



American Culinary Federation  
Education Foundation  
Accrediting Commission



# PROGRAMMATIC STANDARDS

## FOR ACFEF ACCREDITED PROGRAMS

AMERICAN CULINARY FEDERATION EDUCATION FOUNDATION INC., ACCREDITING COMMISSION  
6816 SOUTHPOINT PKWY STE 400, JACKSONVILLE, FL 32216  
[www.acfchefs.org](http://www.acfchefs.org) | 800-624-9458 | [accreditation@acfchefs.org](mailto:accreditation@acfchefs.org)



## Section 1.0 - Program Eligibility Criteria

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>1.01</b> <i>The program must be offered at an institution which is legally authorized under applicable state law to provide postsecondary education and is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable national or international government agency responsible for the oversight of the institution.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 1A</b> - Copy of legal licensure to operate and a state certificate of approval to provide postsecondary education by the Department of Education or a comparable national or international government agency.</li> <li>Write a <b>narrative response</b> to provide the contact information (name, address, phone number, email address/website) of the Department of Education or a comparable national or international government agency. If a recognized agency has denied accreditation, placed the program on public probationary status, or has revoked the accreditation, provide an account of such action(s).</li> </ol> <p><b>Note:</b> The ACFEF will use this information to conduct due diligence to confirm governmental authority and accreditation status with institutional accreditors through verification on a governmental website, accreditor's website or by telephone calls as needed.</p>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>1.02</b> <i>The program's application for accreditation must be signed by the authorized educational institutional representative.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 1B</b> - Copy of postsecondary or secondary ACFEF accreditation application.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>1.03</b> <i>The program must have a minimum of 1 year's graduates.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 1C</b> - List five (5) recent graduates and their places of employment. Include name, address, email and phone number of the graduates and employers.</li> </ol> <p><b>Note:</b> Recent graduates must have graduated within the last five (5) years.</p> <ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing the institution's graduation rate goals.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>International ONLY:</i>  <b>1.04</b> <i>The Program Coordinator (or main contact) must speak English to communicate with the ACFEF AC and site visit team. If necessary, the institution would be responsible, at the institution's expense, for providing a translator to speak with the advisory committee and other pertinent staff.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> listing:       <ol style="list-style-type: none"> <li>The personnel the ACFEF AC and site visit team will be working with during the process and the languages they speak, and</li> <li>If a translator is to be used on-site, please list their name as well</li> </ol> </li> </ol>



Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><i>International ONLY:</i>  <b>1.05</b> All institution / instructor educational information in catalogs, student handbooks and on website and food, health and safety reports must be submitted in English or must be accompanied by a notarized English translation.</p>	<ol style="list-style-type: none"> <li>All self-study and supporting exhibits provided to ACFEF AC must be in English or be a notarized English translation for ACFEF AC confirmation of standards.</li> </ol>

## Section 2.0 - Program Mission and Goals

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>2.01</b> The mission and goals of the program are consistent with industry standards, needs and expectations.</p>	<ol style="list-style-type: none"> <li><b>Exhibit 2A</b> - Copy of the program’s mission and goals.</li> <li>Write a <b>narrative response</b> describing the mission and goals of the program and how the advisory board has input and influence into them.</li> </ol>

## Section 3.0 – Organization and Administration

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.01</b> There are clearly defined administrative channels for the program, which allow it to operate effectively.</p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing:             <ol style="list-style-type: none"> <li>The administrative and teaching responsibilities of the person responsible for the oversight of the program (i.e. program coordinator, lead instructor, etc.)</li> <li>To whom this person reports on matters such as finance, policies, admission and curriculum</li> <li>Their role in assessing, planning, evaluating and implementing changes to the program</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.02</b> There is an organizational chart showing the administrative structure of the program.</p>	<ol style="list-style-type: none"> <li><b>Exhibit 3A</b> - Organizational chart for the administrative structure of the program.</li> </ol>



