



# CERTIFIED HOSPITALITY EDUCATOR (CHE) RECERTIFICATION APPLICATION

## PROFESSIONAL INFORMATION

Please provide the stated information so your maintenance documentation can be processed in an effective manner.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

FOR OFFICE USE ONLY: Date: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

## RECERTIFICATION AGREEMENT

By submitting this CHE Recertification Application, I acknowledge that all supporting maintenance documentation provided is true and accurate. If the maintenance activities listed on the CHE Maintenance Activity Report or the supporting verification documents are falsified in any fashion, I understand that this will result in the revocation of my CHE designation.

I have attached all necessary documents and submitted the CHE recertification fee as prescribed by the Professional Certification Department. Upon acceptance of this application and the recertification fee by the Educational Institute, and upon being recertified as a CHE, I agree to uphold the standards and integrity of the program by continuing to maintain my designation through industry-related professional involvement, continuing education, and educational service activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RECERTIFICATION PAYMENT

**FEES:** The CHE recertification fee is U.S. \$200.00. Your check, money order, or credit card information must accompany this completed application.

**PAYMENT:**  My check or money order is enclosed. Made payable to the Educational Institute (in U.S. funds drawn on a U.S. Bank.)

Please bill my credit card:

<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard
<input type="checkbox"/>	American Express	<input type="checkbox"/>	Diners Club
<input type="checkbox"/>	Discover		

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## The CHE Maintenance Overview

The recertification process requires the completion of documentation which supports a 50-point professional development activity system. Recertification occurs every five years from the date of receiving the CHE designation (or from the date of previous recertification). Professional activity points are only valid when attained during the specific 5 year time period representing maintenance. Your complete record of activity documentation must be submitted to the Educational Institute's Professional Certification Department at the time of renewal, along with the appropriate US\$ 200.00 recertification fee. (Documentation will be accepted any time *during* the fifth year of maintenance, but will *not* be accepted *prior* to the fifth year.) If, at the end of five years, you have not earned the 50 points required for recertification, and if you have earned a minimum of five points in the "Professional Teaching Experience" category, you will have 60 days to successfully complete a two-hour CHE Recertification Examination in order to maintain your CHE status.

The CHE Maintenance program is based on a 50-point system. The five-year process includes points for:

### Professional Teaching Experience (Category 1)

Your full-time employment in a qualifying position contributes five points per year of employment. Points can be earned for part-time teaching or adjunct teaching assignments.

*Minimum requirement:* 5 points

*Maximum requirement:* 25 points

### Continuing Education (Category 2)

Up to 25 points may be earned through the successful completion of qualifying courses or through participation in professional development seminars/workshops.

*Minimum requirement:* 5 points

*Maximum requirement:* 25 points

### Professional Involvement (Category 3)

A board member, officer, or committee member of a professional organization; attendance at a professionally-related trade show, conference, or convention; and voluntary involvement in a community service or industry advisory board can account for up to 20 points.

*Minimum requirement:* 5 points

*Maximum requirement:* 25 points

### Educational Service (Category 4)

A maximum of 20 points may be earned through the publication of a book, chapter and article contributions, industry work experience, or a panelist for an educational or industry-related event.

*Minimum requirement:* 4 points

*Maximum requirement:* 20 points

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<p>Please refer to the enclosed CHE Maintenance Point System for requirement specifics, point breakdown, and documentation information. We encourage you to call the Professional Certification Department if you have any questions at all.</p>
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# CHE Maintenance Activity Report

This important report will be used as the basis for the certification renewal by the Certification Commission, along with your supporting documentation. Please complete it carefully and thoroughly. If more space is needed, please attach additional sheet(s).

Name \_\_\_\_\_

Maintenance Enrollment Date \_\_\_\_\_ CHE expiration date \_\_\_\_\_

**MAINTENANCE REQUIREMENT: A minimum of 50 points within FIVE years of the CHE Maintenance Enrollment Date. Refer to the detailed CHE Maintenance Point System for activity point values.**

*(Please print)*

## CATEGORY 1: Professional Teaching Experience (5 points minimum/25 points maximum)

<input checked="" type="checkbox"/> Required documentation attached	Total years/months	Points earned
<input type="checkbox"/> 1. Place of employment _____ Dates _____ Position _____	_____	_____
<input type="checkbox"/> 2. Place of employment _____ Dates _____ Position _____	_____	_____
<input type="checkbox"/> 3. Place of employment _____ Dates _____ Position _____	_____	_____
<input type="checkbox"/> 4. Place of employment _____ Dates _____ Position _____	_____	_____
<input type="checkbox"/> 5. Place of employment _____ Dates _____ Position _____	_____	_____
<b>Total years/points earned in Professional Experience:</b>		_____

