



American Culinary Federation Education Foundation

# Offer ACF-Approved CEHs for Your Session/Event: Rules and Guidelines

American Culinary Federation, Inc. • Attention: Education • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://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 session or event over another. ACF may approve education sessions/events for CEHs but does not endorse them as the sole recommended resource provider.

## Benefits

- **Increase visibility and attendance** to your session or event by offering an ACF-approved CEH program
- **Validate quality** that the session or event meets ACF continuing education standards and is approved to offer CEHs towards ACF certification.
- **Enhance your brand value** by promoting your session or event as an ACF-approved CEH program

## Criteria

- ACF must receive a completed application with all required documents, including payment, before the application will be reviewed. Allow up to two weeks for processing.
- ACF offers educational credit on an hour-for-hour basis of educational content.
  - A session/event must meet a minimum of 30 minutes of educational content. If a stand-alone session/event is less than 30 minutes, no credit can be given.
  - After the first half 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.
- Session/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.
- Session/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.
- Session/event must meet [ACF-approved CEH Guidelines](#).

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## CEH Approval

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

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

## Recurring and Renewal Applications

Any significant session/event changes must be reported to ACF for recurring sessions/events and renewal applications. Significant changes include, but are not limited to, modifications in presenter qualifications, sessions/events objectives or topics.

## ACF Chapter-Sponsored Sessions/Events

ACF chapter presidents are authorized to award CEHs for sessions/events up to two hours in length in accordance with [ACF-approved CEH Guidelines](#) without prior ACF approval. An ACF chapter-sponsored program includes chapter meetings with educational content, as well as well as events organized or sponsored by an ACF chapter.

An application with supporting documentation must be submitted for sessions/events over two hours in length. The application fee is waived for ACF chapter-sponsored sessions/events.

Attendees must receive a certificate, letter or other documentation stating the session/event 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. Online listing includes the session/event name, date, location, description, price, logo and number of CEHs earned.

## Fees

Please view the current application or email [educate@acfchefs.net](mailto:educate@acfchefs.net) for fee schedule.