

## **2024-25 HOSPITALITY AND TOURISM SPECIALIST CERTIFICATION TESTING INFORMATION**

### **1. Name of Test**

Hospitality and Tourism Specialist Exam. May be split into level 1 and level 2. The completion of the exam(s) along with required work experience leads to the Hospitality & Tourism Specialist credential.

### **2. Name And Address of Test Provider**

American Hotel & Lodging Education Institute  
6751 Forum Drive, Suite 220  
Orlando, FL 32821

### **3. Number of Test Items (Each of Test If Multiple Tests)**

55 for Level 1  
45 for Level 2

### **4. Length Of Test (Each Test If Multiple Tests)**

Comprehensive test – 2-3 hours

Level 1 – 1 hour

Level 2 – 1 hour

### **5. Technology Requirements for Testing Lab**

Each student must have access to a device. Each student must have an account at [ahlei.org](http://ahlei.org).

### **6. Web Site to Register Students For Test**

Registration paperwork must be submitted to AHLEI by instructor or by individual tester.

### **7. Step-By-Step Directions for Registering Students for Test**

#### **PRINT EXAM:**

- Instructor must have ordered AHLEI scan sheets for each student (they come packaged with student workbook).
- Instructor contacts [AHLEI](http://ahlei.org) to obtain the examination request form paperwork.
- 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.
- Once received, AHLEI will send the student exams to the proctor.

- Students (or instructor on behalf of students) who have passed the exam(s) with a score of 70% or higher, will submit application for HTS certificate through AHLEI.org. Certificates will be loaded to individual student accounts and printed certificates mailed to instructor/school upon request.

#### **ONLINE EXAM:**

- Instructor will register as an “Academic Instructor” in order to be approved as a proctor for the exam.
- Students will set up their accounts at ahlei.org (or instructor may do this on their behalf).
- Instructor will assign exams to individual student accounts
- Once approved, the Instructor/Proctor will schedule the exam.
- Instructor/proctor will send registration link to students to the scheduled exam session
- Students will register for the exam
- On the day of the exam, the proctor will start and end the exam.
- Students’ scores will automatically be calculated once the instructor has ended the session and published the results.
- Students (or instructor on behalf of students) who have passed the exam(s) with a score of 70% or higher, will submit an application for HTS certificate through AHLEI.org. Certificates will be loaded to individual student accounts and printed certificates mailed to instructor/school upon request.

#### **8. Web Site for Test Administration Directions**

This information is included in the packet the instructor receives in the mail from AHLEI upon submitting registration paperwork for exam. For more information, access [AHLEI](http://AHLEI.org).

#### **9. Test Provider Contact Person’s Name and Title**

American Hotel & Lodging Educational Institute

Academic Services

#### **10. Test Contact Person’s Phone Number**

888.575.8726

#### **11. Test contact’s persons e-mail address**

academicservices@ahlei.org

#### **12. Phone Number for Technical Assistance During the Test**

888.575.8726

#### **13. Is a sample test provided?**

No

**14. Are sample test items provided?**

Yes, in the form of preparatory quizzes included in the curriculum

**15. What fields of data are required to be entered to register students for a test?**

Student's name and birthday. AHLEI will assign student number for all exams.

For online exams, a unique email for the tester is needed

**16. Who can register students for a test?**

Instructor/Student

**17. Who can administer the test?**

Approved proctor/instructor

**18. Are teachers allowed to administer/proctor the tests?**

Yes, if they are an approved proctor/instructor.

**19. Remote/virtual proctoring available?**

Yes, if approved by and in accordance with school district guidelines.

**20. What are the rules for proctors?**

Proctors must be a "registered academic instructor". Application is found [here](#).

**21. How do test administrators/proctors advise you of accommodations needed by students, as required in student's IEPs, for example?**

Contact Academic Services at 888.575.8726

**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 2022-2023 school year?**

Test administration may occur at any time.

**24. When are the results available?**

Printed exams may take up to 3-4 weeks to grade.

Online exam results will be available immediately

**25. Who receives the test results?**

Printed exam: The instructor of the class

Online exam: The instructor and the student/tester

**26. What extra steps, if any, are required to be completed by schools/teachers, before student can be registered for tests? These steps might be specific to SC.**

See steps above. No additional steps required.

**27. What is the cut score for the test?**

70%