American Culinary Federation
Education Foundation

ACFEF Secondary Certification

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Georgia Workshop 2010 | ACFEF Secondary Certification

Agenda

1. Programmatic Certification – Benefits and Requirements
2. Programmatic Certification Process
3. Key Documents
4. Site Visit Process
5. Secondary Certification Standards
6. Questions and Answers

Contact the ACF National Office
 800-624-9458 or www.acfchefs.org

Establish a relationship with the Accreditation Department
(Includes Secondary Programmatic Certification)
Candice, Russ, Mike, Becky or Peter
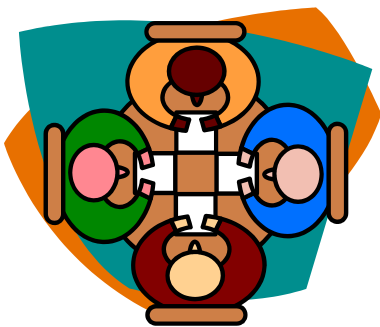
Secondary Programmatic Certification

❑ For secondary culinary arts or baking and pastry programs

❑ Voluntary program administered by the ACFEF Accrediting Commission

❑ Currently there are 131 secondary programs that are certified by the ACFEF

Secondary Programmatic Certification – Benefits

❑ Creates public trust by ensuring
- ✓ *Established standards*
- ✓ *Accountability and credibility*
- ✓ *High level of professionalism*
- ✓ *Up-to-date and current practices*

❑ Marketing tool for recruiting students

❑ ACFEF acts as a third party endorser for federal funding

❑ Enhances students' credibility in obtaining employment

❑ ACF certificate and CJC certification available to graduates

Secondary Programmatic Certification – Eligibility Requirements

❑ …offered at an institution …legally authorized under State law and is institutionally accredited by the US Dept of Education or a comparable government agency

❑ …evidence of meeting "Required Knowledge & Competencies"

❑ Program coordinator and all program faculty must satisfy the requirements outlined in the Standards

❑ …in continuous existence for a minimum of two years, with enough graduates to judge the success of the program

❑ …both hands on and theoretical instruction …no fewer than 360 hours

Programmatic Certification Steps

1. Interest shown in pursuing programmatic certification from the ACF – ACFEF Accrediting Commission
2. Contact ACF national office at 800-624-9458 Accreditation Department (Candice, Russ, Mike, Becky or Peter) or review information available at www.acfchefs.org
3. Request and review the Initial Inquiry Packet
    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

Programmatic Certification Steps

4. Institution/Program representative attend ACFEF Accreditation Workshop.
5. Contact ACF national office and request Application Packet (request must be accompanied by fee).
6. Initial Application sent to ACF national office with application fee.
7. Application packet reviewed.
8. Application accepted and letter/email with Self-Study template sent to the program.
9. If application deferred, additional documentation will be requested.

Programmatic Certification Steps

10. Self-Study (preferably on a flash drive) submitted to ACF national office at least 30 days prior to an on-site visit. Must be sent by UPS/FedEx for tracking purposes.
11. Self-Study reviewed for completeness.
12. Site Visit scheduled at least 30 days from the date of receipt at ACF national office.
13. On-site evaluation team assembled and Data Sheet sent to program.
14. Graduate/Employer Surveys conducted.
15. Evaluation Team on campus to: Validate Self-Study and measure program against ACFEF Secondary Certification Standards.

Programmatic Certification Steps

16. Evaluation Team Report is written and sent to ACF national office.
17. A narrative is sent to program for response.
18. Program submits written response to areas of non-compliance of ACFEF Secondary Certification Standards along with any necessary exhibits or samples.
19. ACFEFAC Secondary Committee meets: Action taken based on review of Self-Study, team report and program response for the type of certification.
    1. Certification Granted (Length of award based on initial/renewal and severity of non-compliances)
    2. Conditional Status Awarded
    3. Programmatic Certification Deferred

Fee Schedule for Secondary Certification

APPLICATION PACKET$75
APPLICATIONS FOR NEW PROGRAMS$325

SELF-STUDY REVIEW FEES (NEW PROGRAMS)$600
SELF-STUDY REVIEW FEES (RENEWALS)$550
(Self-Study payment to be sent prior to, or with Self-Study)
SITE VISIT ADMINISTRATION FEE$200

ANNUAL FEE$200

LATE FEES
FEE FOR LATE SUBMISSIONS**(Effective January 1, 2007)**$250
Late Fees will be assessed for late submissions of an Annual Report, Self-Study, Annual Fees, and any other Commission related submissions with deadlines.

