



American Culinary Federation Education Foundation
ACF-Approved CEH Program Provider
Policy and Procedures

American Culinary Federation, Inc. ▪ Attention: Education ▪ 180 Center Place Way ▪ St. Augustine, FL 32095 ▪ Toll-free: (800) 624-9458 ▪ www.acfchefs.org

Overview

The American Culinary Federation is the largest professional organization of chefs and cooks in the United States and is the culinary leader in offering educational resources, training, apprenticeship and programmatic accreditation.

ACF operates the most comprehensive certification program for chefs in the United States. Certification through ACF demonstrates skill, knowledge and professionalism to the food service industry. To maintain certification, chefs are required to earn continuing education hours (CEH) through approved opportunities. In an effort to offer a wide variety of CEH opportunities, ACF seeks partnerships with quality providers, in addition to offering its own educational opportunities.

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.

ACF does not recommend any one program or event over another. ACF may approve education programs/events for CEHs but does not endorse them as the sole recommended resource provider.

Benefits

- Offering an ACF-approved CEH program is a powerful marketing tool for increasing attendance to a program or event.
- Submitting a program for review verifies that the program meets ACF continuing education standards and is approved to offer CEHs towards ACF certification.
- Enhance brand value by promoting the program/event as an ACF-approved CEH program and increase visibility by promoting on the ACF website.

Criteria

- ACF must receive a completed application with all required documents, including payment, before the program will be reviewed. Allow up to two weeks for application processing.
- ACF offers educational credit on an hour-for-hour basis of educational content.
 - 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 hour of content, 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, as well as an outline of topics to be covered with references.
- Content can cover the following topics: food, equipment and food products; culinary team management and leadership; food safety and sanitation; marketing, merchandising and public relations; finance and ethics, professional and legal issues; organization, craftsmanship and finished product skills.
- Presenters must possess relevant experience, education and/or certification on the topic they are presenting. If a presenter hasn't been selected, the minimum qualifications must be listed.
- Program/event outcomes must be measured and evaluated by attendees.
- Attendees must receive a certificate, letter or other documentation stating the program title, date, attendee name and number of CEHs earned.
- Program/event must meet ACF-approved **CEH Guidelines**.

CEH Approval

Upon approval, the provider will receive an email specifying the number of CEHs that can be earned by attendees completing the program. Providers are restricted from promoting ACF-approved CEHs for their program until the approval email has been received.

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Attendees will receive a certificate, letter or other documentation stating the program title, date, attendee name and number of CEHs earned to include in their recertification packet. It is the responsibility of each ACF certificant to maintain a file of CEH documentation. ACF members can upload CEHs to their member profile by completing the [ACF CEH Submission Form](#).

Ongoing and Renewal Applications

Any significant program changes must be reported to ACF for ongoing programs and renewal applications. Significant changes include, but are not limited to, modifications in presenter qualifications, program objectives or topics.

ACF Chapter-Sponsored Programs

ACF chapter presidents are authorized to award CEHs for programs up to two hours in length in accordance with ACF CEH guidelines without ACF approval. An ACF Chapter-Sponsored program includes chapter meetings, as well as events organized or sponsored by an ACF chapter.

An application with supporting documentation must be submitted for programs over two hours in length.

Attendees will receive a certificate, letter or other documentation stating the program title, date, attendee name and number of CEHs earned. Chapter presidents have access to a certificate template on the ACF president's portal.

Online Listing

All ACF-approved CEH programs and events will be listed on the [ACF CEH Opportunities page](#) unless opted out. Basic online listing will include the program/event date, location, name and number of CEHs earned.

For an additional fee, providers can choose the enhanced online listing option, which includes the basic components, as well as provider logo, program description, contact information and website listing.

Fees

Please view the current application or email educate@acfchefs.org for fee schedule.