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**CHAE CERTIFICATION PROGRAM  
TWO-YEAR EDUCATIONAL MAINTENANCE CYCLE  
JANUARY 1, 2017 – DECEMBER 31, 2018  
MAINTENANCE REPORTING FORM**

**DUE TO HFTP: January 31, 2019**

Name: \_\_\_\_\_  
Last
First
M.I.

Preferred mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home \_\_\_\_\_ Toll Free \_\_\_\_\_

Email \_\_\_\_\_ Web \_\_\_\_\_

**INSTRUCTIONS**

1. Report all educational points earned during the maintenance period in detail on page 2 of this form. CHAE Examination applicants may also use this form to report total earned educational points in detail.
2. Attach supporting documentation for earned points.
3. Refer to CHAE Maintenance Point Values (page 3).

Summary of CHAE Maintenance Points (of the 50 point minimum 15 points need to be in specialty and 4 points in ethics)

		<b>Total Points Earned</b>
<b>Finance / Accounting Specialty</b>	15 minimum points are needed	
<b>Ethics</b>	4 minimum points are needed	
<b>Continued Education (general credits)</b>	31 minimum points are needed	
<b>HFTP Membership (optional)</b>	10 maximum points (5 per each year of educational maintenance reporting cycle)	
<b>Total Maintenance Points</b>	60 minimum points needed	

**CERTIFICATION**

I certify that I have earned the maintenance points reported herein in accordance with the Rules and Regulations of the CHAE Certification Program. **I also attest that a minimum of these fifteen (15) reported hours are specifically related to finance or accounting. I also attest that a minimum of these four (4) reported hours are specifically related to ethics.**

\_\_\_\_\_  
CHAE Designee Signature

\_\_\_\_\_  
Date



CHAE CERTIFICATION PROGRAM

MAINTENANCE REPORTING FORM

Detail of Educational Points

1. COLLEGE CREDIT

School	Course/Title	Credits	Points
_____	_____	_____	_____
_____	_____	_____	_____

2. HFTP SUPPORTED WORKSHOPS/SEMINARS

One (1) point for each hour of lecture or instruction.

Location	Topic	Date	Hours	Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. NON-HFTP SUPPORTED WORKSHOPS/SEMINARS

One (1) point for each hour of lecture or instruction if approved by the Certification Administrator.

Location	Topic	Date	Hours	Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Points to Page =====

# CHAE MAINTENANCE POINT VALUES

JANUARY 1, 2017 – DECEMBER 31, 2018

## MAINTENANCE CYCLE

### 1. CONTINUED EDUCATION (50 points minimum)

A. HFTP-supported workshops or Educational Seminars - One (1) point for each fifty (50) minutes of lecture or instruction.

B. Non-HFTP Workshops or Educational Seminars - One (1) point for each fifty (50) minutes of lecture or instruction if approved by the Certification Administrator. The seminar must be accounting and/or hospitality related.

C. Ten (10) points may be earned for a published article in any professional journal or related industry publication (i.e., *The Bottomline*, *Lodging*, *Hotel Business*, *Nations Restaurant News*, *CKC Report*, etc.)

D. Of the fifty (50) points minimum, fifteen (15) of these reported hours need to be specifically finance related and four (4) of these in ethics.

### 2. HFTP MEMBERSHIP (10 points maximum)

A. Five (5) points will be awarded for each year of HFTP membership during the current maintenance cycle.

### 3. Optional Maintenance Opportunities

A. Attendance at HFTP Chapter meetings are worth one (1) CPE point for every fifty (50) minutes of lecture. These Chapter meetings must be of an educational nature to receive credit. Documentation of attendance or certificates of completion are needed to confirm your attendance.

B. Attending non-HFTP sponsored events - For example: Education sessions relating to anything hospitality related but NOT conducted by HFTP- assign yourself one (1) CPE point for every fifty (50) minutes of lecture. This includes in-house training within your company. Documentation of attendance or certificates of completion are needed to confirm your attendance.

C. Speaking or lecturing engagement - assign yourself one (1) CPE point for every fifty (50) minutes you lectured.

D. Preparation time for speaking engagement - assign yourself one (1) CPE point for every fifty (50) minutes of preparation.

E. Company in-house training - assign yourself one (1) CPE point for every fifty (50) minutes of lecture you attend within your company. Documentation of attendance or certificates of completion are needed to confirm your attendance.