



Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

INSTITUTION INFORMATION:

IMIS ID (for ACFEF Use): _____ School Type (check one): Postsecondary Secondary Dual

School Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Website Address: _____

Contact (Program Coordinator/Lead Instructor) Name: _____ Title: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Has there been a change in Program Coordinator/Lead Instructor since your last Annual Report? Yes No

Name of Institution's President/Principal: _____ Title: _____

PROGRAMS INFORMATION:

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

REQUIRED SIGNATURES:

All documents submitted to the ACFEF by the Educational Institution completing this Annual Report and corresponding Exhibits will be verified to be accurate and truthful, and are the responsibility of the Educational Institution Representative approving and signing this application.

Application Submitted by: _____

Signature of Program Coordinator/Lead Instructor

Date

Application Approved by: _____

Signature of Authorized Educational Institution Representative

Date

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

ANNUAL REPORT TASK TIMELINE

Time Prior to Due Date of May 1st	Annual Report Tasks
January 1st - May 1st of the current year	<p>1. Annual Reports are required to be submitted by all ACFEF Postsecondary Accredited/Secondary Certified programs between January 1 and May 1 each year.</p> <p>Note: You will be exempt from submitting an Annual Report during the year in which you are scheduled for a Site Visit, as this information will be contained in your Self Study and be reviewed during the Site Visit.</p> <p>2. Follows these steps to process your Annual Report:</p> <ol style="list-style-type: none"> Complete the Annual Report and Professional Development Report document templates, available on the ACF website for downloading at http://www.acfchefs.org/ACF/Resources/Downloads/ACF/Resources/Downloads/. Save the documents including your school name in the file name to be emailed. Example: <i>Annual Report Bishop State Community College</i>. Abbreviate school name if necessary. Email the completed documents and Exhibits to annualreports@acfchefs.net. <p>Note: As a part of our “Going Green” initiative, we will not be accepting mailed hard copies of Annual Reports.</p> <p>3. Your Annual Report will be reviewed and you will be notified of the status. Any pending issues must come into compliance by June.</p> <p>4. If you have any questions, please do not hesitate to contact the Accreditation Department at (800) 624-9458.</p>
By July 1st	You will receive an email from the ACFEF Accreditation Department informing you that the Annual Report has been accepted as complete or the information that has been submitted is insufficient and requires additional clarification or Exhibits.

EXHIBIT CHECKLIST

- Use the following Exhibit Checklist to ensure all necessary supporting documentation is included with your Annual Report.

Note: The Exhibits are labeled to match the Exhibit #'s used in the 2016 Self Study.

Self Study Section	Required Exhibits
3.0 Organization & Administration	Exhibit 3B (Standard 3.05) Advisory Committee minutes for past year.
4.0 Faculty and Staff	Exhibit 4D (Standard 4.03 and 4.09) Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.
5.0 Curriculum	Exhibit 5C (Standard 5.17) Copy of completed student Equipment Safety Check Sheet.
6.0 Facilities	Exhibit 6C (Standard 6.05) Current sanitation report, if required by federal, state or local code.
8.0 Program Assessment	Exhibit 8B (Standard 8.05) Evaluations and Surveys: Summary of graduate placement data (college, workforce and military), student retention and educational achievements and industry certificates for students in verifiable and consistent ways including: employer surveys, graduate follow-up surveys, job placement rates.

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

ACFEF STANDARDS AND EVIDENCE OF COMPLIANCE

Instructions

Included in the following pages of the Annual Report are items that pertain to your program in relation to the ACFEF Standards and Required Knowledge and Skills Competencies. These items are a subset of the ACFEF Self Study.

Please read each of the listed Standards and Evidence of Compliance carefully. Then provide the required Exhibit documents(s) and/or narrative response.

Once completed, save your Annual Report Template and Exhibit files into the appropriate files emailed to you by the ACFEF Accreditation Department.

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>3.05 The program will have an Advisory Committee whose meetings are scheduled twice per year (one meeting per semester) to advise the program and respond to the employment needs of the industry. Written agendas and minutes which include members in attendance and are available to document this activity.</i></p>	<p>1. Exhibit 3B - Advisory Committee minutes for past year which include:</p> <ul style="list-style-type: none"> a. Minimum of two written meeting minutes. b. Meeting minutes include: list of Advisory Committee members in attendance (with their titles). c. Meeting minutes include agenda topics: <ul style="list-style-type: none"> - curriculum - facility equipment - student recruitment - graduate placement - externships - funding sources - scholarships - industry needs - ACFEF standards and Required Knowledge and Skills Competencies - examples of major suggestions and results

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>4.03 The faculty has professional preparation relevant to their areas of responsibility, and has demonstrated and documented professional participation in those areas.</i></p>	<p>1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p>

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>4.09 The program faculty must show evidence of professional growth on an annual basis in the area of instructional and technical skills.</i></p>	<p>1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p>

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>5.17 Students are trained in the proper use of lab equipment with documentation and evidence of training available for review and kept on file. (Equipment Safety Check Sheet).</i></p>	<p>1. Exhibit 5C - Copy of the Equipment Safety Check Sheet.</p>

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>6.05 All lab experiences are in facilities that meet federal, state, and local codes.</i></p>	<p>1. Exhibit 6C - Current sanitation report, if required by federal, state or local code.</p>

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>8.05 There is an ongoing system for assessing and documenting graduate placement (college, workforce, military), student retention, and educational achievements for students, in verifiable and consistent ways, including employer surveys, graduate follow-up surveys, and job placement rates.</i></p>	<p>1. Exhibit 8B – Evaluations and Surveys: Summary of graduate placement data (college, workforce and military), student retention and educational achievements for students in verifiable and consistent ways including:</p> <ul style="list-style-type: none"> a. Employer surveys b. Graduate follow-up surveys c. Job placement rates <p>Note: Remove all student identification information from documentation submitted in exhibits.</p>

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>8.06 The assessed data findings are publicly available and used in the program planning involving: administration, faculty, students, Advisory Committee, employers and graduates affiliated with the program.</i></p>	<ol style="list-style-type: none">1. Write narrative response describing:<ol style="list-style-type: none">a. How assessed data findings are used in the program planning involving:<ul style="list-style-type: none">- Administration, faculty- Students- Advisory Committee- Employers- Graduates affiliated with the programb. How/where your institution offers the public information on student performance:<ul style="list-style-type: none">- link to website, brochure, annual report, etc.
<p>Narrative Response:</p>	

POSTSECONDARY ACCREDITATION AND SECONDARY CERTIFICATION FEEDBACK

1. How has the Postsecondary Accreditation / Secondary Certification process affected your program?

Narrative Response (Please limit narrative to 250 words):

2. Do you intend to seek renewal of your programmatic Postsecondary Accreditation / Secondary Certification?

Yes **No** (If no, explain below):

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

PROGRAM CHANGES IN THE PAST YEAR

Report any changes to your Program(s) during the past year regarding the following topics. Please limit narrative to 250 words. If no changes were made to a topic, write N/A in the narrative section.

Topic	Narrative Response
1. Facility/Equipment	
2. Resources	

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

<p>3. Budget</p>	
<p>4. Course Titles/Competencies</p>	

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

<p>5. Support Staff</p>	
<p>6. Mission & Goals of Program</p>	

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

<p>7. Institution and/or Program Accreditation Status/State Approval</p>	
<p>8. Student Services</p>	

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

<p>9. Program Additions</p>	
<p>10. Other changes affecting the Accredited Program</p>	