

# HFTP's CHAE & CHTP Certification Programs

Application Requirements Explained  
&

Educational Maintenance... The Things You Need To Know

*(use keyboard ↓ ↑ keys to advance)*



**HFTP**<sup>®</sup>

Hospitality Financial and  
Technology Professionals

# Application Point Requirements

All applicants need **100 points** to qualify for the exams

Points come from:

- **Education** Min 40/50 Max
- **Experience** Min 40/50 Max

Additional points are available with membership

- **HFTP Membership\*** (Both CHAE and CHTP apps) Min 10/20 Max
- **AHLA Membership\*** (CHTP application only) Min 10/20 Max

- 10 points per year of membership

\*Membership **is not a prerequisite or a requirement to apply**

# Education Points

Education Points come from:

1. Degree(s) from accredited Colleges or Universities
2. CPA certificate ([CHAE applicants only](#))
3. HFTP Supported Workshops or Educational Seminars ([Non-Degree Candidates](#))
  - HFTP Chapter Meetings which are educational in nature (proof of attendance)
  - HFTP CPE summaries from conferences (HITEC, Annual Convention, etc.)
  - Online Webinars
4. Non-HFTP Seminars/Workshops ([Non-Degree Candidates](#))
  - Other seminars which are educational in nature
  - Industry Conferences
  - Online Webinars
5. Published Articles

# Earning Education Points for Both...

- |    |   |           |
|----|---|-----------|
| A. | College Degree(s)   |           |
|    | • Associate Degree  | 30 Points |
|    | • Undergraduate Degree                                    | 40 Points |
|    | • Graduate Degree+  | 50 Points |
| B. | Valid CPA Certificate                                     | 40 Points |
|    | • CHAE Applicants Only in lieu of bachelors degree        |           |
| C. | College Credits (continuing education)                    | 8 Points  |
|    | • Post degree   |           |
|    | • 8 points per each credit hour completed                 |           |
| D. | HFTP Supported Workshops or Educational Seminars          | 1 Point   |
|    | • For every 50 minutes of lecture or instruction          |           |
|    | • Degreed or non-degreed candidates                       |           |
| E. | Non-HFTP Workshops or Educational Seminars                | 1 Point   |
|    | • For every 50 minutes of lecture or instruction          |           |
|    | • Must be approved by Certification Administrator         |           |
|    | • The Seminar must be finance/accounting related for CHAE |           |
|    | • The Seminar must be technology related for CHTP         |           |
|    | • Degreed or non-degreed candidates                       |           |
| F. | Published Articles  | 10 Points |

# CHAE Experience Areas...

Must be earned from within the [Hospitality Industry](#).

The point totals below are earned [per each year of employment](#).

- This also includes those who have the [same titles as assistants](#):



Controller	30 Points
Treasurer	30 Points
Director of Accounting	30 Points
Director of Finance	30 Points
Chartered Accountant	30 Points
Public Accountant specializing in the Hospitality Industry	30 Points
College Professors - Hospitality Accounting	30 Points
<b>Similar Position</b> with an overall responsibility in Accounting/Finance	30 Points
Supervisory or Senior Accounting Personnel	25 points
Junior Accountants	10 points

# CHAE Qualification



Here is a sample CHAE Qualification Scenario:

- I have a Bachelors degree 40 pts
- I have been a Controller for 2 years (60 pts) 50 pts max
- I have been an HFTP member for 1 year 10 pts

Total 100 pts

This person qualifies to take the exam.

Other point scenarios are possible as well.

# CHTP Experience Areas...



Must be earned from within the [Hospitality Industry](#).

- A. Telecommunications systems:** The PBX, resale of both local and long distance services, vendor relationships, the use of consultants, trunking options, equipment maintenance, regulatory concerns, voice mail, and other voice processing equipment.
- B. Specialized systems:** Knowledge of or experience with systems specific to club, casino, resort or amusement operations. These systems would also include time clocks, human resource, or other management reporting.
- C. Systems administration and operations:** Basic system terminology, lodging terminology, PC function and components, networks, operating systems, application software, adequate knowledge of cabling, environmental conditions, and ergonomics.
- D. Management:** The purchasing cycle for a system, capital budgeting, abilities in leading, planning, organizing, communication skills, time and project management, system documentation, and an understanding of property organization, responsibilities, conflict resolution and guest relations.
- E. Property based applications:** Standard to the operation of a hotel, resort, club, restaurant, or casino, including property management, accounting, food & beverage, interfaces, sales and marketing, and credit card processing.

