



CHA[®] APPLICATION FORM

Certified Hotel Administrator

Ref Code:
CHGM

APPLICATION CHECKLIST

Have you included the following required documents?

- Completed CHA[®] application form
- Current Resume
- Job Description
- Employment Verification Form (signed by your immediate supervisor)
- Payment
- Copy of CHGM certificate



SECTION 1

Check the plan that applies to you and be sure to read each eligibility requirement carefully. You must satisfy all requirements to be accepted under the plan you select.

Candidate time in position: 2-years, OR

- One current AHLEI department head certification takes 1-year off requirement (limit 1)
- Degree from an accredited academic institution will take 1-year off requirement (limit 1)

Qualifying position(s): General Manager, owner/operator* in a lodging hospitality company, or corporate executive at a lodging hospitality company responsible for the operation of two or more properties. Assistant general manager or director of operations/rooms division (after successfully completing the CRDE).

* Non-proprietary documentation that substantiates ownership of at least one hotel/lodging property.

Please send all correspondence regarding the CHA[®] program to my:

- Home Address
- Business Address

SECTION 2

PERSONAL AND PROFESSIONAL DATA (Correspondence will be sent to your business address unless otherwise indicated.)

PRINT Name (Mr./Ms./Mrs. – First/Last/MI)		Birth Date	FOR OFFICE USE ONLY			
Home Mailing Address					Customer #	
City/State or Province		Postal Code/Country			Payment/check #	
Business Phone ()	Home Phone ()				Order #	Enrollment Date
Business E-mail ()	E-mail					

PRESENT POSITION	When did you begin? (month/year)
Company/Property	
Mailing Address	
City/State or Province	Postal Code/Country

Return application to: American Hotel & Lodging Educational Institute
Professional Certification Department
800 N. Magnolia Ave., Suite 300, Orlando, FL 32803

For any questions: Phone: +1 407 999 8100 or 1 888 575 8726 | Fax: +1 407 999 8610 or +1 407 236 7848
E-mail: certification@ahla.com

Please continue to Sections 3-5.

SECTION 3 – FEES/PAYMENT

The CHA® dual credential program fee is U.S. \$250. If for some reason you do not meet the requirements, your program fee will be returned in full. Upon acceptance into the program, fees are non-refundable and non-transferable. *(Prices are subject to change without notice).*

This fee includes:

Application Fee.

Certificate, Lapel Pin and the CHA Designation for candidates who qualify.

At this time my property is a member of the American Hotel & Lodging Association (AH&LA):

No Yes If yes, provide Member Number (if available): _____

My check or money order is enclosed, made payable in U.S. funds drawn on a U.S. bank to: **Educational Institute.**

Please bill my credit card: Visa Mastercard American Express Diners Club Discover Card

Account Number _____ Expiration Date _____

Cardholder Signature _____ Print Name _____

SECTION 4 – THE CHA® EXAMINATION

Individuals holding the CHGM designation have previously demonstrated mastery of the content that comprises the CHA program are **NOT** required to sit for the CHA exam.

SECTION 5 – CERTIFICATION AGREEMENT

Please read the following Certification Agreement and sign and date it at the bottom. We **must** have your signature below to process your application.

The information I have provided is accurate. I understand that acceptance into the CHA® program is based on this application, any support materials I have enclosed, and a favorable recommendation from my reference. I give the American Hotel & Lodging Educational Institute (AHLEI) permission to thoroughly investigate my past employment, education, and professional development activities. I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which might result from such an investigation. I agree to hold AHLEI and its Certification Commission harmless from any and all liability in the event this application is rejected on the basis of the information furnished by me or third persons which would, in the judgment of AHLEI, make me ineligible for certification. I agree to accept the Certification Commission's decision as to my eligibility for this certification.

The CHA® program and fees associated with the program are non-refundable and non-transferable.

Signature: _____ Date: _____

Print Name: _____



CHA[®] RECOMMENDATION AND EMPLOYMENT VERIFICATION FORM

Certified Hotel Administrator

emerit[®].ca

PLEASE TYPE OR PRINT CLEARLY - FILL OUT COMPLETELY

The Certified Hotel Administrator (CHA[®]) designation recognizes those individuals who have demonstrated exemplary leadership and managerial abilities in a hospitality setting. Those who earn the CHA[®] are seen as highly competent, respected professionals who are knowledgeable in their positions.

Please complete the information below on behalf of the individual applying for certification. Acceptance into the CHA[®] program is contingent on verification of employment. The applicant has been directed to give this form to an **immediate supervisor or corporate representative**.

This information will be subject to verification through the corporate office.

(Note: AHLEI's Certification Department will not accept verification statements from a relative or person with the same last name.)

I verify that		(name)	
has been employed with		(property or company)	
in the position of		(title)	
for the period of	(month/year)	through	(month/year)
His/Her responsibilities include:			
Additional comments:			

Based on the applicant's experience and competence:

- I attest that the above information is true and understand that any misinformation provided will affect the candidacy of stated CHA[®] applicant. I will, if called upon, answer any questions regarding the employment of the stated CHA[®] applicant.*

Signature:		Date:	
Your Name (Mr./Ms.):			
Title:		Property:	
Address:		City:	
State or Province:	Country:	Zip/Postal Code:	
Business Telephone: ()		E-mail	

THIS COMPLETED FORM MUST ACCOMPANY THE CHA[®] APPLICATION

Certified Hotel Administrator (CHA®) Program

When You Apply

All applications and supporting documentation become the property of the American Hotel & Lodging Educational Institute (AHLEI).

Eligibility and Your Candidacy Status

The Professional Certification Department will review your materials to determine your eligibility. You will receive written notification within three weeks of receipt of your application. Upon approval, you will become a candidate for professional certification.

If your application is not accepted, for any reason, you will be notified in writing. If you wish, you may appeal in writing to the Certification Commission Appeals Committee. Please submit your original application, all supporting documentation, and a letter outlining the reasons for reconsideration. The Committee will review your appeal and respond in writing.

Recertification:

Your Key to Ongoing Professional Growth

Every five years the Certification Commission will recertify you based on your continuing work experience and ongoing professional-development activities. Every time you fulfill the five-year recertification requirements, you will receive a new jeweled lapel pin – with additional jewels added to reflect your years of industry service – and a new certificate, signifying your continuing commitment to hospitality excellence. (The recertification fee is US \$200*.)