## CATEGORY 2: Continuing Education(5 points minimum/25 points maximum)

<input checked="" type="checkbox"/> Required documentation attached	Program length	Dates	Points earned
<input type="checkbox"/> 1. Course/Seminar _____ Sponsored by _____	_____	_____	_____
<input type="checkbox"/> 2. Course/Seminar _____ Sponsored by _____	_____	_____	_____
<input type="checkbox"/> 3. Course/Seminar _____ Sponsored by _____	_____	_____	_____
<input type="checkbox"/> 4. Course/Seminar _____ Sponsored by _____	_____	_____	_____
<input type="checkbox"/> 5. Course/Seminar _____ Sponsored by _____	_____	_____	_____
<b>Total points earned in Continuing Education:</b>			_____
<b>Subtotal of points for Categories 1&amp;2</b>			_____



**CATEGORY 3: Professional Involvement (5 points minimum/20 points maximum)**

**Required documentation attached**

- 6. Association/Organization \_\_\_\_\_  
Role/Involvement \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 7. Association/Organization \_\_\_\_\_  
Role/Involvement \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 8. Association/Organization \_\_\_\_\_  
Role/Involvement \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 9. Association/Organization \_\_\_\_\_  
Role/Involvement \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 10. Association/Organization \_\_\_\_\_  
Role/Involvement \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_

**Total points earned in Professional Involvement:** \_\_\_\_\_

**CATEGORY 4: Educational Service (4 points minimum/20 points maximum)**

**Required documentation attached**

- 1. Activity \_\_\_\_\_  
Organization \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 2. Activity \_\_\_\_\_  
Organization \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 3. Activity \_\_\_\_\_  
Organization \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 4. Activity \_\_\_\_\_  
Organization \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_
- 5. Activity \_\_\_\_\_  
Organization \_\_\_\_\_ Dates \_\_\_\_\_ Points earned \_\_\_\_\_

**Total points earned in Educational Service:** \_\_\_\_\_

I hereby acknowledge that the stated activities and attached supporting documents are valid and represent my commitment to the hospitality industry. I also understand that my misrepresentation or falsification of these activities and documents could lead to the denial or revocation of the Certified Hotel Educator (CHE) designation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print your name as you would like it to appear on your certificate:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Title \_\_\_\_\_ Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Subtotal of points from Categories 3&4** \_\_\_\_\_

**Subtotal of points from Categories 1&2** \_\_\_\_\_

**CHE Maintenance Point Total:**

**(A minimum of 50 points is required for renewal.)**

**FOR OFFICE USE ONLY**

Approval point total \_\_\_\_\_

Authorized by \_\_\_\_\_

A/D date \_\_\_\_\_

# CHE MAINTENANCE POINT SYSTEM

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

In order to maintain your CHE status, you need earn 50 points every five years. You will want to refer to this sheet as you fill out the CHE Maintenance Activity Report and tally up the maintenance points you earn.

CATEGORY	ACTIVITY	POINTS	SPECIFICS	DOCUMENTATION
1. PROFESSIONAL TEACHING EXPERIENCE (Minimum 5 points/ maximum 25 points)	A. Full-time teaching and/or administering	5 points per year	Must be a full-time teacher and/or administrator of a hospitality/tourism program of an EI approved academic institution*	Statement of employment verification from personnel or human resources official, or from immediate academic supervisor
	B. Part-time teaching (adjunct teaching)	1/2 point per course taught	Must teach course(s) at an EI approved academic institution* in the area of hospitality/tourism	Statement of employment verification indicating the number of courses taught each term from personnel or human resources official, or from an immediate academic supervisor
2. CONTINUING EDUCATION (Minimum 5 points/ maximum 25 points)	Completion as a student of graduate course	5 points per course	Must earn passing grade	Copy of transcript or grade report indicating course title and passing grade
	Completion as a student of undergraduate course	4 points per course	Must earn passing grade	Copy of transcript or grade report indicating course title and passing grade
	Completion as a student of EI course (via independent learning)	4 points per course	Must earn passing grade	Copy of transcript or grade report indicating course title and passing grade
	Completion as a participant of 3-day or longer professional seminar/workshop	2 points per seminar or workshop	Minimum of 20 contact hours. (Must be an event sponsored by an EI approved academic institution* or professional-related organization**)	Statement of verification, specifying total contact hours, topic(s), and sponsoring organization
	Completion as a participant of 1 or 2-day professional development seminar/workshop	1 point per seminar or workshop	Minimum of 6 contact hours. (Must be an event sponsored by an EI approved academic institution* or professional-related organization**)	Statement of verification, specifying total contact hours, topic(s), and sponsoring organization
	Completion as a participant of one-half day professional development seminar/workshop	1/2 point per seminar or workshop	Minimum of 3 contact hours. (Can account for a series of several shorter seminars which collectively total a minimum of 3 contact hours. Must be an event sponsored by an EI approved academic institution* or professional-related organization**)	Statement of verification, specifying total contact hours, topic(s), and sponsoring organization
	Industry work experience (Supervisory or managerial)	2 points for every 30 days of employment, minimum of 8 hour work days	Employed by a hospitality or tourism business	Statement of employment verification, including work dates and hours per day
	Industry work experience (Line-level)	1 point for every 30 days of employment, minimum of 8 hour work days	Employed by a hospitality or tourism business	Statement of employment verification, including work dates and hours per day

