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ACFEF Apprenticeship Overview

The American Culinary Federation Education Foundation (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 provides chefs, trainers and instructors with industry-relevant knowledge and skill competencies across all kitchen stations and ensures apprentices have the education, skills and job experience to have better job opportunities with higher wages. Upon successful completion of the program, apprentices are eligible to earn ACF certification.

ACFEF apprenticeship programs follow the Required Skills and Knowledge Competencies (RSKCs) based on domains, tasks and knowledge areas that align with ACFEF accreditation and certification.

The ACFEF Apprenticeship Committee evaluates eligible programs 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 Adding an ACFEF Apprenticeship Program

- Give students on-the-job-training skills under supervision.
- Improve student placement rates as apprentices become qualified staff.
- Develop mutually beneficial relationships with the community.
- Reinforce knowledge with practical experience.
- Increase visibility and attendance by being listed on the ACF website

ACFEF Apprenticeship Program Levels

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.

ACFEF offers 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.

The minimum number of instruction hours for each course will be 30 hours. Details of the required knowledge competencies are proprietary and will be provided once the program applies for ACFEF recognition.

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
Safety and Sanitation			
Nutrition			
Introduction to Food Service			
Supervisory Management			
Dining Room Service and Beverage Management			
Purchasing and Receiving			
Basic Baking			
Elective I			
Elective II			
Elective III			
Advanced Baking & Pastry			
Food Cost Accounting			
Menu Planning			
Food Prep I			

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. Details of the required knowledge and skills competencies are proprietary and will be provided once the program applies for ACFEF recognition.

Savory Cook:

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



ACFEF Apprenticeship Policies and Procedures

Start an ACFEF Apprenticeship Program: Foodservice Establishments

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

Pastry Cook:

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

Program Eligibility and Application Process

Eligibility Requirements

- Apprentices must be hired as full-time employees and receive regular progressive wages.
- The establishment must provide sufficient opportunity for the apprentice to complete the on-the-job Required Skills Competencies across ten (10) OJT Sections.
- Apprentices must work under the guidance of a qualified Supervising Chef as defined in the ACFEF Apprenticeship Standards.
- Apprentices will log their hours and track skills competencies through the ACF Apprenticeship Portal.
- Apprentices must complete the required Related Instruction through the [ACF Online Learning Center](#).
- An ACFEF industry evaluator will perform a site visit to validate that the requirements are met. The site visit may be conducted in-person, virtually or a combination of both.

Process to Earn ACFEF Apprenticeship Recognition

1. Review the eligibility requirements and ACFEF apprenticeship program standards to ensure they can be met.
 - a. Foodservice establishments using the ACF Online Learning Center for their related instruction are exempt from Standard 7, Related Instruction Provider Responsibilities.
2. Submit an application to ACFEF with a non-refundable fee. Once payment has been processed, ACFEF will send the designated program coordinator the proprietary on-the-job knowledge and skills competencies, as well as a template for the apprentice handbook.
3. ACFEF will review the documents to verify eligibility. Upon acceptance, the program will be granted temporary status and will be listed as such on the ACFEF apprenticeship program website.
4. ACFEF will work with the program coordinator to set a tentative site visit date 6-12 months before the actual site visit.
5. The program coordinator must pay the program visit fees no later than 60 days before the site visit date. Once payment has been processed, ACFEF will confirm the evaluators for the site visit.
6. The program coordinator must complete and return the self-study that includes all required documents no later than 45 days before the scheduled site visit date.
7. The site visit evaluation team will conduct the site visit and will prepare the team report. The evaluator may choose to provide a verbal summary of the report, but it is not required. There will be no further communication with the evaluators once the site visit has concluded. Any questions or concerns should be addressed with the ACFEF national office.



8. ACFEF will send the program coordinator a written narrative of the team report within 10 business days following the site visit. The narrative will include non-compliance areas that the program coordinator will need to provide a written response to ACFEF by the date specified.
9. The ACFEF Apprenticeship Committee will review the team report, as well as any corrective results, at their next scheduled meeting. The program coordinator will receive a letter with their recognition status within 10 business days following the meeting. Refer to the ACFEF Apprenticeship Policies and Procedures for the decision grant matrix and flow chart.
10. It is the program's responsibility to contact the ACFEF national office to request a self-study report and schedule a site visit for the renewal grant of recognition. The site visit should be conducted within six (6) months before the date of expiration of the program's recognition.



