

PROFESSIONAL CERTIFICATION

Widely recognized as the preeminent leader in hospitality certification, the **American Hotel & Lodging Educational Institute (EI)** provides certification for hospitality professionals in all facets of the industry, including:

- hotels
- food & beverage establishments
- trainers
- hospitality educators
- hotel suppliers
- spas

Professional Certification demonstrates proficiency. It is a concrete indication of your skill, and shows employers and guests that you are committed to your profession and are well trained with proven abilities.

Continuing education is a lifelong process and is motivated by a number of factors, including curiosity, self-identified gaps in knowledge, and the desire to provide the very best as an individual – and the very best guest service.

Although certification is voluntary, individuals have the responsibility to demonstrate competence before expecting the recognition and rewards of a profession. In addition, certification and the process of certificate maintenance through continuing education lend credibility to many professions in legislative and policy arenas.

Benefits of Certification

- Competitive edge in the industry
- Career improvement
- Employment opportunities
- Higher wages
- Job retention
- Promotion eligibility

Getting Certified

In order to become certified by EI, you must meet the **knowledge** requirements, the **experience requirements** and **successfully complete a certification examination**. EI recommends that you carefully review the prerequisites for the designation of interest, to ensure that you meet the eligibility requirements.

Qualifications

A qualification recognizes the competence of individuals in specific areas. A certification candidate must currently hold the qualifying position in order to apply for a designation and take the certification exam.

Certification Completion

Candidates who complete the qualification process and meet the eligibility requirements and successfully complete the exam will receive a certificate and lapel pin.

The certification designation may be used on letterhead, business cards, and other writings.

For complete qualification information, paperwork requirements, application and information on the specific certification designation you are interested in, please visit www.ahlei.org/certification or contact the Certification Department.

Certification Examination

Our high-quality exams are designed to ensure maximum value to our customers, and each has been rigorously tested before release. Certification exams are offered through traditional print testing, with select exams offered through online testing.

All examinations must be administered under the supervision of a proctor. A proctor may be a CHA, a hospitality educator, an AH&LA member association/federation executive, your immediate supervisor, or a member of the clergy.

Review Sessions and Exams

Certification-specific review sessions and exams are offered for select designations. The review class is an excellent opportunity to prepare for the exam.

A standard review session features an overview of the program materials that you study prior to attending the review and allows you a chance to ask questions in an informal discussion environment, and is usually followed by a proctored exam session.

CERTIFICATION PROCESS

When You Apply

It is important when applying for a certification that all supporting documentation listed on the application is provided. This will help ensure that the application is processed in a timely manner. Single applications are processed in approximately two weeks from being received. Applications submitted in groups, (more than ten) are processed in approximately four weeks from being received.

Exam Preparation Material

If exam preparation materials are included in the certification program fee, they will ship once the application process is complete with supporting documentation and payment.

Exam

See individual certifications for the time allowance from date of enrollment to successfully complete the exam.

Candidate Passes Exam

Candidates receive their pin and certificate approximately three weeks after successfully passing the certification exam. Candidates enrolled in the Early Entry (Plan C) option do not receive a certificate and pin until the time requirement has been met.

Contact the Certification Department for an up-to-date listing of review classes and examination sessions, or to learn more about holding an EI-sponsored review and/or exam session at industry conventions or through a local state association.

In this photo: Fifteen professionals attended a CHT review and exam session during a CHART Conference and earned their Certified Hospitality Trainer (CHT) designation.

