

The Path to Successful HFTP® CERTIFICATION *Maintenance*



YOU EARNED YOUR CERTIFICATION; NOW HOW DO YOU MAINTAIN IT?

The Continuing Professional Education (CPE) program is designed to ensure that Certified Hospitality Accountant Executive (CHAE®) and Certified Hospitality Technology Professional (CHTP®) designees participate in education sessions that maintain and improve your professional standing.



The CHAE/CHTP requires ongoing maintenance.

Designees are required to submit supporting documentation of their continuing education along with a renewal fee (which is separate from the annual HFTP membership fee) every two years once the designation is attained.



The required CPE for each certification is a minimum grand total of 60 points, of which:

- A minimum of 15 points in your speciality (CHAE – accounting/finance; CHTP – technology)
- A minimum of 4 points in ethics



There are several ways that designees can earn your CPE credits.

- HFTP-sponsored global events such as HITEC® and Annual Convention, regional and chapter events.
- Non-sponsored events, which will need to be self-reported through your HFTP website account. Approval required from the HFTP certification manager.
- HFTP ProLinks webinars (free to HFTP members).
- Published industry articles.



The HFTP Certification Department will send a renewal notice in advance.

Designees will be notified with a renewal invoice six months in advance of your maintenance cycle expiration date to ensure ample time to prepare your maintenance report, a document that can be found on the HFTP website.

To learn more about how you can maintain your HFTP certification, email certification@hftp.org or visit www.hftp.org/certification.