ACFEF Apprenticeship Committee

The American Culinary Federation Education Foundation (ACFEF) Apprenticeship Committee is an approving body within the American Culinary Federation Education Foundation, Inc. ACFEF is a national not-for-profit organization whose purpose is to offer educational resources, programs and training to enhance the professional growth for current and future chefs and pastry chefs.

Mission Statement

The ACFEF Apprenticeship Committee is committed to the professional growth of apprentices by ensuring that ACFEF-recognized apprenticeship programs provide comprehensive training of the practical and theoretical aspects of work required in a highly skilled profession.

Objectives

The ACFEF Apprenticeship Committee evaluates eligible programs 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.

The ACFEF Apprenticeship Committee reviews the practical and theoretical competencies that are taught in the apprenticeship program to ensure they are current and align with the requirements to earn ACF certification.

Governance

The ACFEF Apprenticeship Committee is governed by the ACFEF Board of Trustees and will work within the established bylaws.

The ACFEF Apprenticeship Committee is responsible for formulating policies and procedures, standards and required knowledge and skills competencies. Any proposed changes to the policies and procedures must be provided to the ACFEF BOT for recognition/approval. Any proposed changes to the required knowledge and skills competencies will be made by a majority of the committee members present at the meeting and must be reviewed by the ACFEF Accrediting Commission and ACF Certification Commission for recognition/approval.

The ACFEF Apprenticeship Committee has the sole authority to evaluate apprenticeship programs to determine the degree to which each complies with the ACFEF apprenticeship standards for recognition.

Funding

The ACFEF Apprenticeship Committee is funded by fees generated from annual and registration program fees. They shall adhere to the budget/plan approved by the ACFEF BOT and ACF Board of Governors for operations consistent with the mission and objectives of the organization. Any proposed activities outside the approved budget will be taken by the Apprenticeship Chair to the next regular ACFEF BOT meeting for a decision/approval.

Committee Composition

The ACFEF Apprenticeship Committee shall consist of the Chair and no more than six committee members from active ACFEF-recognized apprenticeship programs with representation from all four regions. The voting members must be current ACF members in good standing, be able to carry out the work of the committee and serve as an evaluator at a minimum of two (2) site visits per year. The Board of Trustees Chair will be a nonvoting member. The



ACF Culinary Programs Director will be a nonvoting member. The Past Chair will serve in a nonvoting, advisory capacity.

Participatory committee members will receive 12 continuing education hours (CEHs) for each full year served. Committee members must contribute to predefined expectations outlined in the job descriptions to earn CEHs.

Committee Chair

The Chair of the ACFEF Apprenticeship Committee will preside at all meetings and ensure that orders and resolutions are carried out by the committee members. The ACFEF Apprenticeship Committee Chair is a member of the ACFEF Board of Trustees and is responsible to attend all meetings as scheduled.

The Chair is nominated and elected by a majority vote from the committee members for a two-year term that can be extended for an additional two-year term. The nominee must have served on the committee for at least one year and have had an active role in an ACFEF apprenticeship program within the past five years.

Nominations and elections will take place at the July meeting, and the chair will take office in January of the following year. If a chair vacates his/her position, the ACF Culinary Programs Director will recommend a new chair for ACFEF Board of Trustee approval.

Committee Members

The committee is composed of program coordinators, supervising chefs and educators from active ACFEF-recognized apprenticeship programs. Committee members serve a three-year term that can be extended for one additional three-year term. If a committee member vacates his/her position, a new member may be recommended and appointed by the Committee Chair or ACF Culinary Programs Director.

Nominations for committee members are solicited from ACFEF-recognized apprenticeship programs and can be self-nominated. Nominations must include a resume and letter of intent. The Chair and ACF Culinary Programs Director will select the new committee members. The newly elected committee members will take office at the next meeting.

Member Removal

A committee member, including the chair position, may be recommended for removal for any action that is determined by the Committee Chair, ACF Culinary Programs Director or ACFEF board member to be detrimental to the best interests of the ACFEF apprenticeship program. Removal of any member shall be by a majority vote of the Committee (except the member proposed for removal) and approval by the ACFEF BOT.

