



# Standards: Postsecondary Accreditation and Secondary Certification

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## SECTION 1.0 STANDARDS - PROGRAM ELIGIBILITY CRITERIA

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>1.01 The program must be offered at an institution which is legally authorized under applicable state law to provide secondary or postsecondary education and is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable government agency.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 1A - Copy of legal licensure to operate and a state certificate of approval to provide secondary or postsecondary education by the Department of Education or a comparable government agency. Copy of certification of accreditation. Submit with Application.</li> <li>2. Write a narrative response describing:               <ol style="list-style-type: none"> <li>a. The institution, including accreditation and licensure status.</li> </ol> <p><b>Note:</b> If a recognized agency has denied accreditation, placed the program on public probationary status, or has revoked the accreditation, provide an account of such action(s).</p> </li> </ol>
<p><i>1.02 The program's application for accreditation must be authorized by the institutional chief executive or designee.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 1B - Copy of Postsecondary Accreditation/Secondary Certification Application.</li> </ol>
<p><i>1.03 The program must have a minimum of 1 year's graduates and a graduation rate that is acceptable by the institution or accrediting body.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 1C - List 5 recent graduates and their places of employment. Include name, address, email and phone number of the graduates and employers. Note: Recent graduates must have graduated within the last 5 years.</li> <li>2. Write a narrative response describing:               <ol style="list-style-type: none"> <li>a. The institution's graduation rate goals.</li> </ol> </li> </ol>
<p><i>1.04 The program must exhibit evidence of meeting the competencies as specified in the ACFEF "Required Knowledge and Skill Competencies", which are designed to include both hands-on and theoretical culinary instruction.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 1D - Completed Required Knowledge and Skill Competencies Template for each program to be reviewed.</li> <li>2. Nutrition, Sanitation and Human Relations Management competency areas must meet the minimum number of contact hours as listed below:               <p><b>Secondary Programs:</b> Competency areas in Nutrition, Sanitation and Human Relations Skills must each include a 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.</p> <p><b>Postsecondary Programs:</b> Competency areas in Nutrition, Sanitation and Human Relations Management must each include a 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.</p> </li> </ol>

# Standards: Postsecondary Accreditation and Secondary Certification

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## SECTION 2.0 STANDARDS - PROGRAM MISSION AND GOALS

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<i>2.01 The mission and goals of the program are consistent with the philosophy of the institution as well as industry standards.</i>	<ol style="list-style-type: none"><li>1. Exhibit 2A - Copy of the program's mission and goals.</li><li>2. Write a narrative response describing:<ol style="list-style-type: none"><li>a. The mission and goals of the program and how they coincide with the philosophy of the institution as well as industry standards.</li></ol></li></ol>

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 3.0 – ORGANIZATION AND ADMINISTRATION

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>3.01 There are clearly defined administrative channels for the program, which allow it to operate effectively.</i></p>	<p>1. Write a narrative response describing:</p> <ul style="list-style-type: none"> <li>a. The administrative and teaching responsibilities of the person responsible for the oversight of the program (i.e. Program Coordinator, Lead Instructor, etc.).</li> <li>b. To whom this person reports on matters such as finance, policies, admission and curriculum.</li> <li>c. Their role in assessing, planning, evaluating and implementing changes to the program.</li> </ul>
<p><i>3.02 There is an organizational chart showing the structure of the program.</i></p>	<p>1. Exhibit 3A - Organizational chart for the administrative structure of the program.</p>
<p><i>3.03 The Program Coordinator is responsible for ongoing assessment, planning, implementation and evaluation critical to an effective educational program.</i></p>	<p>1. Write a narrative response describing:</p> <ul style="list-style-type: none"> <li>a. Statistical Information.</li> <li>b. Planning documents.</li> <li>c. Name and title of designated person responsible for ongoing assessment, planning and evaluation of the program.</li> </ul>
<p><i>3.04 Instructors have a balance of teaching, lab coordination, and administrative responsibilities to result an effective educational program.</i></p>	<p>1. Write a narrative response describing:</p> <ul style="list-style-type: none"> <li>a. How the instructors are able to maintain a balance of teaching, lab coordination, and administrative responsibilities.</li> </ul>
<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"> <li>a. Minimum of two written meeting minutes.</li> <li>b. Meeting minutes include: list of Advisory Committee members in attendance (with their titles).</li> <li>c. Meeting minutes include agenda topics: <ul style="list-style-type: none"> <li>- curriculum</li> <li>- facility equipment</li> <li>- student recruitment</li> <li>- graduate placement</li> <li>- externships</li> <li>- funding sources</li> <li>- scholarships</li> <li>- industry needs</li> <li>- ACFEF standards and Required Knowledge and Skills Competencies</li> <li>- examples of major suggestions and results</li> </ul> </li> </ul>