Purchase of Culinary Arts Copyrighted Competencies Only$500
**Purchase of Culinary Arts and Baking and Pastry Competencies$750*

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Self Study

❑ A detailed, documentable, self assessment of the program addressing areas of the Secondary Standards and the Required Knowledge and Skill Competencies

❑ The self study will consist of a narrative section - the questions asked along with the narrative responses to the questions – and the required exhibits

❑ The template sent out will contain a listing of required documents (includes descriptions, narratives, samples and summaries) that must be addressed in either the narrative section of answers to questions or in the required exhibits

Self Study

❑ Required exhibits and samples must be labeled and indexed separately from the narrative with appropriate label/name on the exhibit

❑ Please remove student names, identification numbers, or social security numbers from exhibits

❑ A self study can take anywhere between two months and two years to complete, depending on the status of the program and when information and exhibits are available; however, the self study must be submitted within one year of the receipt of initial application

Self Study

- ☐ A renewal self study and site visit must be completed prior to the program's expiration date
- ☐ All aspects of the self study are reviewed beforehand by the site visiting team and the ACF National Office Accreditation staff
- ☐ Self Studies are preferably submitted electronically (USB, CD) but may be hard bound

one hard copy available on site for team use

Secondary Certification Faculty Data Sheet

- ❑ List all professional certifications
- ❑ Describe educational background
- ❑ List work experience (related to subject being taught)
- ❑ Professional Development activities
    1. Instructional skills
        - ✓ Educational conferences, seminars, and workshops
        - ✓ Institutional in-service meetings <u>with descriptions</u>
        - ✓ Visits to other culinary programs
    2. Technical skills
        - ✓ Visits to industry or businesses
        - ✓ Participation in technical conferences, seminars, and workshops
    3. Yearly activity

Secondary – Required Knowledge & Skill Competencies

KNOWLEDGE AREA: INTRODUCTION TO THE HOSPITALITY AND FOODSERVICE INDUSTRY			
PURPOSE*: To develop an understanding of the hospitality industry and career opportunities in the field. To investigate trade publications and professional organizations appropriate for continuing education. To become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.*			
Competencies (7)- Students will be able to:	***When Competency Taught:** *(i.e. semester, quarter, unit, year, etc;)*	**Contact Hours**	
		Lecture:	**Lab:**
• Define hospitality and the importance of quality customer service within the hospitality industry.			
• Trace growth and development of the hospitality and tourism industry.			
• Describe the various cuisines and their relationship to history and cultural development.			

Secondary – Required Knowledge & Skill Competencies

❑ Every competency must be addressed
❑ List where the knowledge area is being taught
  1. Examples: Year, semester, quarter, unit, chapter, etc.
  2. Detail as meaningful
❑ How much time is spent on each competency
❑ Primary area(s) where taught
❑ Total number of hours listed on the first page of Self Study
  3. Understood that this is approximate and will NOT be exact nor match exactly
    ✓ Lecture
    ✓ Lab
    ✓ Total Contact Hours

Equipment Safety Check Sheet

Sample:

Name of Student _____

Piece of Equipment	Date of Review	Student Signature	Instructor Signature	Comments
Chef's Knife				
Paring Knife				
Mandoline Slicer				
Hobart Mixers				
Steam Kettle				
Buffalo Chopper				

Site Visit – School Preparation

❑ Decide on a date for your site visit
  - ✓ Contact the ACF national office to place on the master site visit schedule
  - ✓ Determine whether a reception will be held
  - ✓ Arrange hotel accommodations and discuss travel arrangements for the evaluation team
  - ✓ Schedule coordinator/instructor availability for the time of the visit
  - ✓ Discuss exit meeting requirements – attendees/team
  - ✓ Prepare a work room for the team and gather all exhibits necessary for the on-site visit

Site Visit – ACF National Office Preparation

❑ Once scheduled, the ACF national office will:

- ✓ Determine evaluation team participants (subject to your program's approval)
- ✓ Notify your program of team members
  1. Provide Data Sheet – updates as needed
- ✓ Arrange air/train/car travel details for the evaluation team
- ✓ Review the self-study for completeness, including the required exhibits to be submitted with the self-study
- ✓ Notify the program if there are missing documents
- ✓ Notify team participants of the site visit schedule

