

檔 號：
保存年限：

醒吾技術學院 函

地址：新北市林口區粉寮路1段
101號

聯絡人：學習與教學資源中心

張慧齡助理

電子信箱

：099027@mail.hwc.edu.tw

聯絡電話：02-26015310分機

1900

傳真電話：02-26030760

受文者：國立暨南國際大學

發文日期：中華民國100年5月27日

發文字號：醒院教字第1000003625號

速別：最速件

密等及解密條件或保密期限：

附件：活動辦法及報名表（3625-CHE報名簡章.DOC、3625-說明會參加回函表.DOC、
3625-CHE認證中文報名表.DOC、3625-CHE英文報名表.PDF，共4個電子檔案）

主旨：本校辦理99年度北區技專校院教學資源中心計畫分項計畫
「4-4-E觀餐學群專業證照之推展」，敬請 查照轉知。

說明：

- 一、依99年度北區技專校院教學資源中心之分項計畫4-4-E推展觀餐學群專業證照，舉辦「餐旅業教育專業認證CHE培訓營」，敬邀各聯盟學校師生踴躍參加，並惠予與會人員公假。
- 二、相關詳細訊息請至北區技專校院教學資源中心網站查詢。
網址：<http://www.ctle.ntut.edu.tw/trc/index.jsp>
- 三、報名日期自即日起至100年6月3日止，相關報名辦法暨活動簡章詳如附件。

正本：公私立大專校院、北區技專校院教學資源中心

副本：醒吾技術學術觀餐學群、觀光事業系、旅運管理系

100/05/27
13:11:09

校長 周添城

擬辦：擬發醒院教字第1000003625號，係簽發。
一、擬公告於本校文件公告系統，宣導週知。
二、文陳閱後存。

代
行
爲

專任助理 馮郁筑

教授兼教學資源中心主任 林士彥

教授兼副 鄭健雄

教授兼 蕭 文
教務長

obu

第1頁 共1頁

100年5月27日暨收文總字第1000006752號



4688-3720

電
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教
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處



美國飯店業協會授權台灣總代理

電話：(04)2225-7020

傳真：(04)2221-1403

美國飯店業協會(America hotel & Lodging Association)

餐旅服務業督導 CHS (Certified Hospitality Educator)

認 證 研 習 會

CHE 是目前全球唯一的餐旅教育者專業認證，可以協助從事餐旅教育的教師，達到提昇教學品質和效率的成果，讓教學更有系統；以及如何引導學生更有主動學習和研究的意願和特質。

Certified Hospitality Educator 係由國際最權威的餐旅組織 American Hotel & Lodging Association 美國飯店業協會 EI 教育學院的資深教師親自來台執行課程，讓台灣的餐旅教師，有機會和美國餐旅教授如佛羅里達國際大學的 Andrew N. Vladimir 教授、休士頓大學的 Raymond C. Ellis, Jr 和 Ronald A. Nykiel 教授、密西根大學的 Jack D. Ninemeier 和 Ronald F. Cichy 教授、喬治亞大學的 Debra F. Cannon 教授、南加大的 Catherine M. Gustafson 教授、CMAA 協會的 Joe Perdue、AH&LA President Anthony Marshall 等 1200 多位國際知名學者一樣，獲得 CHE 餐旅教育者的殊榮。

