



CLO APPLICATION FORM

Certified Lodging Owner

| |
|-----------------|
| Reference Code: |
|-----------------|

China

HOW TO APPLY

- ◆ Complete Sections 1-5 as thoroughly and accurately as possible.
- ◆ Sign and return your completed application and the appropriate fee.

SECTION 1 – CLO CERTIFICATION PREREQUISITES

Because individual backgrounds vary widely in the hospitality industry, applicants may pursue the CLO designation through one of three options: Plan A emphasizes an education background; Plan B emphasizes industry experience; and Plan C emphasizes early entry.

All plans require documented evidence of managerial experience and successful completion of a comprehensive examination. You may apply for certification under one of three different plans. Check the plan that applies to you and be sure to read each eligibility requirement carefully. You must satisfy all requirements to be accepted under the plan you select.

Plan A Eligibility - Education Plus

- I have earned at least a two-year hospitality degree from an accredited institution or I have successfully completed the Educational Institute's twelve course Hospitality Management Diploma program.
- I am currently employed as an owner/ representative of owner, or in the personnel training and reserve program of representative of owner within a lodging hospitality company - with at least one year of full-time experience in one or more such positions.

Plan B Eligibility – Experience

- I am employed as an owner/ representative of owner, with at least three years of full-time experience in one or more such positions. Except for owner, others will be required to submit documentation of employment-Owner's Letter of Recommendation or other relevant documentation.

Plan C Eligibility - Early Entry

Plan C does not have an education requirement, but a degree will reduce the length of time you are required to spend in a qualifying position (1 year).

Through Plan C you can begin working on your CLO designation and demonstrating your commitment to professional development the first day of the job. This plan will allow individuals who are in qualifying positions to pursue their certification even if they are lacking in experience.

A Plan C candidate who is in a qualifying position:

- May sit for the examination BEFORE meeting the experience requirement.
- May sit for the examination while in the process of completing a hospitality degree.
- Will be required to submit documentation of employment-Owner's Letter of Recommendation at the time the experience requirement is met.

Please send all correspondence regarding the CLO program to my:

- Home Address Business Address

SECTION 2

PERSONAL AND PROFESSIONAL DATA (Correspondence will be sent to your business address unless otherwise indicated.)

| | | | | | |
|---------------------------|-------------------|---------------------|----------------------------|--|-----------------|
| PRINT Name (Mr./Ms./Mrs.) | | Birth Date | FOR OFFICE USE ONLY | | |
| Home Mailing Address | | | | | Customer # |
| City/State or Province | | Postal Code/Country | | | Payment/check # |
| Business Phone () | Home Phone () | Order # | | | Enrollment Date |
| Business Fax () | e-mail | | | | |

| | |
|-------------------------|---|
| PRESENT POSITION | Property Affiliations (chains, referral groups, management companies; include brochure if possible) |
| Company/Property | |
| Mailing Address | |
| City/State or Province | Postal Code/Country |

SECTION 3 – FEE/PAYMENT

If for some reason, you do not meet the CLO requirements, your program fee will be returned in full. If for any reason you do not complete your certification within six months after acceptance into the program, your program fee will be forfeited.

At this time, my property is a member of the American Hotel & Lodging Association: Yes No

AH&LA Member Property

- U.S. \$250 CLO Exam Fee
 U.S. \$200 CLO Study Material*
 U.S. \$450 for both

Non-AH&LA Member Property

- U.S. \$400 CLO Exam Fee
 U.S. \$250 CLO Study Material*
 U.S. \$650 for both

*To order the CLO study material before applying for the CLO program, please fill out this entire page and submit along with the appropriate fee, including shipping and handling** to:

American Hotel & Lodging Educational Institute, 800 N. Magnolia Avenue, Suite 300, Orlando, FL 32803
Phone: +1 407 999 8100 or 888 575 8726 • Fax: +1 407 999 8610 or +1 407 236 7848 • e-mail: certification@ahla.com

**For study material-only orders: Michigan and Florida Residents add 6% sales tax; U.S. and Canada add 7% of subtotal for shipping/handling; outside U.S. and Canada add 25% of subtotal for shipping/handling.

My check or money order is enclosed, made payable (in U.S. funds drawn on a U.S. bank) to: Educational Institute.
Please bill my credit card: Visa MasterCard American Express Diners Club Discover Card

Account Number _____ Expiration Date _____

Cardholder Signature _____ Print Name _____

If applying for CLO certification, please complete Sections 4 and 5 on the reverse side.

SECTION 4 – THE CLO EXAMINATION

If you plan to take your exam at a test site or through a review class, please provide the location and date below. Note that there may be a fee to attend and that these programs may be cancelled due to low enrollment.

| TEST SITE REGISTRATION | |
|------------------------|--------------|
| Location | Date of Test |

If you plan to take your examination through a proctor, please provide the necessary information below. A proctor is the person who will administer your examination. A proctor may be a CHA, CLM or CLO, a hospitality educator, an AH&LA member association/federation executive, or a member of the clergy. (Relatives cannot be accepted as proctors.) Please obtain consent from this individual before submitting his or her name. Your examination will be sent to your proctor upon your request. Once your proctor receives the exam you have 30 days to take the exam. If you have not yet chosen a proctor, write in this field "will call when ready;" the proctor must be present when taking the exam.

Please select one: Paper-based exam Online exam

| PROCTOR INFORMATION | | |
|------------------------|-----------------------|--------|
| Name (Mr./Ms./Mrs.) | Title | |
| Organization | Business Phone () | |
| Address | Business Fax () | |
| City/State or Province | Postal Code/Country | e-mail |

SECTION 5 – CERTIFICATION AGREEMENT

Please read the following Certification Agreement and sign and date it at the bottom. We **must** have your signature below to process your application.

The information I have provided is accurate. I understand that acceptance into the CLO program is based on this application and any support materials I have enclosed. I give the American Hotel & Lodging Educational Institute (AHLEI) permission to thoroughly investigate my past employment, education, and professional development activities. I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which might result from such an investigation. If I am accepted as a CLO candidate, I will have six months to complete **all** program requirements. If I do not complete the program within six months I will have to re-apply and submit all fees. I agree to hold AHLEI and its Certification Commission harmless from any and all liability in the event this application is rejected on the basis of the information furnished by me or third persons which would, in the judgment of AHLEI, make me ineligible for certification. I agree to accept the Certification Commission's decision as to my eligibility for this certification.

Effective March 1, 2015, once approved and processed, physical copies of professional certification records will be stored electronically.

Signature: _____ Date: _____

Print Name: _____

SPECIAL ACCOMMODATIONS

The Certification Commission supports the intent of the Americans with Disabilities Act (ADA). If you require special assistance during the certification examination, check the box below. Submit appropriate documentation substantiating your disability with this application. Call the Professional Certification Department at +1 407 999 8100 if you have any questions.

I request special examination assistance or a test modification during the examination due to a disability. With this application, I am including documentation of my disability in order to receive special accommodations.

Auxiliary aids and services can only be offered that do not fundamentally alter the measurement of skills or knowledge the examination is intended to test – Americans with Disabilities Act, Public Law 101-334 §309(b)(3)

Return to: American Hotel & Lodging Educational Institute
Professional Certification Department
800 N. Magnolia Ave., Suite 300, Orlando, FL 32803
Phone: +1 407 999 8100
Fax: +1 407 999 8610 or +1 407 236 7848
E-mail: certification@ahla.com