During the Site Visit

❑ A team will be assembled to validate the Information submitted in the self-study
  ✓ Staff Representative/Lead Evaluator
  ✓ Culinary Educator/Industry Professional

❑ Typically a one full evening and one day visit (evening - reception, one full day on site conducting visit)
  ✓ This will depend on the size and type of programs
  ✓ Multiple programs may be grouped

❑ Team will observe classes – Lecture and Lab

❑ Team will interview faculty, staff, and students

❑ Team will conduct a structured review of curriculum, facilities, student services, administration, program objectives and philosophy

During the Site Visit

- ❑ The team will compose a report indicating whether the program has met and is in compliance with all the ACFEF Secondary Certification Standards.
- ❑ The report will document the team findings - the program strengths, any areas of non-compliance - and suggestions from the team as to how the program can come into compliance to the *Standards*.
- ❑ A verbal exit summary will be given to the program on the final day of the visit – no written documents left on site
- ❑ Within 10 business days of the visit a written narrative will be sent to the program coordinator.

During the Exit Interview of the Site Visit

❑ This will take place at the end of the day and the time will be decided by the Lead Evaluator

❑ Any type of invitees are allowed by the program

❑ Team Report findings will be shared
- ✓ Highlights program strengths
- ✓ Identifies areas of non-compliance – suggestions will be given of any non-compliances
- ✓ Provides additional suggestions from the evaluation team

❑ Some discussion will be allowed, however, it is not a debate

❑ A written report is not left on site

After the Site Visit

- ❑ You will receive a narrative of the Team Report summary
    - ✓ *If you had no areas of non-compliance, no action is required*
    - ✓ *If your report had areas of non-compliance, you must respond to each area in writing by the specified date, providing documentation for each area (include exhibits and samples as necessary)*
- ❑ You will receive a bill for site visit expenses within 30 days
- ❑ The Secondary Certification Committee will meet to consider your program's application for initial or renewal accreditation
    - ✓ *Certification Granted*
    - ✓ *Conditional Status*
    - ✓ *Certification Deferred*
    - ✓ *Certification Withheld*

Programmatic Certification Granted

❑ A letter of congratulations will be sent

❑ A certificate suitable for framing will be sent

❑ Your program will be listed on the ACF website (www.acfchefs.org), with a link to your program's website (if provided to us)

❑ Program coordinators will be placed on our contact list for secondary certification-specific emails

  ✓ ACFEFAC Newsletter each quarter
  ✓ Special incentives and announcements

Ongoing Requirements

❑ Annual Report showing substantive program changes, revisions, assessment data and faculty professional development. Reports are due either May 1 or November 1 – program anniversary date of certification
  ✓ Failure to submit – certification suspended, late fee
  ✓ Reminder with template sent out in February or September
  ✓ Years that a self study are due, no annual report is due
❑ Annual Fee
  ✓ Years that a site visit is due, no annual fee is due

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Ongoing Requirements

❑ Notification to the ACF national office of contact information changes (emails, telephone #'s, name of new contact, etc)

❑ Renewal – Grant of Secondary Programmatic Certification
  ✓ It is the program's responsibility to file an application for renewal, complete a self study, and schedule a site visit PRIOR TO expiration of certification

Graduate Recognition

- ❑ CJC- Certified Junior Culinarian

- ❑ Secondary Culinary Graduate

- ❑ Requires NOCTI testing
    - ✓ National Occupational Competency Testing Institute

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Testing

❑ NOCTI - at individual educational institution

❑ Written and Practical Exam available

    ✓ CJC – 70% or higher written AND 75% or higher practical

    ✓ Secondary Culinary Graduate – 70% or higher written OR 70% or higher as an average of written and practical scores

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Fees

❑ NOCTI test fees – fees are paid to NOCTI

❑ Written Assessment Only

✓ Paper/pencil administration - $24.00

✓ Online administration - $18.50

❑ Written and Performance (Practical) Set

✓ Paper/pencil administration - $26.00/set

✓ Online admin/performance rating entry - $21.00/set

Awards and Fees

- ❑ To receive awards, submit Secondary Culinarian Recognition Award Form Request, along with copies of official NOCTI test assessments and appropriate payment to the ACF national office
- ❑ CJC Certificate - $35.00
- ❑ Secondary Culinary Graduate Certificate - $25.00
- ❑ Both CJC and Graduate Certificate - $50.00
- ❑ Graduate Patch - $10

ACFEF Secondary Certification Standards for Secondary Culinary Arts Programs – JAN 2009

1.0 Program Eligibility Criteria

2.0 Program Missions and Goals

3.0 Organization and Administration

4.0 Faculty and Staff

5.0 Curriculum

6.0 Facilities

7.0 Program Assessment

2.0 Program Mission and Goals

❑ 2.2 The mission and goals of the program are consistent with the philosophy of the institution as well as industry standards.

