

VERIFICATION OF 800 HOURS OF HOSPITALITY PROFESSIONAL WORK EXPERIENCE

Please note: If you started Cal Poly Pomona as a FIRST TIME FRESHMAN you must have completed all 800 hours after your high school graduation. If you are a TRANSFER STUDENT you must have completed at least 400 of these hours while you have been admitted/enrolled at Cal Poly Pomona. You are allowed to bring UP TO 400 hours with you from post-high school graduation till joining CPP, a total of 800 hours is still needed.

When do I need to submit my hours? Who do I give them to? You will need to submit proof of your hours by the first week of the quarter you are enrolled in HRT 3410 to your instructor. If you wish to turn them in earlier than that, please see the Career Services Coordinator.

What jobs count towards my 800 PWE? The hospitality industry is composed of lodging properties, resorts, restaurants of all types, as well as other hospitality segments including private clubs, banquet and catering businesses, event and meeting planners, cruise ships, casinos, and convention centers. It is within one of these areas that the student will acquire professional work experience. Think of the definition of hospitality itself – the cordial, generous and gracious reception of guests. Guests at your hotel, your resort, your restaurant, at a special event or as a member of your club. It is this type of experience, as well as managing those people who serve the guests, that the student should be acquiring for this major. Questions if your job counts? Please email or see the Career Services Coordinator BEFORE accepting the position.

What about the 200 hours for the hotel series? Contact Dr. Patrick Lee for all approvals, cplee@cpp.edu, 909.869.4285

Paid Positions:

Please submit a paycheck stub verifying your total number of hours (by your YTD) AND a letter written by you with the following information:

- Your name
- The company name, address, phone number
- Your supervisor's name and title
- Locations web link (website, yelp, etc.)
- The position you held and the job duties - these must be in the hospitality industry
- The month(s) and year(s) that employment began and ended
- The number of hours worked to date (This number should be as EXACT as possible)

Alternatively, if you cannot obtain a paycheck stub with a yearend YTD on it, you can submit any paystub AND a copy of your W2 for us to verify the total number of hours. If you worked for more than one employer to get to the minimum 800 hours of PWE, then you should have similar documentation for each employer.

Volunteer Hours:

Submit, on company letterhead the following information along with a copy of the business license or 501C3 documentation:

1. Your name
2. Your position and job duties - these must be in the hospitality industry
3. The month(s) and year(s) that employment began and ended
4. The number of hours worked to date (This number should be as EXACT as possible)
5. Signature and business card of your manager or supervisor

If you worked for more than one employer to get to the minimum 800 hours of PWE, then repeat the process for each employer you are submitting hours for.

Questions?

Ann Lara, Career Services Coordinator, The Collins College of Hospitality Management,
909.869.4149, aelara@cpp.edu, 79B-2210B