



# ACFE APPRENTICESHIP GETTING STARTED GUIDE



American Culinary Federation  
The Standard of Excellence for Chefs



American Culinary Federation Education Foundation, National Apprenticeship Committee

## Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

Greetings,

The American Culinary Federation Education Foundation National Apprenticeship Committee (ACFEF NAC) is pleased and excited that you have chosen to consider hosting an apprenticeship program. Apprenticeship is an exciting, rewarding, and time-honored method for training the next generation of professionals.

This Getting Started Guide will introduce you to ACFEF Apprenticeship and a summary of the programs we offer. It gives you instructions for Step 1 and Step 2 of the process along with the application and forms required. Once this has been submitted, we will send you the full Operations Manual with details and templates to start your program.

Please feel free to contact Jean McElwain, Apprenticeship Administrator, ACF National Office, with any questions or concerns you may have via email at [apprenticeship@acfchefs.net](mailto:apprenticeship@acfchefs.net) or by phone at 904-484-0217.

We would like to extend a sincere message of gratitude and excitement for the limitless potential that working together can make a reality.

Sincerely,

A handwritten signature in black ink, which appears to read 'Robert Patten', is positioned below the word 'Sincerely,'.

Robert Patten, CEC, CCA, AAC  
Chair – ACFEF National Apprenticeship Committee



## Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### Introduction

The American Culinary Federation Education Foundation (ACFEF) apprenticeship training program has been designed to provide future culinarians entering the workplace with comprehensive training in the practical and theoretical aspects of work required in a highly skilled profession.

This program is based on the voluntary cooperation between ACF local chapters, foodservice establishments, and the local school and college systems. It is truly a cooperative endeavor. The rich rewards of this cooperation are apprentices who learn skills on-the-job, which will serve them to develop into committed and dedicated culinarians.

Apprenticeship is an old and time-honored method of developing skills. In recent years, apprenticeship has enjoyed a renewed popularity. It is viewed as a high quality method to acquire skills while learning by doing and at the same time exploring the opportunities that exist within the culinary profession.

Apprentices are members of a production force as they train on the job and in the classroom. They are paid wages and work a regular workweek. At the end of the apprenticeship period, they receive professional certificates that are similar to the diplomas awarded a graduate of a college.

### Who is American Culinary Federation

The American Culinary Federation, Inc. (ACF), a professional, organization for chefs and cooks, was founded in 1929 in New York City by three chefs' organizations: the Société Culinare Philanthropique, the Vatel Club and the Chefs de Cuisine Association of America. Since our inception, little has changed in our principal goals. We are an organization based on promoting the professional image of American chefs worldwide through education of culinarians at all levels. ACF operates the most comprehensive certification program for chefs in the United States and is home to ACF Culinary Team USA, the official representative for the United States in major international culinary competitions.

The American Culinary Federation (ACF) has long represented the cooks, bakers, and culinary professionals in the United States. Recognizing that the future of the industry would be determined by the competence of the individuals entering the field it established the American Culinary Federation Education Foundation, Inc. (ACFEF). Entities under the ACFEF include apprenticeship, programmatic accreditation, American Academy of Chefs, Senior Chefs and ACF Culinary Team USA.

The National Apprenticeship Committee (NAC) was developed by the ACFEF to formulate the policies and procedures, standards, and operations manual of the apprenticeship program. It is the NAC that develops the tools and resources to help support apprenticeship program coordinators run successful programs.

### About ACFEF Apprenticeship Training

Since 1937, the U.S. Department of Labor (DOL), Office of Apprenticeship (OA) has worked closely with employer and labor groups, vocational schools, state apprenticeship agencies, and others concerned with apprenticeship programs in U.S. industry. Each state has one or more apprenticeship agencies that monitor and regulate the programs within their state. Each one has different requirements relating to labor law and as such sometimes requires multiple governing agencies.

In 1979, the ACFEF apprenticeship program became a US DOL registered apprenticeship program. This program was developed with the help of Jack Braun, CEC®, AAC, Ferdinand Metz, CMC®, AAC, and L. Edwin Brown. This program took the traditional European system of apprenticeship and combined it with the education system of the US. The end product resulted in a dynamic program that combines on-the-job learning with classroom instruction to provide future culinarians entering today's workplace with comprehensive training in the practical and theoretical aspects of work required in this highly skilled profession.

