
AHLEI

Industry: Candidate Recertification

The hospitality industry constantly changes, so hospitality professionals must continually advance their knowledge and skills. For this reason, certification designees hold their certification for only five years. Follow these steps to recertify for the following professional recertifications:

Department Head

- CRDE: Rooms Division Executive
- CFBE: Food and Beverage Executive
- CHT: Hospitality Trainer
- CHFE: Hospitality Facilities Executive
- CLSD: Lodging Security Director
- CHHE: Hospitality Housekeeping Executive

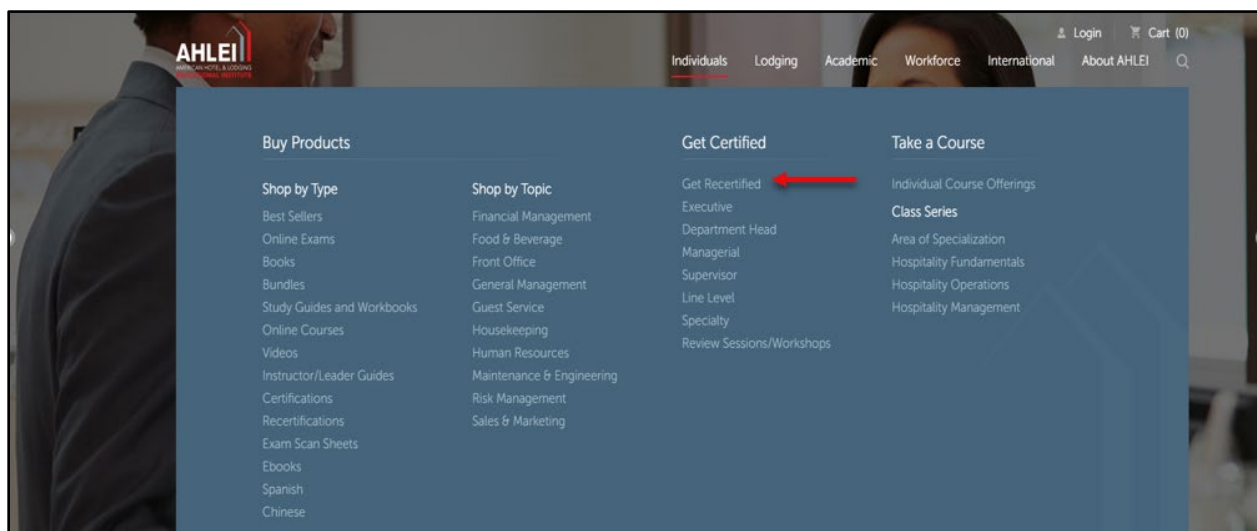
Managerial

- CHRM: Hospitality Revenue Manager
- CHSP: Hospitality Sales Professional

Specialty

- CHE: Hospitality Educator

1. Get started by visiting [ahlei.org](https://www.ahlei.org), from the Individuals tab, navigate to the Get Recertified link. <https://www.ahlei.org/individuals/get-certified/#get-recertified>
You will need to log in or create an AHLEI.org account if you do not have one.



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

2. Identify the appropriate certification that you need to recertify, click on the link to apply.

AHLEI
AMERICAN HOTEL & LODGING
EDUCATIONAL INSTITUTE

Individuals Lodging Academic Workforce International About AHLEI

Get Recertified

Executive

Department Head

Managerial

Get Recertified

The hospitality industry constantly changes, so hospitality professionals must continually advance their knowledge and skills. For this reason, certification designees hold their certification for only five years.

[Recertification Requirements Instructions](#)

[Recertification Requirements Instructions \(CHE\)](#)

3. A PDF will open with requirements and directions on how to apply for your recertification:

AHLEI
AMERICAN HOTEL & LODGING
EDUCATIONAL INSTITUTE

RE-CERTIFICATION 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.