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.03</b> <i>There is evidence of continuing financial support commensurate with the resources of the institution and appropriate to the needs of the program.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 3B</b> - Financial statement for the program for the last fiscal year (department budget - audited or unaudited).</li> <li>2. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. If you receive any outside funding (i.e. government or private industry grants)</li> <li>b. At what point you believe the program will be self sufficient</li> <li>c. If the program will be able to continue if outside funding expires</li> <li>d. If the program operates an income producing business (i.e. catering, cafeteria restaurant, vending) and how those funds relate to the program's operations and provide for capital expenditures</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.04</b> <i>Faculty have a balance of teaching, lab coordination, and administrative responsibilities to result in an effective educational program.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing how the instructors are able to maintain a balance of teaching, lab coordination, and administrative responsibilities.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.05</b> <i>The program will have an advisory committee that meets a minimum of twice per year to advise the program and advise how to respond to the employment needs of the industry. Topics to be discussed within one academic year should include but are not limited to the following topics: curriculum, scholarships, graduate certification, facility equipment, externships and internships, industry needs, student recruitment, and ACFEF accreditation updates.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 3C</b> - Advisory committee meeting minutes for past year which include:               <ol style="list-style-type: none"> <li>a. Minimum of two (2) written meeting minutes</li> <li>b. List of advisory committee members in attendance with their titles</li> <li>c. Meeting minutes include, but are not limited to:                   <ol style="list-style-type: none"> <li>i. Curriculum</li> <li>ii. Facility equipment</li> <li>iii. Student recruitment</li> <li>iv. Externships and internships</li> <li>v. Funding sources</li> <li>vi. Scholarships</li> <li>vii. Industry needs</li> <li>viii. ACFEF accreditation updates</li> <li>ix. Graduate certification</li> </ol> </li> </ol> </li> <li>2. Write a <b>narrative response</b> summarizing the advisory committee's role in supporting the program in response to the employment needs of the industry.</li> </ol>



Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.06</b> <i>The advisory committee assists to ensure the program responds to the needs of the industry, including job skills and equipment, and continues to meet the ACFEF standards. The advisory committee membership consists of representatives from a variety of hospitality industry representatives (i.e., healthcare, club resorts, purveyors, restaurants, institutional centers, F&amp;B directors) and must include a current student or recent graduate (within 5 years) of the program.</i></p>	<p>1. <b>Exhibit 3D</b> - Roster of advisory committee members including contact information (phone number, email, company name, and title).</p> <p><b>Note:</b> Recent graduates must have completed the program within the last five (5) years.</p> <p>2. Write <b>narrative response</b> describing:</p> <ol style="list-style-type: none"> <li>Design of advisory committee and reason for its composition</li> <li>Criteria and requirements for advisory committee members</li> <li>Frequency of meetings</li> <li>Functions and responsibilities</li> </ol> <p>3. Write a <b>narrative response</b> describing:</p> <ol style="list-style-type: none"> <li>How the advisory committee assists the instructors and faculty to ensure the program responds to the needs of the industry including job skills and equipment</li> <li>How the advisory committee ensures the program continues to meet ACFEF standards</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>3.07</b> <i>The program has a system in place to track and report results related to actionable follow-up from the advisory committee meetings.</i></p>	<p>1. Write a <b>narrative response</b> describing implementation of an advisory committee meeting action item.</p>

## Section 4.0 - Faculty and Staff

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>4.01</b> <i>The program coordinator must satisfy the requirements of the institutional job description.</i></p>	<p>1. <b>Exhibit 4A</b> - Program coordinator job description and resume.</p>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>4.02</b> <i>There are written job descriptions for program staff and faculty.</i></p>	<p>1. <b>Exhibit 4B</b> - Job descriptions for program-related staff and faculty including:</p> <ol style="list-style-type: none"> <li>Instructors</li> <li>Persons responsible for matters such as finance, policies, admission and curriculum (i.e. CTE Director, Principal, Dean, CFO, etc.)</li> <li>Faculty and support staff</li> </ol>



