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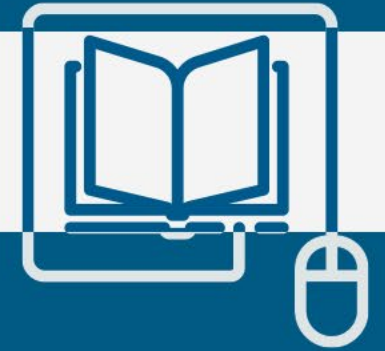
# PREPARE FOR THE EXAM





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## CONTENT LIBRARY

- **PineappleSearch®**: Search for a specific topic from the review slides in **PineappleSearch**, the only hospitality-specific search engine. Review all articles relating to that topic which appear in the search results.

[Search](#)





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**ADDITIONAL RESOURCES:** The resources listed below are available for separate purchase.

- ***Uniform System of Accounts for the Lodging Industry (USALI), 11<sup>th</sup> edition***

- Available in digital online subscription or hard copy book
- Pricing and details available on the USALI website.

[Learn More](#)

- ***Uniform System for Financial Reporting for Clubs, 7<sup>th</sup> edition***

- Pricing and details available on the CMAA website.

[Learn More](#)

- ***Managing Hospitality Human Resources, 5<sup>th</sup> Edition***

- Available in electronic and hard copy versions.
- Pricing and details available on the AHLEI website.

[Learn More](#)





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## CERTIFICATION ADVISORY PROGRAM (CAP)

The Certification Advisory Program is a program designed to assist CHAE and CHTP certification applicants in achieving their HFTP certification designation.

The Certification Advisory Program brings together both candidates and advisors, who will help and support candidates in one-to-one interactions, as a supplemental review option for the certification exams.

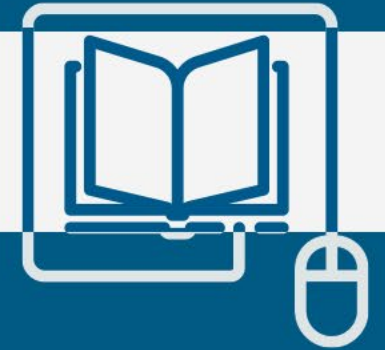
**\*Exam Applicants:** Please be sure to designate on the application if you wish to participate in the CAP program. **Questions?** Email [certification@hftp.org](mailto:certification@hftp.org).





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**EXAM CHECK LIST:** Be sure to complete these steps as you ready for the exam.

- Request transcripts: copies are acceptable, as well as a digital photo of your diploma.
- Request two letters of recommendation from your colleagues.
- Ask employer(s) to complete and sign the Certificate of Experience (Form 6-4).
- If needed, request Educational Point Requirement Certifications for any non-HFTP events for which you do not have proof of participation.
- Complete the Application for Examination and Summary of Earned Points. Be sure to indicate your choice of exam date. If you do not know when you wish to take the exam, you may check 'undecided.'
- Notify the HFTP Certification Team at least 10 business days prior to the date of the exam.
- Sign and return the Ethics Agreement.
- Payment of examination fees. \*
- Return the application and documents needed to apply in a single packet, or you may scan and email them to [certification@hftp.org](mailto:certification@hftp.org).

*\* HFTP will accept checks, wire transfers and credit cards for examination fees. If paying by credit card, include all information from the card to include: Name on the card, card type, expiry date, card number, and the three (3) digit security number (CSC, CVS number).*



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**EXAM FORMAT:** The following outlines the topics and question format in the CHAE exam.

## TOPICS

- **Section 1:** Financial Accounting: 60 questions
- **Section 2:** Managerial Accounting: 80 questions
- **Section 3:** Ethics, Fraud and Internal Controls: 35 questions
- **Section 4:** General: 25 questions

Candidates must pass all four sections with a score of 70% in each section to become certified.





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*Effective January 1, 2017*

**EXAM FORMAT:** The following outlines the topics and question format in the CHAE exam.

### **Section 1: Financial Accounting**

- 1.1 Financial Accounting Concepts
- 1.2 The Balance Sheet
- 1.3 The Income Statement
- 1.4 The Cash Flow Statement

### **Section 2: Managerial Accounting**

- 2.1 Managerial Accounting Concepts
- 2.2 Analytics
- 2.3 Revenue Management
- 2.4 Budgets and Forecasts
- 2.5 Labor Analysis

### **Section 3: Ethics, Fraud and Internal Controls**

- 3.1 Ethics
- 3.2 Fraud
- 3.3 Internal Controls

### **Section 4: General**

- 4.1 General  
(HR, M&A, Management, etc.)
- 4.2 CHAE Information



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## CONTACT

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