

# CFBE MAINTENANCE POINT SYSTEM

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

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

CATEGORY	ACTIVITY	POINTS	SPECIFICS	DOCUMENTATION*
<b>1. PROFESSIONAL EXPERIENCE**</b>  (Minimum 15 points/ maximum 25 points)	Full-time employment	5 points per year	Designees must be in a qualifying position as a food and beverage director, executive chef, restaurant general manager, or corporate executive responsible for food and beverage operations.	A statement of employment verification from personnel or human resources official <u>and</u> a job description from each qualifying position held during the maintenance period.
<b>2. CONTINUING EDUCATION</b>  (Minimum 5 points/ maximum 20 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/workshop/webinar	Minimum of 3 contact hours. Can be a series of shorter seminars or webinars over time which collectively equal 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 – CFBE 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*
<b>3. INDUSTRY-RELATED PROFESSIONAL INVOLVEMENT</b>  (Minimum 5 points/ maximum 20 points)	A professional certification designation  Association board member or officer  Association committee member  Board member, officer, or committee member for an allied and/or industry-related organization  Attendance at a national, state, association, or affiliated professional association trade show, conference, or convention  Community service official, committee member, or industry advisor to a hospitality education program  Participant in a career day program for an educational or industry-related event  Member of an industry-related professional association	5 points per designation  5 points per year in office  4 points per year in office  2 points per year in office  1 point per day of attendance  1 point per year for each activity  1 point per year per event  1/2 point per year of membership	Any acceptable professionally affiliated association  AH&LA national, state, or affiliated association  AH&LA national, state, or affiliated association  Organization must have a direct link with your qualifying position  National, state, or affiliated professional association sponsored event only  Activity must require industry-related expertise  2-hour program minimum  Membership must be in a professional, not social, association	Statement of verification by association official  Statement of verification by association executive or board chairman/president  Statement of verification by association executive or board chairman/president  Statement of verification by organization official  Statement of verification, specifying sponsor, date of activity, and location  Statement of verification, specifying sponsor, date(s) of activity, and statement of expertise  Statement of verification, specifying length of participation, sponsor, date(s) of program, and time  Copy of membership card or statement from an executive of the association
<b>4. (Optional) EDUCATIONAL SERVICE†</b>  (No minimum requirement/maximum 15 points)	Author of book or chapter(s) for book  Instructor of a course in a hospitality educational institution or organization†  Instructor for industry training completed outside the normal job responsibility  Author of article  Presentation for AH&LA national, state, or affiliated association event or for a hospitality industry-related event  Panelist for an educational institution or hospitality industry-related event  Guest lecturer for an educational institution	15 points per book/10 points per book section  8 points per course (minimum of 30 contact hours of instruction)  7 points per 30 contact hours of instruction  4 points per article, minimum of 500 words  3 points per presentation  2 points per panel  2 points per presentation	Author or co-author  An accredited institution or approved organization  Industry-related group training  Published in a recognized hospitality/tourism trade magazine or professional journal  Presentation activity of at least 30 minutes duration  Panel participation of at least 50 minutes duration  Presentation activity of at least 50 minutes duration	Copy of book's cover page, publisher page, and chapter cover page (if applicable)  Statement of employment verification specifying course title(s)  Statement of industry verifications specifying type of group training  Copy of the published article  Verification statement specifying sponsor, topic, title, time length of presentation, and copy of flyer or program  Verification statement specifying sponsor, topic, title, and time length of panel  Verification statement specifying educational institution, sponsor, topic, title, and time length of 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 food and beverage management, supervisory, or consulting position for a lodging property if the employment occurred during the maintenance period.