# Standards: Postsecondary Accreditation and Secondary Certification

<p><i>3.06 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.</i></p>	<ol style="list-style-type: none"><li>1. Exhibit 3C - Roster of Advisory Committee Members including contact information (phone number, email), company name, and title. Note: Recent graduates must have completed the program within the last (5) years.</li><li>2. Write narrative response describing:<ol style="list-style-type: none"><li>a. Design of Advisory Committee and reason for its composition.</li><li>b. Criteria and requirements for Advisory Committee members.</li><li>c. Frequency of meetings.</li><li>d. Functions and responsibilities.</li><li>e. Examples of major suggestions and results.</li></ol></li></ol>
<p><i>3.07 The Advisory Committee assists to ensure the program responds to the needs of the industry, including job skills, equipment and continues to meet the ACFEF Standards.</i></p>	<ol style="list-style-type: none"><li>1. Exhibit 3B - Advisory Committee minutes for past year (at least 2).</li><li>2. Write narrative response describing:<ol style="list-style-type: none"><li>a. How the Advisory Committee assists the instructors and faculty to ensure the program responds to the needs of the industry including job skills, equipment.</li><li>b. How the Advisory Committee ensures the program continues to meet ACFEF standards.</li><li>c. The programs student outcomes, mission, and learning objectives are reviewed annually and reflected in the minutes.</li></ol></li></ol>
<p><i>3.08 There is evidence of continuing financial support commensurate with the resources of the institution and appropriate to the needs of the program.</i></p>	<ol style="list-style-type: none"><li>1. Exhibit 3D - Financial Statement for the program for the last fiscal year (department budget - audited or unaudited).</li><li>2. Write narrative response describing:<ol style="list-style-type: none"><li>a. If you receive any outside funding (i.e. government or private industry grants).</li><li>b. At what point you believe the program will be self sufficient.</li><li>c. If program will be able to continue if outside funding expires.</li><li>d. If the program operates an income producing business (i.e. catering, cafeteria, restaurant, vending), how those funds relate to the program's operations and provides for capital expenditures.</li></ol></li></ol>

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 4.0 STANDARDS - FACULTY AND STAFF