CHE 首度在台灣開放辦理研習認證，取得資格之老師在學經歷上，將被深度肯定，對觀光餐旅之教師助益頗大，CHE 的梯次極少，敬請觀光餐旅教師即早報名，以免向隅。

主辦單位

醒吾技術學院教學資源中心

協辦單位

醒吾技術學院餐旅管理學系

承辦單位

奇果創新國際股份有限公司

鼎茂圖書出版股份有限公司

指導單位

教育部教學資源中心

美國飯店業協會台灣總代理北美教育學院

報名資格

大專校院餐旅、觀光、休閒等相關科系合格教師

須具備英文聽、說、讀、寫能力

招收名額

地址：台中市中區 40043 綠川東街 20 號 9 樓

E-mail: ligeia@tingmao.com.tw



美國飯店業協會授權台灣總代理

電話：(04)2225-7020

傳真：(04)2221-1403

本梯次僅招收 30 個名額，以報名完成先後順序，額滿為止。

課程費用及說明

原價 NT \$ 40,000

費用包括教材、考證、報名費、AH&LA 指派教師美國機票來回、教師鐘點、教師食宿費用，學員餐食費用(不包含學員住宿費用)。

此次北區教學資源中心聯盟學校之符合報名資格之教師全額免費，補助名額 15 名，未符合全額補助資格之學員須自費 NT\$35,800 元。

※全額補助之學員，須於報名時繳交保證金 NT\$10,000 元整，且必須全程參與課程，於課程結束後憑保證金繳費憑證得以全數退還該保證金。

課程規則

為詳細介紹此專業認證課程內容，於 6/7(二)舉辦兩場說明會，參加方式採報名回函傳真，詳細內容請見〔附件一〕說明會參加回函表。

報名方式

填寫中文報名表〔附件二〕後，於 100 年 6 月 3 日下午 5 點前傳真至 04-2221-1403，英文報名表〔附件三〕請於 100 年 6 月 3 日前(依郵戳為憑)連同中文報名表一併郵寄至台中市中區 40043 綠川東街 20 號 9 樓 張嘉真小姐 收。

報名截止時間

100 年 6 月 3 日止(以中文報名表及匯款單據傳真影本做為報名手續完成作為先後依據，請盡早報名)

上課時間

100 年 6 月 20 日(一)到 100 年 6 月 24 日(五) 上午 8:00~下午 5:00 共五天課程(6/16~6/19 前三天預習討論可自由參加)

上課地點及方式

- 一、地點：醒吾技術學院餐旅管理學系
- 二、方式：全程英語教學，由美國飯店業協會 EI 教育學院派遣資深教授來台授課。
- 三、第一階段：課程最後一天進行筆試測驗（試題 150 題，75%及格）
第二階段：筆試通過後，半年內自行錄製 45 分鐘的教學錄影帶寄回 AH&LA 總會審查，通過者正式發給 CHE 認證。

四、補充說明：

- 1.紙筆測驗第一次未通過者，只可申請補考一次，補考費用 US\$150

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2.錄影帶錄製重點

- ◎請以英文教學進行;影帶內容不得剪接
- ◎請將課程所學到的教學元素活用導入錄影帶教學中
- ◎若無法於半年時間內完成，請以電子信件書面函請 AH&LA 總會予以寬限時間，通常可准許再展延半年時間。

五、輔導制度

- 1.本會已經在台執行 CHE 六個梯次，也是台灣唯一有 CHE 開課輔導經驗的機構，可充份協助學員順利完成課程。
- 2.本梯次設有兩位臺灣區具有 CHE 資格的教師擔任助教，協助輔導參加學員完成 CHE 訓練課程。

匯款帳號

※保證金匯款帳號：

戶名：吳沅綾

代碼：013（國泰世華銀行-北桃園分行）

帳號：066-50-531338-1

費用：NT\$10,000

※報名費匯款帳號：

戶名：奇果創新國際股份有限公司

代碼：007（第一銀行-南台中分行）

帳號：402-10-066898

費用：NT\$35,800

CHE 課程進行流程

	課程內容	Home Work	備註
第一天	◎報到 ◎預習 Tab1~Tab3 ◎預習 Tab4~Tab6	<Home Work> ※複習 Tab1~Tab6 ※預習 Tab7~Tab12	自由參加
第二天	◎預習 Tab7~Tab9 ◎預習 Tab10~Tab12	<Home Work> ※複習 Tab1~Tab12	自由參加