The standards of this training program are developed by chefs with a realistic view of a foodservice operation that includes competency based learning objectives designed for the classroom and work place setting. This model is purposefully designed to provide complimentary and reinforceable knowledge and skills.



## Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### Why Start an ACFEF Apprenticeship Program

The success of apprenticeship comes from the commitment made by the industry (chef and management), education institutions, and the ACF, each of which is responsible for the delivery of a “quality standard” training program to the apprentice. This responsibility has many benefits.

As an employer, the greatest benefit is a committed and loyal employee. Millions of dollars are spent each year on staff development using highly publicized management programs. An apprentice can enhance the enthusiasm and positive attitudes of the entire staff.

Chefs who take on the responsibility of supervising an apprentice may find that their own skill level will increase. The apprentice actually challenges the chef to recall and demonstrate culinary techniques due to the relationship between the chef and the apprentice. That mentoring relationship may result in the chef learning while teaching.

To work with a person for two or three years, see that person graduate and embark on a culinary career is an experience one never forgets. To pass down what one has learned to an individual hungry for the knowledge is one of the most satisfying accomplishments in life.

Sponsoring an ACFEF apprenticeship program brings everyone together to work for the betterment of the industry through training. Graduate apprentices can become active members in their communities and continue the process of sharing information.

### ACFEF Apprenticeship Program Overview

ACFEF recognizes the need for structured training programs to maintain the highest level of skill and competency demanded in the food-service industry. Registered apprenticeship is the most practical and sound training system available to meet that need to develop individuals to be skilled culinary industry workers and to ensure industry an adequate supply of skilled workers. The ACFEF Apprenticeship Program is a US DOL Registered program that offers a Cook and a Pastry Cook track.

#### ACFEF Cook Apprentice Track

The Cook apprentice track offers 3 hybrid-approached programs designed with a progressive learning ladder and the corresponding ACF certification at the completion of that program. An exam will be offered after completing each OJT section to confirm the apprentice mastering the competency and earn interim credentials. The program is managed through an online learning system. (If internet unavailable, please contact the ACF National Office)

- The **Fundamentals Cook** is 1,000 hours of hands-on-learning in 10 OJT sections and 90 hours of related instruction. The apprentice will graduate with the ACF Certified Fundamentals Cook® (CFC®) level of certification. This program can be used as a pre-apprenticeship program and will take 6 months to 1 year to complete.
- The **Culinarian** program 2,000 hours on-the-job training (OJT) in 10 OJT sections and 240 hours of related instruction. The apprentice will graduate with the ACF Certified Culinarian® (CC®) level of certification. This program takes 1 to 2 years to complete.
- The **Sous Chef** program is 4,000 hours on-the-job training (OJT) in 10 OJT sections and 420 hours of related instruction. The apprentice will graduate with the ACF Certified Sous Chef® (CSC®) level of certification. This program takes 2 to 3 years to complete.



## Getting Started Guide

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

	Fundamentals Cook	Culinarian	Sous Chef
On-the-Job Learning hours	1,000	2,000	4,000
Related Instruction hours	90	240	420
Completion Timeframe	6 months - 1 year	1-2 years	2-3 years
ACF Certification Obtained	Certified Fundamentals Cook® (CFC®)	Certified Culinarian® (CC®)	Certified Sous Chef® (CSC®)
<b>OJL Sections/Hours</b>			
OJL 1. Culinary Basics	50	50	50
OJL 2. Vegetables & Fruits	200	350	650
OJL 3. Pantry & Cold Foods	225	295	340
OJL 4. Grains, Pasta, and Starch	160	230	550
OJL 5. Eggs & Breakfast	40	120	120
OJL 6. Stocks, Soups, and Sauces	100	250	470
OJL 7. Poultry	75	225	550
OJL 8. Meats	75	225	610
OJL 9. Fish & Shellfish	50	150	450
OJL 10. Baking & Pastry	25	105	210
<b>Related Instruction Courses/Hours</b>			
Sanitation & Safety	30	30	30
Nutrition	30	30	30
Introduction to Food Service	30	30	30
Supervisory Management	-	30	30
Dining Room Service & Bev Mgmt	-	30	30
Purchasing & Receiving	-	30	30
Food Preparation I	-	30	30
Elective Course I	-	30	30
Food Cost Accounting	-	-	30
Menu Planning	-	-	30
Food Preparation II	-	-	30
Garde Manger	-	-	30
Baking & Pastry	-	-	30
Elective Course II	-	-	30