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<p><b>4.03</b> <i>The faculty has professional preparation relevant to their areas of responsibility, and can document professional participation in those areas.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 4C</b> - Copies of instructor certifications (i.e. ServSafe) showing expiration dates.</li> <li>2. <b>Exhibit 4D</b> - Copy of resumes for all faculty.</li> <li>3. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. Each faculty member's background strengths and how they relate to the courses for which they are responsible</li> <li>b. The faculty workload, including counseling, teaching, and extracurricular activities involving students. Indicate whether faculty contractual obligations or requirements are different from any other faculty within the institution</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>4.04</b> <i>All program faculty in the technical phase of the program must meet the following qualifications:</i></p> <p><i>a. Certified or meet the qualifications of ACF Certified Sous Chef (CSC) or Certified Pastry Culinarian (CPC) level with 50% of full time faculty certified or meet the qualifications of Certified Chef de Cuisine (CCC) or Certified Working Pastry Chef (CWPC) level. Certified Culinary Educator (CCE) levels are encouraged.</i></p> <p><i>or</i></p> <p><i>b. Meet the state requirements for teaching and provide verification of education/professional development courses (minimum of 30 hours each) in culinary arts, food safety and sanitation, and culinary nutrition.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 4D</b> - Copy of professional development reports (PDRs) for all full-time and adjunct instructors.</li> <li>2. Write <b>narrative response</b> describing if any of your full-time technical instructors do not meet the ACF certifiable levels and what actions are being taken to achieve these certifiable levels.</li> </ol> <p><b>Note:</b> Adjunct instructors, whose hours add up to a full time position, are considered to be full time equivalent faculty.</p>



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>4.05</b> <i>The personnel policies for faculty of the program are the same as those in effect for other faculty members in the institution.</i>	1. Write a <b>narrative response</b> describing how personnel policies for faculty of the program are the same as those in effect for other faculty members in the institution.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>4.06</b> <i>The program needs to have faculty adequate in number to implement the instruction and related activities of the program effectively and safely. The number of faculty is based on the institutional requirements of the student/faculty ratio.</i>	1. Write a <b>narrative response</b> describing: <ol style="list-style-type: none"> <li>The student to faculty ratio for core lecture classes Student: _____ Faculty: _____</li> <li>The student to faculty ratio for lab classes Student: _____ Faculty: _____</li> <li>Describe teaching / lab assistants and their roles with the program</li> <li>Where in the institution's policies and procedures the student / faculty ratio requirements are documented</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>4.07</b> <i>The program faculty must show evidence of professional growth on an annual basis in the area of instructional and technical skills.</i>	1. <b>Exhibit 4D</b> - Copy of professional development reports (PDRs) for all full-time and adjunct instructors.  2. Write a <b>narrative response</b> describing faculty professional development activities and include budget allocation, release time conditions, and how action plans are developed.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>4.08</b> <i>There is evidence of participation and attendance at regularly scheduled institutional and programmatic meetings.</i>	1. <b>Exhibit 4E</b> - Meeting minutes.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>4.09</b> <i>Administrative support services and personnel are provided to meet the needs of the program and to facilitate the work of the program faculty.</i>	1. Write a <b>narrative response</b> describing the administrative support services available to the program.

## Section 5.0 – Curriculum

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>5.01</b> <i>The curriculum implements the program's vision, core values, goals and objectives.</i>	1. Write a <b>narrative response</b> describing how the program fulfills the stated vision, core values, goals and objectives of the program.



