

CHA MAINTENANCE POINT SYSTEM

This chart explains the variety of activities that qualify for renewal points within the four CHA maintenance categories. Notice that there are different point values for different activities.

In order to maintain your CHA status, you need only earn 60 points every five years.
You will want to refer to this sheet as you fill out the CHA Maintenance Activity Report and tally up the maintenance points you earn.

| CATEGORY | ACTIVITY | POINTS | SPECIFICS | DOCUMENTATION* |
|--|---|---|---|---|
| 1. PROFESSIONAL EXPERIENCE** (Minimum 18 points/ maximum 30 points) | Full-time employment | 6 points per year (one-half point per month) | Must be in a qualifying position (general manager, owner/operator, or corporate executive within a lodging hospitality company; a corporate executive is defined as an individual, employed by a firm responsible for the operation of three or more properties, who serves as a regional or corporate director of operations, or has ultimate corporate responsibility for rooms, marketing, accounting and finance, food and beverage, human resources, or engineering) | Statement of employment verification from personnel or human resources official |
| 2. CONTINUING EDUCATION (Minimum 5 points/ maximum 25 points) | Completion of graduate or undergraduate course from an accredited institution | 5 points per course | Must pass course | Copy of transcript or grade report indicating passing grade |
| | Completion of an EI Distance Learning course | 5 points per course | Must pass course | Copy of transcript or EI certificate indicating passing grade |
| | Completion of a 3-day or longer professional development seminar/workshop | 3 points per seminar or workshop | Minimum of 20 contact hours. (Must be an event sponsored by your company; EI; a national, state, or affiliated professional association; an accredited institution or an industry-related organization) | Statement of verification, specifying total contact hours |
| | Completion of a 1 or 2-day professional development seminar/workshop | 2 points per seminar or workshop | Minimum of 6 contact hours. (Must be an event sponsored by your company; EI; a national, state, or affiliated professional association; an accredited institution or an industry-related organization) | Statement of verification, specifying total contact hours |
| | Completion of a 1/2-day professional development seminar/workshop/webinar | 1 point per seminar or workshop/webinar | Minimum of 3 contact hours. Can be a series of shorter seminars or webinars over time which collectively equal to 3 contact hours or more. (Must be an event sponsored by your company; EI; a national, state, or affiliated professional association; an accredited institution; or an industry-related organization) | Statement of verification, specifying total contact hours |

* DOCUMENTATION: A wide variety of documentation items will be accepted. Examples include – but are not limited to – CHA Activity Verification Forms initialed by an appropriate official; receipts; brochures that list you as a speaker or panelist; newspaper clippings in which your activities are featured; etc.

** CATEGORY 1: For qualifying educators – full-time employment within a hospitality education department in an accredited institution will substitute for a qualifying industry position.



| CATEGORY | ACTIVITY | POINTS | SPECIFICS | DOCUMENTATION [†] |
|--|--|---|--|---|
| 3. INDUSTRY-RELATED PROFESSIONAL INVOLVEMENT (Minimum 5 points/ maximum 25 points) | A professional certification designation | 5 points per designation | Any acceptable professionally affiliated association | Statement of verification by association official |
| | Association board member or officer | 5 points per year in office | National, state, or affiliated professional association | Statement of verification by association executive or board chairman/president |
| | Association committee member | 4 points per year in office | National, state, or affiliated professional association | Statement of verification by association executive or board chairman/president |
| | Board member, officer, or committee member for an allied and/or industry-related organization | 2 points per year in office | Organization must have a direct link with your qualifying position | Statement of verification by organization official |
| | Attendance at a national, state, or affiliated professional association trade show, conference, or convention | 1 point per day of attendance | National, state, or affiliated professional association sponsored event only | Statement of verification, specifying sponsor, date of activity, and location |
| | Community service official, committee member, or industry advisor to a hospitality education program | 1 point per year for each activity | Activity must require industry-related expertise | Statement of verification, specifying sponsor, date(s) of activity, and statement of expertise |
| | Member of an industry-related professional association | 1/2 point per year of membership | Membership must be in a professional association and not a social association | Copy of membership card or certificate or a statement from an executive of the professional association |
| 4. (Optional) EDUCATIONAL SERVICE[†] (No minimum requirement/maximum 20 points) | Author of book | 20 points per book | Author or co-author | Copies of book's cover and publisher page |
| | Author of chapter(s) for book | 10 points per book | Author or co-author | Copy of book's cover page, publisher page, and chapter cover page |
| | Instructor of a course in a hospitality institution or EI group study program [†] | 8 points per course (minimum of 30-45 contact hours of instruction) | An accredited institution or approved EI program | Statement of employment verification specifying course title(s) |
| | Instructor for industry training completed outside the normal job responsibility | 7 points per 45 contact hours of instruction | Industry-related group training | Statement of industry verifications specifying type of group training |
| | Author of article | 7 points per article, minimum of 500 words | Published in a recognized hospitality/tourism trade magazine or professional journal | Copy of the published article |
| | Presentation for a national, state, or affiliated professional association event or for a hospitality industry-related event | 4 points per presentation | Presentation activity of at least 30 minutes duration | Verification statement specifying sponsor, topic, title, and time length of presentation |
| | Panelist or guest speaker for an educational institution or hospitality industry-related event | 2 points per panel/ presentation | Panel participation or presentation of at least 50 minutes duration | Verification statement specifying educational institution, sponsor, topic, title, and time length of panel discussion or presentation |

[†] CATEGORY 4: Full-time hospitality educators are not eligible for maintenance points under this category. However, full-time hospitality educators can gain 2 points in category 4 for every 30 days of employment in a management or supervisory position for a lodging property if the employment occurred during the maintenance period.