



American Culinary Federation

## Recertification After Expiration Policy

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0741 • [www.acfchefs.org](http://www.acfchefs.org)

### **If expiration date is 1-3 months prior to today's date:**

Certificants will be granted, upon request, a 90 day grace period, without any additional fees or requirements to complete the recertification process.

### **If expiration date is 4-18 months prior to today's date:**

- Refreshers up to date (all three if first cycle, sanitation only on second and subsequent cycles).
- 80 CEHs + 2 per month for each month late (after 90 day grace period).
- Do not need to re-document work experience so it may be more than 10 years old.
- In addition to published recertification fee, an extension fee of \$25 per month for each month late, if expired 4-18 months (after 90 day grace period) will apply.

*This option provides the benefit of not resubmitting some paperwork, not requiring a practical exam and the ability to recertify even if work experience is older than 10 years. Written exam score from initial certification still valid.*

### **If expiration date is 19-36 months prior to today's date:**

- Refreshers up to date (all three if first cycle, sanitation only on second and subsequent cycles).
- 80 CEHs +2 per month for each month late (after 90 day grace period).
- Do not need to re-document work experience so it may be more than 10 years old.
- Practical exam required if not taken during initial certification process. Written exam score from initial certification still valid.
- In addition to the published recertification fee, an extension fee of \$475 if 19-27 months expired or \$575 if 28-36 months expired will apply.

*This option provides the benefit of not resubmitting some paperwork and the ability to recertify even if their work experience is older than 10 years.*

### **If expiration date is more than 36 months prior to today's date:**

- Candidate must certify based on all current eligibility and testing requirements.

### **Once Approved**

Upon successful completion of recertification, 5 years will be added to the expired recertification date regardless of when you recertify within the 36 month period.