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>5.02</b> <i>Course description and units of instruction follow syllabi which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria and student assessment methods.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 5A</b> - Three (3) current syllabi for the following courses: nutrition, sanitation and supervisory management.</li> <li>Write a <b>narrative response</b> describing how syllabi are developed to contain the following information:               <ol style="list-style-type: none"> <li>Goals and learning objectives of the course</li> <li>Text and reference materials required</li> <li>Evaluation methodology</li> <li>Schedule of materials to be covered</li> </ol> </li> <li>At site visit, have course syllabi available for the evaluation team to review.</li> </ol>
<p><b>5.03</b> <i>Opportunities are offered through the curriculum to strengthen the student's competence in communications, critical thinking, problem solving, leadership and human relation skills.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing how the curriculum offers opportunities for students to develop competence in communication, critical thinking, problem solving, leadership, and ability to interact with individuals from varying backgrounds.</li> </ol>
<p><b>5.04</b> <i>Virtual and/or in-person guest speakers, community resources and field trips are utilized to provide program enrichment.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing how the program uses community resources, including field trips and guest speakers to provide program enrichment. List three specific examples from the previous year.</li> </ol>
<p><b>5.05</b> <i>There is a rationale for the organization of the curriculum and the course requirements for the program. The course requirements are organized and sequenced so that knowledge and skills are developed progressively throughout the program.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing how the courses are ordered and sequenced to meet the desired program outcomes.</li> </ol>
<p><b>5.06</b> <i>The allocation of credit for lecture and lab hours is consistent with the expectation of the institution.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing how the allocation of lecture and lab hours are determined.</li> </ol>





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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>5.07</b> <i>The program must exhibit evidence of meeting the competencies as specified in the ACFF “Required Knowledge and Skill Competencies”, which are designed to include both hands-on and theoretical culinary instruction.</i></p> <p><i>Nutrition, sanitation, and supervisory management competency areas must meet the minimum number of contact hours as listed below:</i></p> <p><i>Minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 5B</b> - Completed required knowledge and skills competencies template for each program to be reviewed.</li> <li>2. Write a <b>narrative response</b> describing how instructors document student achievement of the required knowledge and skills competencies.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>5.08</b> <i>There are well-defined, verifiable, and consistent assessment strategies utilized in the grading procedures in both lecture and lab courses.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> that explains the rationale and research that supports the grading assessments used in both lecture and lab courses.</li> <li>2. <b>Exhibit 5C</b> - Lab evaluation form and rubrics used.</li> <li>3. Have three (3) completed support documents available during the site-visit:             <ol style="list-style-type: none"> <li>a. Syllabi</li> <li>b. Lesson plans</li> <li>c. Assignments</li> <li>d. Quizzes</li> <li>e. Tests</li> <li>f. Lab evaluations</li> <li>g. Grade books and/or access to on-line grading system</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>5.09</b> <i>Students are regularly kept informed of their performance and progress in both lecture and lab courses.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing how students are regularly kept informed of their progress in both lecture and lab courses.</li> </ol>



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>5.10</b> <i>The curriculum provides for integration of theoretical knowledge into the practical learning experiences.</i>	1. Write a <b>narrative response</b> describing how your courses integrate theory into the practical learning experiences.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>5.11</b> <i>The lab and dining facilities have a uniform policy that reflects high standards of professional appearance by instructors and students to ensure that sanitation and safety policies are being met per state and/or local food service regulations. The lab uniform policy must include at a minimum these requirements: chef coat and long pants; non-absorbent, non-slip, close-toed shoes; head cover with restrained hair; apron; and no jewelry except plain band.</i>	1. Write a <b>narrative response</b> describing: <ol style="list-style-type: none"> <li>The program's lab uniform and dining room (if applicable) policy. Include where this policy is visible to students</li> <li>If the students are responsible for providing the required uniforms or if the uniforms are provided by the school</li> <li>How the uniform policies are enforced</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>5.12</b> <i>The lab experiences reflect high standards to ensure sanitation and safety policies are being met.</i>  <i>** Postsecondary: food and beverage management programs must meet minimum requirements based on the local health code.</i>	1. Write a <b>narrative response</b> describing: <ol style="list-style-type: none"> <li>How safety and sanitation practices are included in the lesson plans</li> <li>How safety and sanitation practices are monitored and enforced in the labs</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>5.13</b> <i>Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Safety Data Sheets (SDS) or Comparable International Guidelines are readily accessible in each of the labs and are reflective of current inventory.</i>	1. Write a <b>narrative response</b> describing: <ol style="list-style-type: none"> <li>How students are trained in the correct handling and use of hazardous materials, substances, or wastes</li> <li>The location of and how Safety Data Sheets (SDS) or Comparable International Guidelines are readily accessible in each lab</li> <li>The process for keeping the Safety Data Sheets (SDS) or Comparable International Guidelines updated based on corresponding current inventory of chemicals</li> </ol>