If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

- Return to the page, and scroll down to the links to purchase the desired Recertification Application. Click the appropriate link.

Recertification Applications:

- [Certified Hotel Administrator \(CHA\)](#)
- [Certified Rooms Division Executive \(CRDE\)](#)
- [Certified Food & Beverage Executive \(CFBE\)](#)
- [Certified Hospitality Housekeeping Executive \(CHHE\)](#)
- [Certified Hospitality Facilities Executive \(CHFE\)](#)
- [Certified Hospitality Trainer \(CHT\)](#)
- [Certified Hospitality Revenue Manager \(CHRM\)](#)
- [Certified Hospitality Sales Professional \(CHSP\)](#)
- [Certified Lodging Security Director \(CLSD\)](#)
- [Certified Hospitality Educator \(CHE\)](#)

Recertification fees* are \$200 each for Executive Level and Department Head Level; \$100 each for CHRM and CHSP.

A **late fee** of \$25 needs to be paid for any application submitted more than 5 years past the last certificate issued.

You may purchase your digital recertification application at any time before the expiration date. To recertify, candidates must pay the fee and complete a recertification application, submitting all supporting documentation.

Once recertified, a new certificate will be available under the Certificates/Results tab on your Learning and Exams dashboard.

**Prices are subject to change without notice.*

For additional information, please contact the Professional Certification Department:

Email: certification@ahlei.org | Phone: 407-999-8100 or 888-575-8726

- Verify the program and click **“Add to Cart”**.

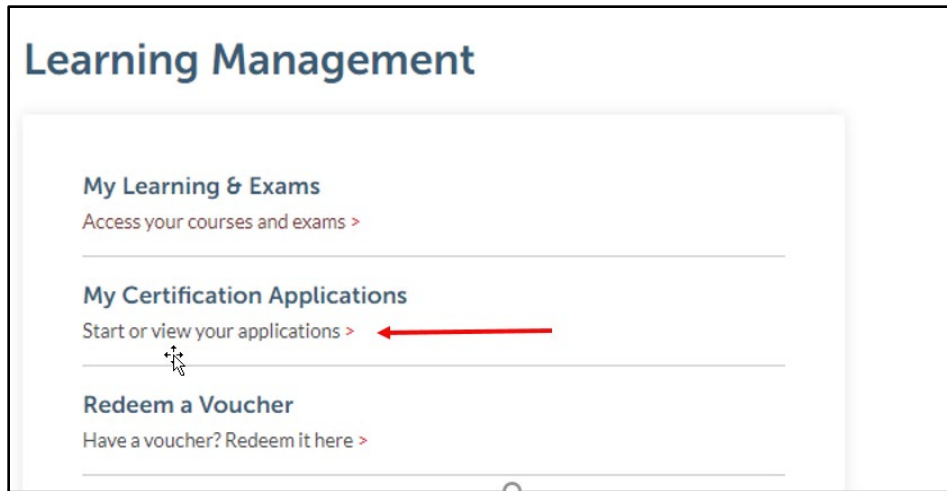
The screenshot shows the AHLEI website interface. The top navigation bar includes links for Individuals, Lodging, Academic, Workforce, and International. The breadcrumb trail reads: Home / Buy Products / Certified Hotel Administrator (CHA) Recertification Fee. The main content area features a product image of a smiling man in a white shirt with a 'RECERTIFICATION CHA Hotel Administrator' overlay. To the right, the product title is 'Certified Hotel Administrator (CHA) Recertification Fee' with a price of \$200.00. A red arrow points to the 'ADD TO CART >' button. Below the button, there is a 'QTY:' field set to '1' and a 'Share' section with social media icons for Facebook, Twitter, Email, Pinterest, and a plus sign for more options.