# CHTP Experience Points...

- The CHTP Application uses a combination of items to determine the earned experience points.

From the following areas:

- A. Telecommunications systems
- B. Specialized systems
- C. Systems administration and operations
- D. Management
- E. Property based applications



$$\begin{array}{r}
 \text{Total number of items checked} \\
 \underline{\quad 3 \quad}
 \end{array}
 \times 6 \times
 \begin{array}{r}
 \text{Total Years of Experience} \\
 \underline{\quad 3 \quad}
 \end{array}
 =
 \begin{array}{r}
 \text{Experience Points} \\
 \underline{\quad 54 \quad}
 \end{array}$$





# CHTP Qualification

Here is a sample CHTP Qualification Scenario:

- I have a Bachelors degree 40 pts
- I have checked off: 50 pts max
  - A. Telecommunications systems
  - B. Specialized systems
  - C. Systems administration and operations

(3 items checked x 6 x 3 years experience = 54 pts)
  
- I have been an HFTP member for 1 year 10 pts

Total 100 pts

This person qualifies to take the exam.

Other point scenarios are possible as well.

# Recommendation Letters

- Required for both
- 2 letters of recommendation are required and the letters must be written from **within** the hospitality industry.

# Current Initial Application Exam Fees

- HFTP Members      \$475 Online
- Non-Members      \$675 Online

# Current Retake Fees

- HFTP Members      \$200 online
  - Non-Members      \$250 online
- 
- For the CHAE, this is a flat fee **regardless of the number of sections remaining** to be completed.
  - For the CHTP, retakes are only approved if the candidate is eligible per policy.

# Conditional Credits for CHAE

- 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 the two (2) year initial exam period to maintain the conditional credit.
- C. Candidates who fail to pass the entire CHAE Examination within the two (2) year initial exam period must reapply and retake the entire exam. All prepaid fees will be forfeited.

# Conditional Credits for CHAE

- D. The candidate will have until December 31 of the second year to take and pass all parts of the exam (a.k.a. the initial exam period). (I.E.: Candidate who signs up on April 15, 2015 has until December 31, 2017 to take and pass all parts of the exam.)
- E. Candidates need to take all sections of the exam on the initial attempt. If any sections are not passed, then candidate needs to take all remaining sections in subsequent attempt(s).
- F. If candidate does not pass all parts of the exam, he/she can get a one (1) year extension if the re-take fee is paid by the “initial exam period” expiration date.

# Conditional Credits for CHTP

- Revised in November of 2014.
- A candidate who passes two of the three CHTP Examination sections on the initial attempt, shall receive conditional credit for the sections passed.
- A. The candidate must be re-examined, and successfully pass the remaining section of the CHTP Examination within the initial one year application period to maintain the conditional credit.
- B. Candidates who fail to pass two of the three CHTP Examination sections on the initial examination attempt, must reapply less the full application process. This means that only the initial application examination fee will need to be repaid to restart a new one year application period. All prepaid fees will be forfeited should an approved application expire.
- C. Candidates must take all three sections of the exam on the initial attempt.
- D. The candidate will have one year from the approved application date to take and pass all sections of the exam (a.k.a. the initial exam period). (I.E.: Candidate who applies on April 15, 2015 will have until April 15, 2016 to take the initial exam and complete the retake exam option if conditional credit is allowable.)

# Scheduling Exams

- A **10 business day** notice is required to schedule:
  - initial exams
  - retake exams
- All fees must be **paid in advance** of scheduling exams.
- **Retake** exam invoices are sent out at the **request** of the applicant.
- **Public Exams** are administered at HFTP Events
  - Published Dates
  - Chapter Hosted
  - Exam Calendar
- **Private Exams**
  - Date is not published to the general public
  - Administered at your workplace or home, etc.



# Proctors

- Are currently **required** for all CHAE and CHTP exams.
- Must be an **industry colleague** from the following, but not limited to an:
  - HFTP designee
  - General manager
  - Human resources specialist
  - Director
  - Professor in academia

# Proctors (Cont.)

- For all private exam requests, it is the **responsibility of the applicant** to secure a proctor.
- HFTP has a proctor agreement form located on the web site
- All **proctors** must **sign** the proctor agreement form before administering the exams.

# Exam Types Offered

- CHAE
  - Available [Online](#)
  
- CHTP
  - Available [Online](#)

# Exam Results

- Online Exams
  - **Instant** gratification (or not) delivered electronically by **email**.
  - Coaching **reports** available by **content area** on all sections passed / failed.