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>5.14</b> <i>Students are trained on the proper use of all major kitchen equipment to include safety, sanitation and cleaning of each. An equipment safety check sheet is completed by each student to include student initials/signature, training date and instructor for each piece of major equipment, and is retained in student file.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 5D</b> - Copy of the equipment safety check sheet.</li> <li>2. During site visit, have available a minimum of three (3) student completed equipment safety and operations check sheet to include their signatures.</li> </ol>
<p><b>5.15</b> <i>The program and curriculum are sufficiently flexible to provide for individual differences among students.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing how the program provides flexibility and proactive behaviors to adapt to individual differences (diversity &amp; inclusion) among students to include race, religion, ethnicities, genders, social classes, physical abilities, and academic disabilities.</li> <li>2. Provide examples of how the program accommodates students with each of the following: food allergies, religious beliefs, and dietary restrictions.</li> </ol>
<p><b>5.16</b> <i>The curriculum provides for a variety of instructional techniques, strategies, and media with emphasis on student involvement in the teaching / learning process.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing:             <ol style="list-style-type: none"> <li>a. What instructional techniques and strategies are used in the program</li> <li>b. How audio-visuals and other resources are used to support the teaching program</li> </ol> </li> </ol>
<p><b>5.17</b> <i>If applicable, any externship, internship, co-op, or apprenticeship training program must include a written agreement which meets the objectives of the total program. Documentation on file must include documented and signed training agreements and employer evaluations of students.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 5E</b> - Sample of required documents used in the supervised work experience portion of the curriculum, if applicable.</li> <li>2. Write a <b>narrative response</b> describing how career related employment and / or experience (i.e. on-the-job training, externships, cooperative training) provide the opportunity to practice at the professional level, and how the experience is monitored so as to provide a valuable part of the curriculum.</li> </ol>



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### Section 6.0 – Facilities

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>6.01</b> <i>The facilities and equipment of the institution are adequate for the needs of the program.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 6A</b> - List of major lab equipment.</li> <li><b>Exhibit 6B</b> - Diagram or floor plan of the labs, lecture class rooms and dining space, if applicable.</li> <li>Write a <b>narrative response</b> describing procedures for the maintenance and replacement of equipment.</li> </ol>
<p><b>6.02</b> <i>Classroom space is available to support the program objectives.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing if available classroom space is adequate to support the objectives of the program.</li> </ol>
<p><b>6.03</b> <i>Office space is provided for the program coordinator, faculty members and staff to adequately meet the program's needs, and there is access to office space that provides privacy for student advisement.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>The office space available to program coordinator, faculty and staff</li> <li>The office space available to program coordinator and other faculty that allow privacy when needed (i.e. advising students)</li> </ol> </li> </ol>
<p><b>6.04</b> <i>ACFEF accredited programs meet safety and sanitation guidelines as established through federal, state, and local codes. International programs meet their country, province and/or local food safety and sanitation policies and guidelines.</i></p>	<ol style="list-style-type: none"> <li><b>Exhibit 6C</b> - Current sanitation report, if required by federal, state or local code.</li> <li>Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>How the lab facilities meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA food code and / or guidelines established by international government agencies to monitor safety and sanitation</li> <li>Any issues that may require consultation regarding, and resolution of conflicts between, accreditation standards and state or local laws governing the institution or program seeking accreditation</li> </ol> </li> </ol>
<p><b>6.05</b> <i>There is access to a resource center with adequate and accessible materials, in print or online, which supports the objectives of the program.</i></p>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing the resources available at the resource center and methods used to encourage students to utilize the resources available to them regarding the objectives of the program.</li> </ol>