Meetings

The ACFEF Apprenticeship Committee will meet twice a year, either in-person or virtually, to review apprenticeship program recognitions. In-person meetings must be pre-approved by the ACF Chief Financial Officer upon recommendation by the ACF Culinary Programs Director. Meeting costs, including travel, will be included in the budget for committee members.

Committee members must make a concerted effort to attend the meetings. Any committee member absent from two consecutive meetings will come before the Chair for review and possible dismissal from the Committee.



Ethics and Notice of Non-Discrimination

Ethics

The Apprenticeship Committee will exert all reasonable efforts to protect the confidentiality of information elicited and shared during the apprenticeship process.

Any information about a program is confidential and must remain so. The committee, evaluators and staff will not reveal program information except to correct the record if the program knowingly and purposely distorts such information about itself.

All committee members are required to sign the ACF Canons of Ethical responsibility, the Conflict of Interest and Confidentiality Agreement, and complete the biennial Anti-Harassment training approved by the ACF before any program review or other committee action to guarantee non-biased judgments.

The committee and its representatives will avoid conflicts of interest during participation in site visits or during the award of recognition. These may include but are not limited to current or former employment or affiliation, previous or current service as a consultant, holding a financial interest or affiliation with a program in direct geographic competition or other close relationships with the program under review.

A committee member who acted in the capacity of an evaluator during an apprenticeship site visit may not vote on that program's application for recognition, nor may a committee member vote on any application regarding his/her program or with which he/she has an affiliation (such as serving on the institutions advisory board).

Site visit evaluators will identify potential conflicts of interest before accepting a position on a specific visit. Committee members with a potential conflict of interest with a program must disclose that a conflict exists, recuse themselves in advance from the site visit, refrain from discussion or other deliberation intended to influence the outcome of the recognition process, and abstain from voting.

Equal Opportunity Pledge

ACFEF Apprenticeship Committee will not discriminate against apprenticeship program applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older.

Affirmative Action Plan

ACFEF Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.



Application Policies

New Program Applications

Applications may be obtained from the ACFEF national office. The application form and all supporting documents are returned to ACFEF national with an application fee that includes the site visit and proprietary RKSCs. For current fees please contact apprenticeship@acfchefs.org.

The ACF culinary programs team will review the application and supporting documents. The application will be accepted, rejected or a request for additional information will be sent to the program coordinator within thirty (30) days of the initial application submission.

If accepted, the program will be granted "Temporary Status" for no more than 295 days or granting of a new status due to site visit completion and review; whichever happens first.

When a program application is approved, the ACF culinary programs team will schedule a site visit which may last from one (1) to three (3) days depending upon the size of the program and the number of places of employment. It is the responsibility of the program coordinator to organize mutually agreeable meeting times among apprentices, supervising chefs, related instruction educators and any other parties involved in the program. The cost of this site visit will be the responsibility of the program sponsor.

The site visit team will submit a report to the ACFEF Apprenticeship Committee to be reviewed at the next bi-annual meeting. Each program will receive written notification of its status.

Program Recognition Renewal

It is the program's responsibility to contact the ACFEF national office and request a self-study report and schedule a site visit for a renewal grant of recognition. The site visit should be conducted within six months before the date of expiration of the program's recognition.

Lapse Policy

If program recognition expires before a renewal site visit, the program will need to reapply as a new program, including all fees and documentation, or request in writing and receive approval from the ACFEF Apprenticeship Committee for an extension of the site visit and recognition decision.

Site Visit Policies

The ACF Culinary Programs department will appoint a team to conduct the required site visits. After the initial site visit, subsequent visits will be conducted within each program recognition period. Certain conditions, such as the number of places of employment, remote places of employment, number of apprentices or general size of the program, may necessitate additional evaluators and additional evaluation days. The requirements of each program will be assessed individually.

The purpose of the visit is to verify information in the program's self-study, interview the program coordinator, apprentices, supervising chefs, instructors and observe/inspect places of employment. The visit will evaluate the program against ACFEF National Apprenticeship Standards. The program coordinator is notified of who the evaluators are before the visit and, upon reasonable request, may have the team members replaced.