## Getting Started Guide

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

### ACFEF Pastry Cook Apprentice Track

The Pastry Cook program is a minimum of 4,000 hours of on-the-job training (OJT) through 10 work stations with 150 logbook entries and 445 related instruction hours. The apprentice will graduate with the ACF Certified Working Pastry Chef® (CWPC®) level of certification. This program must be completed within 3 years of registration.

	<b>Pastry Cook</b>
On-the-Job Learning hours	4,000
Related Instruction hours	445
Completion Timeframe	2-3 year
ACF Certification Obtained	Certified Working Pastry Chef® (CWPC®)
<b>OJL Sections/Hours</b>	
Station 1 – Pastry Shop Orientation	120
Station 2 – Decorated Cakes	520
Station 3 – Tortes & Pies	560
Station 4 – Yeast Raised Products	200
Station 5 – Quick Breads	600
Station 6 – Custards, Mousses & Frozen Desserts	600
Station 7 – Individual & Plated desserts	200
Station 8 – Chocolate, Confections & Showpieces	800
Station 9 – Savory Kitchen Preparation	240
Station 10 – Supervisory Development	160
<b>Related Instruction Courses/Hours</b>	
Introduction to Food Service	20
Sanitation & Safety	30
Food Preparation	45
Food Cost Accounting	30
Beverage Mgmt & Dining Room Service	30
Nutrition	30
Menu Planning	45
Basic Baking	80
Purchasing & Receiving	30
Supervisory Management	30
Advanced Baking & Pastry	75



American Culinary Federation Education Foundation, National Apprenticeship Committee  
**Getting Started Guide**

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

## ACFEF Apprenticeship 2019 Fee Schedule

The National Apprenticeship Committee has established the following fees for the apprenticeship program\*:

<b>Fees per Program Sponsor</b>	
Initial Application Fee	\$250
Each Additional Program	\$100
<b>Recognized Program Annual Fee*</b>	
*A late fee of \$250.00 will be assessed to a program submitting the annual report later than 30 days past due date.	
0-25 apprentices	\$125
25 or more	\$250
Site Visit Administration Fee	\$125
Each Additional Program	\$50
<i>(All site visit expenses for team evaluators will be the program responsibility)</i>	

<b>Fees per Apprentice</b>	
<b>Apprentice Registration with ACF Membership</b>	
Fundamental Cook Program (1 year membership)	\$200
Culinarian Program (2 year membership)	\$300
Sous Chef Program (3 year membership)	\$375
Baking & Pastry Program (3 year membership)	\$375
<b>Apprentice Final Exam Fees</b>	
Fundamental Cook Program	\$60
Culinarian Program	\$125
Sous Chef Program	\$125
Baking & Pastry Program	\$125

<b>ACFEF Course Options - Prices for ACF Members</b>	
30-hour Safety and Sanitation	\$95
30-hour Culinary Nutrition	\$95
30-hour Intro to Foodservice	\$95
3-Course Pack	\$150

Effective Date: May 1, 2019

\* These fees are subject to change.



## American Culinary Federation Education Foundation, National Apprenticeship Committee

# Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

## Ten Quick Steps to Creating an ACFEF Apprenticeship Program

The ACFEF Apprenticeship Program Standards documents outline the policies and responsibilities to acquire and maintain an ACFEF-recognition apprenticeship program. These standards address the United State Department of Labor (US DOL) Code of Federal Regulations CFR 29 Part 29.5 Standards of Apprenticeship and Part 30 Equal Employment Opportunity.

**Step 1:** Organize an apprenticeship committee comprised of representatives from education and industry that meets twice a year.