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第三天	◎CHE 進修班的介紹 (Tab 1) ◎課程計畫 (Tab 2)	<Home Work> ※ 完成未來教學目標的簡報方式 ※ 準備前一天所交代的 INTRO 簡報 ※ 讀完 Tab 5：相關輔助媒體的運用 ※ 溫習 CHE Text 的教材準備	自由參加
第四天	AH&LA 協會簡介 CHE 課程簡介 CHE 導讀預習		
第五天	上午 ◎CHE 進修班的介紹 (Tab 1) 課程計畫 (Tab 2) ◎餐旅教學上課時間的規劃 (Tab 3) 下午 ◎餐旅教學上課時間的規劃 (Tab 3)	<Home Work> ※ 完成未來教學目標的簡報方式 ※ 準備第二天所交代的 INTRO 簡報 ※ 讀完 Tab 5：相關輔助媒體的運用 ※ 溫習第一天的教材準備 CHE Text	
第六天	上午 ◎餐旅教學課程內容介紹 (Tab 4) 下午 ◎餐旅教學相關輔助媒體介紹 (Tab 5)	<Home Work> ※ 證明簡報方法的內容 ※ 證明未來進修教室簡報的輔助媒體運用 ※ 讀完 Tab 6：互動教學 ※ 溫習第一天、二天的教材準備考試	
第七天	上午 ◎互動教學 (Tab 6) ◎溝通 (Tab 7) 下午 ◎溝通 (Tab 7)	<Home Work> ※ 選擇及發展出一種將在第 4 天做簡報用的互動教學方式 ※ 選擇及發展出用在未來學習教室的簡報 ※ 溫習第 1、2、3 天的教材準備考試	
第八天	上午 ◎做評估 (Tab 8) 下午 ◎學習課程總複習 ◎溫習教室內學習簡報 (Post-Workshop Classroom Presentation) ◎進修課程評估 ◎CHE 考試 ◎結業式		

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美國飯店業協會授權台灣總代理

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洽詢電話

主辦單位：02-26015310 分機 2481 請洽吳沄綾小姐/老師

承辦單位：請洽 04-2225-7020(總機) 聯絡人：張嘉真經理。

報名文件確認單

☐ 中文報名表	☐ 已傳真	☐ 尚未傳真
☐ 英文報名表(另附英文履歷資料+中文名片)	需郵寄回 AH&LA 台中辦事處	
☐ 匯款/轉帳單	☐ 已傳真	☐ 尚未傳真

地址：台中市中區 40043 綠川東街 20 號 9 樓

E-mail: ligeia@tingmao.com.tw



American
Hotel & Lodging
Educational Institute

AH&LA 餐旅教育最高榮譽 CHE 認證說明會參加回函表

姓 名：_____ 性別：男 M ☐ 女 F ☐

連絡電話：(H) _____ 手機：_____

服務學校：_____ 科系單位：_____

E-mail：_____

通訊地址：_____

參加場次：☐ 6/7(二)上午 8:00~12:00 教室：_____

☐ 6/7(二)下午 1:00~5:00 教室：_____

※注意事項

1. 相關問題可洽詢醒吾技術學院餐旅管理學系或來電 04-2225-7020 洽詢 AH&LA 台中辦事處張嘉真經理。
2. 回函表可 mail 至 ligeia@tingmao.com.tw 或傳真 04-2221-1403 給張嘉真經理收；醒吾技術學院校內老師回函表可直接 mail 或繳交給餐旅管理學系王彥蓁老師。



美國飯店業協會台中辦事處
40043 台中市 中區 綠川東街 20 號 9 樓
TEL: 04-2225-7020 FAX: 04-2221-1403
E-mail: ligeia@tingmao.com.tw



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AH&LA 餐旅教育最高榮譽 CHE 認證課程中文報名表

姓名(中)

姓名(英)