- Click **“View Cart”** and follow the steps to complete the purchase process:

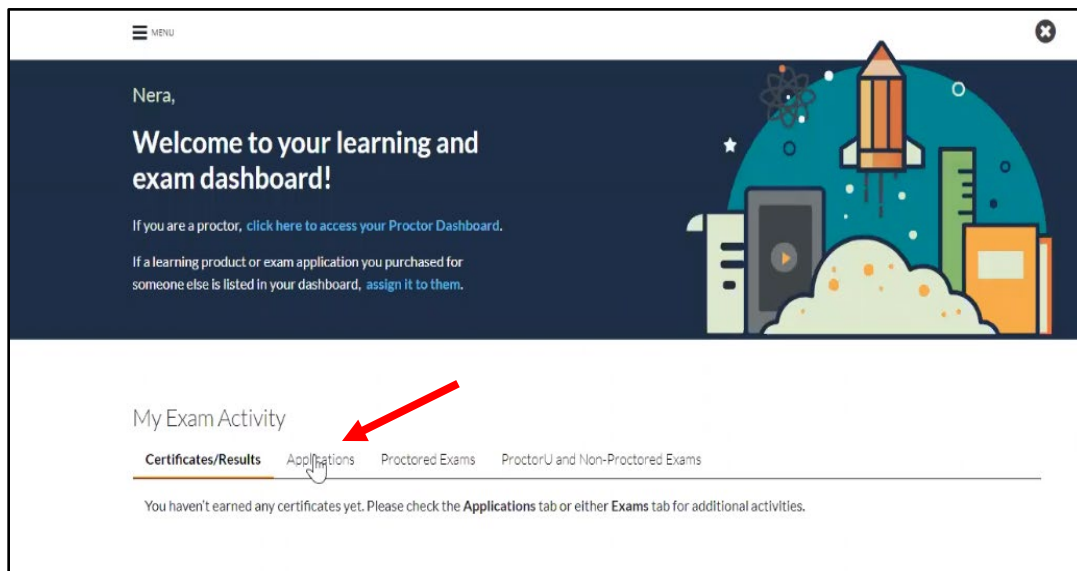
The screenshot shows the AHLEI website interface after a purchase. The top navigation bar includes links for Individuals, Lodging, Academic, Workforce, International, About AHLEI, and a search icon. The breadcrumb trail reads: Home / Buy Products / Certified Hotel Administrator (CHA) Recertification Fee. A green checkmark icon is followed by the message: "Certified Hotel Administrator (CHA) Recertification Fee" has been added to your cart. A red arrow points to the 'View Cart' button.

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

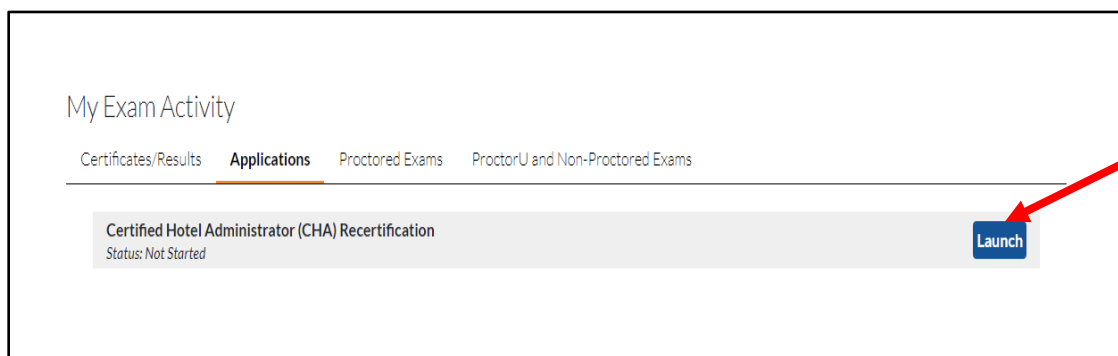
7. After you have purchased your recertification application, go to My Account, scroll down to Learning Management on the right-hand column. Under My Certification Applications, click **“Start or view your applications”**.



