

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:

CHA 60 points

CRDE, CFBE, CHHE, CHFE, CLSD, CHT, CHRМ, and CHSP 50 points

DETAILS ON PROGRAM REQUIREMENTS

Employment

- | | |
|-------------------|---|
| 8 points per year | Full-time employment in your certification designation qualifying position
<i>Provide your resume, and a statement of employment verification from personnel or human resources official</i> |
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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 industry or management-focused workshop or seminar (1/2 day or longer)
<i>Provide a statement of verification with workshop/seminar description</i> |
| 1 point per course | Completion of industry or management-focused online training (min. 20 minutes in duration)
<i>Provide a statement of verification with course description</i> |

Associations

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|-----------------------------|---|
| 5 points per designation | A professional certification designation from an industry-affiliated association
<i>Provide proof of designation</i> |
| 5 points per year in office | Association board member or officer
<i>Provide proof of designation</i> |
| 4 points per year in office | 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 | Board member, officer, or committee member for an industry-related organization
<i>Provide statement of membership or service from organizational official</i> |
| 1 point per day | Attending 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> |