



HFTP

Hospitality Financial and
Technology Professionals



CHAE

CERTIFIED HOSPITALITY

ACCOUNTANT EXECUTIVE

STUDENT APPLICATION BOOKLET



CHAE Certification Program Student Application for Examination

Form S-1
Revised 11/01/11

Applicant Name (first, middle, last) _____

Preferred Mailing Address (street, city, state, zip, country) _____

Phone _____ **E-mail** _____

HFTP Student Member Number and Chapter Affiliation (if known) _____

1. Summary of Education (transcripts required)

A student candidate must be a senior level student with a minimum of 90 semester hours of education or a senior who is within 30 semester hours from graduation as certified by the college that they are attending. A transcript of college/university credits must be mailed directly to the Certification Administrator by the college/university. Grades of "C" or better will be accepted for credit.

College/University Attending	Semester Hours Completed
_____	_____
_____	_____
_____	_____
Total Semester Hours (90 minimum)	_____

2. Letters of Recommendation Attached (two required)

Two letters of recommendation must be submitted. One from the applicant's current employer and the other from a college faculty member both of whom are able to evaluate the applicant's potential for success in the hospitality industry. If the applicant does not have a current employer, a second letter from a different college faculty member may be substituted for the second letter.

a. Name _____ Phone _____

b. Name _____ Phone _____

3. Examination Fee

This application must be accompanied by a check, money order made payable to HFTP or by credit card to cover the online exam fee. For HFTP student members the total cost is \$100 U.S. For a paper exam, there is an additional fee of \$100 U.S.

If paying by credit card, please fill out the following information:

Visa MasterCard AMEX CC No. _____ Exp. Date _____

Name on Card _____ Signature _____ Date _____

4. Exam Site

I am currently planning to sit for the CHAE exam in (location) _____ on (date) _____ .

I am undecided on an exam date at this time. I will notify HFTP in writing when I have decided on an exam date and location.

5. Exam Type Online Paper (\$100 additional premium)

6. Exam Version

There are two versions of the exam; one addressing U.S. taxation and law and one addressing Canadian taxation and law. Which version of the exam do you plan to take? U.S. Canadian

7. Special Services

Please check here if you require special accommodations to fully participate. Attach a written description of needs.

8. Certification Statement

Applicant: I certify that I have successfully completed the requirements set forth in the CHAE Student Certification Policy.

Applicant Signature _____ Date _____



CHAE Certification Program Certificate of Experience

Form S-2
Revised 07/01/2011

The use of the title or designation "CHAE" is limited to those who have successfully completed the CHAE Certification Examination AND have acquired the minimum of 40 experience points as described in Section 4 (2)(a)(b) of the CHAE Student Certification Program. Experience must be attained no later than four years after the student candidate passes the examination. Once the experience is attained, each employer must mail a "Certificate of Experience" directly to the Certification Administrator.

Date Passed CHAE Exam _____

1. _____ (full name) has been (was) in our employment during the period (if other than full time, show number of hours per week) _____.

2. The positions held during this employment were as follows:

Position Title	Time Period From – To
_____	_____
_____	_____
_____	_____
_____	_____

3. I certify that the CHAE applicant's responsibilities while in our employment include the items checked below.

Check Items:

The preparation, journalizing and recording of financial data, including the general ledger adjusting, balancing and closing process.

The preparation and analysis of financial statements together with explanations and notes thereon.

The supervision and training of accounting employees.

The preparation and monitoring of budgets and/or forecasts.

4. I also certify that the applicant is/was not involved in selling a technology product to the hospitality industry.

To be signed by general manager, officer, partner or supervisor.

Firm Name _____

Firm Address _____ Ph Number _____

Name _____ Position _____

Signature _____ Date _____

Overview

Ethics is a personal responsibility. The Code of Ethics is not merely a guideline; rather it is a benchmark for the high standards established relative to behavior and decision making for the CHAE and CHTP certificate holders. Earning the designations identifies your competence; the Code of Ethics is the foundation for the personal and professional application of this competence.

Certified Hospitality Accountant Executive (CHAE)

The Certified Hospitality Accountant Executive (CHAE) program is recognized as THE symbol of achievement in the profession of hospitality accounting. Acknowledged worldwide, CHAE certification elevates the professionalism of both the recipient and the industry by helping set standards for the field. Those who earn the CHAE designation demonstrate a high level of dedication to their profession.

Certified Hospitality Technology Professional (CHTP)

The Certified Hospitality Technology Professional (CHTP) program is recognized as THE symbol of achievement and competence in hospitality information technology knowledge. Developed jointly by Hospitality Financial and Technology Professionals (HFTP) and the Educational Institute of the American Hotel and Lodging Association (AH&LA), the designation elevates the professionalism of both the recipient and the industry by helping to set standards for the field. Those who earn the CHTP designation demonstrate a higher level of dedication to their profession.

The CHAE and CHTP Professional Certifications:

- Identifies you as possessing technical competency;
- Recognizes your commitment to professionalism;
- Raises colleague respect, offering you greater recognition on the job;
- Provides the opportunity for self-improvement;
- Indicates an understanding of both operation and management skills;
- Serves as a valuable career tool; and
- Raises the professionalism of your company and identifies it as being committed to hiring quality professionals.

