

**CHAE 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.

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 CHAE:

- (a) To provide professional recognition to hospitality finance 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 "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 completed the written CHAE Certification Examination AND have acquired the minimum of 40 experience points as described in Section 4 (2)(a)(b) of these procedures.
- (c) The use of the title or designation "CHAE" may not be used in promotion or advertising efforts.

5. The CHAE Certification Program:

Policy & Procedures, as contained herein, may be amended upon the recommendation of the HFTP CHAE committee with the approval of the HFTP Executive Committee and the Certification Administrator.

**Section 2. Examination**

- 1. **Time/Place.** Local chapters may elect to host a CHAE 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, the exam date and location 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](#).

## 2. Scores.

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

## 3. 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 with a three-year period to maintain the conditional credit.
- (c) Candidates who fail to pass the entire CHAE Examination within a three-year limitation period must reapply and retake the entire exam. All prepaid fees will be forfeited.

## Section 3. Application

### 1. Application Procedure.

- (a) Applications for the CHAE Certification 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 CHAE application package will be reviewed by the Certification Administrator.

(b) A Notification of CHAE 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. CHAE Student Qualification Requirements**

A student applicant will qualify if they meet the following criteria:

##### **1. Education.**

(a) A minimum of 90 semester hours of education for aspiring CHAEs. 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" directly to the Certification Administrator.

(b) A minimum of 40 experience points must be attained. Experience points are earned on an annual basis according to the following job classifications.

Controller, Treasurer, Director of Accounting or similar position with overall responsibility or the Accounting and/or Finance functions 30 points per year

Public Accountant specializing in the Hospitality Industry 30 points per year

College professors instructing Hospitality Accounting 30 points per year

Supervisory or Senior accounting personnel 25 points per year

Junior Accountants 10 points per year

(c) Experience points may be earned for fractional years after one year of continuous employment with each employer.

#### **Section 5. Fees**

##### **1. CHAE Examination Fee.**

(a) A CHAE 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 CHAE 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 CHAE Examination Fee may be changed on the recommendation of the HFTP 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 take the CHAE exam within a three-year period will forfeit any administrative or exam fees.

#### **Section 6. Study Guide**

The [CHAE Study Guide](#) is available for purchase through the Educational Institute of the American Hotel Lodging Association at 800-752-4567 or 407-649-8252. [www.ahlaei.org](http://www.ahlaei.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. 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.

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 Finance:

- (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 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, etc...

2. **HFTP Membership.** No minimum required. Maximum 10 points.

Earn 5 points per year for continued, active membership in HFTP.

Effective for maintenance periods beginning January 1, 2011

HFTP Membership. No minimum required. Maximum 105 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.
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 HFTP office five months before they are due.
5. **Maintenance Fee.**
  - (a) A CHAE Maintenance Fee will be assessed to cover the ongoing administrative fees of the CHAE Certification Program.
  - (b) The annual CHAE 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 CHAE designation, the annual CHAE Maintenance fee will be included in your HFTP membership invoice.
  - (c) The amount of the annual 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 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 CHAE 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. **CHAE Statuses**

**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 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 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.