The evaluation team will prepare a written report noting the strengths and weaknesses of the program. Program coordinators are required to correct areas of non-compliance within a specified time frame. Written notification will be sent to the program sponsor with timelines.

Remote Place of Employment Policy

A remote place of employment is a place of employment that is far enough away from the sponsor location that it requires an additional day of travel for the site visit team. For any program that has a remote place of employment, an industry evaluator will be sent to the place of employment to complete a specialized section of the team report. If feasible, this same evaluator will be on the program's site visit team. The remote visit will be completed before the site visit at the program's location, and the site visit team will incorporate the specialized report into the final team report.

A program coordinator is required to schedule visits to three (3) places of employment. If the program has three (3) local places of employment, in addition to remote place(s) of employment, then a visit to at least one (1) remote place of employment will be required. The Apprenticeship Executive Committee will select the locations. The program will be responsible for the evaluator's travel expenses to the remote place of employment.

Site Visit Team Composition

An evaluation team will consist of an industry evaluator.

Evaluator Requirements

- ACF member in good standing
- Current with ACF Volunteer Requirements
 - Signed confidentiality/conflict of interest agreement
 - Completed ACF identified anti-harassment training
 - Signed canons of ethical responsibility
- Complete initial apprenticeship evaluator training and annual refreshers
- Point of contact for communications for ACF staff and program coordinator
- Holds a current minimum ACF certification of CCC/CEPC
- Must have been actively working in the industry within the past five years.



Site Visit Team Functions

The functions of the site visit team are to verify information in the program's summary and to report all facts observed during the visit as to how the program is meeting its stated mission and goals or failing to do so, in compliance with the ACFEF Apprenticeship Standards.

Post Site Visit Procedures

The site visit team submits the collective team report to the ACF Culinary Programs department within 10 days of the visit. The National office will send a written narrative to the program coordinator within 30 days of the site visit. The program coordinator must respond in writing addressing, by the deadline outlined, the non-compliance issues only. These documents will be reviewed at the next ACFEF Apprenticeship Committee meeting for program status determination.

Special Site Visits

The ACFEF Apprenticeship Committee reserves the right to require at any time special visits to or specific reports from a program. These shall be under conditions and within a time frame to be decided by the committee. Refusal of a program to respond to or cooperate with such requests shall be grounds for suspension, revocation, or conditioning of its recognition.

The program of which a special visit is required will be responsible for any expenses incurred by the visiting team. An invoice will be sent to the program or corporate accounting office for payment within 60 days of the visit.

Decision Grant Matrix and Flow Charts

Recognition status shall be granted to those programs evaluated by the ACFEF Apprenticeship Committee to be substantially in compliance with the ACFEF Apprenticeship Standards and which are current in fees. The program will receive written notification of recognition.

Any ACF Apprenticeship Committee member who acts in the capacity of Evaluator during a site visit may not vote on that program's application for recognition, nor may any member vote on any application regarding his or her program or with which he or she is or has been affiliated in any way.