Chinese Characters

English name

英文(護照)姓

英文(護照)名

Family Name

Given Name

出生日期

19 年 月 日

性別

男 M ☐女 F ☐

Date of birth

YYYY/MM/DD

Sex

通訊地址

Current Address

連絡電話

手 機

Telephone No. (H) 0 —

Handphone

電子信箱

Email

@

教育背景

校名	科系	學位	起訖年/月

語言能力(勾選)

	國語	英語	台語	客語	日語
尚可					
精通					
其它語言					

工作經驗(包括目前的單位.職位必需涉及訓練.教導)

學校、部門、單位名稱	職稱	起訖年/月	離職原因
現任：			
曾任：			
曾任：			



American
Hotel & Lodging
Educational Institute

美國飯店業協會台中辦事處

40043 台中市東區綠川東街 20 號 9 樓

TEL: 04-2225-7020 FAX: 04-2221-1403

E-mail: ligeia@tingmao.com.tw

匯款收據影本黏貼處

報名流程確認

步驟	作業內容	檢查清單V
1.	填寫中文報名表附件一(傳真或 e-mail 回本會)	
2.	繳交課程費用 NT.\$35,800(收據傳真或 e-mail 回本會) 或繳交課程保證金 NT.\$10,000(收據傳真或 e-mail 回本會)	
3.	完成上述兩項內容煩請來電再次確認	
4.	填寫英文報名表(傳真或 e-mail 回本會)	
5.	請將英文報名表正本&名片一張郵寄回本會	

1. 請於 100 年 6 月 3 日前將報名表傳真至 04-2221-1403 張嘉真 經理 收。
2. 承辦單位服務電話請洽 04-2225-7020 或 0982-341844 聯絡人：張嘉真 經理



美國飯店業協會台中辦事處
40043 台中市中區綠川東街 20 號 9 樓
TEL: 04-2225-7020 FAX: 04-2221-1403
E-mail: ligeia@tingmao.com.tw



CHE[®] APPLICATION FORM

Certified Hospitality Educator

Please check the one plan through which you wish to pursue the CHE designation.

☐ Plan A

I meet all four PLAN A requirements:

- I am currently employed full-time as a post-secondary hospitality educator, with at least two years of experience in one or more such positions
- I have at least a baccalaureate degree or international diploma from an approved institution
- I have at least two years of full-time professional experience in the hospitality industry, with a minimum of one year in a managerial or supervisory position
- I speak, read, and write English fluently

☐ Plan B

I meet **all three** PLAN B requirements:

- I am currently employed full-time or part-time as a post-secondary hospitality educator
- I have at least five years of full-time professional experience in the hospitality industry, with a minimum of two years in a managerial or supervisory position
- I speak, read, and write English fluently

Please send all correspondence regarding the CHE to my:

☐ Home Address

☐ Business Address

PERSONAL DATA (Please type or print clearly.)

PRINT NAME (Mr./Ms.)	Birth Date	FOR OFFICE USE ONLY	
Home Mailing Address			
City/State or Province/Postal Code/Country			
Home Phone ()			
		Customer #	
		Payment/check #	
		Order #	Enrollment Date

ACADEMIC EXPERIENCE

Total number of years employed as a hospitality educator: _____

PRESENT POSITION			From / To /	Job Responsibilities	☐ Full Time ☐ Part Time
Institution					
Mailing Address					
City/State or Province/Postal Code/Country				Academic Administrator's Name	
Phone ()	Fax ()	e-mail		Academic Administrator's Phone ()	

INDUSTRY EXPERIENCE

Total number of years employed in the hospitality industry: _____

POSITION			From / To /	Job Responsibilities	☐ Full Time ☐ Part Time
Company/Property					
Mailing Address				Supervisor's Name	
City/State or Province/Postal Code/Country				Supervisor's Phone ()	

(Please attach additional sheets for experience as necessary.)

CHE WORKSHOP REGISTRATION

For the latest CHE workshop locations and dates, please contact the Educational Institute.

