

Certified Hospitality and Tourism Management Professional

July 15, 2016



Certifying Organization	American Hotel & Lodging Educational Institute (AHLEI) https://www.ahlei.org							
Description of Credential	This credential is a professional designation created specifically for graduates of the Hospitality and Tourism Management Program (HTMP). This credential is a 2-year course of study. For more details about this High School Program, click here .							
Part of which Graduation Pathways ¹	<u>Integrated:</u> Hospitality, Tourism Culinary and Retail <u>Act 833-Eligible:</u> Hospitality, Tourism, Culinary and Retail							
Associated with Which Careers?	<u>3 Star:</u> Lodging Manager							
Entry-Level annual Salaries	\$35,910 - \$40,000							
Industry-Based Certification Requirements: Students								
Standard / Curriculum	<p>Students must complete and pass the exam for HTMP Year 1 and Year 2 (360 hours of classroom learning).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Year 1:</p> <ol style="list-style-type: none"> 1. Introduction to Hospitality & Tourism 2. Hospitality Soft Skills 3. Operational Areas 4. Sales and Marketing 5. Safety and Security </td> <td style="width: 50%; vertical-align: top;"> <p>Year 2:</p> <ol style="list-style-type: none"> 1. Introduction to Leadership & Management 2. Hospitality Leadership Skills 3. Operational Leadership 4. Managing Food and Beverage Operations 5. Managing Business Operations 6. Sales and Marketing 7. Safety and Security </td> </tr> </table> <p>For more information, see Hospitality and Tourism Management Program FAQs. Scroll down. For the recommended syllabus for the HTMP Curriculum, click here.</p>						<p>Year 1:</p> <ol style="list-style-type: none"> 1. Introduction to Hospitality & Tourism 2. Hospitality Soft Skills 3. Operational Areas 4. Sales and Marketing 5. Safety and Security 	<p>Year 2:</p> <ol style="list-style-type: none"> 1. Introduction to Leadership & Management 2. Hospitality Leadership Skills 3. Operational Leadership 4. Managing Food and Beverage Operations 5. Managing Business Operations 6. Sales and Marketing 7. Safety and Security
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Testing Methodology	Paper?	Yes	Online?	Yes	Performance Exams / Tests?	Yes		
Re-Testing (if available)	Re-Testing Procedures	One complimentary retake exam is provided per student per Year 1 and Year 2.			Max Attempts	3 (including original exam)		
Testing Details (including any age requirements / accommodations)	<p>The Year 1 and Year 2 exams consist of 50 multiple choice questions with the completion of 100 hours in a qualifying hospitality position. The hours must be completed within 120 days of taking the year 2 exam. The passing score for the written exams is 70%. Students may substitute completion of the Knowledge Matters online virtual hotel management simulation for the 100-hour internship requirement.</p> <p>The exam must be proctored by a school instructor/administrator and must be closed book/closed notes. Any student enrolled in the school and taking the curriculum may take the exam. Accommodations may be made for students with learning or physical disabilities as long as the exam is proctored as listed above.</p>							

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Industry-Based Certification Requirements: Teachers					
<i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i>					
Instructor Certification Requirements (by certifying agency)	The Certified Hospitality Instructor (CHI) consists of a two-level online independent learning program and a 120-hour job experience requirement. Each level is completed by passing the 50 question multiple choice exam with 70% or higher. For complete information regarding the Components of the program for both students and teachers, click here and scroll down to Components.				
Proctoring / Test Security (if any)	The test is administered online on AHLEI's secure portal and is available for the instructor to take upon registration and approval by AHLEI.				
Certification Tracking					
Credentialing Documentation	Successful candidates receive an industry credential certificate and a CHTMP lapel pin.				
Certification Tracking System	Online Tracking System?	No	Details	AHLEI maintains all student records internally; grade reports are provided in print to the proctor/instructor as each Year 1 and Year 2 exams are submitted for grading.	
Other Details	Expiration Timeframe?	None			
Certification Costs / Funding Sources					
Cost Details	Discounted pricing for high schools can be requested by emailing sales@ahlei.org or calling 888-367-6211. There is no additional exam or processing fee except for the optional second retake options which can be ordered for \$25.00 per student per year.				
Re-test / Refund Policies	Second retake option is available for \$25 as listed above. There is no refund policy through AHLEI.				
Funding Sources ³	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)
For More Information					
Certifying Agency Contact Info	Shelly Weir, VP Domestic Sales sweir@ahla.com 407-999-8166 Regina O'Hara, Account Executive rohara@ahla.com 407-999-8133				
LDE Contact	JumpStart@La.Gov				
Jump Start Regional Team Experts	TBD				

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)