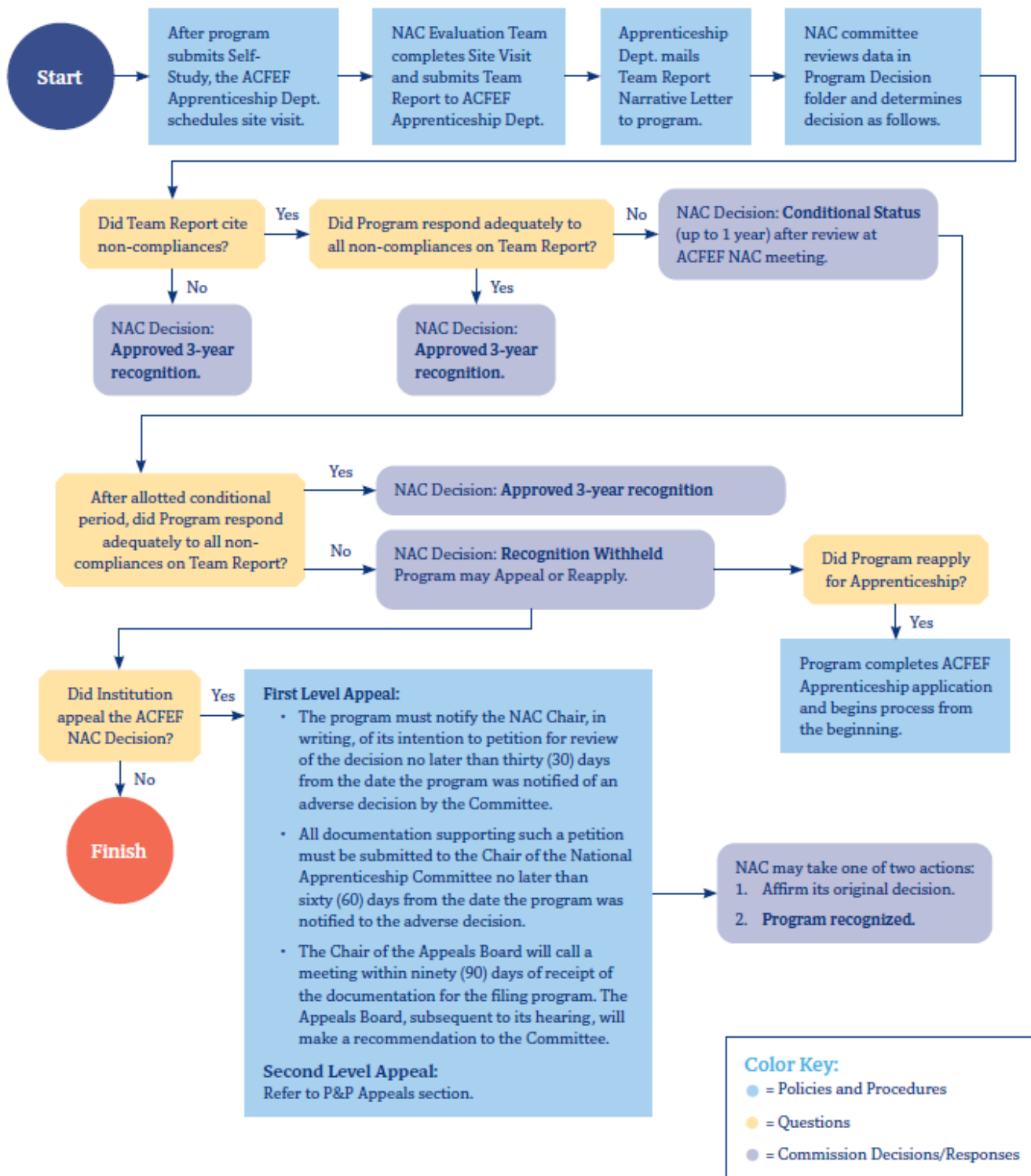
Decision Matrix

Grant	Programs	Grant Definition
Temporary	New	A new program will be granted temporary status upon completion and acceptance by the ACFEF of all required application documents. The temporary status will be considered valid for 295 days or completion of the initial site visit, response period, and review & ruling by the Apprenticeship Committee; whichever happens first.
Approved	Initial / Renewal	<p>Initial Recognition:</p> <ul style="list-style-type: none"> • A program that is fully compliant with the ACFEF Apprenticeship Standards during an initial apprenticeship site visit shall receive recognition for three (3) years. • If any areas of non-compliance are noted and appropriately responded to before the next Committee meeting, the program shall receive a grant of recognition for three (3) years. <p>Renewal Recognition:</p> <ul style="list-style-type: none"> • A program that is fully compliant with the ACFEF Apprenticeship Standards and is current in submitting annual reports and fees shall receive recognition for five (5) years. • A program that has areas of non-compliance that have been appropriately responded to by the stated deadline shall receive recognition of five (5) years. • Programs with two consecutive fully compliant are awarded exemplary status.
Conditional	Renewal	<p>A renewing program that has areas of non-compliance that have not been appropriately responded to by the stated deadline will be placed under conditional status for up to six (6) months. The program's response will be reviewed at the next Committee meeting. Since recognition requires substantial compliance with ACFEF NAC Standards and Operations Manual procedures, it may be granted initially, extended, or renewed with certain deficiencies noted which the program is obligated to correct or remedy.</p> <p><i>Note: The Committee may request that a follow-up Site Visit be scheduled to confirm certain deficiencies have been corrected per the program's response. The program will be responsible for all Site Visit Evaluator expenses associated with the follow-up Site Visit.</i></p>
Extended	Renewal	A decision to extend a program's renewal application up to one (1) year if the program submits a formal request in writing to the ACFEF Apprenticeship Committee. <i>Note: the grant will revert to the original expiration date.</i>
Denied/ Withheld	Initial / Renewal	A determination was made by the Apprenticeship Committee that the program is unable to demonstrate that they meet the ACFEF Apprenticeship Standards. The recognition status of a

