



Helping You Prepare For Accreditation and
Maintain Best Practices

Here are the Most
Commonly Cited
Standards ...



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...Best Practice
Examples To Help
You Put Your Best
Foot Forward.



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Standard 3.5 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.

Best Practice – Schedule a Spring and Fall Advisory Meeting well in advance letting Advisory Committee know of dates. Use a template for advisory meeting minutes.

Example of Advisory Committee Agenda and Advisory Committee minutes template :

http://www.acfchefs.org/download/documents/Accreditation/best_practices/sampleagendaadvisorycommeeting.doc

http://www.acfchefs.org/download/documents/Accreditation/best_practices/advisory_minutes_template.doc



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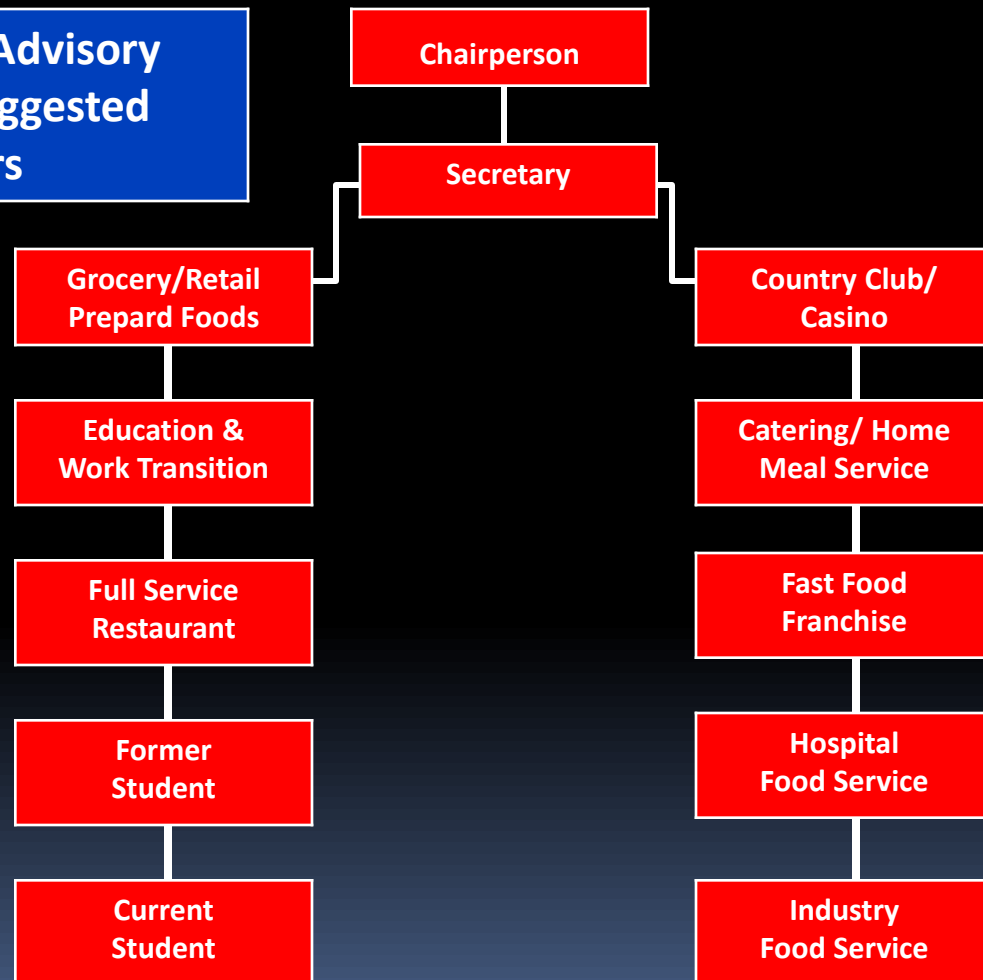
Standard 3.6 - Members of the Advisory Committee include a variety of representatives from the hospitality industry (institutional foodservice, restaurants, clubs, hotels, allied foodservice businesses or education) and must include a current student or recent graduate of the program.

Best Practice - Your Advisory Committee must have minimum of two advisory board meetings within the past year. Members should include a cross section of the food industry, college administration and public members. It is also required to include a recent graduate (within the last 5 years) or a current student.

Example of Suggested Organizational Members: See next Page

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Example of an Advisory Committee Suggested Members





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Standard 4.2 - There are written job descriptions for program staff.

Best Practice - A job description must be written and on file for each faculty position describing the primary function and responsibilities of that position.

Examples of:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/secondjobdescriptexample.doc

http://www.acfchefs.org/download/documents/Accreditation/best_practices/genericpcjobdescriptexample.doc



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Standard 4.9 - The program faculty must show evidence of professional growth on an annual basis in the area of instructional and technical skills.

