

**INTERNATIONAL  
HOTEL SCHOOL**

# (CHFE) Certified Hospitality Facilities Executive Department Head Designation

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## **Who Should apply?**

Executive or management level in engineering/ facilities operations at a lodging hospitality company.

## **Prerequisites**

Candidates must currently be employed in the hospitality industry. Candidates who are in a qualifying position may apply for certification in one of three ways (see application for additional details):

### **PLAN A** – Education Emphasis

Minimum two-year degree from an accredited institution and one year of full-time experience in the qualifying position.

### **PLAN B** – Experience Emphasis

Two years of full-time experience in the qualifying position.

### **PLAN C** – Early Entry

Current full-time employment in the qualifying position and meet the experience requirement in order to earn the Professional Certification designation.

## **Program Details**

**Fee includes:** Each Department Head designation includes Study Materials, along with practice questions, and Exam. Certificate and lapel pin upon successful completion of the exam.

**Exam:** Department head exams consists of 150 multiple-choice questions that must be answered within a three-hour time period. All exams are available paper-based or online. It must be successfully completed within one year from date of enrollment into the certification program. If you fail the exam on the first attempt, two retakes are allowed within this one year time frame. Retake fees apply.

**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.

**Recertification:** Every five years. Recertification fees apply.

# (CHFE) Certified Hospitality Facilities Executive

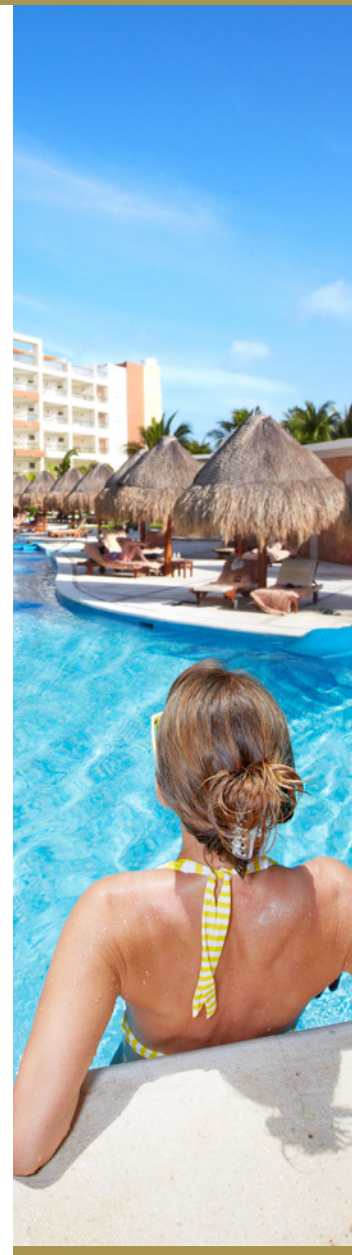
Department Head Designation



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\*1 YEAR SELF-STUDY \*ONLINE EXAM

Section	Title
1	Facilities Management
1.1	The Role, Cost, and Management of Hospitality Facilities
1.2	Basic Engineering Principles
1.3	Hospitality Management Tools, Techniques, and Trends
1.4	Environmental and Sustainability Management
1.5	Lodging Planning and Design
1.6	Food Service Planning and Design
<b>2</b>	<b>Facilities Systems</b>
2.1	Safety and Security Systems
2.2	Water and Wastewater Systems
2.3	Electrical Systems
2.4	Heating, Ventilating, and Air Conditioning Systems
2.5	Lighting Systems
2.6	Laundry Systems
2.7	Food Service Equipment
2.8	Building Structure, Finishes, and Site
2.9	Renovation and Capital Projects
<b>3</b>	<b>Financial Management</b>
3.1	A Brief Review of Financial Statements
3.2	Operations Budgeting
3.3	Capital Budgeting
3.4	Internal Control
<b>4</b>	<b>Leadership</b>
4.1	Effective Communication
4.2	Motivation Through Leadership
4.3	Team Building
4.4	Managing Conflict
4.5	Time Management
<b>5</b>	<b>Human Resources Management</b>
5.1	Hourly Employee Training
5.2	Evaluating and Coaching
5.3	Discipline



\*Review and Assessment Tool is only available for specific certification programmes.



## CONTACT DETAILS

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