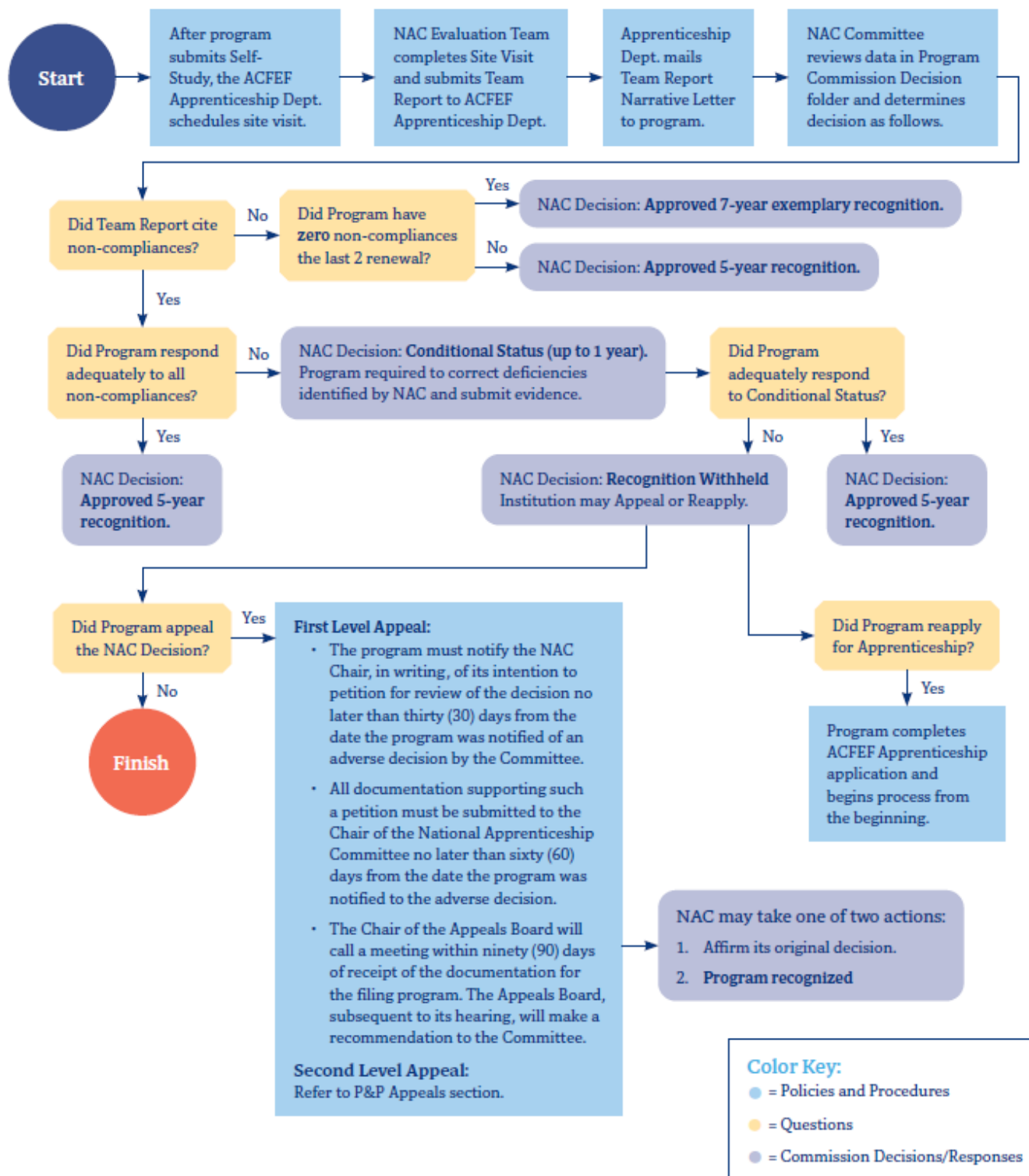


		program is <i>denied</i> for new programs and is <i>withheld</i> for renewing programs. The program may appeal this decision following the ACFEF Apprenticeship Appeals Guidelines or reapply.
Suspended	Renewal	<p>A determination that a program has failed to meet reporting deadlines or financial obligations, has refused to respond to or cooperate with the Committee, or has not notified the Committee of any substantive changes to the program's status.</p> <p>The suspension will be for a specific period up to one (1) year, at which time the ACFEF Apprenticeship Committee will determine if the program's apprenticeship recognition status should be reinstated or revoked.</p> <p>The program may appeal this decision following the ACFEF Apprenticeship Appeals Guidelines.</p>