# Maintenance

Now that you are certified, it is time to focus on remaining **active**.

In short, maintenance requires **two** items:

1. Continuing Education Hours
  - CPE / CEU / Credit hours
2. Maintenance Fees

# Maintenance

## 1. Continued Education

- Education cycles start January 1 of the year following the designation earned.
- The education cycles are in **two-year** increments ending on December 31 thereafter.
- A total of **60** education points (CPEs) are required over the two-year cycle.
- A **minimum of 15** education points must be **finance** related for **CHAE** designees.
- A **minimum of 15** education points must be **technology** related for **CHTP** designees.
- A **minimum of 4** education points must also be related to **Ethics**.

# Maintenance

I have both certifications...

How do I need to handle the continuing education (CPE) point requirements?

Do I need 120 points of education?

**No**

Only **60** total education points (CPEs) are required if you have both certifications.

Of the **60** total points, remember that...

**15** must be **finance** related for the **CHAE** designation, and;

**15** must be **technology** related for **CHTP** designation.

**4** must be **ethics** related

*Choose your educational selections wisely if you have both certifications!*

# Maintenance

How do I earn education points in order to maintain my designation(s)?

- HFTP Conferences, Educational Seminars and **Webinars**
  - Receive 1 point for every 50 minutes of lecture.

I attend **other** conferences, seminars and **webinars** that are **Non-HFTP sponsored**... Do I get credit for those events?

- Non-HFTP Workshops or Educational Seminars
  - **Must be approved** by the Certification Administrator.
  - Receive 1 point for every 50 minutes of lecture or instruction.
  - Must be hospitality-related to receive credit.



# Maintenance

I write published articles, do I receive credit for these?

- Published Articles

- 10 CPE points may be earned for any published article in a professional journal:
  - The Bottomline
  - Club Manager
  - Hotel Business
  - Hospitality Upgrade
  - Etc.

# Maintenance

## Optional Educational Point Opportunities

- A. HFTP chapter meetings
  - 1 CPE point for every 50 minutes of lecture.
  - Must be educational in nature.
  - Documentation of attendance or certificates of completion are needed.
  
- B. Attending non-HFTP sponsored events
  - Hospitality-related but not conducted by HFTP
  - If approved, 1 CPE point for every 50 minutes of lecture
  - Proof of attendance is required
  
- C. Speaking or lecturing engagements
  - 1 CPE point for every 50 minutes you lectured.
  
- D. Preparation (research time) for speaking engagements
  - 1 CPE point for every 50 minutes of preparation.

# Maintenance

## Optional Educational Point Opportunities Cont.

### E. Company trainings

- Must be approved
- 1 CPE point for every 50 minutes of lecture you attend within your company.
- Documentation of attendance or certificates of completion are needed.

### F. College Courses/Credits

- 1 CPE point for every 50 minutes of lecture.
- Documentation (transcripts) are needed to confirm your attendance.

# Maintenance

Do I get any CPE points with my HFTP membership?

Yes

5 points per each year of active membership will be issued for use on the educational maintenance report.

# Maintenance Report

I need a **total of 60 CPE points** to submit...

Here is a sample of a Maintenance Report Scenario:

• HITEC	15 CPE pts
• Leadership Summit	8 CPE pts
• Annual Convention	15 CPE pts
• CMAA Conference (non-HFTP sponsored)	6 CPE pts
• Webinars (various)	4 CPE pts
• HFTP Chapter Meetings	2 CPE pts
• HFTP Membership	<u>10 CPE pts</u>

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Total 60 CPE pts

# Maintenance

## 2. Dues (maintenance fees)

Certification billing will be every other year to match your certification cycle.

The summer of the year you are due to renew, and invoice will be sent to you.

### Current Maintenance Fees:

- \$100 over 2 years for HFTP Members (per designation)
- \$200 over 2 years for Non-Members (per designation)

# Failing to File Maintenance

I missed the maintenance filing deadline...  
what happens to my certification?

All designees are given until April 30<sup>th</sup> to file a **late maintenance report** (late fees required).

After the April 30<sup>th</sup> deadline passes, any Individual that has not filled a maintenance report becomes dropped (expelled) from the HFTP certification lists and programs.

# Failing to File Maintenance

My CHAE/CHTP has lapsed and I want to **reactivate** my designation(s)...

What are my options?

The **reactivation option** includes submitting all evidence of the CPE requirements and fees during the time of lapse **or** you must rewrite the exam without application.



# HFTP Certification Contact Information

Thanks for reading!

For more information about the HFTP Certification Programs, contact HFTP:

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