

CHA Recommendation and Employment Verification Form

The Certified Hotel Administrator (CHA) designation recognizes those individuals who have demonstrated exemplary leadership and managerial abilities in hospitality setting. Those who earn the CHA are seen highly competent, respected professionals who are knowledgeable in their options.

Please complete the information below on behalf of the individual applying for certification. Acceptance into the CHA program is contingent on verification of employment. The applicant has been directed to give this form to an immediate supervisor or corporate representative.

This information will be subject to verification through the corporate office.

(Note: IAP and EI's certification Department will not accept verification statements from a relative or person with the same last name)

I Verify that	
Has been employed with	
In the position of	
For the periods of	through
His/her responsibility includes:	
Additional comments	

Based in the applicant's experience and competence:

- ☐ I attest that the above information is true and understand that any misinformation provided will affect the candidacy of stated CHA applicant. I recommend this individual for the CHA program and verify that the candidate currently holds a qualifying position as General Manager, Owner/Operator, or Corporate executive. I will if called upon, answer any questions regarding the employment of the stated applicant.
- ☐ I do not recommend this person for acceptance as a CHA candidate

Signature		Date	
Name :			
Title		Property	
Address		City	
Province	Country		Postal Code
Business Telp. ()	Fax ()		email

THIS COMPLETED FORM MUST ACCOMPANY THE CHA APPLICATION