



## ACFEF Apprenticeship Site Visit Self-Study

The purpose of this Site Visit Self Study is to determine whether or not your program is in compliance with the standard guidelines required to be recognized by the American Culinary Federation Education Foundation's National Apprenticeship Committee. This self-study is designed to help you prepare for the site visit and must be submitted 30 days prior to a scheduled site visit.

Program Coordinator Name:

Email:

Program Name:

Program is Current on Dues:  Yes  No

Type:  Cook  Pastry  Cook and pastry

Length:  4,000 hours  6,000 hours  Hybrid

Date of Initial ACFEF Apprenticeship Recognition:

Date of Last Annual Report:

Date of Last Site Visit:

Program is Registered with State Office of Apprenticeship/State Apprenticeship Agency:

Related instruction provider:

Number of active apprentices:

Please submit the below requested documents with the self-study package:

- Copy of the most current sanitation report for each current sponsoring house.
- Minutes from the last two apprenticeship committee meetings.
- Apprentice roster

1. Have there been any changes to the program, including apprentice selection method, logbook review, station rotation schedule, related instruction delivery?  Yes  No

If yes, please describe:

2. The local apprenticeship committee meets the following responsibilities:

- Yes  No Comprised of representatives from education, industry, as well as human resources and/or ACF chapter members
- Yes  No Establish guidelines for local program that are included in program apprenticeship handbook
- Yes  No Listens to and resolves grievances and/or problems of ethics
- Yes  No Facilitate partnership with qualified sponsoring houses and related instruction provider
- Yes  No Interview, select and place apprentices
- Yes  No Meet at least twice a year
- Yes  No Explore alternate learning experiences for apprentices, such as competitions, field trips, ACF events.

3. The program coordinator meets the following responsibilities:

- Yes  No Must be an ACF member in good standing
- Yes  No Communicate regularly with ACFEF national office
- Yes  No Notify ACFEF national office of any changes in the program structure
- Yes  No Register new apprentices with ACFEF national office, including registration form and fee
- Yes  No Submit annual reports and fees to ACFEF national office
- Yes  No Make sure required paperwork is on file
- Yes  No Meet regularly with apprentices
- Yes  No Ensure apprentices are rotating stations, maintaining logbook and ledger and receiving related instruction
- Yes  No Conduct regular site visits to sponsoring houses and confirms supervising chefs follow program requirements
- Yes  No Review related instruction on a regular basis to make sure it is relevant
- Yes  No Coordinate apprentice graduation procedures

4. The supervising chef meets the following responsibilities:

- Yes  No Be certified/certifiable as Certified Chef de Cuisine/Certified Executive Pastry Chef or higher
- Yes  No Supervise and provide training to apprentice on required work processes
- Yes  No Rotate apprentice through required stations
- Yes  No Check and approve logbook and ledger on a regular basis
- Yes  No Complete station evaluation pages
- Yes  No Allow apprentice time off to attend related instruction classes
- Yes  No Keep current with related instruction and integrate into training
- Yes  No Notify program coordinator of any changes to the apprentice's employment

5. The sponsoring house meets the following responsibilities:

- Yes  No Provide adequate equipment to complete the work process
- Yes  No Provide a sanitary and safe work environment
- Yes  No Teach safe on-the-job work practices
- Yes  No Offer a full-service menu with at least 51 percent of items prepared from scratch
- Yes  No Serve at least two of the following meal periods: breakfast, lunch, dinner or banquet
- Yes  No Employ apprentice as a full-time employee and provide an average of forty (40) hour work week
- Yes  No Provide regular progressive wages based on skill acquisition
- Yes  No Provide the opportunity to complete all the work processes listed in the logbook.

6. The related instruction provider meets the following responsibilities:

- Yes  No Offer related instruction in required competency areas
- Yes  No Teach safe work practices
- Yes  No Must provide adequate and safe facilities to teach required knowledge and competencies
- Yes  No Provide transcripts/verification of attendance
- Yes  No Use qualified culinary instructors/professionals that meet the following:
- Associate's degree in culinary arts or graduate of an ACFEF-recognized apprenticeship program or ACF certified/certifiable at chef de cuisine level

- Meet the State Department of Education’s requirements for a vocational-technical instructor in the state of registration or be a subject matter expert.
- Have training in teaching techniques and adult learning styles

7. The apprentice meets the following responsibilities:

- Yes  No Be high school graduates, or equivalent, with an eligible starting age no less than 16 years or state requirement
- Yes  No Be an ACF student member for the duration of the apprenticeship
- Yes  No Understand demands of apprenticeship program, including work process and related instruction requirements
- Yes  No Fulfill obligation to sponsoring house/supervising chef
- Yes  No Sign and acknowledge apprenticeship agreement and handbook
- Yes  No Attend related instruction courses
- Yes  No Keep accurate logbook entries and ledger
- Yes  No Maintains regular communication with program coordinator