Establish an apprenticeship committee comprised of representatives from education, industry and human resources (optional) to determine the scope of the apprenticeship program. The program coordinator will act as the chair of the committee. This individual is vital to the success of the program and must have the time to devote to the program. The committee must meet a minimum of twice a year to evaluate the program.

**Step 2:** Submit Phase 1 application and paperwork to become an ACFEF Apprenticeship program.

Complete the ACFEF Apprenticeship New Program Sponsor Phase One application located in Forms or from the ACFEF Apprenticeship National office. This application must be submitted with the following documents:

- ACFEF Apprenticeship Program Coordinator agreement
- ACFEF Apprenticeship List of Committee Members form

**Step 3:** Identify place(s) of employment where prospective apprentices will be working.

Establish a list of potential place of employments in the community that meet the qualifications for an ACFEF-recognized apprenticeship program and agree to hire the apprentice as a full-time employee and provide regular progressive wages. The establishment must provide sufficient opportunity for the apprentice to complete the on-the-job required knowledge and competencies. The supervising chef must be certified/certifiable as a Certified Chef de Cuisine®/Certified Executive Pastry Chef® or higher.

**Step 4:** Determine a method to deliver the related instruction.

The required related instruction can be taught as theory only in a number of ways, including classroom, qualified in-house instruction and online courses. Each program develops its own approach. It is important that the course work is current and relates to the required competencies.

**Step 5:** Develop program apprentice agreement and handbook.

The apprentice handbook should contain a summary of the apprenticeship process with expanded areas focusing specifically on the responsibilities of the apprentice. The apprentice handbook should include the required sections and a signature form. The form is to be signed by the apprentice upon receipt of the handbook and filed in the apprentice folder. You are welcome to incorporate these requirements into your own handbook. See Appendix F.

**Step 6:** Submit ACFEF Apprenticeship New Program Sponsor Phase Two application and paperwork.

Complete the ACFEF Apprenticeship New Program Sponsor Phase Two application located in Forms or from the ACFEF Apprenticeship National office. This application must be submitted with the following documents:

- Program summary to include process of registering and graduating apprentices
- Copy of apprentice handbook
- Schedule of classroom time and related instruction topics from beginning to graduation
- Copy of minutes for initial and subsequent local apprenticeship committee meeting
- Certificate of Registration (OA or SAA) and Copy of Apprenticeship Standards as submitted to the Office of Apprenticeship (National or State) with confirmation of approval (optional registration)





## American Culinary Federation Education Foundation, National Apprenticeship Committee

# Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### **Step 7:** Recruit and place apprentices.

Once the apprentice(s) have been selected, and the proper paperwork submitted, a schedule should be prepared with the apprentice, supervising chef and related instruction provider.

### **Step 8:** Schedule an initial site visit within a year of registering your first apprentice to verify compliance with ACFEF Apprenticeship Standards.

Every new program will receive an initial site visit within 12 months of pre-approval to verify full compliance with ACFEF National Apprenticeship Standards. Subsequent renewal site visits will be conducted within each program recognition period.

### **Step 9:** Program receives recognition status by ACFEF National Apprenticeship Committee.

The ACFEF National Apprenticeship Committee (NAC) meets twice a year to review site visit report and grant program recognition.

### **Step 10:** Apprentice Graduation.

Upon successful completion of the program, apprentices will receive a Certificate of Completion for the ACFEF Apprenticeship Training Program for Cooks or Pastry Cooks and the corresponding ACF Certification.

### **Program maintenance:** Submit annual reports and fees to maintain recognition status

Program coordinators will be required to complete an annual report each year. The purpose of this report is to maintain up-to-date records on programs and to alert about possible compliance problems with the ACFEF Apprenticeship Standards.



## Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### Step 1: Organize Local Apprenticeship Committee

The Program Sponsor is an ACF chapter, employer or other organization in whose name the program is registered, and which will have the full responsibility for administration and operation of the apprenticeship program. The program is administered by a program coordinator and governed by a local apprenticeship committee.

Establish a local apprenticeship committee comprised of representatives from education, industry and human resources (optional) to determine the scope of the apprenticeship program. The program coordinator will act as the chair of the committee. The program coordinator is vital to the success of the program and must have the time to devote to it. The committee must meet a minimum of twice a year to evaluate the program.