Best Practice - In filling out the Professional Development Reports (PDR) please have forms signed and dated. These forms must be up to date reflecting the professional development activities of the last year. The program coordinator or lead instructor may also keep a separate list of any professional development activities within the department to assist faculty with completing these forms. You must have a PDR for each faculty member that is teaching within the program that is seeking accreditation or certification.

Example Of:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/pdrexample.pdf



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Standard 5.9 - Nutrition, Sanitation and Human Relations Management competency areas must meet the minimum number of contact hours as listed below:

- Secondary Programs: Minimum of 15 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 7 hours directed by an instructor.
- Post-Secondary Programs: Minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor. 5.14 the lab experiences and dining facilities, if applicable, reflects high standards of professional appearance by instructors and students to ensure sanitation and safety policies are being met.

Best Practice - In completing the Required Knowledge and Skill Competencies make sure to show the minimum hours in teaching Nutrition, Sanitation and Human Relations Management. Be sure to show through syllabus and lesson plans when these subjects are taught and that the hours correspond with what has been documented in the Required Knowledge and Skill Competencies.



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Standard 5.14 - The lab experiences and dining facilities, if applicable, reflect high standards of professional appearance by instructors and students to ensure sanitation and safety policies are being met.

Best Practice - As you are teaching and training new “Emerging Professionals” in the culinary industry, it is the policy of the ACFEF that you adhere to a basic professional chef dress code.

Examples of:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/uniformpolicyexample.doc

Uniform example on next page

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Minimum Required Uniform

Uniforms Must be clean and pressed

No exposed Jewelry

No perfume or cologne

No finger nail polish/acrylic nails

Facial hair neat and trimmed

Long hair tied back and tucked under hat

Bangs tucked under hat

Options:

Neckerchief

Apron

Hairnets



Chef Hat



Chef Coat

**Hemmed
Chef Pants**

**Non-Skid
Shoes**



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Standard 5.16 - Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Safety Data Sheets (SDS) are available in each of the lab and are reflective of current inventory.

Best Practice - The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. All students need to be aware of the chemicals used in the lab and the SDS needs to be clearly visible, well labeled and updated regularly. Students can take inventory of chemicals and update the SDS sheets by going on line at <https://www.msdsonline.com>

Examples of:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/msdsexample.pdf

About SDSs from OSHA:

[*Hazard Communication Safety Data Sheet Quick Card*](#)

Where to get the binders:

[*SDS Binder, SDS Station in Stock - ULINE*](#)

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**Suggested
Safety Data Sheets Binder**





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Standard 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).

Best Practice - Equipment Safety Check Sheet should be kept on file for each student. The sheet should include every major piece of equipment that is utilized in lab. Many programs utilize a rubric system for the student to rate their knowledge. Although this sheet is commonly used for large pieces of equipment, the program should consider small equipment, knife safety, emergency procedures, and SDS knowledge. This form should also be signed and dated by both the instructor and student for each piece of equipment identified.

Example of:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/equipmentsafetyexample.doc



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Standard 5.20 - Externship, internship, co-op, or apprenticeship training program must include a written agreement which meets the objectives of the total program. Documentation on file must include documented and signed training agreement, employer evaluations of student, instructor evaluations of students, and students' evaluations of work stations and experience.

Best Practice - Have all the required documents used in the supervised work experience filled out and signed and have them in the students file.

Example of Externship/Internship forms:

http://www.acfchefs.org/download/documents/Accreditation/best_practices/externship2.pdf

http://www.acfchefs.org/download/documents/Accreditation/best_practices/culinary_externship_weekly_journal_entry.doc



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Standard 6.7 - The lab facilities reflect safe and sanitary conditions.

Best Practice - The lab must be clean, well-organized and food is clearly labeled and dated. Students should not store personal items (coats, sodas, etc.) in lab areas. Check all fire extinguishers and verify that the hood systems are up-to-date and serviced. Each piece of equipment must be in working order. If not, tag the piece of equipment or have it removed from the kitchen. If a repair or maintenance order has been requested please have that available for the industry evaluator. Kitchen facilities need to be cleaned prior to the scheduled visit. Daily use is noted but deep cleaning issues may be cited.



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Standard 6.8 - The faculty, staff, and students are trained in the institutional policy for first aid and emergency services.

Best Practice - Some institutions, due to school policy, do not allow first aid kits in lab areas. If you do have first aid kits, please check to make sure that they are stocked. Ensure students are aware of the first aid policy of your school and if first aid kits are allowed in lab have the kit visible and well labeled.

Where to get First-Aid kits:

[Uline First Aid Kits in Stock - ULINE](#)

Example Of First Aid Kit: See next page

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Suggested First Aid Kit





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If any questions you might
have about your Self-Study
please call the ACFEF
Accreditation Department
At 800-624-9458 - We will
help you!