



Compliant with Department of Labor Code of Federal Regulations 29 CFR Part 29.5 Standards of Apprenticeship

1. The program must have an organized, written plan of the apprenticeship process from the beginning (recruitment) to the end (graduation), including the terms and conditions of employment and training for the apprentices.
2. The program can choose to offer the Fundamentals Cook, Culinarian, Sous Chef, and/or the Pastry Cook program.
 - a. The **Fundamentals Cook program** is 1,000 hours of hands-on-learning in 10 OJL sections and 90 hours of related instruction. Upon successful graduation, the trainee will earn the ACF Certified Fundamentals Cook® (CFC®) level of certification. This program will take 6 months to 1 year to complete.
 - b. The **Culinarian program** is a competency-based program that includes 2,000 hours of on-the-job learning in 10 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.
 - c. The **Sous Chef program** is a hybrid-based program that includes 4,000-6,000 hours of on-the-job learning in 10 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.
 - d. The **Pastry Cook** track is a minimum of 4,000 hours of on-the-job learning (OJL) through 10 work stations with 150 logbook entries and 445 related instruction hours. Upon successful graduation, the apprentice will earn the ACF Certified Working Pastry Chef® (CWPC®) level of certification. This program must be completed within 3 years of registration.
3. **The program sponsor or committee must meet the following responsibilities:**
 - a. Establish guidelines for local program that are included in program apprenticeship handbook.
 - b. Provide contact information for the appropriate individual with authority under the program to receive, process, and make disposition of complaints.
 - c. Facilitate partnership with qualified place(s) of employment and related instruction provider.
 - d. Interview, select and place apprentices.
 - e. Explore alternate learning experiences for apprentices, such as competitions, field trips, ACF events.
 - f. Ensure that all apprentices are under written apprenticeship agreements incorporating the required information in the apprentice handbook.
 - g. Provide a secure location for recording and maintenance of all apprenticeship files.

4. The program will appoint a program coordinator. The program coordinator is responsible for the day-to-day administration of the program. **The Program Coordinator must meet the following responsibilities:**
 - a. Be an ACF member in good standing.
 - b. Communicate regularly with the ACF national office.
 - c. Notify ACF national office of any changes in the program structure.
 - d. Register new apprentices with ACF national office, including registration form and fee
 - e. Submit annual reports and fees to ACF national office.
 - f. Make sure required paperwork is on file.
 - g. Meet regularly with apprentices.
 - h. Ensure apprentices are rotating stations, maintaining hours ledger, skills gallery, and receiving related instruction.
 - i. Conduct regular site visits to place(s) of employment and confirms supervising chefs follow program requirements.
 - j. Review related instruction on a regular basis to make sure it is relevant.
 - k. Coordinate apprentice graduation procedures.

5. **The place of employment must meet the following responsibilities.**
 - a. Guarantee the apprentice all the rights, privileges, and benefits that other similar employees receive.
 - b. Maintain a sanitary and safe work place.
 - c. Teach safe on-the-job practices.
 - d. Provide adequate equipment and opportunity to complete the OJL required skills and competencies.
 - e. Provide a camera device to capture skills completed or permit the apprentice use of such device (e.g., phone or digital camera).
 - f. Hire the apprentice as a full-time employee and provide an average of forty (40) hour work week. *(See Operations Manual for the Fundamentals Cook exemption).*
 - g. Adhere to the conditions of any ongoing labor contracts.
 - h. Provide regular progressive wages based on skill acquisition.
 - i. Employ an individual who meets the qualifications for a supervising chef.
 - j. Allow the apprentice time off to complete the related instruction and other related activities.
 - k. Apprentice to mentor ratio cannot be greater than 5:1.

6. **The supervising chef must meet the following responsibilities:**
 - a. Be certified / certifiable as Certified Chef de Cuisine® (CCC®), Certified Executive Pastry Chef® (CEPC®), or higher.
 - b. Treat all apprentices in a fair and equitable manner.
 - c. Supervise and provide training to the apprentice on the required skills and competencies.
 - d. Rotate the apprentice through the work stations to complete the OJL required skills and competencies sections.
 - e. Weekly check and approve apprentice's hours input through the apprentice portal.
 - f. Regularly check and approve apprentice's skills gallery through the apprentice portal.
 - g. Keep current with related instruction and integrate into training.
 - h. Notify the program coordinator of any changes to the apprentice's employment.
 - i. Prepare apprentice for the ACF certification written and practical exams.