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>4.01 The Program Coordinator must satisfy the requirements of the institutional job description.</i></p>	<p>1. Exhibit 4A - Job Description, Resume and Professional Development Report.</p>
<p><i>4.02 There are written job descriptions for program staff.</i></p>	<p>1. Exhibit 4B - Job descriptions for program related staff and faculty including:</p> <ul style="list-style-type: none"> <li>a. Instructors</li> <li>b. Person responsible for matters such as finance, policies, admission and curriculum (i.e. CTE Director, Principal, Dean, etc.).</li> <li>c. Faculty and support staff.</li> </ul>
<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 4C - Copies of instructor certifications (i.e. ServSafe) showing expiration dates.</p> <p>2. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p> <p>3. Write narrative response describing:</p> <ul style="list-style-type: none"> <li>a. Each faculty member's background strengths and how they relate to the courses for which they are responsible.</li> <li>b. The faculty workload, including counseling, teaching, and extracurricular activities involving students. Indicate whether faculty contractual obligations or requirements are different from any other faculty within the institution.</li> </ul>
<p><i>4.04 All program faculty in the technical phase of the program must meet the following qualifications:</i></p> <p><b>For Secondary Programs:</b></p> <ul style="list-style-type: none"> <li>a. <i>Certifiable at the ACF Certified Sous Chef (CSC) level or Certified Secondary Culinary Education (CSCE) level.</i></li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>b. <i>Has an Associate Degree in a related discipline.</i></li> </ul> <p><b>For Postsecondary Programs:</b></p> <ul style="list-style-type: none"> <li>a. <i>Certifiable at the ACF Certified Sous Chef (CSC) level.</i></li> </ul>	<p>1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p> <p>2. Write narrative response describing:</p> <ul style="list-style-type: none"> <li>a. If any of your full-time technical instructors do not meet the ACF certifiable levels and what actions are being taken to achieve these certifiable levels.</li> </ul> <p><b>Note:</b> Adjunct instructors, whose hours add up to a full time position, are considered to be full time equivalent faculty.</p>

# Standards: Postsecondary Accreditation and Secondary Certification

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<p><i>4.05 The personnel policies for faculty and equivalent members of the program are the same as those in effect for other faculty members in the institution</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. How personnel policies for faculty and equivalent members of the program are the same as those in effect for other faculty members in the institution.</li> </ol> </li> </ol>
<p><i>4.06 The faculty is adequate in number to implement the program of instruction and related activities effectively and safely.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. The faculty/student ratio in both lecture and lab classes and include a description of teaching assistants and their roles.</li> </ol> </li> </ol>
<p><i>4.07 The program needs to have a standard number of full-time equivalent faculty based on the institutional requirements of the student / faculty ratio.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. The student to faculty ration for lecture classes. Students: _____ Faculty: _____</li> <li>b. The student to faculty ration for lab classes. Students: _____ Faculty: _____</li> <li>c. Where in the institution's policies and procedures are the student / faculty ratios documented.</li> </ol> </li> </ol>
<p><i>4.08 There is evidence of participation and attendance at regularly scheduled faculty meetings. Meeting minutes are available for review.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 4E - Faculty Meeting Minutes.</li> <li>2. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. Faculty meetings where the faculty actively participate in policy formation, program planning and priority setting.</li> </ol> </li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</li> <li>2. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. Faculty professional development activities and include budget allocation, release time conditions, and how action plans are developed.</li> </ol> </li> </ol>
<p><i>4.10 Support services and personnel are provided to meet the needs of the program and to facilitate the work of the culinary faculty.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. The administrative support services available to the program.</li> </ol> </li> </ol>

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 5.0 STANDARDS – CURRICULUM

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<i>5.01 The curriculum implements the program mission, goals and objectives.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the program fulfills the stated mission and goals and objectives of the program.</li> </ol> </li> </ol>
<i>5.02 Course description and units of instruction follow syllabi and lesson plans which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria and student evaluation methods.</i>	<ol style="list-style-type: none"> <li>1. Exhibit 5A - Sample syllabi and lesson plans for the following courses: Nutrition, Sanitation and Human Relations Management.</li> <li>2. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How syllabi and and lesson plans are developed to contain the following information:                                     <ul style="list-style-type: none"> <li>- goals and objectives of the course.</li> <li>- text and reference materials required.</li> <li>- evaluation methods</li> <li>- laboratory or classroom policies</li> <li>- schedule of materials to be covered.</li> </ul> </li> </ol> </li> </ol>
<i>5.03 Opportunities are offered through the curriculum, to strengthen the student's competence in communications, critical thinking, problem solving, leadership and human relation skills.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the curriculum develops competence in communication, problem solving, leadership, and ability to interact with individuals from varying backgrounds.</li> </ol> </li> </ol>
<i>5.04 Guest speakers and field trips are utilized to provide program enrichment.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the program uses community resources, including field trips and guest speakers. List specifics from the previous year.</li> </ol> </li> </ol>
<i>5.05 There is a rationale for the organization of the curriculum.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. What the rationale is for the organization and sequencing of courses.</li> </ol> </li> </ol>
<i>5.06 Course requirements are organized and sequenced so that knowledge and skills are developed progressively throughout the program.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the course requirements are organized and sequenced.</li> </ol> </li> </ol>
<i>5.07 The allocation of credit for lecture and lab hours is consistent with the expectation of the institution.</i>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the allocation of lecture and lab hours are determined.</li> </ol> </li> </ol>