8. The apprentices are rotating (scheduled to rotate) through the following work stations over the term of the apprenticeship:

Cook apprenticeship program

			<i>4,000-hour program</i>	<i>6,000-hour program</i>
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Steward	120	160
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Breakfast	200	320
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Vegetable, Starch & Pasta	600	960
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Fabrication	200	280
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Broiler/Char-grill	560	800
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Soup & Sauce	520	760
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Pantry & Cold Foods	600	960
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Cooking Techniques	800	1,200
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Baking & Pastry	240	320
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Supervisory Development	160	240

Pastry apprenticeship program

<input type="checkbox"/>	Yes <input type="checkbox"/> No	Pastry Shop Orientation	120	160
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Baking Production	1,320	2,000
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Pastry Production	2,200	3,240
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Related Kitchen Prod.	200	320
<input type="checkbox"/>	Yes <input type="checkbox"/> No	Lead Pastry Cook	160	200

9. The apprentices is completing (scheduled to complete) a total of 445 (minimum) contact hours of related instruction of the term of the apprenticeship:

		<i>Cook apprentice</i>	<i>Pastry apprentice</i>			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Intro to Food Service	20	20
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Sanitation and Safety	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Food Cost Accounting	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Beverage/Dining Room	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Nutrition	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Menu Planning	45	45
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Purchasing/Receiving	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Supervisory Management	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Purchasing/Receiving	30	30
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Basic Baking	50	80
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Food Preparation	120	45
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Advanced Baking & Pastry	--	75
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Garde Manger	30	--

10. The applicants selected for apprenticeship serve a probationary period of not less than three months and begins once the apprentice agreement has been signed and fees paid.

Yes  No

11. (6,000 hour programs only!) If applicable, the program coordinator with the approval of the apprenticeship committee, may grant credit of no more than 2,000 hours in a 6,000 hour program to new apprentices who demonstrate previous acquisition of skill.

Yes  No  N/A

12. (Hybrid programs only!) Apprentices in the hybrid program are taking the portal exams to earn interim credentials after completing each station.

Yes  No

13. Apprentices can shift from one employer to another employer within the same ACFEF apprenticeship program with the approval of the program coordinator/apprenticeship committee.

Yes  No

14. Upon successful completion of the program, the program coordinator submits/will submit a graduation packet and required documentation to the ACFEF national office.

Yes  No

15. How many graduates completed your program in the past 12 months?

None, because:

Program started \_\_\_\_\_ years ago

Other:

16. The program complies with ACFEF's notice on non-discrimination.

Yes  No

Please confirm the following will be available to be reviewed during the site visit:

Documents to be reviewed:

Apprentice files

- Apprenticeship agreement
- Work station hours/ledger/time sheets
- Work station rotation schedule
- Status of related instruction/transcript
- Sign offs: program apprentice handbook , grievance procedure, culinarians code
- Graduation packets

Sponsoring house/supervising chef files

- Chef resumes/qualifications
- Sanitation report
- Signed sponsoring house responsibility form

Related instruction

- Related instruction curriculum
- Faculty professional development report (if not using an education institution)

Program files

- DOL copy of OA/SAA certification and standards (if applicable)
- ACFEF Apprenticeship Operations Manual
- Program apprenticeship handbook
- Committee list and minutes
- Program apprenticeship handbook

Interviews to be conducted

Program coordinator

Related instruction provider

Apprentices, several from each year of program (evaluator and apprentice only)

Supervising chefs, at sponsoring house location

Observations to be conducted:

Sponsoring house facilities, at least 1/3, ideally with apprentices in action

Classroom and kitchen lab at educational institution (if applicable)

Upon completion, return this signed form and all requested documentation with the **\$250.00 site visit administrative fee** to the American Culinary Federation, Apprenticeship Office, 180 Center Place Way, St. Augustine, FL 32095. This data must be received by the national office and the evaluators at least **30 days prior to the scheduled site visit**.

Please note: Upon the scheduling, rescheduling, cancellation, or final outcome of an ACFEF Apprentice program site visit, any and all travel expenses, including hotel and meal expenses, incurred by ACFEF for the purpose of the recognition site visit will be reimbursed by the apprenticeship program.

I hereby certify that the information submitted is correct. I authorize the release of this information to the ACFEF national office and the ACFEF National Apprenticeship Committee and will provide additional information or verification upon request.

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Program coordinator signature / date