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### ACFEF Apprenticeship Overview

Apprenticeship is a combination of on-the-job training and related classroom instruction and requires no previous experience to enroll. Apprentices work full-time under a qualified supervising chef and receive their education through an educational institution or the ACF Online Learning Center.

Enrolling in an ACFEF apprenticeship program ensures that apprentices are learning standardized industry-relevant knowledge and skills competencies across all kitchen stations. The competencies are reviewed and updated by the ACFEF Apprenticeship Committee to ensure trends and techniques are relevant and align with ACF certification requirements.

Upon successful completion of the program, apprentices are eligible for ACF certification and will have the education, skills and job experience needed to earn higher wages and have better job opportunities.

ACFEF-recognized apprenticeship programs have been evaluated by the ACFEF Apprenticeship Committee to ensure they meet the ACFEF apprenticeship standards. The ACFEF apprenticeship standards are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29 CFR Parts 29 and 30.

### Benefits of Becoming an ACFEF Apprentice

- Participate in an “earn while you learn” approach.
- Receive mentoring from qualified professional chefs.
- Develop documented culinary skills that are transferable within the industry.
- Learn cooking and baking skills by rotating through all kitchen stations.
- Understand the requirements for proper food handling, sanitation and hygiene.
- Gain work experience and acquire a professional work ethic.
- Earn ACF certification and have better job opportunities with higher wages.

### ACFEF Apprenticeship Program Levels

ACFEF-recognized programs 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.

ACFEF-recognized programs can offer three different programs levels with a progressive ladder and the corresponding ACF certification at the completion of that program. Apprentices must complete a written and practical exam at the end of their apprenticeship to earn ACF certification. ACF certification is encouraged, but not required for apprentices to complete the apprenticeship program.

- **Fundamentals Cook:** the program offers a minimum of 1,000 hours of on-the-job learning and 90 hours of related instruction. The apprentice can earn their ACF Certified Fundamental Cook or ACF Certified Fundamental Pastry Cook credential after completing the program and exams.



- Culinarian:** the program offers a minimum of 2,000 hours of on-the-job learning and 240 hours of related instruction. The apprentice can earn their ACF Certified Culinarian or ACF Certified Pastry Culinarian credential after completing the program and exams.
- Sous Chef:** the program offers a minimum of 4,000 hours of on-the-job learning and 420 hours of related instruction. The apprentice can earn their ACF Certified Sous Chef or Certified Working Pastry Chef credential after completing the program and exams.

### Related Instruction and Required Knowledge Competencies

The required related instruction can be taught in-person by a qualified instructor, online or through a hybrid approach. Each program develops its own approach, but the courses must meet the required competencies. Courses are a minimum of 30 hours each.

*Savory Cook:*

	Fundamentals Cook	Culinarian	Sous Chef
Safety and Sanitation			
Nutrition			
Introduction to Food Service			
Supervisory Management			
Dining Room Service and Beverage Management			
Purchasing and Receiving			
Food Preparation I			
Elective Course I			
Elective Course II			
Food Preparation II			
Food Cost Accounting			
Garde Manger			
Menu Planning			
Baking and Pastry			

*Pastry Cook:*

	Pastry Cook	Pastry Culinarian	Working Pastry Chef
<b>Safety and Sanitation</b>			
<b>Nutrition</b>			
<b>Introduction to Food Service</b>			
<b>Supervisory Management</b>			
<b>Dining Room Service and Beverage Management</b>			
<b>Purchasing and Receiving</b>			
<b>Basic Baking</b>			
<b>Elective I</b>			
<b>Elective II</b>			
<b>Elective III</b>			
<b>Advanced Baking &amp; Pastry</b>			
<b>Food Cost Accounting</b>			
<b>Menu Planning</b>			
<b>Food Prep I</b>			

**On-the-Job Learning and Required Skills Competencies**

Apprentices must complete the required skills competencies under the guidance of a supervising chef and are required to maintain a logbook to track their hours and demonstrate completed skills. The minimum on-the-job learning hours for each section are indicated below.

*Savory Cook:*

	Fundamentals Cook	Culinarian	Sous Chef
<b>Culinary Basics</b>	50 hours	50 hours	50 hours
<b>Vegetables and Fruits</b>	200 hours	350 hours	650 hours
<b>Pantry and Cold Foods</b>	225 hours	295 hours	340 hours
<b>Grains, Pasta and Starches</b>	160 hours	230 hours	550 hours



# ACFEF Apprenticeship Policies and Procedures

## Become an Apprentice

<b>Eggs and Breakfast</b>	40 hours	120 hours	120 hours
<b>Stocks, Soups and Sauces</b>	100 hours	250 hours	470 hours
<b>Poultry</b>	75 hours	225 hours	550 hours
<b>Meats</b>	75 hours	225 hours	610 hours
<b>Fish and Shellfish</b>	50 hours	150 hours	450 hours
<b>Baking and Pastry</b>	25 hours	105 hours	210 hours