# Standards: Postsecondary Accreditation and Secondary Certification

<p><i>5.08 The program must exhibit evidence of meeting the competencies as specified in the ACFEF "Required Knowledge and Skill Competencies", which are designed to include both hands-on and theoretical culinary instruction.</i></p>	<ol style="list-style-type: none"><li>1. Exhibit 1D - Completed Required Knowledge and Skill Competencies Template for each program to be reviewed. (Copied from Section 1.0)</li><li>2. Write narrative response describing:<ol style="list-style-type: none"><li>a. How instructors document student achievement of the Required Knowledge and Skills Competencies.</li></ol></li><li>3. Have the following supporting documents available during site-visit:<ol style="list-style-type: none"><li>a. Syllabi</li><li>b. Lesson plans</li><li>c. Assignments</li><li>d. Quizzes</li><li>e. Tests</li><li>f. Lab evaluations</li></ol></li></ol>
<p><i>5.09 Nutrition, Sanitation and Human Relations Management competency areas must meet the minimum number of contact hours as listed below:</i></p> <p><b>Secondary Programs:</b> <i>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.</i></p> <p><b>Postsecondary Programs:</b> <i>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.</i></p>	<ol style="list-style-type: none"><li>1. Exhibit 1D - Completed Required Knowledge and Skill Competencies Template for each program to be reviewed. (Copied from Section 1.0)</li></ol>
<p><i>5.10 Program completion requirements are documented and conform to the institution or accrediting body standards.</i></p>	<ol style="list-style-type: none"><li>1. Write narrative response describing:<ol style="list-style-type: none"><li>a. What are the general requirements for students to receive a diploma, certificate or degree from the institution.</li><li>b. What the specific requirements for graduation from the program.</li><li>c. How students are made aware of these requirements.</li></ol></li></ol>



# Standards: Postsecondary Accreditation and Secondary Certification

<p><i>5.11 There are well-defined, verifiable, and consistent measurement strategies utilized in the grading procedures in both lecture and lab courses.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 5B - Lab Evaluation Form.</li> <li>2. Have the following supporting documents available during site-visit:             <ol style="list-style-type: none"> <li>a. Syllabi</li> <li>b. Lesson plans</li> <li>c. Assignments</li> <li>d. Quizzes</li> <li>e. Tests</li> <li>f. Lab evaluations</li> <li>g. Grade books and/or access to on-line grading system</li> </ol> </li> </ol>
<p><i>5.12 Students are kept informed of their performance and progress in both lecture and lab courses.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. The grading procedures in both lecture and lab courses. Include a description of how students are kept informed of their progress.</li> </ol> </li> </ol>
<p><i>5.13 The curriculum provides for correlation of theoretical and practical learning experiences.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. How your courses correlate theory and actual practice in the lab.</li> </ol> </li> </ol>
<p><i>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.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. The institution's lab uniform policy. Include where this policy is visible to students.</li> <li>b. The institution's dining room uniform policy, if applicable. Include where this policy is visible to students.</li> <li>c. If the students are responsible for providing the required uniforms or if the uniforms are provided by the school.</li> <li>d. How the uniform policies are enforced.</li> </ol> </li> </ol>
<p><i>5.15 The lab experiences reflect high standards to ensure sanitation and safety policies are being met.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. How safety and sanitation practices are included in the lesson plans.</li> <li>b. How safety and sanitation practices are monitored and enforced in the labs.</li> </ol> </li> </ol>
<p><i>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.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:             <ol style="list-style-type: none"> <li>a. How students are trained in the correct handling and use of hazardous materials, substances, or wastes.</li> <li>b. Where Safety Data Sheets (SDS) are available in each lab.</li> <li>c. The process for keeping the Safety Data Sheets (SDS) updated based on corresponding current inventory of chemicals, which allows for compliance with OSHA standards.</li> </ol> </li> </ol>

