



INTERNATIONAL
HOTEL SCHOOL

(CHT) Certified Hospitality Trainer

Department Head Designation

Who Should apply?

Prerequisites

Candidates must currently be employed in the hospitality industry. Candidate 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 six months from date of enrollment into the certification program. If you fail the exam on the first attempt, two retakes are allowed within this six-month 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.

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*1 YEAR SELF-STUDY *ONLINE EXAM

Section	Title
1	A Case for Training and Development
2	Training and Development as an Investment
3	Assessing Training and Development Needs
4	Instructional Design
5	Training Tools and Techniques
6	Training with Technology
7	Measuring and Evaluating Training and Development
8	Training the Trainer
9	Orientation and Socialization
10	Hourly Employee Training Process
11	Mentoring
12	Supervisory and Management Development
13	Executive Education
14	Outsourcing Training and Development

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



CONTACT DETAILS

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