I plan to attend the CHE workshop scheduled for _____ (date)
in: _____ (city) _____ (state/province) _____ (country)

SPECIAL ACCOMMODATIONS

The Commission supports the intent of the Americans with Disabilities Act (ADA). If you require special aid or assistance during the CHE examination or workshop due to a physical or mental disability, indicate your request for special accommodations by checking the box below. Submit appropriate documentation substantiating your disability with this application form.

☐ **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 – American Disabilities Act, Public Law 101-334 §309(b)(3)

FEE/PAYMENT

(Prices are subject to change without notice).

Payment:

☐ My check or money order is enclosed.

(Made payable to the Educational Institute in U.S. funds drawn on a U.S. bank.)

☐ Please bill my credit card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club

☐ Discover Card

Account Number _____ Expiration Date _____

Cardholder Signature _____ Print Name _____

You will be responsible for any customs charges or duties applied to the shipment of your pre-workshop materials.

THE CHE PROCTOR REQUIREMENTS

Proctor information must be listed below in order to enroll in CHE. A proctor is the person who will administer your examination. A proctor may be a CHA or CHE, 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 when your workshop has been completed. Once your proctor receives the exam you have 15 days to take the exam.

PROCTOR INFORMATION

NAME (Mr./Ms.)		Title
Organization	Business Phone ()	
Home Mailing Address	Business Fax ()	
City/State or Province	Postal Code/Country	email

CERTIFICATION AGREEMENT

With this application, I am applying for candidacy status for the Certified Hospitality Educator (CHE) program and submitting the requested documentation, which includes a current resume. In submitting this application for the Certified Hospitality Educator program, I acknowledge that the information I have provided is accurate. I understand that acceptance into the program is based on this application, any support materials I have enclosed, and a favorable recommendation from my references. I hereby give the Educational Institute permission to make a thorough investigation of my past employment, education, and professional development activities, and 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.

In addition, I further agree to hold the Educational Institute and its Certification Commission harmless from any and all liability in the event this application is rejected on the basis of the information furnished to the Educational Institute by me or third persons which would, in the judgment of the Educational Institute, make me ineligible for certification. I agree to accept the Certification Commission's decision as to my eligibility for this certification.

Signature: _____ Date: _____

Print Name: _____



CHE[®] RECOMMENDATION FORM Certified Hospitality Educator

PLEASE TYPE OR PRINT CLEARLY.

The Certified Hospitality Educator (CHE) designation recognizes those individuals who have demonstrated the qualities needed to become effective hospitality educators.

Acceptance into the CHE program is contingent on a satisfactory recommendation. The applicant has been directed to give this form to his or her academic administrator. Please complete the information below on the applicant's behalf, attesting to his or her classroom experience and performance, leadership abilities, professionalism, interest in teaching, and communication skills.

(Note: EI's Certification Commission will not accept recommendations from relatives of potential certification candidates.)

I verify that _____
(name)
is currently employed with _____ of _____
(department or discipline) (academic institution)
in the position of _____ on a _____ full-time _____ part-time basis
(title)
for the period of _____ through _____
(month/year) (month/year)
His/her responsibilities include: _____

Additional comments: _____

Based on the applicant's experience and competence:

☐ I attest that the above information is true and understand that any misinformation provided may affect the candidacy of stated CHE applicant. I recommend this individual for the CHE program and verify that the position the candidate currently holds is a hospitality educator position. I will, if called upon, answer any questions regarding the employment of the stated CHE applicant.

☐ I do not recommend this person for acceptance as a CHE candidate.

Signature: _____ Date: _____

Your Name (Mr./Ms.): _____

Title: _____ Institution: _____

Address: _____ City: _____

State/Province: _____ Country: _____ Postal Code _____

Business Telephone: _____ Fax: _____ Email: _____

American Hotel & Lodging Educational Institute
Professional Certification Department
800 N. Magnolia Avenue, Suite 300 • Orlando, FL 32803
Phone: 407-999-8100 • Fax: 407-999-8610 • E-mail: certification@ahla.com

Steps to Earning the CHE Designation

1. Qualifications

Be sure you meet the CHE program requirements listed at the top of the attached Application Form.

