

CHRM MAINTENANCE POINT SYSTEM

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

In order to maintain your CHRM status, you need only earn 40 points every five years. You will want to refer to this sheet as you fill out the CHRM Maintenance Activity Report and tally up the maintenance points you earn.

CATEGORY	ACTIVITY	POINTS	SPECIFICS	DOCUMENTATION*
1. PROFESSIONAL EXPERIENCE** (Minimum 10 points/ maximum 20 points)	Full-time employment	5 points per year	Fifty percent or more of the duties and responsibilities involve revenue management, including forecasting, analyzing inventories, rates and occupancy. Manage input of data and report generation. Manage block activity and monitor property management system. Manage and supervise reservations.	A statement of employment verification from personnel or human resources official and a job description from each qualifying position held during the maintenance period.
2. CONTINUING EDUCATION (Minimum 5 points/ maximum 15 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 – CHRM Activity Verification Forms initiated 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 [†]
3. INDUSTRY-RELATED PROFESSIONAL INVOLVEMENT (Minimum 5 points/ maximum 15 points)	A professional certification designation	5 points per designation	Any acceptable professionally affiliated association	Statement of verification by association official
	Association board member or officer	5 points per year in office	National, state, or affiliated professional association	Statement of verification by association executive or board chairman/president
	Association committee member	4 points per year in office	National, state, or affiliated professional association	Statement of verification by association executive or board chairman/president
	Board member, officer, or committee member for an allied and/or industry-related organization	2 points per year in office	Organization must have a direct link with your qualifying position	Statement of verification by organization official
	Attendance at a national, state, association, or affiliated professional association trade show, conference, or convention	1 point per day of attendance	National, state, or affiliated professional association sponsored event only	Statement of verification, specifying sponsor, date of activity, and location
	Community service official, committee member, or industry advisor to a hospitality education program	1 point per year for each activity	Activity must require industry-related expertise	Statement of verification, specifying sponsor, date(s) of activity, and statement of expertise
	Participant in a career day program for an educational or industry-related event	1 point per year per event	2-hour program minimum	Statement of verification, specifying length of participation, sponsor, date(s) of program, and time
Member of an industry-related professional association	1/2 point per year of membership	Membership must be in a professional, not social, association	Copy of membership card or statement from an executive of the association	
4. (Optional) EDUCATIONAL SERVICE[†] (No minimum requirement/maximum 10 points)	Author of book or chapter(s) for book	15 points per book/10 points per book section	Author or co-author	Copy of book's cover page, publisher page, and chapter cover page (if applicable)
	Instructor of a course in a hospitality educational institution or organization [†]	8 points per course (minimum of 30 contact hours of instruction)	An accredited institution or approved organization	Statement of employment verification specifying course title(s)
	Instructor for industry training completed outside the normal job responsibility	7 points per 30 contact hours of instruction	Industry-related group training	Statement of industry verifications specifying type of group training
	Author of article	4 points per article, minimum of 500 words	Published in a recognized hospitality/tourism trade magazine or professional journal	Copy of the published article
	Presentation for AH&LA national, state, or affiliated association event or for a hospitality industry-related event	3 points per presentation	Presentation activity of at least 30 minutes duration	Verification statement specifying sponsor, topic, title, time length of presentation, and copy of flyer or program
	Panelist for an educational institution or hospitality industry-related event	2 points per panel	Panel participation of at least 50 minutes duration	Verification statement specifying sponsor, topic, title, and time length of panel
	Guest lecturer for an educational institution	2 points per presentation	Presentation activity of at least 50 minutes duration	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 human resources management, supervisory, or consulting position for a lodging property if the employment occurred during the maintenance period.