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<p><b>6.06</b> <i>There is a written institutional policy for first aid, emergency services, and student and faculty safety and security. The faculty, staff and students are trained in the institutional policy for first aid and emergency services.</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. The institution's policy for first aid and emergency services</li> <li>b. Emergency policies and procedures training for faculty, staff, and students</li> <li>c. How consistent postings of emergency procedures are available throughout the facility</li> <li>d. How often emergency and first aid training takes place, and when it is first introduced to students in the program</li> </ol> </li> </ol>

### Section 7.0 – Student Services

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>7.01</b> <i>The following program information is accurate and publicly available: requirement for admission, program course descriptions, withdrawal policy and procedure for refund of fees.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Exhibit 7A</b> - Copy of program catalog (hardcopy or online).</li> <li>2. <b>Exhibit 7B</b> - Copy of student handbook.</li> <li>3. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. How the program goals and objectives are kept current with the industry's requirements. Include the frequency and methods of your review in your answer</li> <li>b. Where the program information is made evident to students and prospective students</li> <li>c. What objectives and measures are used to achieve the goals within the program</li> <li>d. What other hospitality or foodservice programs are available at the institution that are not being reviewed during this site visit</li> </ol> </li> <li>4. Provide hyperlinks to the institution's:               <ol style="list-style-type: none"> <li>a. Admission policy and procedures for applicant</li> <li>b. Program course descriptions</li> <li>c. Withdrawal policy</li> <li>d. Refund policy of fees</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>7.02</b> <i>Additional costs of the program, beyond the basic fees of the institution, are clearly stated (i.e liability insurance, facility use fees, transportation).</i></p>	<ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. What additional costs students may incur beyond the basic fees of the institution</li> <li>b. Where the additional costs, if applicable, are listed and available for public viewing</li> </ol> </li> </ol>



# Programmatic Standards

For Postsecondary and Secondary Accreditation

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.03</b> <i>Announcements, marketing and student recruitment practices accurately reflect the program offered.</i>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>Student recruitment and marketing practices of the program</li> <li>Where announcements are listed and available for public viewing</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.04</b> <i>Criteria and procedures for the selection of students for the program are publicly available.</i>	<ol style="list-style-type: none"> <li><b>Exhibit 7A</b> - Copy of program catalog (hardcopy or online).</li> <li><b>Exhibit 7B</b> - Copy of student handbook.</li> <li>Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>Where the criteria and procedures for selecting students is publicly located</li> <li>The criteria and procedures for the selection of students</li> </ol> </li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.05</b> <i>There are current signed agreements or an institutional policy in place which allows student credits to be awarded and accepted for previous educational experiences.</i>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing the institution’s written policy which allows student credits to be awarded and accepted for previous educational experiences.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.06</b> <i>Students and graduates have access to files maintained by the program relating to their performance.</i>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing the policy and procedures of how students and graduates are apprised of their performance throughout the program, including graduation.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.07</b> <i>Services for placement, program and industry advisement, and guidance are available for students.</i>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing the services available to students regarding placement (if applicable), and program and industry advisement and guidance.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.08</b> <i>Scholarship information is available to students.</i>	<ol style="list-style-type: none"> <li>Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>What scholarship information is available to students</li> <li>Where this information is available for students to view</li> </ol> </li> </ol>



Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>7.09</b> <i>There is a published grievance procedure that students may use to address concerns and needs.</i>	1. Write a <b>narrative response</b> describing the published student grievance policy and procedures, including how students have access to the grievance policy and procedures.

