

Initial Application Inquiry Packet



American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

Dear Secondary Culinary Arts Program,

Thank you for your inquiry about ACFEFAC (American Culinary Federation Education Foundation's Accrediting Commission) Secondary Programmatic Certification. This initial inquiry packet includes 5 documents that will give you a good overview of the ACFEFAC Secondary Certification process and associated fees. Please review these documents and feel free to contact us at the ACF national office with any questions you might have.

Initial Inquiry Packet Contents:

- 1) Program Eligibility Criteria
- 2) Fee Schedule
- 3) Secondary Certification Agreement
- 4) Benefits of Becoming an ACFEF Certified
Secondary Culinary Arts Program
- 5) Frequently Asked Questions

Once you determine that your program is eligible and interested in applying for programmatic certification, you will need to contact us at the ACF national office and request the \$75 initial application packet. If you have further questions about the application or the process to attain Programmatic Certification, please call the ACF national office at (800) 624-9458. There is no additional fee for us to help you through this process.

Program Eligibility Criteria



American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

- 1. The program must be offered at an institution which is legally authorized under applicable state law to provide secondary education and which is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable government agency.**

The following are institutional accrediting agencies: Council on Occupational Education; New England Association of Schools and Colleges; Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges; Accrediting Council for Continuing Education and Training; Accrediting council for Independent Colleges and Schools; Accrediting commission of Career Schools and Colleges of Technology; and New York State Board of Regents. For a program to be eligible for ACFF accreditation, it must be offered in an institution accredited by one of the above-mentioned agencies.

- 2. The program's application for certification must be authorized by the institution's Principal, Vocational Director or designee.**
- 3. The program must be secondary/vocational and so authorized under applicable state law or comparable government unit.**

Some vocational technical programs have post-secondary enrollment; however, the majority of the students in the program must be enrolled at the secondary level.

- 4. The program must have been in continuous existence for a minimum of two years and must have graduated seventy percent of full time students within a three year period in order for the Committee to judge its educational success.**

Part of the self-assessment process includes incorporating feedback from the graduates, placement statistics, and satisfaction studies to help evaluate the success of the program.

Program Eligibility Criteria

- 5. The program must exhibit evidence of meeting the competencies as specified in the ACFEF Secondary Certification “Required Knowledge and Skill Competencies”.**

The “Required Knowledge and Competencies” consist of 11 knowledge areas (12 for Baking or Pastry programs) which not all require separate courses in order to satisfy this requirement. However the Committee will determine if the hours allotted to each objective is adequate for student competence.

- 6. The culinary/foodservice program must be designed to include both hands on and theoretical culinary instruction. The program must meet state requirements for contact hours covering both theoretical instruction and the required skill standards. Laboratory instruction or work based learning would make up the remainder of the required contact time (No fewer than 360 hours).**

If work based learning is included, this may be counted on a ratio of 10 hours of work=1 contact hour, as long as the work experience is monitored by school personnel and provides evidence that the objectives of the programs are met, formal agreements must be in place.

When counting contact hours, include those required for general education courses and work requirements. Fifty-minute classes count as one contact hour. However, work-study experiences are counted at the rate of 10:1.

Fee Schedule



American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

| | |
|---|-------|
| Application Packet | \$75 |
| New Program Application | \$325 |
| Initial Self Study Review | \$600 |
| Renewal Self Study Review | \$550 |
| Site Visit Administration Fee | \$200 |
| Fee For Late Submissions (Effective January 1,2007) | \$250 |

Late Fees

Late Fees will be assessed for late submissions of an Annual Report, Self Study, Annual Fees, and any other Commission related submissions with deadlines.

Annual Fees

An Annual Fee of \$200 must be submitted with the program Annual Report by May 31.

Site Visit Fees

Site Visit expenses for team evaluators and ACFEFAC evaluation staff will be paid for by the institution.

All fees are non-refundable. Per ACF policy, purchase orders are not accepted as a form of payment. Payment must be received in the form of check, credit card or money order. If your accounts payable department requires an invoice before payment is issued, please contact the office at (800) 624-9458, extension 109.

Secondary Certification Agreement



Return to: American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

With this application, the _____ is seeking Secondary Certification from the American Culinary Federation Education Foundation, Inc. As the legal representative of the institution I understand that it is my responsibility to provide the ACFEF with all documentation requested in the application form. In submitting this application, I acknowledge that the information I have provided is accurate. I hereby give the ACFEF the right to make a thorough investigation of the information provided and to see educational references. I release from liability all person and companies supplying information to the ACFEF for the purpose of this application. I release all persons I have listed in this application against any liability which might result from such an investigation.