Revoked	Renewal	Recognition can be revoked if the program closes. Additionally, if a program does not respond to the conditions outlined in a suspension, or it does not satisfy the Committee's actions as regards to noncompliance of the ACFEF Apprenticeship Standards either during its renewal process or when special action has been called for before its recognition term is up for renewal, recognition is revoked. No recognition action is considered to be final until after the program has availed itself of all due process of the Appeals Procedures.
Withdrawn	Renewal	A proactive determination made by the program that they no longer want to be recognized as an ACFEF Apprenticeship Program. The decision shall be recognized by the Committee.

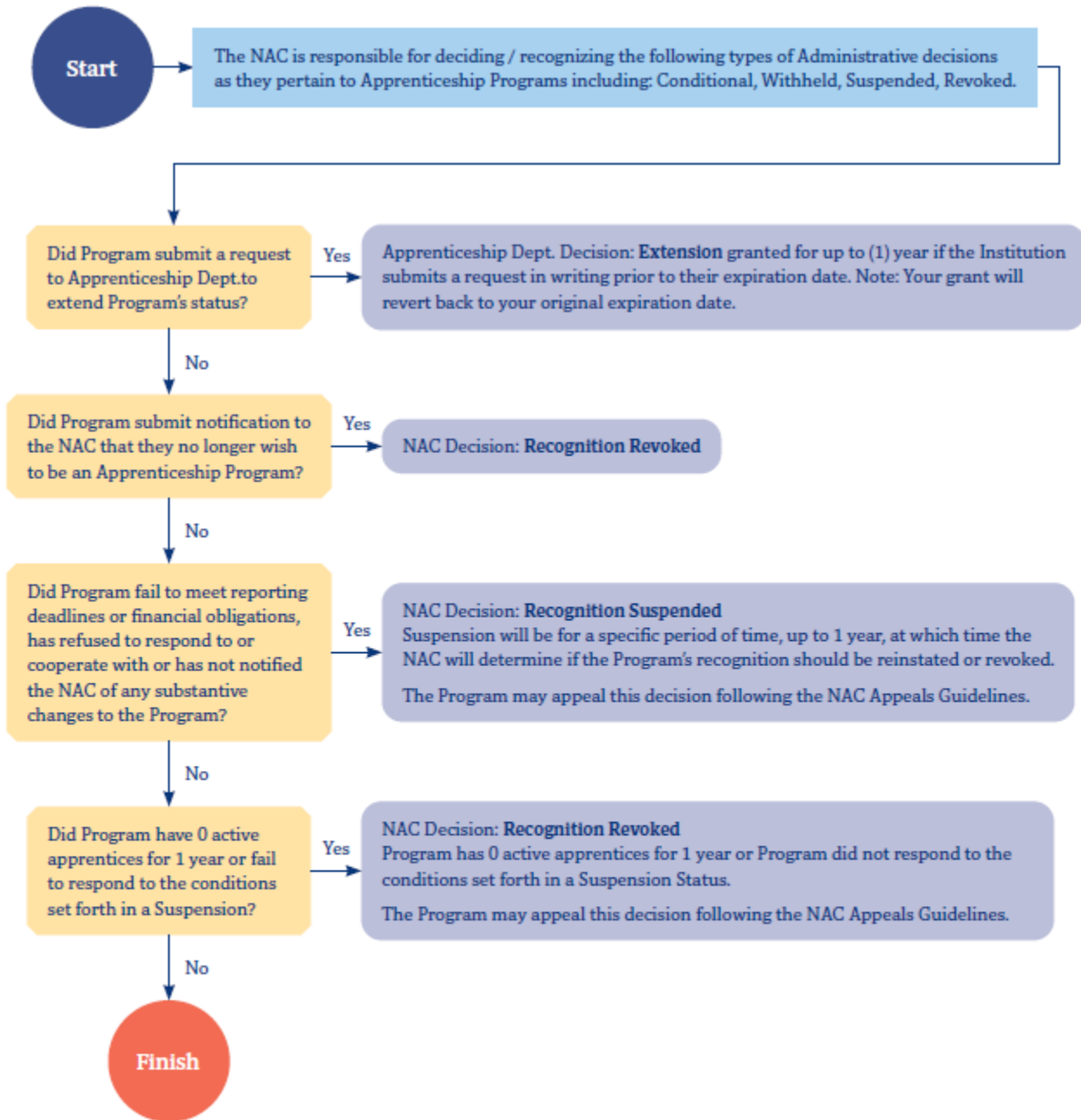
Initial Apprenticeship Program Decision Grant Matrix Flow Chart