## Section 8.0 - Program Assessment

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>SECONDARY ONLY</b></p> <p><b>8.01</b> <i>There is a process for collecting programmatic assessment data from a variety of sources, which is verifiable, available for review, and supports the program’s need from local funding sources (i.e., Perkins). Program assessment data includes:</i></p> <ul style="list-style-type: none"> <li>- Graduate surveys and/or follow-up surveys: identifying student satisfaction with skills learned in the program.</li> <li>- Employer or advisory surveys: identifying employer or advisory satisfaction with skills learned in the program.</li> <li>- Student Completion / Concentrator Rate: percent of students completing the program. Note: concentrator is specifically called for in Perkins, it is not completers.</li> <li>- Graduate Placement Rates: percent of students who proceed to one of the following after graduation; college, apprenticeship program, military, workforce related to the industry.</li> <li>- ACF Certification Rates: percent of students who received ACF Certification upon graduation.</li> </ul>	<p>1. Write <b>narrative response</b> describing:</p> <ul style="list-style-type: none"> <li>a. The system used, provide dates, sample forms and results for assessment of program's:             <ul style="list-style-type: none"> <li>i. Completion / concentrator Rates</li> <li>ii. Certification rates</li> <li>iii. Job placement rates</li> </ul> </li> <li>b. The most recent overall evaluation of the program</li> <li>c. What changes were effected as a result of the evaluation</li> <li>d. How is this data made publicly available</li> </ul> <p><b>Note:</b> Have supporting documentation available for the evaluators at the site visit.</p> <p>2. <b>Exhibit 8A</b> - Evaluations and Surveys: provide dates, sample forms, and results from the most recent:</p> <ul style="list-style-type: none"> <li>a. Current student evaluations of courses and faculty</li> <li>b. Graduate surveys</li> <li>c. Graduate follow-up surveys</li> </ul> <p><b>Note:</b> Remove all student identification information from documentation submitted in exhibits.</p>



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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>POSTSECONDARY ONLY</b></p> <p><b>8.02</b> <i>There is a process for collecting programmatic assessment data from a variety of sources. The assessment data is verifiable and available for review, including graduate surveys and / or follow-up surveys, employer or advisory surveys, student graduation rates, job placement rates and ACF certification rates.</i></p> <p><i>Student achievement data (program outcomes) for all ACFEF accredited programs must be publicly accessible on the program’s web page as required by CHEA. Publicly accessible data includes student graduation rate, job placement rate, and ACF certification rate, and is defined as follows:</i></p> <p><i>1. Graduation rate is the percentage of students who complete their program within 150% of the published time for the program.</i></p> <p><i>2. Job placement rate is the percentage of students that are employed in their field of study within nine (9) months of graduation.</i></p> <p><i>3. ACF certification rate is the percentage of students who receive ACF certification within 1 year of program completion.</i></p>	<p>1. <b>Exhibit 8B</b> - URL Link for each program outcomes data on program’s website landing page, including:</p> <ol style="list-style-type: none"> <li>Student graduation rates</li> <li>Job placement rates</li> <li>Entry level ACF certification by graduation</li> </ol> <p>Student achievement data (program outcomes) for all ACFEF accredited programs must be publicly accessible on the program’s web page as required by CHEA. Publicly accessible data includes student graduation rate, job placement rate, and ACF certification rate, which are defined as follows:</p> <ol style="list-style-type: none"> <li>Graduation rate is the percentage of students who complete their program within 150% of the published time for the program. <b>Student core program completers: minimum 45%</b></li> <li>Job placement rate is the percentage of students that are employed in their field of study within nine (9) months of graduation. <b>Job placement rates: 85% in field, within 6 months</b></li> <li>ACF certification rate is the percentage of students who receive ACF certification within 1 year of program completion. <b>15% within 12 months (not required for Food &amp; Beverage Management)</b></li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>8.04</b> <i>There is an established and documented method for improving retention of students in the program.</i></p>	<p>1. Write a <b>narrative response</b> describing:</p> <ol style="list-style-type: none"> <li>Retention policies and procedures</li> <li>The attrition and retention of students for the last three years or since the inception of the program, whichever is less</li> <li>Trends</li> <li>Methods utilized to increase retention</li> <li>The advising services available to students</li> </ol>





Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>8.05</b> <i>The program coordinator is responsible for ongoing assessment, planning, implementation and evaluation critical to an effective educational program.</i>	1. Write a <b>narrative response</b> describing: <ol style="list-style-type: none"> <li>Statistical information</li> <li>Planning documents</li> <li>Name and title of designated person responsible for ongoing assessment, planning and evaluation of the program</li> </ol>

## **Section 9.0 – Bachelor Degree ONLY**

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>BACHELOR DEGREE ONLY:</b> <b>9.01</b> <i>The program must exhibit evidence of meeting all competencies as specified in the ACFEF bachelor degree domains.</i>	1. <b>Exhibit BA 1</b> - Completed bachelor degree domains template.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>BACHELOR DEGREE ONLY:</b> <b>9.02</b> <i>The program must include a minimum of 180 quarter credits or 120 semester credits for a bachelor degree.</i>	1. Write a <b>narrative response</b> listing the total number of credits for the bachelor degree program as listed in the institution's catalog.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>BACHELOR DEGREE ONLY:</b> <b>9.03</b> <i>The program must contain at least the equivalent of one 3 or 4 credit hour course at an upper division level in each of the domain areas.</i>	1. <b>Exhibit BA 2</b> - Copy of bachelor degree course requirements.

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<b>BACHELOR DEGREE ONLY:</b> <b>9.04</b> <i>The curriculum requires utilizing a variety of research methods and resources (i.e., library, online references, interviewing techniques, etc.).</i>	1. Write a <b>narrative response</b> describing how students are required to utilize a variety of research methods and resources as part of the curriculum.



## Programmatic Standards

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Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>BACHELOR DEGREE ONLY:</b>  <b>9.05</b> <i>Documentation must be available on file and must include documented and signed training agreements, employer evaluations of students, instructor evaluations of students, and students' evaluations of workstations and experience, etc., if the program requires one of the following:</i>            - 3 or 4 credit practical capstone course.            - 3 or 4 credit culinary Internship/Externship course.            - Zero credit experiential earning</p>	<p><b>Evidence of Compliance – Program to Provide the Following Information</b></p> <ol style="list-style-type: none"> <li>1. <b>Exhibit BA 3</b> - Sample of required documents used in the experiential learning component, if applicable.</li> <li>2. Write a <b>narrative response</b> describing expectations for one of the following:               <ol style="list-style-type: none"> <li>a. 3 or 4 credit practical capstone course</li> <li>b. 3 or 4 credit culinary internship/externship course</li> <li>c. Zero (0) credit experiential learning</li> </ol> </li> <li>3. Describe how the internship / externship or experiential learning component provides the opportunity to practice at the professional level and how the experience is monitored as to provide a valuable part of the curriculum.</li> </ol>

Standard # and Description	Evidence of Compliance – Program to Provide the Following Information
<p><b>BACHELOR DEGREE ONLY:</b>  <b>9.06</b> <i>The program will have methods to verify that students who transfer into the Bachelor program with an Associate degree have achieved the Required Knowledge and Skill Competencies.</i></p>	<p><b>Evidence of Compliance – Program to Provide the Following Information</b></p> <ol style="list-style-type: none"> <li>1. Write a <b>narrative response</b> describing:               <ol style="list-style-type: none"> <li>a. How the institution's admission procedures confirm that the student has met the required pre-requisites, which should include an AAS Degree in the culinary arts / baking &amp; pastry</li> <li>b. Where in the student catalog and website the information is publicly available</li> </ol> </li> </ol>