## Standards: Postsecondary Accreditation and Secondary Certification

<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>
<p><i>5.18 The program and curriculum are sufficiently flexible to provide for individual differences among students.</i></p>	<p>1. Write narrative response describing:</p> <ul style="list-style-type: none"><li>a. How the program provides flexibility to adapt to individual differences among students (i.e. honors programs, remedial instruction, peer tutoring, disabilities, etc.).</li></ul>
<p><i>5.19 The curriculum provides for a variety of instructional techniques, strategies, and a variety of media with emphasis on student involvement in the teaching / learning process.</i></p>	<p>1. Write narrative response describing:</p> <ul style="list-style-type: none"><li>a. What instructional techniques and strategies are used in the program.</li><li>b. How audio-visuals and other resources are used to support the teaching program.</li></ul>
<p><i>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 agreements, employer evaluations of students, instructor evaluations of students, and students' evaluations of work stations and experience.</i></p>	<p>1. Exhibit 5D - Sample of required documents used in the supervised work experience portion of the curriculum, if applicable.</p> <p>2. Write narrative response describing:</p> <ul style="list-style-type: none"><li>a. How career related employment and / or experience (i.e. on-the-job training, externships, cooperative training) provide the opportunity to practice at the professional level and how the experience is monitored so as to provide a valuable part of the curriculum.</li></ul>

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 6.0 STANDARDS – FACILITIES

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>6.01 The facilities and equipment of the institution are adequate for the needs of the program.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 6A - List of major lab equipment.</li> <li>2. Exhibit 6B - Diagram or floor plan of the labs, lecture class rooms and dining space, if applicable.</li> <li>3. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. Procedures for the maintenance and replacement of equipment.</li> </ol> </li> </ol>
<p><i>6.02 Classroom space is available to support the program objectives.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. If available classroom space is adequate to support the objectives of the program.</li> </ol> </li> </ol>
<p><i>6.03 Office space is provided for the program coordinator, faculty members and staff to adequately meet the program needs.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. The office space available to program coordinator, faculty and staff.</li> </ol> </li> </ol>
<p><i>6.04 Program coordinator and other faculty who are closely involved with student advising have access to offices that provide privacy.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. The office space available to program coordinator and other faculty that allow privacy when needed (i.e. counselling students).</li> </ol> </li> </ol>
<p><i>6.05 All lab experiences are in facilities that meet federal, state, and local codes.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 6C - Current sanitation report, if required by federal, state or local code.</li> </ol>
<p><i>6.06 There is access to a Resource Center with adequate and accessible materials, in print or online, which supports the objectives of the program.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. The resources available at the Resource Center and methods used to encourage students to utilize the resources available to them regarding the objectives of the program.</li> </ol> </li> </ol>
<p><i>6.07 The lab facilities reflect safe and sanitary conditions.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the lab facilities reflect and maintain safe and sanitary conditions.</li> </ol> </li> </ol>
<p><i>6.08 The faculty, staff, and students are trained in the institutional policy for first aid and emergency services.</i></p>	<ol style="list-style-type: none"> <li>1. Write narrative response describing:                             <ol style="list-style-type: none"> <li>a. The institution's policy for first aid and emergency services.</li> </ol> </li> </ol>

## Standards: Postsecondary Accreditation and Secondary Certification

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*6.09 International and United States Territory programs must meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA Food Code.*

1. 1. Write narrative response describing:
  - a. How the lab facilities meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA Food Code.