8. A new window will open. Under My Exam Activity, click **“Applications”**.

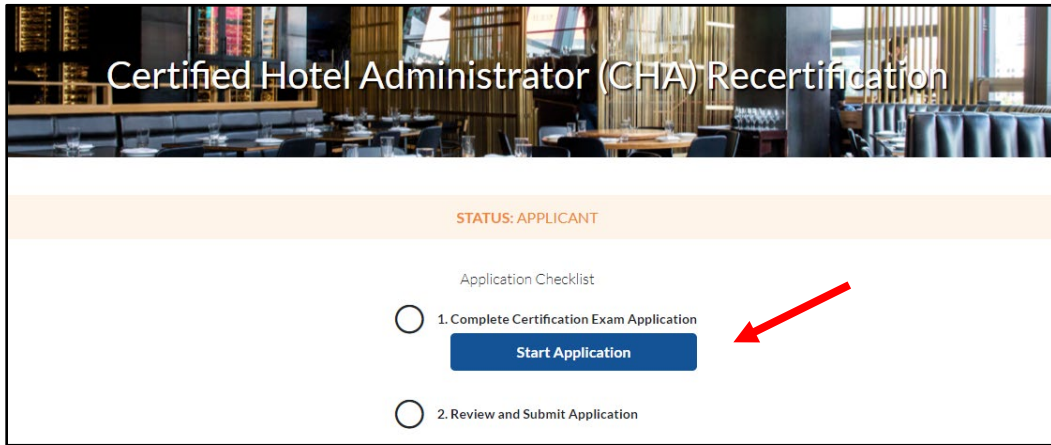


9. Locate the appropriate application you want to fill out, and click **“Launch”**:



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

10. Select **“Start Application”**:



Certified Hotel Administrator (CHA) Recertification

STATUS: APPLICANT

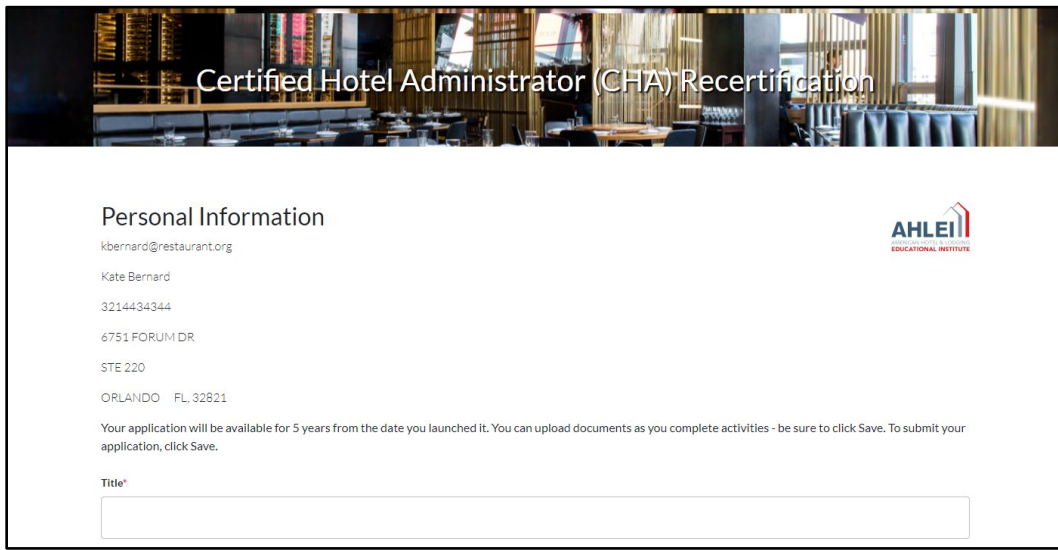
Application Checklist

1. Complete Certification Exam Application

2. Review and Submit Application

Start Application

11. On the Recertification Application page, fill out all the required fields (marked with an asterisk) and upload a resume: Your application will be available for 5 years from the date you start it.