### *Pastry Cook:*

	<b>Pastry Cook</b>	<b>Pastry Culinarian</b>	<b>Working Pastry Chef</b>
<b>Pastry Basics</b>	50 hours	50 hours	50 hours
<b>Batters, Quick Breads, Cookies</b>	165 hours	300 hours	560 hours
<b>Yeast-Raised Products</b>	165 hours	300 hours	525 hours
<b>Pies, Tarts, Crisps, Cobbler, Crumbles</b>	155 hours	210 hours	475 hours
<b>Custards, Mousses, Puddings, Meringues</b>	150 hours	280 hours	300 hours
<b>Cakes and Icings</b>	150 hours	220 hours	440 hours
<b>Classical Pastries and Pate Choux</b>	165 hours	260 hours	520 hours
<b>Plated Desserts, Sauces, Frozen Desserts</b>		260 hours	420 hours
<b>Savory Kitchen</b>		120 hours	210 hours
<b>Chocolate and Confections</b>			500 hours

### **Apprenticeship Program Standards**

The ACFEF apprenticeship standards reflect proven best practices from culinary apprenticeship programs across ACFEF's apprenticeship programs and are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29 CFR Parts 29 and 30.

Foodservice establishments using the ACF Online Learning Center for their related instruction are exempt from ACFEF Apprenticeship Standard 7, Related Instruction Provider Responsibilities.

The ACFEF apprenticeship standards are available on the website under [www.acfchefs.org/apprenticeship](http://www.acfchefs.org/apprenticeship).



### Joining an ACFEF-Recognized Apprenticeship Program

#### Pathway 1 – Related Instruction: Educational Institution

Students looking for a structured, guided apprenticeship should attend an ACFEF-recognized apprenticeship program through an educational institution.

Find an ACFEF-recognized school on the website under [www.acfcchefs.org/apprenticeship\\_schools](http://www.acfcchefs.org/apprenticeship_schools)

#### Pathway 2 – Related Instruction: ACF Online Learning Center

Students wanting to complete the related instruction in a self-paced environment through the ACF Online Learning Center should attend an ACFEF-recognized program through a foodservice establishment.

Find an ACFEF-recognized property at [www.acfcchefs.org/apprenticeship\\_properties](http://www.acfcchefs.org/apprenticeship_properties).

Students needing assistance finding a program can contact the ACF national office at [apprenticeship@acfcchefs.org](mailto:apprenticeship@acfcchefs.org).

#### Fees

Apprentice fees vary by program to incorporate administration, operating and maintenance fees. Apprentice fees include:

- ACF Apprenticeship Portal access for apprentice and supervising chef
- ACF national student membership
- Access to free webinars and recorded presentations on the ACF Online Learning Center.
- ACF certification fees for the corresponding level, including access to the practice written exam.



### **Roles and Responsibilities**

Each ACFEF-recognized program may have additional requirements and responsibilities, however, each program must meet the below responsibilities per the ACFEF Apprenticeship Standards.

#### **Apprentice Responsibilities**

- Registration to an ACFEF-recognized apprenticeship program includes ACF national student membership for the duration of the apprenticeship. Apprentices are encouraged to take advantage of the member benefits.
- The minimum age requirement is 16 years or state requirement.
- Apprentices must fulfill their obligation to the place of employment and their supervising chef.
- Apprentices must sign and acknowledge the apprenticeship agreement and handbook.
- Apprentices must attend related instruction courses and complete required coursework.
- Apprentices must keep accurate hour entries and skills gallery/logbook entries to show progression through the skills competencies.

#### **Foodservice Establishment Responsibilities**

- Apprentices are hired as full-time employees and are guaranteed all the rights, privileges and benefits that other similar employees receive.
- Apprentices will receive regular progressive wages based on skill acquisition.
- Apprentices will be rotated through the workstations to complete the required knowledge and skills competencies.
- Apprentices will receive weekly feedback from their supervising chef.
- Apprentices will be allowed time off to complete the related instruction and other related activities.
- Apprentices will receive a handbook that must include:
  - Contact information for the apprenticeship program
  - Program summary
  - Non-disclosure statement
  - Probationary policy
  - Grievance policy
  - Transfer procedure

#### **Supervising Chef Responsibilities**

- Apprentice to supervising chef ratio will not be greater than 5:1.



- The supervising chef will have minimum qualifications per the ACEF apprenticeship standards.
- The supervising chef will provide training to the apprentice on all required knowledge and skills competencies.
- The supervising chef will check and approve the apprentice's skills gallery and hours every week.
- The supervising chef will prepare the apprentice for the ACF certification practical exam.

### **Related Instruction Provider Responsibilities**

- The provider will offer the related instruction in the required knowledge competency areas.
- The provider will provide transcripts/verification of participation to the apprentice upon completion of the program.
- Instructors will meet the minimum qualifications per the ACEF apprenticeship standards.
- The instructor will prepare the apprentice for the ACF certification written exam.