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 7.0 STANDARDS – STUDENT SERVICES

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>7.01 The following program information is accurate and publicly available: mission, goals, requirement for entrance, advancement requirements, descriptions of course, kitchen/lab experiences, withdrawal and refund of fees.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 7A - Copy of Program Catalog (hardcopy and/or online).</li> <li>2. Write a narrative response describing:                             <ol style="list-style-type: none"> <li>a. How the program goals and objectives are kept current with the industry's requirements. Include the frequency and methods of your review in your answer.</li> <li>b. Where the program information is made evident to students and perspective students.</li> <li>c. What objectives and measures are used to achieve the goals within the program.</li> <li>d. What other hospitality or foodservice programs are available at the institution, that are not being reviewed during this site visit.</li> </ol> </li> </ol>
<p><i>7.02 Additional costs of the program, beyond the basic fees of the institution, are clearly stated (i.e liability insurance, facility use fees, transportation).</i></p>	<ol style="list-style-type: none"> <li>1. Write a narrative response describing:                             <ol style="list-style-type: none"> <li>a. What additional costs students may incur beyond the basic fees of the institution.</li> <li>b. Where the additional costs, if applicable, are listed and available for public viewing.</li> </ol> </li> </ol>
<p><i>7.03 Announcements, advertising, and student recruitment practices accurately reflect the program offered.</i></p>	<ol style="list-style-type: none"> <li>1. Write a narrative response describing:                             <ol style="list-style-type: none"> <li>a. Student recruitment practices and the advertising practices of the program.</li> <li>b. Where announcements are listed and available for public viewing.</li> </ol> </li> </ol>
<p><i>7.04 Criteria and procedures for the selection of students for the program are publicly available.</i></p>	<ol style="list-style-type: none"> <li>1. Exhibit 7A – Copy of Program catalog (hardcopy and/or online).</li> <li>2. Exhibit 7B – Copy of Student Handbook.</li> <li>3. Write a narrative response describing:                             <ol style="list-style-type: none"> <li>a. Where the criteria and procedures for selecting students is publicly located.</li> <li>b. The criteria and procedures for the selection of students.</li> </ol> </li> </ol>
<p><i>7.05 There is an established and documented method for improving retention of students in the program.</i></p>	<ol style="list-style-type: none"> <li>1. Write a narrative response describing:                             <ol style="list-style-type: none"> <li>a. Retention policies and procedures.</li> <li>b. The attrition and retention of students for the last three years or since the inception of the program, whichever is less.</li> <li>c. The trends.</li> <li>d. Methods utilized to increase retention.</li> <li>e. The advising services available to students.</li> </ol> </li> </ol>