#### Program Sponsor Responsibilities:

- Complete, sign and submit signed New program sponsor application contract.
- Will have the full responsibility for administration and operation of the apprenticeship program.
- Responsible for all ACF fees associated with the Apprenticeship program.
- In whose name all certificates will be issued.

#### Local Apprenticeship Committee Responsibilities:

- Establish guidelines for local program that are included in program apprenticeship handbook.
- Facilitate partnership with qualified place(s) of employment and related instruction provider.
- Interview, select and place apprentices.
- Meet at least twice a year.
- Explore alternate learning experiences for Apprentices, such as competitions, field trips, ACF events, etc.
- Listen to and resolve grievances and/or problems of ethics.

#### Program Coordinator Responsibilities:

- Day to day management and coordination of program operations.
- Communicate with ACFEF National Office Apprenticeship Department to: notify them of any changes in the program structure, register new apprentices, and submit annual reports and fees.
- Maintain recordkeeping standards and requirements.
- Meet regularly with Apprentices.
- Ensure apprentices are rotating through on-the-job sections and recording hours appropriately, maintaining skills gallery, and receiving related instruction.
- Conduct regular Site Visits to Place(s) of Employment and confirm Supervising Chefs follow program requirements.
- Coordinate Apprentice graduation procedures.

#### Local Apprenticeship Committee Meeting Minutes

The local apprenticeship committee will schedule at least 2 meetings per year to evaluate the program. They will have a written agenda and a record of the minutes which include members in attendance. A copy of these minutes must be submitted with the initial program application and the annual reports thereafter.

#### Establish Guidelines

The local apprenticeship committee will establish the guidelines for their program that is outlined in the program summary and apprenticeship handbook. They are encouraged to facilitate partnership with qualified place(s) of employment, and related instruction provider(s).

#### Policy Augmentation

The local apprenticeship committee may consider whether any additional guidelines are desired. These guidelines may not replace the ACFEF National Apprenticeship Standards and procedures, but may be added to them. The most common areas for additional guidelines are selection, duration, and graduation. For example, the local apprenticeship committee may require graduate apprentices to successfully compete in an ACF-sanctioned culinary salon.



## Getting Started Guide

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

### Program Design

ACFEF recognizes the need for structured training programs to maintain the highest level of skill and competency demanded in the food-service industry. Registered apprenticeship is the most practical and sound training system available to meet that need to develop individuals to be skilled culinary industry workers and to ensure industry an adequate supply of skilled workers.

### Program Tracks

The program can offer a cook track, a pastry cook track, or both. The cook apprenticeship program track will provide the apprentice with knowledge and practical training in all phases of food preparation; while the pastry cook apprenticeship program track will provide the apprentice with knowledge and practical training in all phases of baking and pastry. The apprentices will progress through the different OJL sections at the place of employment completing the minimum hours of each section over the term of the apprenticeship.

It is important that the program guidelines are acknowledged in the apprentice handbook so all involved parties are privy to this information. This includes any additional guidelines required by the local state Registration Agency or the Office of Apprenticeship, if applicable.

### Cook Track

The Cook apprentice track offers (3) hybrid-approached programs designed with a progressive learning ladder and the corresponding ACF certification at the completion of that program. An exam will be offered after completing each OJL section to confirm the apprentice mastering the competency and earn interim credentials. The program is managed through a mobile friendly, online learning system.

The Cook apprentice will be required to have access to the ACFEF Apprenticeship portal. The portal contains the task, general knowledge, and instruction for each competency. Through the portal, the apprentice will mark each task complete, take the interim credentialing exams, and develop their skill gallery.

