

CHAE Policy & Procedures
Certification Program Policy & Procedures
(Effective November 1, 2007)

Section 1. General

1. **Office.** The international office of Hospitality Financial and Technology Professionals, is located in Austin, Texas. The address is 11709 Boulder Lane, Suite 110, Austin, TX 78726. The phone number is 1-512-249-5333 or 800-646-4387. The fax number is 1-512-249-1533. Send e-mails to certification@hftp.org

2. **Purpose.** The purpose of this association shall be to do any and all things to educate, develop and provide support for the profession of accounting, financial management and information processing within the hospitality industry.

The association's definition of the hospitality industry defined as the activity of providing lodging, food and beverage, and recreational services, which include but are not limited to hotels, motels, clubs, resorts, casinos, restaurants, recreation facilities, tourism, cruise lines, community associations and theme parks.

3. Objectives of CHAE.

(a) To provide professional recognition to hospitality finance professionals who have acquired the basic educational proficiencies and practical experience that signify successful career progression.

(b) To encourage the education and advancement of HFTP, AH&LA, CMAA, NRA, CHRIE and other related hospitality association members.

(c) To cultivate professional cooperation among individuals within the hospitality industry.

4. Use of the Title of Designation "CHAE."

(a) The title of "Certified Hospitality Accountant Executive," designated as "CHAE," has been selected for the HFTP Certification Program to avoid conflict and/or confusion with the "CHA" designation in use by the American Hotel & Lodging Association.

(b) The use of the title or designation "CHAE" is limited to those who have successfully completed the written CHAE Certification Examination and maintained their CHAE status in accordance with Section 8. Maintenance.

(c) The use of the title or designation "CHAE" may not be used in promotion or advertising efforts.

5. **The CHAE Certification Program.** Policies and Procedures, as contained herein, may be amended upon the recommendation of the Certification Advisory Council with the approval of the HFTP Executive Committee and the Certification Administrator.

Section 2. Examination

1. **Time/Place.** Local chapters may elect to host a CHAE exam. They must select a date at least 60 days from the present date. The HFTP international office is to be notified in writing about the proposed date and location as soon as one is decided upon by the chapter. If the HFTP office approves the proposed exam, the exam date and location will be publicized in advance in HFTP publications.

2. **Proctor.** Exams must be proctored by a HFTP Certified individual, a full-time staff member of HFTP or a full-time staff member of the Educational Institute. For test security reasons all exam dates/sites must be published in advance and open to any qualified CHAE candidate.

3. Scores.

(a) Each candidate will be notified of his/her grades within 45 days after completion of the CHAE Examination.

(b) Candidates must receive a score of 70 percent or better in each of the five sections to pass the exam in each section.

4. Conditional Credit.

(a) A candidate who passes one or more segments of the CHAE Examination shall receive conditional credit for those segments.

(b) The candidate must be re-examined, and successfully pass the remaining segments of the CHAE Examination within a three-year period to maintain the conditional credit.

(c) Candidates who fail to pass the entire CHAE Examination within a three-year limitation period must reapply and retake the entire exam. All prepaid fees will be forfeited.

Section 3. Application

1. Application Procedure.

(a) Applications for the CHAE Certification Examination must be filed at least 30 days prior to the examination date.

(b) Applications are to be filed at the international office on the forms prescribed in Section 7. Forms. Supporting evidence of qualification and the administrative fee must accompany the application.

(c) Applications will be considered filed when all required supporting documents and fees have been received.

(d) Applicants may defer the examination to a later date by notifying the Certification Administrator in writing at least two weeks prior to the examination date.

2. **Recommendations.** At least two (2) letters of recommendation vouching for the applicant's character and his/her suitability for CHAE designation must be submitted with the application or mailed directly to the international office with reference to the applicant. Recommendations must be from within the hospitality industry.

