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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Points</th>
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<tbody>
<tr>
<td>CHA</td>
<td>60</td>
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<tr>
<td>CRDE, CFBE, CHHE, CHFE, CLSD, CHT, CHRM, and CHSP</td>
<td>50</td>
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DETAILS ON PROGRAM REQUIREMENTS

Employment

8 points per year
Full-time employment in your certification designation qualifying position
Provide your resume, and a statement of employment verification from personnel or human resources official

Coursework

5 points per course
Successful completion of graduate/undergraduate course from an accredited Institution
Provide a copy of transcript or grade report indicating you passed

5 points per course
Successful completion of an AHLEI Academic course
Provide a copy of transcript or grade report indicating you passed

3 points per seminar
Completion of industry or management-focused workshop or seminar (In-person or virtual, 1/2 day or longer)
Provide a statement of verification with workshop/seminar description

1 point per course
Completion of industry or management-focused online training (min. 20 minutes in duration)
Provide a statement of verification with course description

Associations

5 points per designation
A professional certification designation from an industry-affiliated association
Provide proof of designation

5 points per year in office
Association board member or officer
Provide proof of designation

4 points per year in office
Association committee member
Provide statement of position from association executive or board chairman/president

1 point per year
Active member of an industry-related professional association per membership
Provide statement of membership from association executive or board chairman/president

Other

2 points per year
Board member, officer, or committee member for an industry-related organization
Provide statement of membership or service from organizational official

1 point per day
Attending Attendance at a professional association tradeshow, conference, or convention
Provide form specifying sponsor, date of activity, and location

4 points per presentation
Presentation/Panelist/Speaker for a professional hospitality industry-related event
Provide a form specifying sponsor, topic, title, and time length of presentation

Effective January 2021