

1.	Name of test (s)	HTMP Year 1 Final Exam, HTMP Year 2 Final Exam. The completion of both leads to the Certified Hospitality & Tourism Management Professional (CHTMP).
2.	Name and address of test provider	American Hotel & Lodging Educational Institute 800 North Magnolia Avenue, Suite 300 Orlando, FL 32803
3.	Number of test items (each test if multiple tests)	(2) = HTMP Year 1 Final exam & HTMP Year 2 Final Exam
4.	Length of test (each test if multiple tests)	50 M.C. each
5.	Technology requirements for testing lab	None. Official AHLEI scan sheet must be used.
6.	Web site where test information is available	N/A
7.	Web site to register students for test	Registration paperwork must be submitted to AHLEI by instructor.
8.	Step-by-step directions for registering students for test	<p>Instructor must have ordered AHLEI scan sheets for each student (they come packaged with student workbook).</p> <p>Instructor contacts Shelly Weir (sweir@ahla.com) to obtain the examination request form paperwork.</p> <p>Instructor must have an approved proctor (Principal, school administrator or guidance counselor) to administer exam. The proctor's info must be included on registration paperwork submitted to AHLEI.</p> <p>Once received, AHLEI will send the student exams to the proctor.</p> <p>Proctor will return exams to AHLEI for grading, upon which AHLEI will grade and administer certificates of completion for those students who pass with a 70% or higher.</p>
9.	Web site for test administration directions	N/A. This information is included in the packet the instructor receives in the

	mail from AHLEI upon submitting registration paperwork for exam.
10. Test provider contact person's name and title	Shelly Weir American Hotel & Lodging Educational Institute Senior Director, State Relations & Educational Programs
11. Test contact person's phone number	407-999-8166
12. Test contact's person's e-mail address	sweir@ahla.com
13. Phone number for technical assistance during the test	407-999-8166
14. Is a sample test provided?	No
15. Are sample test items provided?	Yes, in the form of preparatory quizzes included in instructor's curriculum.
16. What fields of data are required to be entered to register students for a test?	Student name and birthday. AHLEI will assign student number for all exams.
17. Who can register students for a test?	Instructor
18. Who can administer the test?	Approved proctor
19. Are teachers allowed to administer/proctor the tests?	No
20. What are the rules for proctors?	Must be a school principal, administrator or guidance counselor.
21. How do test administrators/proctors advise you of accommodations needed by students, as required in students' IEPs, for example?	By contacting AHLEI at 407-999-8166
22. What accommodations do you routinely provide for individual students?	AHLEI can administer a pdf copy of the exam with a signed license agreement for those students with special needs. AHLEI recommends the school download the JAWS software or a similar program to allow the examination to be read aloud via computer.
23. What are the dates for test administration during the 2015-16 school year?	October 1, 2015-June 30, 2016. Exam request forms must be received 4 weeks prior to exam date.
24. When are results available?	2-4 weeks depending on time of year
25. Who receives test results?	American Hotel & Lodging Educational Institute Academic Services 2113 North High Street Lansing MI 48906
26. What extra steps, if any, are required to be completed by schools/teachers,	N/A

	before students can be registered for tests? These steps might be specific to SC.	
27.	What are the cut scores for the test(s)?	70%