

# **Certified Hospitality Accountant Executive (CHAE)**

## **Certification Program Policy & Procedures**

(Approved 10/21/2015)

(Effective 1/1/2016)

### **Section 1. General**

#### **1. Office:**

The global 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](mailto:certification@hftp.org).

#### **2. Purpose:**

To lead and advance the hospitality profession by providing a forum for continuous learning and knowledge sharing.

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 educational proficiencies and practical experience that signify successful career progression.
- B. To encourage the education and advancement of HFTP and allied hospitality related 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 passed 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 HFTP Certification Advisory Council with the approval of the HFTP Executive Committee and the Certification Administrator. The HFTP Certification Advisory Council or Councils govern all examination content independently of the HFTP Executive Committee, Board of Directors, and Certification Administrator.

Please note the Policy and Procedures and examination content may be subject to change and revision without formal notice.

### **Section 2. Examination**

#### **1. Time/Place:**

Allied association chapters may elect to host a CHAE exam. They must select a date at least 60 days from the present date. The HFTP global 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 Certification Administrator approves the proposed exam/date, the exam/date and location will be publicized in advance in HFTP publications.

#### **2. Proctor:**

All sections of the CHAE exam must be proctored. For all private exam requests, it is the responsibility of the applicant to secure a proctor. A proctor includes, but is not limited to the following: an already certified HFTP or AHLA designee, General Manager, Human Resources Specialists, Director, Industry Colleague, Academia Professor, or a similar title.

- A. An applicant requesting to take a private exam must have their proctor sign and return the HFTP Proctor Agreement form and be approved, prior to the exam being scheduled.
- B. The Proctor will verify that the applicant approved for testing is the actual exam applicant with a photo identification such as a driver's license.
- C. For all online exams, the proctor will be sent the username and password for the online exam access.
- D. For test security reasons, all exam dates/sites must be published in advance and open to any qualified CHAE candidate for public exams.

#### **3. Scores:**

- A. Each candidate will be notified of his/her grades within 45 days for paper exams and within 24 hours for online exams.
- B. Candidates must receive a score of 70 percent or better to pass each section of the exam.
- C. Candidates who fail to pass all sections of the CHAE Examination within the two (2)-year initial exam period must reapply. All prepaid fees will be forfeited.

- D. Candidate who scores the highest on all parts in one sitting between August 1 and July 31 will be awarded the CHAE of the Year.

**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 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.
- 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.: A candidate who signs up on April 15, 2014 has until December 31, 2016 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.

**Section 3. Application**

**1. Application Procedure:**

- A. Applications for the CHAE Certification Examination must be filed with the Certification Administrator at least ten (10) days prior to the examination date.
- B. Applications are to be filed at the global 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 (2) weeks prior to the examination date.

**2. Letters of 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 submitted directly to the global office with reference to the applicant.

Recommendations must be from within the hospitality industry, and must not be from someone who is currently under the candidate's direct supervision.

### **3. Evidence of Qualification:**

#### **A. Education**

- i. Accredited College or University — A transcript of college/university credits must be submitted directly to the Certification Administrator by the college/university. Grades of "C" or better will be accepted for credit. Only courses that have a relationship to the applicant's job duties, as it relates to the CHAE function, will be counted for the purpose of earning qualification points. A current, valid CPA, CMA or CIA certificate is also acceptable as the equivalent of a bachelor's degree.
- ii. HFTP Supported Workshops or Educational Seminars — A copy of a Continuing Professional Education (CPE) form or an attendance roster indicating date, time, length of seminar, subject matter, speakers, and candidate's signature will be required as verification of attendance. A letter from the applicant setting forth the above information and attested by a chapter officer may be substituted for the roster.
- iii. Non HFTP Seminars or Workshops — A document indicating the date, time, length of seminar, and subject matter will be required as verification of attendance. 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 of Non-HFTP Events (Form 6-3).

#### **B. Experience**

- i. A "Certificate of Experience" must be submitted directly to the Certification Administrator by each employer included on the member's application.
- ii. Applicants involved in selling a technology product to the hospitality industry ARE eligible to take the CHAE exam, provided they meet the other qualifying criteria.

### **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 sent 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 to sit for the CHAE examination 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 can be earned in this section.