Certified Hotel Administrator (CHA) Recertification

Personal Information

kbernard@restaurant.org

Kate Bernard

3214434344

6751 FORUM DR

STE 220

ORLANDO FL 32821

Your application will be available for 5 years from the date you launched it. You can upload documents as you complete activities - be sure to click Save. To submit your application, click Save.

Title*

AHLEI
INTERNATIONAL HOTEL & RESTAURANT
EDUCATIONAL INSTITUTE

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

12. As you complete requirements, return to AHLEI.org and add them to the application. Be sure to click **“Save Draft & Exit”** if you are not yet ready to submit the application:

Please upload your documentation below:

Attachments

No file chosen

Files:

Click Save & Continue to Next Step below to save your application and go to the next step where you can review and submit. If you are not ready to continue to the next step, you can click Save Draft & Exit. You can return to your draft application anytime via the application dashboard.

13. Saved but not submitted applications appear like the image below.

Certified Hotel Administrator (CHA) Recertification

Application Saved Successfully.

STATUS: Started / In-Process

NOTE: You have an unsaved Draft. Please Save your application before Submitting.

Application Checklist

- 1. Complete Certification Exam Application
[Continue](#)
- 2. Review and Submit Application

14. As you complete requirements and gather documentation, return to your application by clicking **“Continue”**.

Certified Hotel Administrator (CHA) Recertification

Application Saved Successfully.

STATUS: Started / In-Process

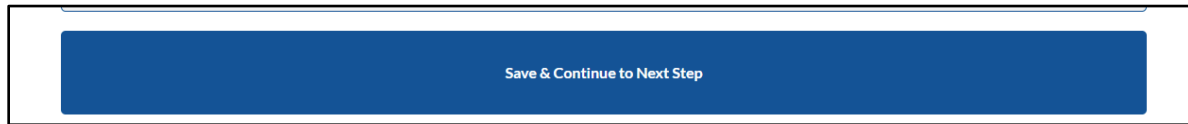
NOTE: You have an unsaved Draft. Please Save your application before Submitting.

Application Checklist

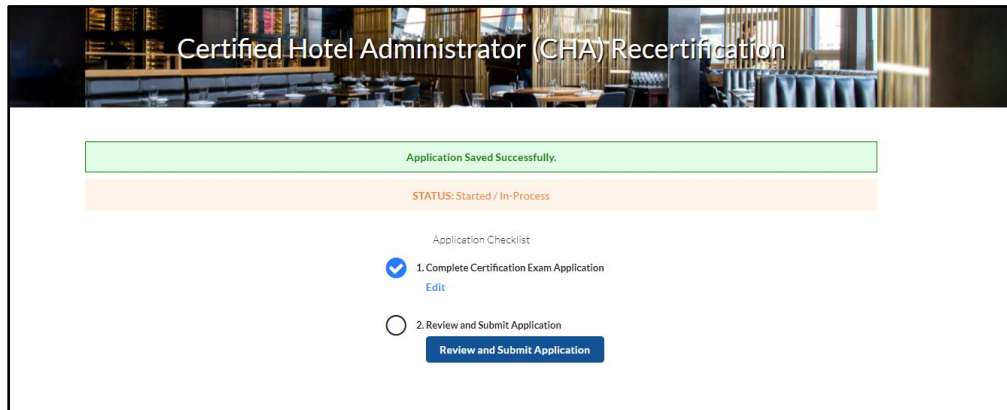
- 1. Complete Certification Exam Application
[Continue](#)
- 2. Review and Submit Application