7. The related instruction provider must meet the following responsibilities:

- a. Offer related instruction in the required competency areas.
- b. Teach safe work practices.
- c. Must provide adequate and safe facilities to teach required knowledge and competencies.
- d. Must be outside the commercial kitchen and be a classroom, a demonstration kitchen, or a computer lab for online learning.
- e. Provide transcripts/verification of attendance.
- f. Use qualified culinary instructor/professionals that meet the following:
 - i. Associate's degree in culinary arts or graduate of an ACFEF-recognized apprenticeship program or ACF certified/certifiable at chef de cuisine level.
 - ii. Meet the State Department of Education's requirements for a vocational-technical instructor in the state of registration or be a subject matter expert.
 - iii. Have training in teaching techniques and adult learning styles.

8. The apprentice must meet the following responsibilities:

- a. Be a high school graduate or equivalent with an eligible starting age no less than 16 years or state requirement. (*See Operations Manual for the Fundamentals Cook exemption*).
 - b. Be an ACF student member for the duration of the apprenticeship.
 - c. Understand demands of apprenticeship program, including work process and related instruction requirements.
 - d. Fulfill obligation to place of employment/supervising chef.
 - e. Sign and acknowledge apprenticeship agreement and handbook.
 - f. Attend related instruction courses.
 - g. Maintain regular communication with the program coordinator.
 - h. Keep accurate hour entries to show progression through the OJL sections.
 - i. Maintain and complete the skills gallery.
 - j. Complete the OJL Section 1 – Culinary Basics within 45 days of starting the program.
 - k. Must take an exam to earn interim credentials after completing each OJL section.
9. Apprentices will progress through the following OJL sections over the term of the apprenticeship. The list includes the minimum time required to become proficient in the corresponding required skills and competencies.

	Fundamentals Cook Hours	Culinarian Hours	Sous Chef Hours
OJT 1. Culinary Basics	50	50	50 - 75
OJT 2. Vegetables & Fruits	200	350	650 - 975
OJT 3. Pantry & Cold Foods	225	295	340 – 510
OJT 4. Grains, Pasta, and Starch	160	230	550 – 825
OJT 5. Eggs & Breakfast	40	120	120 – 180
OJT 6. Stocks, Soups, and Sauces	100	250	470 – 705
OJT 7. Poultry	75	225	550 – 825
OJT 8. Meats	75	225	610 – 915
OJT 9. Fish & Shellfish	50	150	450 – 675
OJT 10. Baking & Pastry	25	105	210 - 315

	Pastry Cook Hours
Station 1 – Pastry Shop Orientation	120 – 160
Station 2 – Baking Production	1320 – 2000
Station 3 – Pastry Production	2200 – 3240
Station 4 – Related Kitchen Production	200 – 320
Station 5 – Lead Pastry Cook	160 - 200

10. Apprentices must complete a minimum contact hours of related instruction over the term of the apprenticeship for the apprenticeship program as listed.

Related Instruction Courses	Fundamentals Cook	Culinarian	Sous Chef
	Hours	Hours	Hours
Sanitation & Safety	30	30	30
Nutrition	30	30	30
Introduction to Food Service	30	30	30
Supervisory Management	-	30	30
Dining Rm Service & Bev Mgmt	-	30	30
Purchasing & Receiving	-	30	30
Food Preparation I	-	30	30
Elective Course I	-	30	30
Elective Course II	-	-	30
Food Cost Accounting	-	-	30
Menu Planning	-	-	30
Food Preparation II	-	-	30
Garde Manger	-	-	30
Baking & Pastry	-	-	30

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

11. The apprentice shall serve a probationary period of no more than 25% of the hours of the program. The probationary period begins once the apprentice agreement has been signed by the apprentice and the fees paid and processed. During the probationary period the apprentice or program coordinator may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The probationary period is given full credit towards completing the program.
12. Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. The program coordinator will evaluate the request for credit and make a determination during the apprentice's probationary period.
13. Apprentices are able to transfer between ACFEF apprenticeship programs under a new apprenticeship agreement. The new program coordinator will review the apprentice's progress and will determine how much credit will be transferred into the new program.

14. Apprentices can shift from one employer to another employer within the same ACFEF apprenticeship program with the approval of the program coordinator.
15. Upon successful completion of the program, the program coordinator will submit a graduation packet with the required documentation to the ACFEF national office so the apprentice can receive the appropriate certificates.
16. The 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.
17. The program will an affirmative action and selection procedures for their apprenticeship program consistent with the requirements set forth in the US DOL 29CFR Part 30.4 through 30.10.
18. The program will provide anti-harassment training to apprentices and other individuals who work regularly with the apprentices. This training will meet the requirements for this training under US DOL 29CFR Part 30.3(b)(4).