I am aware that all educational information on the application must be accompanied by the appropriate documentation, as requested in the application, which may include letters of recommendation, newspaper and magazine articles and/or documentation relating to establishments and institutions. I am aware that all documentation provided will be retained by the ACFEF. All documents in a language other than English must be accompanied by a notarized English translation.

I agree to hold the American Culinary Federation Education Foundation, Inc., and its Secondary Certification Committee harmless from any and all liability in the event this application is rejected on the basis of the information provided to the ACFEF by me or third persons, who would, in the judgment of the ACFEF, make the institution ineligible for Secondary Certification. I agree to accept the Committee's decision as to our eligibility for Secondary Certification. I understand that Secondary Certification is awarded for terms of 3 or 5 years and will need to be renewed at the expiration of that term.

I understand that if areas of non-compliance to the ACFEF Standards are found after the review of our application and the programmatic site visit, the institution must complete all the requirements for Secondary Certification by the date written on the notification letter, or assume the re-examination fee of \$500 for a second review. The same application cannot be submitted twice.

I understand the fees involved for recognition by the ACFEF Secondary Certification Committee will include an application fee, a Self Study review fee and fees for all on-site evaluator's transportation, overnight accommodations, meals, mileage if driving to the site and any other actual site visit-related expenses. There will be included in the invoice sent to the program upon completion of the on-site visit, an administrative fee for the lead evaluator who will be recording and submitting the team report.

I further acknowledge that following secondary certification by the ACFEF Secondary Certification Committee, the institution pledges to uphold the standards required by the Secondary Certification process.

Name: _____ **Date:** _____

Title: _____

Institution Name: _____

Address: _____

Benefits of Becoming an ACFEF Certified Secondary Culinary Arts Program



American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

- Conveys a high level of professionalism about a program, its faculty, staff, administration, students and graduates to the public and culinary community
- Encourages the promotion of educational standards, which are established by industry leaders in both culinary arts and culinary arts education
- Standards are monitored by the American Culinary Federation Education Foundation Secondary Certification Committee
- Encourages and promotes ongoing systems for assessing a program's effectiveness
- Provides external peer review to verify program quality
- Allows programs to facilitate articulation agreements with post-secondary institutions and programs
- Ensures that the faculty and staff of the program are academically and professionally qualified and have preparation relevant to their areas of responsibility
- Assures students and potential students that a program meets or exceeds national standards set for culinary arts programs nationally
- Increases students knowledge about current industry practices
- Encourages mentoring for students and networking opportunities in the industry regionally and nationally
- Students receive Sizzle, the ACF's quarterly publication for students of Certified Secondary programs
- Students are required to pass a written examination administered through NOCTI and verify successful completion of an approved sanitation course to become Secondary Culinary Graduates
- Students are prepared for post-secondary training towards a college degree, participation in an ACFEF apprenticeship program, or placement in the industry
- Students are encouraged to use their hours earned (25 hours) at graduation toward ACF professional certification

Frequently Asked Questions



American Culinary Federation, Inc.
180 Center Place Way
St. Augustine, FL 32095
Toll-free: (800) 624-9458
Fax: (904) 825-4758
www.acfchefs.org

Question: What is the first step in the process?

Answer: Request the complete informational package from the ACF National Office, which includes the Application for Consideration of Initial Grant of Certification. Complete the application and submit it along with the required documentation to the ACF Office of Secondary Certification at 180 Center Place Way, St. Augustine, FL 32095.

Question: What happens after the application is returned?

Answer: Your program will be notified as to its eligibility within 30 days of receipt of the application.

Question: What happens after the application is approved?

Answer: Your program will be sent the Self Study template and instructions on how to complete the Self Study.

Question: What happens after the Self Study is completed?

Answer: The completed Self Study must be forwarded to Office of Secondary Certification for review. Your program will be contacted if additional documentation is needed. After the Self Study has been approved, you will be contacted by the Secondary Certification Coordinator to schedule your Site Visit. Upon confirming dates, the program will work closely with the Secondary Certification Coordinator to coordinate all arrangements for the Site Visit.

Question: What happens on the Site Visit?

Answer: An evaluation team spends 1 – 2 days at your program measuring the program against Certification Standards and the Self Study. Evaluators must observe lab and classroom activity. Students, faculty, administrators and advisory board members must be available to speak with. The evaluation team will form a team report for review by the Committee.

Question: What happens after the Site Visit?

Answer: Your program will submit a response to any Areas of Non-Compliance (if applicable). Your program's response, team report and Self Study will be reviewed by the Committee during one of its two yearly meetings (January and July).

Question: What happens after the final review?

Answer: The program is notified of the Committee's decision on a Grant of Secondary Certification.