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

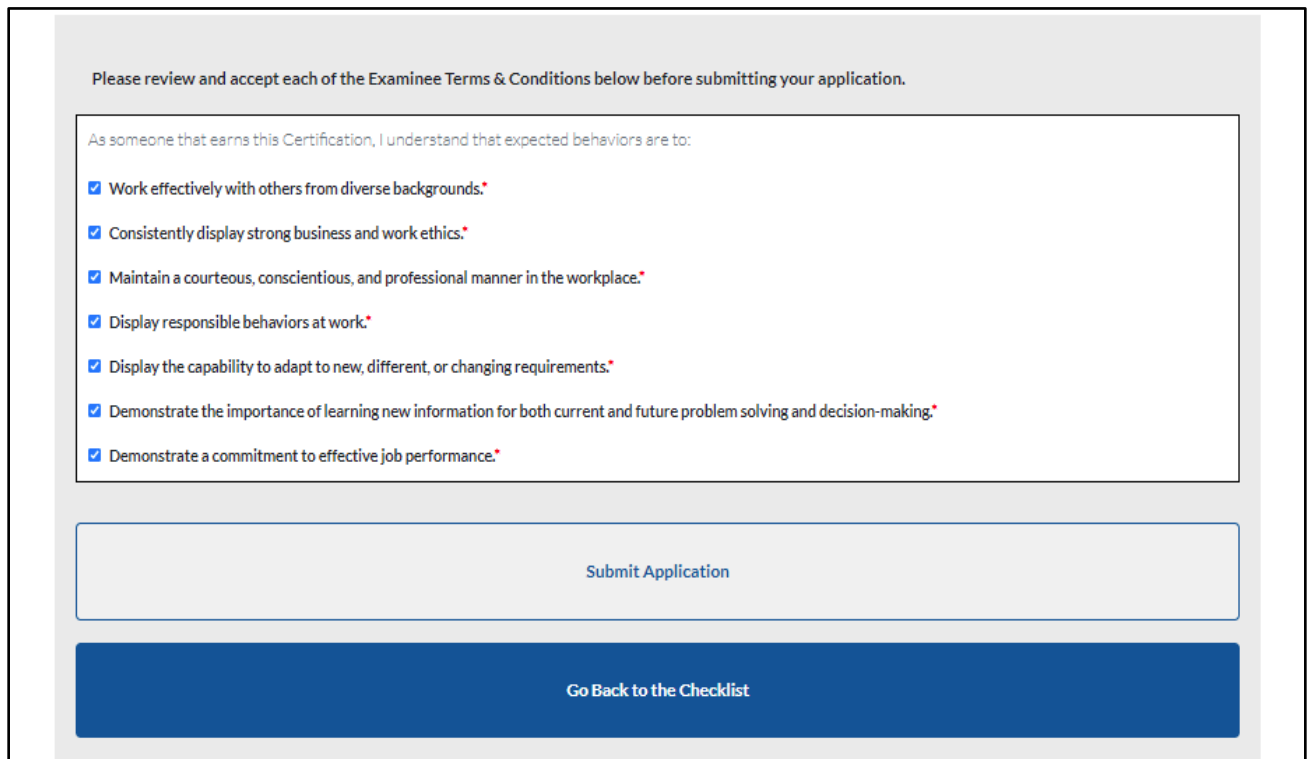
15. When you have completed all the requirements and uploaded your final documents, click **“Save & Continue to Next Step”**.



