



ACF follows CEH guidelines as established by the International Association of Continuing Education and Training (IACET). Opportunities must be educational in nature. Business and committee meetings conducted primarily for information sharing purposes do not qualify for CEHs. Volunteer appointments and activities may qualify for CEHs if there is an element of planning and learning involved. ACF members can view their CEHs on their ACF member profile page. It is recommended that at least 75 percent of CEHs for (re-) certification must come from professional development activities.

The following activities are generally accepted as CEH opportunities.

### Professional Development Activities

- **ACF conferences and annual convention** offers educational workshops, seminars, demonstrations and tastings on an hour-for-hour basis. Excluded from CEHs are attending regional forums, AAC Fellow's meeting, networking breaks, competitions, award and meal functions, competitor's meetings and social events. *No documentation is needed. CEHs are uploaded automatically to ACF's database for registered attendees.*
- **Seminars, including live and online classes, culinary demonstrations and hands-on workshops** as stand-alone sessions or part of a conference. Discussion and Q&A time can be included as part of the CEH credit. *Submit a certificate/letter of participation, as well as a program outline with learning objectives and presenter qualifications/job title.*
- **Tastings/tours** must include an educational component facilitated by a qualified representative. Credit will be given for the educational component only. *Submit a certificate/letter of participation, as well as program outline with learning objectives and presenter qualifications/job title.*
- **Chapter meetings/programs** that include an educational component. Credit is not awarded to chapter meetings that are primarily for information sharing purposes. *Submit ACF certificate of participation. Note: chapter presidents have access to ACF certificate of participation on the president's portal.*
- **Formal educational courses** from an accredited institution/school, including online and distance learning. One semester credit is equal to 16 CEH. *Submit transcript or official letter documenting registration to class(es).*
- **Employer in-service training**, not including new employee orientations or company business meetings. *Submit certificate of participation or verification letter.*
- **Trade/foodshow exhibits**, up to three CEHs for one industry-related tradeshow per year and 4 CEHs for ACF's tradeshow at Cook. Craft. Create. *Submit registration or copy of exhibit badge for industry-related trade/foodshow. No documentation is needed. CEHs for ACF's Cook. Craft. Create. are uploaded automatically to ACF's database.*
- **Presenter/demonstrator** at an industry-related conference, chapter meeting, school, webinar, television and radio. Five CEHs will be awarded per presentation/demonstration, no more than three times per year. *Submit copy of program guide, link, video or verification letter by event organizer.*
- **ACF quizzes**, including the National Culinary Review and Ingredient of the Month quizzes, are available on [www.acfchefs.org/CEH](http://www.acfchefs.org/CEH). *Submit confirmation letter generated automatically upon quiz completion at eCulinary.*
- **Published works** of original content in a professional or trade journal at the regional, state or national level earn 5 CEHs, articles in local or chapter publications earn 3 CEHs and an authored book up to 200 pages earns 10 CEHs, over 200 page earns 20 CEHs. *Submit copy of article or copy of book title, table of contents and publisher information.*

### Leadership Assignments

- **ACF national board members** earn 18 CEHs per year. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **ACF national commission/committee/taskforce and AAC board members** earn 12 CEHs per year. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **ACF chapter officers**, including certification chair, education chair, apprenticeship chair and chef & child chair, earn 12 CEHs per year. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*

# Continuing Education Hours (CEHs) Guidelines

- **ACFEF apprenticeship supervising chefs** earn 12 CEHs per year. *Apprenticeship program coordinators will need to send an email to the national office with a list of supervising chefs that are ACF members and have supervised apprentices for the entire calendar year.*
- **ACFEF accreditation site visit team members, postsecondary**, earn 12 CEHs per visit. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **ACFEF site visit team members, secondary, apprenticeship and quality programs**, earn 6 CEHs per visit. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **ACF certification practical exam evaluators/administrators** earn 6 hours per exam. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **Advisory members** on school or industry-related boards earn 6 hours per year. *Submit verification letter for each full calendar year served.*
- **ACF Culinary Team USA team manager** earns 30 CEHs per year, team coach or advisor earns 18 CEHs per year. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*

## Culinary Salons/Competitions

- **Competitors of ACF-/NICA-sanctioned competitions, including knowledge bowl**, earn 3 CEHs for participating, 6 CEHs for bronze, 12 CEHs for silver and 18 CEHs for gold. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **Lead and apprentice judges of ACF-/NICA-sanctioned competitions, including knowledge bowl**, earn 6 CEHs per competition. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **Culinary salon/competition chair of ACF-/NICA-sanctioned competitions** earn 6 CEHs per competition. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **ACF student team coaches and co-coaches** earn 18 CEHs per year. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **Competitors of international competitions**, including the Culinary World Cup and IKA, earn 6 CEHs for participating, 12 CEHs for bronze, 18 CEHs for silver and 24 CEHs for gold. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*
- **Judges of international competitions**, including the Culinary World Cup and IKA, earn 12 CEHs per competition. *No documentation is needed. CEHs are uploaded automatically to ACF's database.*

## Volunteer Activities

- **Volunteers for local and national ACF events/competitions** can be awarded up to 8 CEHs per day for hands-on/educational activities. *Submit letter from chapter president, event or salon chair.*

## Criteria

- Credit is awarded on an hour-for-hour basis of industry-related content unless otherwise denoted.
- A program must meet a minimum of 60 minutes of educational content. If a stand-alone program is less than 60 minutes, no credit can be given.
- After the first 60 minutes of credit, credit may be given in quarter hour (.25 CEH) increments.
- Only educational content time qualifies. Introductory remarks, business updates, travel time and breaks are not included when calculating CEHs.
- Program/event must have clearly defined learning outcomes and follow the guidelines listed below. Activities outside the guidelines must be approved by ACF's Corporate and Professional Development department.
- Programs/events that are not pre-approved for CEHs by ACF may need to include additional documentation with the CEH submission form or (re-)certification application. See below for required documentation.
- Chapter presidents are authorized to award CEHs for programs up to two hours in length in accordance with these guidelines without ACF approval. An application [\[link\]](#) with supporting documentation must be submitted for programs over two hours in length.