# Standards: Postsecondary Accreditation and Secondary Certification

<p><i>7.06 There are current signed agreements or an institutional policy in place which allows student credits to be awarded and accepted for previous educational experiences.</i></p>	<ol style="list-style-type: none"><li>1. Write a narrative response describing:<ol style="list-style-type: none"><li>a. The institutions written policy which allows student credits to be awarded and accepted for previous educational experiences.</li></ol></li></ol>
<p><i>7.07 Students and graduates have access to files maintained by the program relating to their performance.</i></p>	<ol style="list-style-type: none"><li>1. Write a narrative response describing:<ol style="list-style-type: none"><li>a. The policy and procedures of how students and graduates are apprised of their performance throughout the program including graduation.</li></ol></li></ol>
<p><i>7.08 Services for placement, program and industry advisement, and guidance are available for students.</i></p>	<ol style="list-style-type: none"><li>1. Write a narrative response describing:<ol style="list-style-type: none"><li>a. The services available to students regarding; placement (if applicable), program and industry advisement and guidance.</li></ol></li></ol>
<p><i>7.09 Scholarship information is available to students.</i></p>	<ol style="list-style-type: none"><li>1. Write a narrative response describing:<ol style="list-style-type: none"><li>a. What scholarship information is available to students.</li><li>b. Where is this information available for students to view.</li></ol></li></ol>
<p><i>7.10 There is a published grievance procedure that students may use to address concerns and needs.</i></p>	<ol style="list-style-type: none"><li>1. Write narrative response describing:<ol style="list-style-type: none"><li>a. The published student grievance policy and procedures. Include how students have</li><li>b. access to the grievance policy and procedures.</li></ol></li></ol>

# Standards: Postsecondary Accreditation and Secondary Certification

## SECTION 8.0 - PROGRAM ASSESSMENT

Standard Number and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>8.01 The program is involved in an ongoing process of assessing its effectiveness.</i></p>	<p>1. Write narrative response describing:</p> <ul style="list-style-type: none"> <li>a. The system used, provide dates, sample forms and results for assessment of program's:                             <ul style="list-style-type: none"> <li>- Faculty</li> <li>- Curriculum</li> <li>- Effectiveness</li> </ul> </li> </ul> <p><b>Note:</b> Have supporting documentation available for the evaluators at the Site Visit.</p> <ul style="list-style-type: none"> <li>b. The most recent overall evaluation of the program.</li> <li>c. What changes were effected as a result of the evaluation.</li> </ul>
<p><i>8.02 There is a process for collecting programmatic assessment data from a variety of sources.</i></p>	<p>1. Exhibit 8A – Evaluations and Surveys: Provide dates, sample forms, and results from the most recent:</p> <ul style="list-style-type: none"> <li>- Current student evaluations of courses and faculty</li> <li>- Graduate surveys</li> <li>- Employer surveys</li> </ul> <p><b>Note:</b> Remove all student identification information from documentation submitted in exhibits.</p>
<p><i>8.03 There is an ongoing system for assessing faculty performance.</i></p>	<p>1. Write narrative response describing:</p> <ul style="list-style-type: none"> <li>a. The policies and procedures for assessing faculty performance.</li> </ul> <p><b>Note:</b> Do not include faculty personnel files.</p>
<p><i>8.04 There is an ongoing and documented system for assessing validity of curriculum by students, faculty, and Advisory Committee.</i></p>	<p>1. Write narrative response describing:</p> <ul style="list-style-type: none"> <li>a. The policies and procedures for assessing the validity of curriculum by students, faculty, and Advisory Committee including:                             <ul style="list-style-type: none"> <li>- Surveys</li> <li>- Faculty meeting minutes</li> <li>- Advisory Committee meeting minutes</li> </ul> </li> </ul>
<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"> <li>a. Employer surveys</li> <li>b. Graduate follow-up surveys</li> <li>c. Job placement rates</li> </ul> <p><b>Note:</b> Remove all student identification information from documentation submitted in exhibits.</p>

## Standards: Postsecondary Accreditation and Secondary Certification

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<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>	<p>1. 1. Write narrative response describing:</p> <p>a. How assessed data findings are used in the program planning involving:</p> <ul style="list-style-type: none"><li>- Administration, faculty</li><li>- Students</li><li>- Advisory Committee</li><li>- Employers</li><li>- Graduates affiliated with the program</li></ul> <p>b. How/where your institution offers the public information on student performance: link to website, brochure, annual report, etc.</p>
<p><i>8.07 The plans developed, based on the assessment of data, are implemented for programmatic change.</i></p>	<p>1. Write narrative response describing:</p> <p>a. How plans developed, based on the assessment of data, are implemented for programmatic change. List specific changes that have been implemented.</p>