

CHE RECERTIFICATION REQUIREMENTS

To apply for recertification:

1. Login or create an account at ahlei.org
2. Visit <https://www.ahlei.org/individuals/get-certified/#get-recertified>
3. Click the title to purchase your recertification application
4. Once purchased, go to My Account and click My Certification Applications
5. Launch your application under the Applications tab
6. Upload your documentation

NOTE: You can upload documents, save your application draft, and continue to upload documents ahead of submitting your application when it's time to recertify.

The following recertification points are required within 5 years of the date you earned your designation and every 5 years thereafter:

CHE	50 points
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DETAILS ON PROGRAM REQUIREMENTS

Employment

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| 8 points per year | Full-time teaching and/or administrating of a hospitality/tourism program
<i>Provide your resume, and a statement of employment verification from personnel or human resources official</i> |
| 2 points per course | Part-time teaching (adjunct) at an academic institution in the area of hospitality/tourism
<i>Provide a statement of employment verification indicating the number of courses taught each term from personnel or human resources official</i> |

Coursework

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|----------------------|---|
| 5 points per course | Successful completion of graduate/undergraduate course from an accredited Institution
<i>Provide a copy of transcript or grade report indicating you passed</i> |
| 5 points per course | Successful completion of an AHLEI Academic course
<i>Provide a copy of transcript or grade report indicating you passed</i> |
| 3 points per seminar | Completion of any educationally-focused workshop or seminar (In-person or virtual, 1/2 day or longer)
<i>Provide a statement of verification with workshop/seminar description</i> |
| 1 point per course | Completion of any educationally-focused online training (min 20 minutes in duration)
<i>Provide a statement of verification with workshop/seminar description</i> |

Associations

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|-----------------------------|---|
| 5 points per year in office | Educational or industry-related association board member or officer
<i>Provide statement of position from association executive or board chairman/president</i> |
| 4 points per year in office | Educational or industry-related association committee member
<i>Provide statement of position from association executive or board chairman/president</i> |
| 1 point per year | Active member of an industry-related professional association per membership
<i>Provide statement of membership from association executive or board chairman/president</i> |

Other

- | | |
|---------------------------|--|
| 2 points per year | Community service or industry advisory board or council as a volunteer
<i>Provide statement of membership or service from organizational official</i> |
| 1 point per day | Attendance at a professional association tradeshow, conference, or convention
<i>Provide form specifying sponsor, date of activity, and location</i> |
| 4 points per presentation | Presentation/Panelist/Speaker for a professional hospitality industry-related event
<i>Provide a form specifying sponsor, topic, title, and time length of presentation</i> |