CHTP Student Policy & Procedures

Student Certification Program Policy & Procedures

(Effective November 1, 2010)

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 is the activity of providing lodging, food and beverage, and/or recreational services, examples of which include but are not limited to hotels, motels, clubs, restaurants, recreation, tourism, cruise lines, and theme parks.

3. **Objectives of CHTP.**
   (a) To provide professional recognition to hospitality technology 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 "CHTP."**
   (a) The use of the title or designation "CHTP" is limited to those who have successfully completed the written CHTP Certification Examination AND have acquired the minimum of 40 experience points as described in *Section 4 (2)(a)(b)* of these procedures.
   (b) The use of the title or designation "CHTP" may not be used in promotion or advertising efforts.

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

Section 2. Examination

1. **Time/Place.** Allied Association chapters may elect to host a CHTP 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 date/site, it will be publicized in advance in HFTP publications.

2. **Proctor.** Exams must be proctored by be someone from the following titles, but not limited to: an HFTP designee, general manager, human resources specialist, director, professor in academia, industry colleague or similar title. A full-time staff member of HFTP or a full-time staff member of the Educational Institute may also proctor. For test security reasons, all exam dates/sites must be published in advance and open to any qualified CHTP candidate. Proctors must sign the Proctor Agreement Form.

3. **Scores.** Each candidate will be notified of his/her grades within 45 days after completion of the CHTP Examination. Online exams offer instant grading.
   (a) Candidates must receive a score of 70 percent or better to pass the exam.
   (b) Candidates who fail to pass the CHTP Examination within a three-year limitation period must reapply. All prepaid fees will be forfeited.

4. **Conditional Credit.**
   (a) A candidate who passes one or more segments of the CHTP Examination shall receive conditional credit for those segments.
   (b) The candidate must be re-examined, and successfully pass the remaining segments of the CHTP Examination with a three-year period to maintain the conditional credit.
   (c) Candidates who fail to pass the entire CHTP Examination within a three-year limitation period must reapply and retake the entire exam. All prepaid fees will be forfeited.

Section 3. Application

a) Applications for the CHTP Examination must be filed at least 10 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 education and the examination 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 one week prior to the examination date.

2. **Letters of Recommendation.** Two letters of recommendation must be submitted. One from the applicant's current employer and the other from a college faculty member both of whom are able to evaluate the applicant's potential for success in the hospitality industry. If the applicant does not have a current employer, a second letter from a different college faculty member may be substituted for the second letter.

3. **Evidence of Qualification.**
(a) Education. Accredited College or University — A student candidate must be a senior level student with a minimum of 90 semester hours of education or a senior who is within 30 semester hours from graduation as certified by the college that they are attending. 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.
(b) Experience. Experience must be attained no later than four years after the student candidate passes the examination. Once the experience is attained, each employer must mail a "Certificate of Experience" directly to the Certification Administrator.

4. **Notification of Acceptance.**
(a) Each CHTP application package will be reviewed by the Certification Administrator.
(b) A Notification of CHTP Application Status will be mailed to each candidate within 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.
(c) A late registrant may, at the discretion of the Certification Administrator, be allowed to take the exam, provided the applicant signs a late registration agreement stipulating that his/her exam will not be submitted for grading until his/her application is complete and qualified. In the event the applicant does not qualify he/she will forfeit any application or exam fees.

Section 4. CHTP Student Qualification Requirements
A student applicant will qualify if they meet the following criteria:

1. **Education.** A minimum of 90 semester hours of education for aspiring CHTPs. 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.

2. **Experience.**
(a) Experience must be attained no later than four years after the student candidate passes the examination. Once the experience is attained, each employer must mail a "Certificate of Experience" (*Form T-2*) directly to the Certification Administrator.
(b) A minimum of 40 experience points and maximum of 50 experience points must be attained. Experience points are earned on an annual basis according to the signed Certificate of Experience Form (*Form T-2*).
(c) Experience points may be earned for fractional years after one year of continuous employment with each employer.
(d) Applicants involved in selling a technology product to the hospitality industry ARE eligible to take the exam.

Section 5. Fees
1. **CHTP Examination Fee**
(a) A CHTP examination fee of one hundred ($100) U.S. dollars for HFTP student members and one hundred and fifty ($150) U.S. dollars for nonmembers will be assessed to cover the cost of preparing, scheduling and conducting the examination.
(b) A CHTP re-examination fee of one hundred ($100) U.S. dollars for HFTP student members and one hundred and 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 CHTP Examination Fee may be changed on the recommendation of the HFTP Certification Administrator and approved by the Executive Committee.
(d) CHTP candidates will be advised of the fee amount when they receive their Notification of CHTP Application Status Form.
(e) Candidates who fail to take the CHTP exam within a three-year period will forfeit any administrative or exam fees.

Section 6. Study Guide
The *CHTP Review Study Guide*, *Managing Computer Systems in the Hospitality Industry (3rd Edition)*, *Untangling the Web*, and *Contemporary Club Management* (Chapter 11, Club Computer Systems), are available for purchase through the Educational Institute at: http://www.ahlei.org/.

NOTICE: 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 PDF format.

Section 8. CHTP Maintenance
Once the experience is acquired and the CHTP designation attained, all CHTP 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 and thereafter:

Fifteen (15) of these CPE hours must be specifically related to Hospitality Technology:

(a) HFTP Supported Workshops or Educational Seminars – One point for each CPE credit earned.

(b) Non HFTP Workshops or Educational Seminars - A CPE credit is defined as 50 minutes of continuous participation in a group educational program. The seminar or workshop must be technology and/or hospitality related.

(C) Ten points may be earned for a published article in any professional journal, i.e. *The Bottomline, Hospitality Upgrade,* etc…

2. **HFTP / AH&LA Membership.** No minimum required. 5 points will be earned for each year of continued, active membership in HFTP or AH&LA. A maximum of `0 points may be earned. No minimum is required.

   Effective for maintenance periods beginning January 1, 2011

   HFTP Membership. No minimum required. Maximum 10 points.
   Earn 5 points per year for continued, active membership in HFTP or AH&LA.

3. **Maintenance Period.** The initial two-year maintenance period will commence on January 1 of the year following the designation as CHTP and will continue in 24 month increments ending on December 31 thereafter.

4. **Maintenance Report.** The CHTP Maintenance Report form must be submitted to the Certification Administrator no later than January 31 of the year following each 24 month maintenance period. Forms will be mailed by the HFTP office five months before they are due.

5. **Maintenance Fee.** An annual CHTP Maintenance fee will be assessed to each designee as determined by the HFTP Executive Committee.

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

(b) The annual CHTP 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 CHTP designation, the annual CHTP Maintenance fee will be included in your HFTP membership invoice.

(c) The amount of the annual CHTP 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 CHTP 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. **CHTP Statuses.**

Retired Status: A CHTP designee with at least seven (7) consecutive years of active designation, and who meets the requirements of "Retired Status", per Section 11: Retired Members as stated in the HFTP By-laws 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 CHTP and shall use the

designation, CHTP-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 CHTP 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 CHTP designation and is not required to maintain CPE requirements.