



ACFEF Secondary Certification

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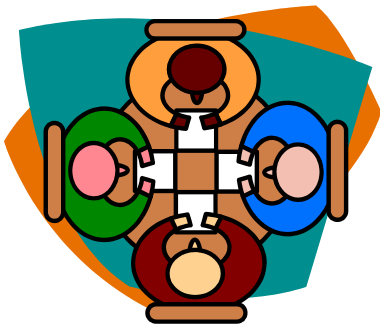
1. Programmatic Certification – Benefits and Requirements
2. Programmatic Certification Process
3. Graduate Certification
4. Instructor Certification
5. Questions and Answers





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, or Becky





Secondary Programmatic Certification

- For secondary culinary arts or baking and pastry programs
 - Voluntary program administered by the ACFEF Accrediting Commission
 - Currently there are 134 secondary programs that are certified by the ACFEF
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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
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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**
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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, or Becky**)
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.
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Programmatic Certification Steps

10. Self-Study (preferably on a flash drive) submitted to ACF national office and to all evaluators 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 visit determined by program and national office
 13. On-site evaluation team assembled and Data Sheet sent to program.
 14. Evaluation Team on campus to: Validate Self-Study and measure program against ACFEF Secondary Certification Standards.
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Programmatic Certification Steps

15. Evaluation Team Report is written and sent to ACF national office.
 16. A narrative is sent to program for response.
 17. Program submits written response to areas of non-compliance of ACFEF Secondary Certification Standards along with any necessary exhibits or samples.
 18. ACFEFAC Secondary Committee meets: Action taken based on review of Self-Study, team report and program response
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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

(plus evaluator expenses for site visit)

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*



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 with descriptions
 - ✓ Visits to other culinary programs
 2. Technical skills
 - ✓ Visits to industry or businesses
 - ✓ Participation in technical conferences, seminars, and workshops
 3. Yearly activity
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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
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Graduate Recognition

- CJC- Certified Junior Culinarian
- Secondary Culinary Graduate
- Requires NOCTI testing
 - ✓ National Occupational Competency Testing Institute



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
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Awards and Fees

- To receive awards, submit Secondary Culinarian Recognition Award Form Request, along with copies of official NOCTI test assessment results 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



CSCE- Certified Secondary Culinary Educator

- 4 mandatory courses-30 hrs. Sanitation, Nutrition, Supervisory Mgmt. and Basic Food Prep
 - Minimum of 1200 teaching contact hours within the past 10 years
 - Bachelors Degree in any discipline +120 hrs in Education Development **or**
 - Associates Degree in Culinary Arts +120 hrs in Education Development
 - Education Development= 8 hrs. curriculum planning & development
 - 8 hrs. evaluation and testing
 - 8 hrs. teaching methodology
 - 8 hrs. education psychology
 - Submission of a 45-60 min video demonstrating teaching proficiency of culinary arts in front of an audience
 - ACF Written Exam administered by Comira
 - ACF Practical Skill Proficiency Exam administered at an ACF Approved Test Site
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CCE- Certified Culinary Educator

- 3 mandatory courses-30 hrs. Sanitation, Nutrition, Supervisory Mgmt. * if taken more than 5 years ago an 8 hr. refresher is required
- 2 years as a Chef de Cuisine (CCC) or higher or 2 years as a Working Pastry Chef (CWPC) within the past 10 years
- Minimum of 1200 post secondary teaching contact hours within the past 10 years
- Bachelors Degree in any discipline +120 hrs in Education Development **or**
- Associates Degree in Culinary Arts +120 hrs in Education Development
 - Education Development= 8 hrs. curriculum planning & development
 - 8 hrs. evaluation and testing
 - 8 hrs. teaching methodology
 - 8 hrs. education psychology
- Submission of a 60 min video demonstrating teaching proficiency of culinary arts in front of an audience
- ACF Written Exam administered by Comira
- ACF Practical Skill Proficiency Exam administered at an ACF Approved Test Site



- Certification is now a 2 step process
 - You do not need to be an ACF member for certification
Advantages are: reduced fees and chapter opportunities
 - Certifications need to be renewed every 5 years with continuing educational requirements
 - If certifications lapse, then process starts all over again as initial with tests, fees, and documentation
 - Contact: certification staff members- Glenna, Brenda, Alina and Sandy
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ACFEF Apprenticeship

- ✓ Contact local chapter to see if they have an apprenticeship program
- ✓ Graduates at least 17 years of age
- ✓ Work full time in an approved sponsoring house
- ✓ and go to school usually 1 day a week

Costs vary from chapter to chapter, but membership incentives available from the ACF national office

Online portal for apprentices to keep their required “Log Book”

www.acfchefs.org/schools or www.acfchefs.org/certify