### Fundamentals Cook Program

The Fundamentals Cook is 1,000 hours of hands-on-learning (HOL) in 10 OJL sections and 90 hours of related instruction. The successful trainee will graduate with the ACF Certified Fundamentals Cook® (CFC®) level of certification. This program is structured to fit into high school and pre-apprenticeship programs and take 6 months to 1 year to complete. The details of this program is found in *Appendix C1*. The OJL sections are:

Section 1	Culinary Basics	50 hours
Section 2	Vegetables and Fruits Level I	200 hours
Section 3	Pantry and Cold Foods Level I	225 hours
Section 4	Grains, Pasta, and Starch Level I	160 hours
Section 5	Eggs and Breakfast Level I	40 hours
Section 6	Stocks, Soups, and Sauces Level I	100 hours
Section 7	Poultry Level I	75 hours
Section 8	Meats Level I	75 hours
Section 9	Fish and Shellfish Level I	50 hours
Section 10	Baking and Pastry Level I	25 hours

The minimum number of instructional hours for each course will be 30 hours. Details of the competency required in each of these courses is found in *Appendix D*. The courses required are:

- Safety & Sanitation
- Nutrition
- Introduction to Food Service

**Note:** *Fundamentals Cook program is not an apprenticeship program by US DOL definitions. When referring to the Fundamentals Cook program, please substitute trainee for apprentice, training program for apprenticeship program, and place of learning for place of employment. All exceptions exclusive to the Fundamentals Cook program will be written in red.*



## Getting Started Guide

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

### Culinarian Program

The Culinarian program is 2,000 hours on-the-job learning (OJL) in 10 OJL sections and 240 hours of related instruction. The successful apprentice will graduate with the ACF Certified Culinarian® (CC®) level of certification. This program takes 1 to 2 years to complete and 100% of the OJL Level I & II sections must be completed. The details of the required knowledge and competencies (RKC) for each section is found in *Appendix C2*. The OJL sections are.

Section 1	Culinary Basics	50 hours
Section 2	Vegetables and Fruits Level I, II	350 hours
Section 3	Pantry and Cold Foods Level I, II	295 hours
Section 4	Grains, Pasta, and Starch Level I, II	230 hours
Section 5	Eggs and Breakfast Level I, II	120 hours
Section 6	Stocks, Soups, and Sauces Level I, II	250 hours
Section 7	Poultry Level I, II	225 hours
Section 8	Meats Level I, II	225 hours
Section 9	Fish and Shellfish Level I, II	150 hours
Section 10	Baking and Pastry Level I, II	105 hours

The minimum number of related instruction hours for each course will be 30 hours. Details of the competencies required in each of these courses is found in *Appendix D*: The courses required are:

- Safety & Sanitation
- Nutrition
- Introduction to Food Service
- Supervisory Management
- Dining Room Service & Beverage Management
- Purchasing & Receiving
- Food Preparation I
- Elective Course I (any culinary or business related course)



## Getting Started Guide

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

### Sous Chef Program

The Sous Chef program is 4,000 hours on-the-job learning (OJL) in 10 OJL sections and 420 hours of related instruction. The successful apprentice will graduate with the ACF Certified Sous Chef® (CSC®) level of certification. This program takes 2 to 3 years to complete and 100% of the OJL Level I & II must be completed, while 80 % of OJL Level III sections must be completed. The details of the required knowledge and competencies (RKC) for each section is found in *Appendix C3*. These sections are:

Section 1	Culinary Basics	50 hours
Section 2	Vegetables and Fruits Level I, II, III	650 hours
Section 3	Pantry and Cold Foods Level I, II, III	340 hours
Section 4	Grains, Pasta, and Starch Level I, II, III	550 hours
Section 5	Eggs and Breakfast Level I, II	120 hours
Section 6	Stocks, Soups, and Sauces Level I, II, III	470 hours
Section 7	Poultry Level I, II, III	550 hours
Section 8	Meats Level I, II, III	610 hours
Section 9	Fish and Shellfish Level I, II, III	450 hours
Section 10	Baking and Pastry Level I, II, III	210 hours

The minimum number of related instruction hours for each course will be 30 hours. Details of the competencies required in each of these courses is found in *Appendix D*. The courses required are:

- Safety & Sanitation
- Nutrition
- Introduction to Food Service
- Supervisory Management
- Dining Room Service & Beverage Management
- Purchasing & Receiving
- Food Preparation I
- Food Preparation II
- Food Cost Accounting
- Menu Planning
- Garde manger
- Baking and Pastry
- Elective Course I (any culinary or business related course)
- Elective Course II (any culinary or business related course)

### OJL Section 1

For any of the three Cook programs, the OJL Section 1 – Culinary Basics must be completed within 45 days of the apprentice starting the program.