\* NOTE: An approved academic institution refers to an academic institution in good standing with the Educational Institute of the American Hotel & Motel Association or has been approved by EI's Professional Certification Department.  
 \*\* Examples of approved professional organizations are: Council on Hotel, Restaurant and Institutional Education, American Culinary Federation, National Education Association, State/Provincial Education Association, Educational Institute of the American Hotel & Motel Association.



CATEGORY	ACTIVITY	POINTS	SPECIFICS	DOCUMENTATION
<b>3. PROFESSIONAL ACTIVITY</b> (Minimum 5 points/ maximum 20 points)	Earning a professional certification designation or license  Educational or industry-related association board member or officer  Educational or industry-related association committee member  Attendance at educational or industry-related professional trade show, conference, or convention  Community service or industry advisory board or council as volunteer	5 points per designation  5 points per year in office  3 points per year in office  1 point per year for each show, conference, or convention  1/2 point per year for each board or council	Any designation or license professionally accepted and affiliated with an approved professional organization** at the time of being earned  An approved professional organization** and not considered a part of the educator's regular job responsibility  An approved professional organization** and not considered a part of the educator's regular job responsibility  An approved professional organization**  Volunteer contribution must be related to expertise in the hospitality/tourism fields and not considered a part of the educator's regular job responsibility	Statement of verification by sponsoring organization  Statement of verification by sponsoring organization official  Statement of verification by sponsoring organization official  Statement of verification specifying sponsor, date of activity, and location  Statement of verification specifying length of participation, sponsor, date(s) of program
<b>4. EDUCATIONAL SERVICE</b> (minimum 4 points/ maximum 20 points)	Author of book  Author of chapter(s) for book  Author of refereed article publication  Author of Trade publication  Presentation for hospitality/tourism industry-related event  Panelist for an educational or industry-related event  Consultant for an industry-related organization	15 points per book  10 points per book published  5 points per article  3 points per article  2 points per presentation  1 point per panel  1/2 point for every 30 days contracted	Author or co-author  Contributing author or co-author  Published in a recognized academic professional journal which is refereed  Published in a recognized hospitality/tourism trade publication  Presentation activity of at least 30 minutes duration  Panel activity of at least 30 minutes duration  Contracted by a hospitality or tourism business	Copy of book's cover and publisher page  Copy of book's cover page, publisher page, and chapter cover page  Copy of published article with name and year of publication  Copy of published article with name and year of publication  Verification statement specifying sponsor, topic, title, and time length of presentation  Verification statement specifying sponsor, topic, time, length of panel presentation  Statement of contract verification, including contract dates

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 \*\* Examples of approved professional organizations are: Council on Hotel, Restaurant and Institutional Education, American Culinary Federation, National Education Association, State/Provincial Education Association, Educational

# ACTIVITY VERIFICATION COPY MASTER

This sheet may be photocopied and used to verify activities for which you do not have other printed forms of documentation. It can also be used as a cover sheet for support materials that might need further clarification. Simply make as many copies as you need. We recommend that you keep your completed forms in the pocket Portfolio.



CATEGORY: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

## ACTIVITY VERIFICATION FORM

Name of designee \_\_\_\_\_

Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of time (if applicable) \_\_\_\_\_ Points \_\_\_\_\_

I acknowledge that the above named individual participated in the activity described.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

07-02774



CATEGORY: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

## ACTIVITY VERIFICATION FORM

Name of designee \_\_\_\_\_

Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of time (if applicable) \_\_\_\_\_ Points \_\_\_\_\_

I acknowledge that the above named individual participated in the activity described.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

07-02774