16. Next step, click **“Review and Submit your Application”**.

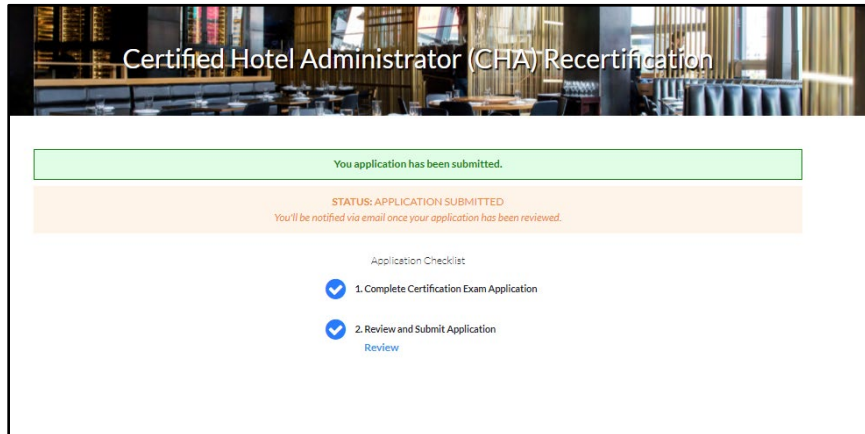


17. Review all the information for accuracy. Then, scroll to the end and be sure to check all the boxes and accept the Terms and Conditions. When you are ready, click **“Submit Application”**.

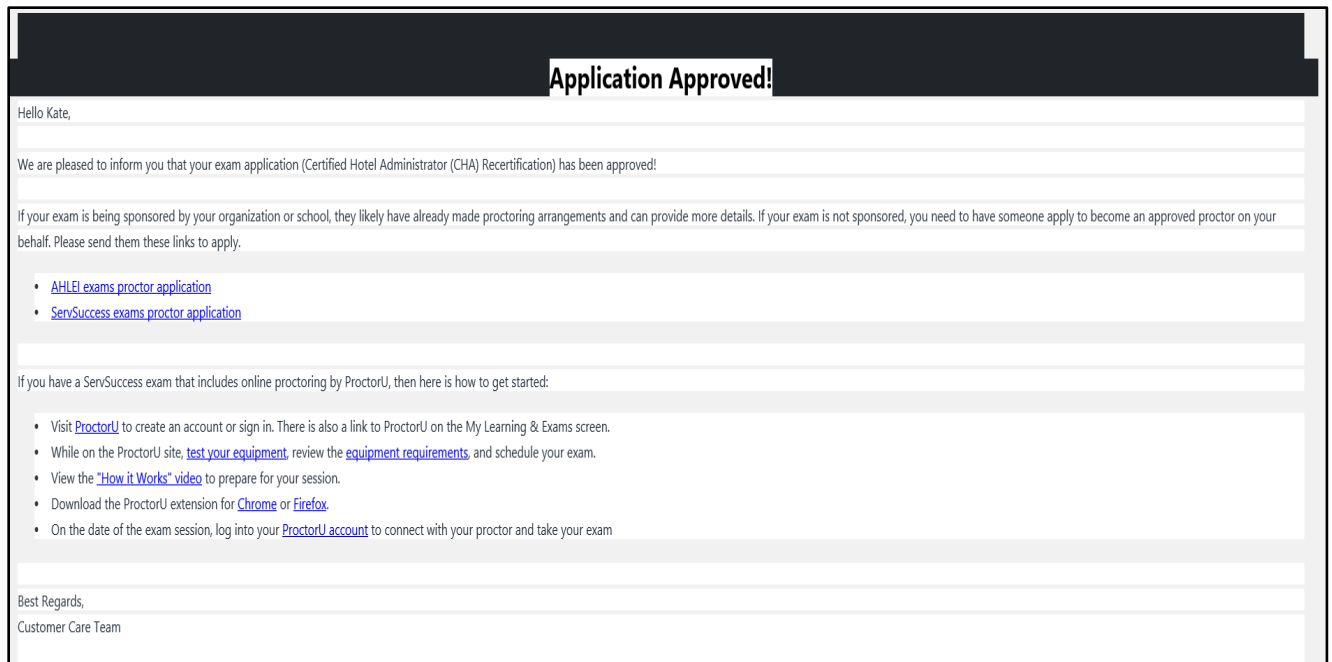


If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

18. The green confirmation box indicates your application has been submitted.



19. When your application is approved you will receive an email notification:



20. You can access and download your certificate at any time in your account by returning to ahlei.org and clicking on **“My Certification Applications”** to access your certificate:

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)