3. **Evidence of Qualification.**

(a) Education

1. Accredited College or University — A transcript of college/university credits must be mailed directly to the Certification Administrator by the college/university. Grades of "C" or better will be accepted for credit. A current, valid CPA certificate is also acceptable as the equivalent of a bachelor's degree.

2. HFTP Supported Workshops or Educational Seminars — An attendance roster indicating date, time, length of seminar, subject matter and speakers will be maintained for all conference seminars. Attending members and the designated meeting coordinator are to sign the roster and mail it to the Certification Administrator. A letter from the applicant setting forth the above information and attested by a chapter officer may be substituted for the roster.

3. Non HFTP Seminars/Workshops — Evidence of successful completion of the seminar/workshop must be submitted to the Certification Administrator. Evidence may be in the form of a certificate, a letter from the sponsoring organization or the use of the CHAE Certification Form 6-3.

(b) Experience

1. A "Certificate of Experience" must be mailed directly to the Certification Administrator by each employer included on the member's application.

2. Applicants involved in selling a technology product to the hospitality industry ARE eligible to take the exam.

4. Notification of Acceptance.

(a) Each CHAE application package will be reviewed by the Certification Administrator.

(b) A Notification of CHAE Application Status will be mailed to each candidate within thirty (30) days after receipt of the original application. This form will indicate acceptance of the candidate’s application or set forth the additional requirements that must be satisfied.

Section 4. CHAE Qualification Requirements

Any individual will qualify if they have earned a minimum of one hundred (100) points as detailed below:

1. **Education.** Minimum of 40 points and maximum of 50 points.

(a) College Degree — 30 points for an associate degree; 40 points for an undergraduate degree; or fifty 50 points for a graduate degree from an accredited college or university.

(b) Valid CPA Certificate — 40 points.

(c) College Credit — Eight points per college accounting or financial course.

(d) HFTP Supported Workshops or Educational Seminars — One point for each CPE credit.

(e) Non HFTP Workshops or Educational Seminars — One point for every 50 minutes of lecture or instruction if approved by Certification Administrator. The seminar must be accounting and/or hospitality related.

2. **Experience.** Minimum of 40 points and maximum of 50 points.

(a) Experience points are earned on an annual basis according to the following job classifications in the hospitality industry as defined below:

Controller, Treasurer, Director of Accounting, Chartered Accountant or similar position with overall responsibility or the Accounting and/or Finance functions..... 30

Public Accountant specializing in the Hospitality Industry or college professors instructing Hospitality Accounting..... 30

Supervisory or Senior accounting personnel reporting directly to top level financial management..... 25

Junior Accountants..... 10

(b) Experience points may be earned for fractional years after one year of continuous employment with each employer.

3. HFTP Membership. No minimum required. Maximum of 20 points.

(a) Ten points will be awarded for each year of HFTP membership.

Section 5. Fees (Effective November 1, 2007)

1. Examination Fee (Submitted with the application). A two hundred and ninety five (\$295) U.S. dollar examinations fee is due at the time of filing the original application for HFTP members and a four hundred and forty five (\$445) U.S. dollar examination fee for nonmembers.

(a) The CHAE examination fee will be assessed to cover the cost of processing the application, scheduling and conducting the examination.

(b) A CHAE re-examination fee of one hundred (\$100) U.S. dollars for HFTP members and one hundred fifty (\$150) U.S. dollars for nonmembers will be assessed to an individual who has to take the exam (or remaining sections) an additional time.

(c) The amount of the CHAE Examination Fee may be changed on the recommendation of the HFTP Certification Administrator and approved by the Executive Committee.

(d) CHAE candidates will be advised of the fee amount when they receive their Notification of CHAE Application Status Form.

(e) Candidates who fail to take the CHAE exam within a three-year period will forfeit any application fees that were submitted prior to 10/31/2007.

(f) Candidates who fail to take the CHAE exam within a three-year period will forfeit any examination fees that were submitted after 11/1/2007.

