726 or fax (407) 999-8158

# Plan C Eligibility Chart



To determine the number of professional development points you will need, simply subtract the number of months you have been in a qualifying position from 24 months (Plan A) or 36 months (Plan B).

Example: 24 (to qualify) - 4 (in position) = 20 months (to meet experience criteria)

36 (to qualify) - 3 (in position) = 33 months (to meet experience criteria)

Once the number of months has been determined, divide that number by two, and that is the number of points you will need. (See point chart below)

Example: 20 months ÷ 2 = 10 points (to meet requirement)

33 months ÷ 2 = 16.5 points (to meet requirement)

Below is a list of suggested activities that will help you earn the required points. Please be aware that these are to be completed **in addition** to those earned for a degree or EI diploma.

Activity	Points	Specifics	Documentation
Completion of graduate or undergraduate course	5 points per course	Must pass course	Copy of transcript indicating passing grade
Completion of EI Distance Learning course of the Hospital-ity Management Skill Builders program	5 points per course	Must pass course	None required
Completion of a 3-day or longer professional development seminar/workshop	3 points per seminar/workshop	Minimum of 20 contact hours*	Statement of verification, specifying total contact hours
Completion of 1- or 2-day professional development seminar/workshop	2 points per seminar/workshop	Minimum of 6 contact hours*	Statement of verification, specifying contact hours
Completion of 1/2-day professional development seminar/workshop	1 points per seminar/workshop	Minimum of 3 contact hours*	Statement of verification, specifying contact hours

\*Must be an event sponsored by your company; EI; a national, state, or affiliated professional association; an accredited institution or an industry-related organization.

## Statement of understanding:

**I understand that if accepted under Plan C I will be allowed to complete the examination, and if successful, will not receive or use the designation until I have met the experience and point requirement as determined above. I also agree to submit verification of employment and course/workshop completion. If I do not provide the necessary documentation, I will be placed on inactive status and there will be a \$50 fee for reinstatement.**

**Furthermore, if I do not successfully complete all of the stated Plan C program requirements within 90 days of completing my experience requirement and still wish to achieve my professional designation, I will be required to reapply to the program under Plan A or Plan B and complete *all* of the requirements.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_