

## Programmatic Accreditation Steps



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

- Institution/Program representative attend ACFEF Accreditation Workshop.
- Application Packet sent to Initial/Renewal Applicants.
- Initial/Renewal Application sent to ACF national office with application fee.
- Application Packet reviewed.
- Application accepted and letter with Self Study template sent to the program.
- If application deferred, additional documentation will be requested.
- Self Study (preferably on a flash drive) submitted to ACF national office at least 30–45 days prior to an on-site visit. Must be sent by UPS/FedEx for tracking purposes.
- Self Study reviewed for completeness.
- Site Visit scheduled at least 30–45 days from the date of receipt at ACF national office.
- On-Site Evaluation Team assembled and Data Sheet sent to program.
- Graduate/Employer Surveys conducted.
- Evaluation Team on campus to: Validate Self Study and measure program against ACFEFAC Standards.
- Evaluation Team Report is written and sent to ACF national office.
- A narrative is sent to program for response.
- Program submits response to areas of non-compliance of ACFEF Standards.
- Commission meets: Actions based on review of Self Study, team report and program response for the type of accreditation.

Accreditation	Conditional Status	Deferral of Accreditation	Denial
<b>Initial can only be a 3 or 5-year grant</b>	Programs with cited areas of non-compliance that have not been responded to appropriately	Program has up to one year to rectify	Program may appeal
<b>Renewal can be a 3, 5, or 7-year grant</b>	Status is removed and accreditation is renewed/ granted within 3–6 months	Accreditation is renewed or granted, or program is denied	Commission considers appeal
			Commission votes to uphold denial or votes for accreditation