2. Application and Tuition

Apply early (at least six weeks before your preferred workshop date), since each workshop is limited to 25 participants and you will need time to complete your pre-workshop activities. Submit your CHE Application Form, up-to-date resume, and the full tuition fee of U.S. \$600 in the U.S., Canada, and Mexico (U.S. \$650 in other countries). Fees are subject to change.

3. Recommendation

Ask your academic administrator to complete and submit the attached CHE Recommendation Form. (Recommendations from relatives are not accepted.)

4. Notice of Acceptance/Pre-Workshop Materials

Within two weeks of submitting your application materials, you will receive written notice of the Certification Commission's decision regarding your eligibility for the CHE program. Along with your acceptance, you will receive confirmation of your workshop site and date and your self-study materials. Complete the assignments as preparation for your workshop.

5. Two-and-a-Half-Day Workshop (4-day International)

Actively participate in the entire workshop, facilitated by EI-approved instructional experts. Each day's session begins at 8:00 a.m. Dress is casual. Experiment with new techniques through evening assignments.

6. Written Examination

To prove your mastery of the workshop material, successfully complete the CHE written examination.

7. Classroom Presentation

Within six months of your workshop, submit a videotape demonstrating your teaching proficiency. The video should show a 45- to 60-minute presentation you gave in a live classroom based on the principles and format you learned in the CHE program.

8. Final Evaluation

Receive an overall evaluation of your qualifications for the CHE designation. Instructional experts will look at your self-study materials and individual assignments, your participation in workshop discussions, the results of your written exam, and your videotaped post-workshop classroom presentation.

9. CHE Recognition

Attain the CHE designation and receive a lapel pin and certificate plaque to demonstrate your achievements.

Recertification

Gain recognition for your ongoing contributions to hospitality by earning recertification every five years. To maintain your CHE designation, simply choose from flexible options that combine your teaching experience, continuing education, professional affiliations, and other educational service. At the time of renewal, submit documentation of your activities with the recertification fee of U.S. \$100 (subject to change). If you do not meet the requirements, your CHE status expires after five years.

CHE Policies

Application Process

Each application is reviewed by the Certification Commission. Should candidacy status be denied for any reason, you will be notified in writing and the examination fee will be refunded.

An appeal for reconsideration can be made in writing to the Certification Commission Appeals Committee. You must submit the original application, all supporting documentation, and a letter outlining the reasons for reconsideration. The Committee will review these materials and render a decision in writing.

Examination/Presentation Results

The certification examination is based on proficiency and not on achievement. Therefore, the grading standard is set on a pass/fail basis with an actual numerical score being revealed. Examination results will be mailed directly to you. No examination scores will be given over the phone.

Evaluation of your videotaped post-workshop classroom presentation is made according to criteria set forth in the pre-workshop materials. As with the exam, the videos will be graded on a pass/fail basis, without an actual numerical score being revealed. A detailed report covering your strengths and recommendations for improvement will be mailed directly to you.

Examination/Presentation Second Opportunity

Should you be unsuccessful in completing the exam and/or videotaped post-workshop presentation requirements on your first attempt, a second opportunity is provided at no additional charge. You will have six months to complete your second attempt. If you still do not meet the appropriate requirements, you must wait one year, at which time you may reapply to the CHE program.

The CHE program is administered by the American Hotel & Lodging Educational Institute.

CHE Application Checklist

Required materials:

- ☐ Completed CHE Application Form
- ☐ Up-to-date resume
- ☐ Tuition payment
- ☐ Completed CHE Recommendation Form
- ☐ Completed Proctor Information

Recommended supporting documents:

- ☐ Copies of college transcripts
- ☐ Current and past job descriptions
- ☐ Organizational charts
- ☐ Other relevant materials

All applications and supporting documentation become the property of the Educational Institute.