- 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 and current CPA, CMA or CIA Designation Certificate —50 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 can be earned in this section.

- A. Experience points are earned on an annual basis according to the following job classifications in the hospitality industry as defined below:
  - i. Controller, Treasurer, Director of Accounting, Chartered Accountant or similar position with overall responsibility or the Accounting and/or Finance functions – 30 points.
  - ii. Public Accountant specializing in the Hospitality Industry or college professors instructing Hospitality Accounting – 30 points.
  - iii. Supervisory or Senior accounting personnel reporting directly to top level financial management – 25 points.
  - iv. Junior Accountants – 10 points.
- 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 (10) points will be awarded for each year of HFTP membership.

## **Section 5. Fees**

### **1. Examination Fee:** (Submitted with the application)

A four hundred and seventy-five (\$475) U.S. dollar examinations fee is due at the time of filing the original application for HFTP members and a six hundred and seventy-five (\$675) 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 two hundred (\$200) U.S. dollars for HFTP members and two hundred and fifty (\$250) U.S. dollars for nonmembers will be assessed per re-take to a candidate 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 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 complete the CHAE exam within the two (2) year initial exam period will forfeit any application fees that were submitted prior to their application expiration date.
- F. A paper exam fee of \$100.00 will be assessed for candidates taking the exam in the paper format. Computer based re-takes will not be assessed this fee.

## **Section 6. Study Guide**

The [CHAE Study Guide](http://www.ei-ahla.org/) is available for purchase through the Educational Institute of the American Hotel Lodging Association at Price: \$159.00 US To order, visit: <http://www.ei-ahla.org/> or call 888-575-8726 or 407-999-8100.

NOTICE: Not all examination questions are necessarily based on the contents of the study material. The candidate's 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, applicants must have the corresponding Adobe Acrobat Reader software. Click on the link below to download a free copy of this application. After installing the Adobe Acrobat Reader, click on the following links to view and print the forms:

[Adobe Reader](#)

[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 to be earned every 24 months.

### **1. Continued Education:**

Earn a minimum of 50 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 Finance.

**Effective for the maintenance periods beginning January 1, 2014 and thereafter:** Four (4) hours must be related to ethics.

- 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 the 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.
- D. Ethics classes may come from HFTP, or, designees may substitute sessions from their AICPA (CPA), IMA (CMA), and IIA (CIA) related sessions (or other educational providers as approved by the certification administrator).

### **2. HFTP / AH&LA Membership:**

**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.

### **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. IE: If the CHAE is awarded on April 15, 2012, the maintenance cycle is January 1, 2013 through December 31, 2014.

### **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 Certification Administrator five months before they are due.

**5. Maintenance Fee:**

- A. A CHAE Maintenance Fee will be assessed to each designee as determined by HFTP Executive Committee to cover the ongoing administrative fees of the CHAE Certification Program.
- B. The CHAE Maintenance Fee is one hundred fifty (\$150) U.S. dollars per education cycle for HFTP members and three hundred (\$300) U.S. dollars per education cycle for nonmembers. Upon attaining the CHAE designation, the CHAE Maintenance fee will be invoiced approximately six (6) months prior to the educational reporting cycle deadline.
- C. The amount of the 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 the designee fails to file properly completed maintenance reports for an entire two year maintenance cycle by April 30, he/she will be expelled from the HFTP CHAE Certification Program and will not be allowed to use the designations. If the designee wishes to become re-certified, he/she must follow all rules and regulations in effect for new applicants. That includes paying all fees and passing the exam again.

**7. Reactivation:**

If a former designee wishes to reactivate a CHAE designation, they must submit all evidence of the CPE requirements and fees during the time of lapse or he/she must retake and pass the exam without application.

**8. CHAE Statuses:**

- A. **Retired Status:** A CHAE 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 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 designees' home address.
- B. **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 cannot use the CHAE designation and is not required to maintain CPE requirements.

- C. **Emeritus Status:** A CHAE designee with twenty (20) or more years of active certification status is eligible for the Emeritus status effective January 1, 2017. This status will not require those who are eligible to report the educational maintenance requirement; however, they would still be responsible to pay the renewal fees of \$150 USD for members and \$300 USD for nonmembers.