Professional Characteristics

- Becoming familiar with and abiding by the expectations, standards and rules of the designation and seeking out necessary information to interpret and apply them.
- Accepting personal responsibility for the foreseeable consequences of actions and inaction.
- Taking into account the long-term interest of the designation and its designees.
- Mastery of a particular skill, acquired by training, education and experience in the hospitality industry
- Acceptance of the responsibility to the hospitality industry to uphold the standards represented as a certified individual

Principles

- **Credibility:** Is the believability of a designee's statements, actions, or source, and the ability of the observer to believe that statement.
- **Confidentiality:** Respect the confidentiality of information acquired during the course of performing professional services and do not disclose or use any such information without proper and specific authority or unless there is a legal or professional right or duty to disclose.
- **Integrity:** Be straight forward and honest in performing professional services.
- **Objectivity:** Be fair and do not allow prejudice or bias, conflict of interest or influence of others to override objectivity
- **Professional Competence:** Perform professional services with due care, competence and diligence. Recognize the continuing duty to maintain professional knowledge and skill at a level required to ensure that an employer or client receives the advantage of competent professional service based on up-to-date developments in practice, legislation and techniques.
- **Professional Behavior:** Act in a manner consistent with the good reputation of the designation and refrain from any conduct that might bring discredit to the designation.
- **Technical Standards:** Carry out professional services in accordance with the relevant technical and professional standards. Recognize the duty to carry out with care and skill, the instructions of the employer or client insofar as they are compatible with the requirements of integrity, objectivity and, where applicable, independence

Professional Conduct

Personal Behavior

1. Actively promote and encourage the highest level of ethics within the Hospitality Financial and Technology Profession.
2. Conduct yourself with integrity, dignity and respect for others.
3. Transmit or use confidential information obtained in your professional work only for the purpose intended and not for personal gain or other advantage or to the disadvantage of others.
4. Adhere to the standards of conduct of your employer and any professional associations or organizations of which you are a member.

Professional Competence and Performance

1. Strive to perform the duties of your position and supervise the work of your subordinates with the highest degree of professional care.
2. Continually seek to increase your professional knowledge and skills to improve your service to employers, associates and fellow members.
3. Render opinions, observations or conclusions for official purposes only after appropriate consideration of the pertinent facts and after assuring yourself that you have the appropriate expertise and are free from real or perceived conflicts of interest.
4. Exercise diligence, objectivity and honesty in your professional activities and be aware of your responsibility to disclose improprieties that come to your attention to the appropriate parties.
5. Be aware of and strive to apply work-related requirements and standards prescribed by the hospitality industry and its employers.

Responsibilities to Others

1. Avoid any activity that creates or gives the appearance of a conflict with your employer-related responsibilities.

Use of Designation

Certifications are personal individual designations. They may be used in conjunction with a certified individual's name, i.e., business card, personal letterhead and email. Misrepresentation that the certified individual is being endorsed by HFTP in any written or verbal material pertaining to individual's company services or products that said company (companies) may offer could result in the expulsion from HFTP's certification programs.

Discreditable Acts

Being convicted of the following criminal offenses should be reported to HFTP:

- Violence
- Dishonesty
- Fraud
- Moral Turpitude It is the sole responsibility of the applicant/designee to immediately report offenses upon being convicted to HFTP.

Guidance and Enforcement

Certified individuals are required to be familiar with the code and to consult this code before acting on ethical issues. The code is part of the initial application in which applicants will sign that they agree to follow the ethics policy. As a reminder, each designee when submitting a copy of their maintenance forms will also sign a copy of the HFTP Certification Ethics Policy to remain fully aware of what is expected of designated individuals.

Actions Pertaining to Ethics Investigations

HFTP has delegated the authority for review of all ethics violation inquiries and any necessary ethics investigations to the HFTP Certification Advisory Council (CAC).

The Certification Advisory Council (CAC) will endeavor to maintain confidentiality regarding all ethics violation inquiries and investigations. However, in the course of replying to an ethics inquiry or investigation, it is acknowledged that others may become aware of such information.

Ethics Inquiries must be submitted in written form, by mail, email or fax to the HFTP Certification Liaison. The Certification Liaison will keep the name and company of the person filing the inquiry confidential from the Certification Advisory Council. Please submit your inquiry to this address: Certification Ethics; 11709 Boulder Lane, Ste 110; Austin, TX 78726, or be emailing ethics@hftp.org. All inquiries will be acknowledged, however, anonymous inquiries may not be investigated.

1. Investigations of discreditable acts and code violations may result from written inquiries, complaints or information received from other sources.
2. Once a written inquiry has been submitted, the certified individual will be notified and provided an opportunity to submit relevant information before any disciplinary action is taken.
3. The inquiry will then be forwarded to the Certification Advisory Council for review along with any submitted relevant information from the applicant/designee.
4. Disciplinary action, if warranted, may include:
 - A. Remedial action
 - B. Warning
 - C. Reprimand
 - D. Certificate suspension for a period of time as decided by the Certification Advisory Council
 - E. Certificate revocation
 - F. Payment of investigation costs
5. The certified individual will receive written notice of the disciplinary action as decided by the Certification Advisory Council.
6. The written notice of disciplinary action will contain provisions for certificate reinstatement, if applicable, as well as procedures for appealing to the decision made by the HFTP Certification Advisory Council. The certified individual will have an opportunity to file an appeal with the HFTP International office within 60 days of receiving the written notice via certified mail.
7. If the appeal filed with the Certification Advisory Council is denied the applicant/designee then has 60 days for an opportunity to file an appeal with the HFTP Appeals Committee.
8. Once either of these 60 days has passed and the applicant/designee fails to file an appeal within that time period (whether with the Certification Advisory Council or the HFTP Appeals Committee), HFTP may then publicize any disciplinary action taken without liability being imposed on it. However, if an applicant does file an appeal within the given time frame, HFTP will not publicize any disciplinary action until the committees reviewing the appeals have rendered a final decision.

I Herby understand and agree to follow the HFTP Certification Ethics Policy.

Printed Name

Signed Name

Date