

CHSP MAINTENANCE POINT SYSTEM

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

In order to maintain your CHSP status, you need only earn 40 points every five years. You will want to refer to this sheet as you fill out the CHSP 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	Designees must be in a qualifying position as a hospitality sales professional in which 50% or more of the position duties involve sales to individuals or groups. All areas of hospitality sales may be considered: room sales, convention/conference sales, banquet/catering sales, group sales, and so on. Titles for such positions include director of sales, sales manager, sales coordinator, and sales representative, convention sales manager, banquet sales manager, etc.	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 – CHSP 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
<p>3. INDUSTRY-RELATED PROFESSIONAL INVOLVEMENT</p> <p>(Minimum 5 points/maximum 15 points)</p>	<p>A professional certification designation</p> <p>Association board member or officer</p> <p>Association committee member</p> <p>Board member, officer, or committee member for an allied and/or industry-related organization</p> <p>Attendance at a national, state, association, or affiliated professional association trade show, conference, or convention</p> <p>Community service official, committee member, or industry advisor to a hospitality education program</p> <p>Participant in a career day program for an educational or industry-related event</p> <p>Member of an industry-related professional association</p>	<p>5 points per designation</p> <p>5 points per year in office</p> <p>4 points per year in office</p> <p>2 points per year in office</p> <p>1 point per day of attendance</p> <p>1 point per year for each activity</p> <p>1 point per year per event</p> <p>1/2 point per year of membership</p>	<p>Any acceptable professionally affiliated association</p> <p>AH&LA national, state, or affiliated association</p> <p>AH&LA national, state, or affiliated association</p> <p>Organization must have a direct link with your qualifying position</p> <p>National, state, or affiliated professional association sponsored event only</p> <p>Activity must require industry-related expertise</p> <p>2-hour program minimum</p> <p>Membership must be in a professional, not social, association</p>	<p>Statement of verification by association official</p> <p>Statement of verification by association executive or board chairman/president</p> <p>Statement of verification by association executive or board chairman/president</p> <p>Statement of verification by organization official</p> <p>Statement of verification, specifying sponsor, date of activity, and location</p> <p>Statement of verification, specifying sponsor, date(s) of activity, and statement of expertise</p> <p>Statement of verification, specifying length of participation, sponsor, date(s) of program, and time</p> <p>Copy of membership card or statement from an executive of the association</p>
<p>4. (Optional) EDUCATIONAL SERVICE</p> <p>(No minimum requirement/maximum 10 points)</p>	<p>Author of book or chapter(s) for book</p> <p>Instructor of a course in a hospitality educational institution or organization</p> <p>Instructor for industry training completed outside the normal job responsibility</p> <p>Author of article</p> <p>Presentation for AH&LA national, state, or affiliated association event or for a hospitality industry-related event</p> <p>Panelist for an educational institution or hospitality industry-related event</p> <p>Guest lecturer for an educational institution</p>	<p>15 points per book/10 points per book section</p> <p>8 points per course (minimum of 30 contact hours of instruction)</p> <p>7 points per 30 contact hours of instruction</p> <p>4 points per article, minimum of 500 words</p> <p>3 points per presentation</p> <p>2 points per panel</p> <p>2 points per presentation</p>	<p>Author or co-author</p> <p>An accredited institution or approved organization</p> <p>Industry-related group training</p> <p>Published in a recognized hospitality/tourism trade magazine or professional journal</p> <p>Presentation activity of at least 30 minutes duration</p> <p>Panel participation of at least 50 minutes duration</p> <p>Presentation activity of at least 50 minutes duration</p>	<p>Copy of book's cover page, publisher page, and chapter cover page (if applicable)</p> <p>Statement of employment verification specifying course title(s)</p> <p>Statement of industry verifications specifying type of group training</p> <p>Copy of the published article</p> <p>Verification statement specifying sponsor, topic, title, time length of presentation, and copy of flyer or program</p> <p>Verification statement specifying sponsor, topic, title, and time length of panel</p> <p>Verification statement specifying educational institution, sponsor, topic, title, and time length of presentation</p>