## Getting Started Guide

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

### Pastry Cook Track

The Pastry Cook track is a minimum of 4,000 hours of on-the-job learning through 10 work stations with 150 logbook entries and 445 related instruction hours. The successful apprentice will graduate with the ACF Certified Pastry Chef® (CPC®) or Certified Working Pastry Chef® (CWPC®) level of certification. This program must be completed within 3 years of registration. The details of this program is found in *Appendix E*. The OJL work stations are:

Station 1	Pastry Shop Orientation	120 hours
Station 2	Decorated Cakes	520 hours
Station 3	Tortes and Pies	560 hours
Station 4	Yeast Raised Products	200 hours
Station 5	Quick Breads	600 hours
Station 6	Custards, Mousses and Frozen Desserts	600 hours
Station 7	Individual and Plated Desserts	200 hours
Station 8	Chocolate, Confections and Showpieces	800 hours
Station 9	Savory Kitchen Preparation	240 hours
Station 10	Supervisory Development	160 hours

Details of the competencies required in each of these courses is found in *Appendix E*. The minimum number of instructional hours for each competency area or combined competency area will be:

Introduction to Food Service	20 hours
Sanitation and Safety	30 hours
Food Preparation	45 hours
Food Cost Accounting	30 hours
Beverage Management and Dining Room Service	30 hours
Nutrition	30 hours
Menu Planning	45 hours
Basic Baking	80 hours
Purchasing and Receiving	30 hours
Supervisory Management	30 hours
Advanced Baking and Pastry	75 hours

### Pastry Cook Apprentice Logbook

The Pastry Cook apprentice will have their competencies, ledger, and logbook pages on a flash drive or hard copy binder. The logbook is a tool which each apprentice must maintain throughout the term of the apprenticeship. Logbooks are illustrations with instructions or recipe to confirm the apprentice has mastered the skill.



## American Culinary Federation Education Foundation, National Apprenticeship Committee

# Getting Started Guide

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

### **Probationary Period**

The apprentice shall serve a probationary period of no more than 25% of the hours of the program. This period begins once the apprentice agreement is signed by the apprentice and the fees are paid and processed. During the probationary period, the apprentice or the program coordinator may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The probationary period is full credit towards completing the program.

### **Notice of Non-Discrimination**

Each apprenticeship program sponsor must inform all applicants, apprentices, and individuals connected with the administration and operation of the program of its commitment to equal opportunity and affirmative action obligations. The program is required to publish its equal opportunity pledge in the apprentice handbook, policy manuals, or other documents that describe the nature of the program. This pledge must be posted on bulletin boards, including through electronic media, such that it is accessible to all apprentices and applicants for apprenticeship. Records must be maintained to demonstrate compliance with these requirements and make them available to ACFEF NAC upon request.

### **Non-Discrimination Pledge as required in Title 29 CFR Part 30**

[*Name of program*] will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. [*Name of program*] will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 CFR Part 30.

### **Affirmative Action Plan**

The program will have a written affirmative action plan that documents reasonable outreach and recruitment efforts designed to increase minority and women's participation in the apprenticeship program. An affirmative action plan and report template is *Appendix B*.



American Culinary Federation Education Foundation, National Apprenticeship Committee  
**Getting Started Guide**

American Culinary Federation, Inc. • Attention: Apprenticeship • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • [www.acfchefs.org](http://www.acfchefs.org)

## **Step 2: Submit New Program Application Phase One**

Complete the ACFEF Apprenticeship New Program Sponsor Phase One application located in Forms or from the ACFEF Apprenticeship National office. This application must be submitted with the following documents:

- ACFEF Apprenticeship Program Coordinator agreement
- ACFEF Apprenticeship List of Committee Members form

**The national office will release the full Operations Manual with the remaining steps to creating an ACFEF apprenticeship program. The full manual will include the governing documents, templates, and forms.**

**NOTE:** *Please contact the ACF National Office with any questions you may have.*