Section 6. Study Guide

The [CHAE Study Guide](#) is available for purchase through the Educational Institute of the American Hotel Lodging Association at 800-752-4567 or 407-649-8252.

NOTE: Not all examination questions are necessarily based on the study guide. Your experience in the industry and education may be the basis for some questions.

Section 7. Forms

All necessary forms are available in Adobe .pdf format. To view and print the CHAE Registration Forms in .pdf format, you must have the corresponding Adobe Acrobat Reader software. Click on the icon below to download a free copy of this application.



Once you've installed the Adobe Acrobat Reader, click on the following links to view and print the forms:

[CHAE Application Forms](#)

Section 8. CHAE Maintenance

All CHAE designees, in order to maintain their designation, will be required to demonstrate their continuing interest and proficiency by completing the following requirements within each two-year maintenance period. A total of 60 maintenance points are required.

1. Continued Education. Earn a minimum of 40 CPE points as detailed below. **Effective (for maintenance periods beginning) January 1, 2008:** Fifteen (15) of these CPE hours must be specifically related to Hospitality Finance:

- (a) HFTP Supported Workshops or Educational Seminars— One point for each CPE credit.
- (b) Non HFTP Workshops or Educational Seminars — One point for each 50 minutes of lecture or instruction if approved by Certification Administrator. The seminar must be accounting and/or hospitality related.
- (c) Ten points may be earned for a published article in any professional journal, i.e. The Bottomline, Lodging, Hotel Business, Nations Restaurant News, CKC report, etc.

2. HFTP Membership. No minimum required. Maximum 20 points.

Earn 10 points per year for continued, active membership in HFTP.

3. Maintenance Period. The initial two-year maintenance period will commence on January 1 of the year following the designation as CHAE and will continue in two-year increments ending on December 31 thereafter.

4. Maintenance Report. The CHAE Maintenance report form must be submitted to the Certification Administrator no later than January 31 of the year following each maintenance period. Forms will be mailed by the HFTP office five months before they are due.

5. Maintenance Fee.

(a) A CHAE Maintenance Fee will be assessed to cover the ongoing administrative fees of the CHAE Certification Program.

(b) The annual CHAE Maintenance Fee is fifty (\$50) U.S. dollars per year for HFTP members and one hundred (\$100) U.S. dollars per year for nonmembers. Upon attaining the CHAE designation, the annual CHAE Maintenance fee will be included in your HFTP membership invoice.

(c) The amount of the annual CHAE Maintenance Fee may be changed on the recommendation of the HFTP Certification Administrator and approved by the Executive Committee.

6. Failing to File Maintenance. If an individual fails to file properly completed maintenance reports for an entire two year maintenance cycle by April 30th they will be permanently dropped (expelled) from our certification programs and will not be allowed to use the designations. If an individual wishes to become certified once again they must follow all rules and regulations in effect for new applicants. That includes paying all fees and of course passing the exam once again.

7. Reactivation. If a designee wishes to reactivate a CHAE designation, a designee must submit all evidence of the CPE requirements and fees during the time of lapse or they must rewrite the exam without application.

8. CHAE Statuses:

Retired Status: A CHAE designee with at least seven (7) consecutive years of active designation, and who has fully retired from hospitality related work in a Professional capacity may transfer to retired status. In a retired status a designee may not solicit or perform any paid employment or consulting services related to the CHAE and shall use the designation, CHAE-Retired. A designee will retain full membership benefits including publications and discounts on HFTP products and training events; however a designee is not required to maintain the CPE requirements. HFTP will remove the work contact information from the membership database; all correspondence will be sent to your home address.

Inactive Status: If a designee is temporarily not involved in a Hospitality related field, but wishes to remain abreast of current events and intend to reactivate the CHAE designation, a designee may be transfer to inactive

status. When a designee is inactive, a designee retains membership benefits; however, a designee can not use the CHAE designation and is not required to maintain CPE requirements.