

# CHFE MAINTENANCE POINT SYSTEM

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

**In order to maintain your CHFE status, you need only earn 50 points every five years.** You will want to refer to this sheet as you fill out the CHFE 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	Must be in a qualifying position as a director or chief of engineering/property operations at a lodging property or within a lodging hospitality company	Statement of employment verification from personnel or human resources official and 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 a graduate or undergraduate course from an accredited institution  Completion of EI Independent Study course or the Hospitality Management Skill Builders program  Completion of a professional development seminar/workshop/webinar or technical/engineering-related training program  Obtaining a license or renewing a license in a technical area of engineering operations  Earning a professional certification designation or retaining a certification designation through a recertification program	5 points per course  5 points per course  1 point per 3 contact hours for attending a seminar, workshop, or training program, or webinar  5 points for each license obtained or renewal of an existing license  5 points for each certification designation earned or renewed	Must pass course  Must pass course  Must be an event sponsored by your company; a vendor; a public utility provider; a governmental organization or body; EI; a national, state, or affiliated professional association; an accredited institution, or an industry-related organization  License must be related to duties associated with position in engineering operations  Designation must be related to duties associated with position in engineering operations	Copy of transcript or grade report indicating passing grade  Copy of transcript or EI certificate indicating passing grade  Statement of verification, specifying total contact hours or a printed outline of the seminar topics and a receipt or proof of attendance (such as a certificate of completion)  Copy of licensing document  Copy of certification certificate

\* DOCUMENTATION: A wide variety of documentation items will be accepted. Examples include – but are not limited to – CHFE 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 <sup>†</sup>
<p><b>3. QUALITY ASSURANCE MEASURES</b> (Minimum 5 points/ maximum 20 points)</p>	<p>Implementation and/or operation of preventive maintenance programs</p> <p>Implementation and/or operation of safety/security programs</p> <p>Implementation and/or supervision of energy conservation/management programs</p> <p>Implementation and/or supervision of other quality assurance measures</p>	<p>2 points per program outline</p> <p>2 points per program outline</p> <p>2 points per program outline</p> <p>2 points per program outline</p>	<p>Activities in this category may include operational program creation and implementation, current measures and programs in place that are being supervised by the individual in a qualifying position, or in-house educational programs that are developed by the individual in a qualifying position which enhance operational productivity and effectiveness. Examples include instructing an in-house program on energy management, participating in new employee orientation by demonstrating the effective use of fire safety equipment, working with utility companies in coordinating efforts to reduce energy consumption or waste. Additional examples have been provided as outlined in the sample Operational Program Outline Forms.</p>	<p>To earn maintenance points for any activity in this category, a written, one-page synopsis of activities instituted or supervised during the maintenance period must be provided. The outline must include a short description of the program, the goal of the action taken, and the results which occurred through the efforts taken. An Operational Program Outline Form has been provided to facilitate the recording of these maintenance activities. Samples of this form have been completed to illustrate the desired format and content of the submitted documentation. The document must be signed by the property general manager or an appropriate corporate executive.</p>
<p><b>4. INDUSTRY-RELATED PROFESSIONAL INVOLVEMENT<sup>†</sup> (Optional)</b> (No Minimum requirement/ maximum 15 points)</p>	<p>Association board member or officer</p> <p>Association committee member</p> <p>Attendance at a professionally affiliated association trade show, conference, or convention</p> <p>Instructor of a course at a hospitality educational institution or through an industry organization</p> <p>Author of an article</p> <p>Guest lecturer, presenter, or panelist at an educational institute or for a hospitality industry-related event</p> <p>Member of an industry-related professional association</p>	<p>5 points per year in office</p> <p>4 points per year as a committee member</p> <p>1 point per year of each show, conference, or convention</p> <p>8 points per course (minimum 30 contact hours of instruction)</p> <p>4 points per article, minimum of 500 words</p> <p>2 points per panel discussion or presentation</p> <p>1/2 point per year of membership</p>	<p>Any acceptable professionally affiliated association</p> <p>Any acceptable professionally affiliated association</p> <p>National, state, or professionally affiliated association sponsored event</p> <p>The course or program must be conducted through an accredited institution or approved industry-related organization</p> <p>Article must be published in a recognized industry trade periodical</p> <p>Presentation must be at least 30 minutes in duration</p> <p>Membership must be in a professional association and not a social organization</p>	<p>Statement of verification by association official</p> <p>Statement of verification by association official</p> <p>Statement of verification specifying sponsor, date(s) of activity, and location</p> <p>Statement of verification from the administering body outlining course title, subjects, and length of course or program.</p> <p>Copy of the published article</p> <p>Statement of verification for sponsor specifying institution or organization, topic, title, and time length of panel discussion or presentation</p> <p>Copy of membership card or certificate or statement from an executive of the professional association</p>

<sup>†</sup> 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 an engineering management, supervisory, or consulting position for a lodging property if the employment occurred during the maintenance period.