❑ 2.4 The program's mission, goals, tuition and fees, requirements for entrance, and continuation in the program, and descriptions of course and kitchen/lab experiences are accurate, and are publicly available.

❑ 2.92 Scholarship information is available to students.

3.0 Organization and Administration

❑ 3.1.3   There are written job descriptions for the program coordinator, faculty and support staff.

❑ 3.3   The program shall have an Advisory Committee (Board of Directors, Apprenticeship Committee or Steering Committee) whose meetings are scheduled on a regular basis (minimum of two meetings each year) to advise the program and respond to the employment needs of the industry. Written agendas and minutes which include members in attendance are available to document this activity.

3.0 Organization and Administration

❑ 3.3.2 On a continuing basis an Advisory Committee assists the program coordinator in assuring that the program responds to the needs of the industry, including job skills and equipment and continues to meet the standards of the ACFEF Secondary Certification Committee.

❑ 3.4 There is evidence of continuing financial support commensurate with the resources of the institution and appropriate to the needs of the program.

3.0 Organization and Administration

❑ 3.5 The program mission, goals, competencies and or behavioral objectives stated in behavioral terms, course outlines, including evaluation strategies, class schedules, and descriptions and schedules of supervised kitchen/laboratory or work experience shall be on file, open to review, reviewed annually by the advisory board. The review should be reflected in minutes.

4.0 Faculty and Staff

❑ 4.1 The faculty of the program is academically and professionally qualified.

❑ 4.1.1 The faculty has professional preparation relevant to their areas of responsibility, and has demonstrated and documented professional participation in those areas.

❑ 4.1.2 All program faculty in the technical phase of the program must have at least one of the following credentials:

- Certifiable at the ACF CCC or CSCE level
- Associate Degree in a related discipline and/or satisfy the institutional educational requirements

Note: Effective January 1, 2012, all full-time faculty must satisfy this Standard

4.0 Faculty and Staff

- ❑ 4.5 Faculty must participate in and document continuing professional development which includes technical and instructional skills.

- ❑ 4.5.1 The program faculty must show evidence of professional growth in the technical areas for which they have teaching responsibilities.

- ❑ 4.5.2 The program faculty must show evidence of professional growth in the area of instructional skills.

5.0 Curriculum

❏ 5.1.1 Units of instruction follow written outlines/lesson plans which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria, course description and student evaluation methods.

❏ 5.1.3 Guest speakers and field trips are utilized to provide additional program enrichment.

❏ 5.2.1 Course requirements are organized and sequenced so that knowledge and skills are developed progressively throughout the program.

5.0 Curriculum

❏ 5.3 The program curriculum must include at least the required objectives as specified in the Required Knowledge and Skill Competencies, and the number of hours allotted to each objective must be adequate for student competence.

❏ 5.5 There are well-defined, verifiable, and consistent measurement strategies utilized in the grading procedures in both lecture and lab courses.

❏ 5.7 The kitchen/laboratory experiences reflect high standards of professional practice.

5.0 Curriculum

☐ 5.7.1 Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Material Safety Data Sheets (MSDS) are available and visibly accessible in each of the laboratories and are updated on a regular basis.

☐ 5.7.2 Students are trained in the proper use of laboratory equipment with documentation/evidence of this training available for review and kept in each student's file. (Equipment Safety Check Sheet)

6.0 Facilities

☐ 6.1 The facilities and equipment of the institution are adequate for the needs of the program.

☐ 6.1.1 Classroom space is available to support the program objectives.

☐ 6.1.2 Space is provided for the program coordinator, faculty members and staff.

☐ 6.3   The kitchen/laboratory facilities reflect safe and sanitary conditions.

7.0 Program Assessment

❑ 7.2.2 There is an ongoing and documented system for assessing validity of curriculum by students, faculty, and advisory committees.

❑ 7.2.3 There is an ongoing system for assessing and documenting graduate placements, student retention, and educational achievements for students, in verifiable and consistent ways, including employer surveys, graduate follow-up surveys, and job placement rates which indicate a majority of graduates are placed in their field of study following graduation.

For additional information please contact:

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