



Self-Study and Site-visit Timeline

For Secondary Programs

Instructions:

Use this **Timeline** to manage the progress of putting together your self-study and preparing for your site-visit.

Time Prior to Site-Visit	Date Completed	TimeLine Tasks
12-18 months		ACFEF-AC Application submitted to ACFEF National office.
12 months		Determine Site-Visit date by submitting the Date Selection Sheet to ACFEF Accreditation Department at the national office. You will be sent the self-study documents.
10-12 months		Review Self-Study template and Exhibit files provided on the flash drive mailed to you by the ACFEF Accreditation Department. The Exhibit files are to be used for filing the documents as indicated within the Self-Study.
10-12 months		Complete each section of the Self-Study using the Self-Study Template. In addition to the narrative responses required in this Self-Study template, all required Exhibits must be included at the time of submission. <i>Exhibits do not have any student identification information on them. Please remove names, student identification numbers, social security numbers, etc.</i>
120 days		The ACFEF Accreditation Department will send an invoice to the school.
60-90 days		Payment for initial accreditation must be received. Send a check to: Accreditation Department American Culinary Federation 6816 Southpoint Parkway Bldg 400 Jacksonville, FL 32216 Or call (904) 824-4468 to provide credit card payment information. <i>Please note, we will not schedule evaluators until full payment is received. If payment is not received within 60 days of the scheduled site visit, late fees will be assessed and possible site visit cancellation.</i>
60 days		Submit your completed Self-Study and Exhibits through the online platform.
60 days		The ACFEF Accreditation Department will send you the ACFEF Site Visit Data Sheet containing information for two site visit evaluators.
14 Days		Alert Advisory Committee members, program graduates, and student employers of the date the Site Visit Team is coming and that they may be contacted prior to or during the Site Visit.



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		<p>Note: Interviews can be accomplished through hosting a reception, dinner or lunch during the Site Visit.</p>
14 Days		<p>Inform instructors that they will be interviewed and observed during the Site Visit. They will be asked to produce their course curriculum, the text books and resources (on and off-line) used and their grade books (or on-line grading system). They will also be asked to discuss their role in policy development and/or implementation, outside professional activities, annual technical updating of skill sets, in-service training, formal course work, duties outside teaching, etc.</p>
7 Days		<p>Re-confirm all information on the ACFEF Site Visit Data Sheet is correct. If any information has changed, please contact the ACFEF Accreditation Department.</p> <p><i>Please provide a secondary on-site contact with name, job title, email and cell phone.</i></p>
1 Day		<p>Arrange for a conference room or private office large enough for the ACFEF Site Visit Team to use as a workroom during their time on campus. The following items should be available for the ACFEF Site Visit Team in the workroom during their visit.</p> <ol style="list-style-type: none"> 1. Minimum 2-6" tables and 4 chairs. 2. Laptop or desktop computer with internet access and access to a printer. 3. Refreshments including: coffee (regular and decaf), tea, bottled water, juice, soft drinks and healthy snacks (fruits, nuts, granola bars, etc.) <p>Self-Study support documents including:</p> <ul style="list-style-type: none"> Hard copy of the completed Self-Study and all required Exhibits. Course Syllabi (Syllabi should reflect the required knowledge competencies) for all courses/classes. Complete lesson plans for safety and sanitation, nutrition and supervisory management courses. Program textbooks and online resources use in classes. Program catalogs. Publications and media that describe the program (i.e. videos, newspaper ads, brochures).



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Flexible Itinerary		Site-Visit Timeline
Site-Visit Day 1		<p>Secondary -2:30pm</p> <ul style="list-style-type: none"> • Evaluators and Program Coordinator/Lead Instructor take tour of culinary facility and workroom. • Brief overview of full day visit. • Evaluators begin review of documentation provided in the work room. <p>5:30pm – 6:30pm Reception: Evaluators meet Advisory Board members, graduates, employers, parents.</p> <p>Note: A welcome reception is not mandatory, but many programs choose this venue to have the evaluating team meet and talk with the Advisory Committee, school administration, employers, and graduates. In lieu of a welcome reception, you may choose to have a luncheon on Day 2 (the full day) of your Site Visit.</p>
Site-Visit Day 2		<p>Beginning of School Day Observation lecture and lab classes.</p> <ul style="list-style-type: none"> • Instructor interviews. • Student interviews. • Tour/interviews Resource Center, Student Services Department, Admissions and Tutoring Lab). • Review student records, course syllabi, lesson plans, assignments, quizzes. <p>Note: The team will divide to observe classroom and lab activities. Advise your instructors not to disrupt class when a team member enters the classroom. The team member should sit or stand in the back of the room for observation – not participation.</p> <ul style="list-style-type: none"> • Observation of afternoon Lab instruction • Student interviews • Evaluating team convenes to begin Team Report. <p>End of School Day Exit meeting – Verbal Team Report summary (May include Program Coordinator, Lead Instructor, Principal, CTE Director).</p>
2 weeks after Site-Visit		<p>The written Team Report Summary will be sent to the program contact for review. Any non-compliance areas that are cited must be responded to in writing to the ACFEF Accreditation Department by the date specified.</p> <p><i>Note: You should have no further contact with the evaluator(s) regarding the visit. All follow-up questions should be addressed to the ACFEF Accreditation Department.</i></p>



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<p>30 Days After the ACFEF Commission Decision in January or July</p>		<p>The ACFEF Commission meets twice per year to review the Site Visit results including the Team Reports and Program Responses.</p> <ul style="list-style-type: none">- If your program's Site Visit was scheduled in the spring, January-May, the ACFEF Commission will review your program in July.- If your program's Site Visit was scheduled in the fall, September-December, the ACFEF Commission will review your program in January. <p>You will receive an ACFEF Commission Letter / Certificate within 30 days after the Commission Meeting.</p>
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