



CHA[®] APPLICATION FORM

Certified Hotel Administrator

Ref Code:

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 diploma or transcripts/AHLEI certification

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® certification program fee is U.S. \$475 for employees of AH&LA member properties in the U.S./Canada; U.S. \$675 for employees of non-AH&LA member properties and all properties outside the U.S./Canada. If for some reason, you do not meet the requirements, your program fee will be returned in full. If for any reason you do not complete your certification within one year after acceptance into the program, your program fee is forfeited. Upon acceptance into the program, fees are non-refundable and non-transferable. *(Prices are subject to change without notice).*

This fee includes:

- Exam Preparation Booklet including a resource materials CD for the Certified Hotel Administrator program.
- Application and Exam Fee.
- Certificate, Lapel Pin and the CHA® Designation for candidates **who successfully pass the certification exam.**

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

If you plan to take your exam at a review session, please provide the location and date below. Note that there may be a fee to attend and that these programs may be cancelled due to low enrollment. Please refer to our web site (www.ahlei.org/certifications/events) for an updated list of review sessions.

REVIEW SESSION REGISTRATION

Location	Date of Test
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If you plan to take your examination through a proctor, please provide the necessary information below. A proctor is the person who will administer your examination. A proctor can be a CHA®, corporate executive, a local educator, an AH&LA member association/federation executive, or a member of the clergy. (A relative or person with the same last name cannot be accepted as a proctor.) Please obtain consent from this individual *before* submitting their name. Your examination will be sent to your proctor upon your request, the proctor must be present when taking the exam. If you have not yet chosen a proctor, write in this field “will call when ready.”

- Please select one: Online Exam (Results received immediately after completing online exam)
 Paper-Based Exam (Allow more time for processing of results)

PROCTOR INFORMATION

Name (Mr./Ms./Mrs.)		Title
Organization		Business Phone ()
Address		Business Fax ()
City/State or Province	Postal Code/Country	E-mail

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. If I am accepted as a CHA® candidate, **I will have one year to complete all program requirements.** If I do not complete the program within one year I will have to re-apply and submit all fees. 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

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.

Preparing for Your Exam

A number of optional resources are available to help you prepare for the CHA® comprehensive examination:

- *Exam Preparation Booklet including a resource materials CD:* Included with your enrollment, offers a thorough overview of the exam material, as well as practice questions. Highlights include: Human Resources, Accounting/Cost Control, Rooms Division, Engineering and Property Management, Marketing and Sales, Management, Food and Beverage and General Administration.
- *AHLEI Products:* Other products on a variety of subjects are available for purchase through AHLEI. Call AHLEI at +1 407 999 8100 for ordering information, or visit www.ahlei.org.

Your Test Results

A passing score is 75 percent or better. Your exam results will be mailed directly to you, along with a written assessment.

The CHA® Exam Retake Policy

If a successful score is not achieved during the first attempt, candidates will be provided two additional opportunities within the one year enrollment period to complete the requirement. For each retake, a fee of US \$75.00* will be charged and must be paid prior to the examination being sent. If a successful score is not achieved after three attempts, the individual will then be able to re-apply and submit all fees in order to continue pursuing the certification.

For Candidates with Special Needs

The Certification Commission heartily supports the intent of the Americans with Disabilities Act (ADA) PL 101-334 §309(b)(3). The Commission will make a reasonable effort to provide candidates who have documented disabilities with the necessary aids and services that do not fundamentally alter the measurement of the skills or knowledge the CHA® Program is intended to test. Please direct specific questions regarding special accommodations to the Professional Certification Department at +1 407 999 8100 or 1 888 575 8726.

I request special examination assistance or a test modification during the examination due to a disability. With this application, I am including documentation of my disability in order to receive special accommodations.

Auxiliary aids and services can only be offered that do not fundamentally alter the measurement of skills or knowledge the examination is intended to test – Americans with Disabilities Act, Public Law 101-334 §309(b)(3)

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*.)