Renewing School (Site Visit) Decision Grant Matrix Flow Chart



Administrative Decision Grant Matrix Flow Chart



Color Key:

- = Policies and Procedures
- = Questions
- = Commission Decisions/Responses

Apprenticeship Program Responsibility

Fees

Initial/Renewal Application Fees

All programs that seek apprenticeship will be invoiced with a program apprenticeship fee. The fee includes the application fee, self-study review fee and evaluator expenses. Initial applications include the fee to receive to the proprietary apprenticeship RKSCs.

Renewal invoices will be sent to the program coordinator 180 days before the site visit. The fee will be paid no later than 90 days before the scheduled visit. Upon receipt, the ACF culinary programs team will confirm the site visit and evaluators can book travel. Late payments will be assessed an additional late fee and/or be subject to site-visit cancellation.

Remote Place of Employment Fees

A program coordinator is required to schedule visits to three (3) places of employment for programs with multiple properties. Properties within driving distance from the apprenticeship program are included in the site visit. The program will be responsible for the evaluator's travel expenses to remote places of employment. The Apprenticeship Committee will identify places of employment as local or remote.

Annual Fees

Annual fees cover database maintenance and other operational fees to manage the apprenticeship program. Invoices will be sent to all programs in November and are due by Dec. 31. Late fees will be assessed for late submissions.

All fees are non-refundable. Per ACF's policy, we do not accept purchase orders. Payment must be made by credit card, check or money order.

Advance Notice of Substantive Changes

Substantive change is defined as:

- any change in the type or length of the program offered;
- any change in the graduation requirements;
- changes in program coordinator;
- new places of employment;
- major coursework changes.

An apprenticeship program considering or planning a substantive change must notify the ACFEF Apprenticeship Committee in writing of the proposed changes 90 days in advance of the change to avoid suspension, revocation or conditioning of its recognition. A program that experiences unexpected or unanticipated substantive changes shall notify the Committee as soon as they are notified.

The notification of change must include a description of the change, the purpose of the change and the impact of the change on the apprenticeship program. Written notification or questions should be directed to the ACF national office and a copy of the written notification will be placed in the program's file.



Some notice of change may be information only and no response is necessary by the Committee.

Advertising of Recognition

A program may denote its status in official publications or advertising as an ACFEF-recognized apprentice program only AFTER recognition is granted by the ACFEF Apprenticeship Committee.

It may be listed as "ACFEF-Recognized Apprenticeship Program" or "Apprenticeship Program recognized by the American Culinary Federation Education Foundation." All recognized programs will receive a verifiable digital badge to be used on the website, in publications and other marketing material.

Annual Reports

All recognized apprenticeship programs must file an annual report and pay the annual fee by January 31. Program coordinators will receive the invoice and annual report documents before the due date. The purpose of this annual report is to keep the ACFEF Apprenticeship Committee apprised of any changes which have occurred in the program. These changes will include program coordinator, local apprenticeship committee changes, a roster of registered apprentices, places of employment listing, related instruction verification, etc.

Failure to submit the annual report and payment within the deadline set will result in the suspension of recognition. A penalty fee of \$250.00 will be assessed to a program submitting this report later than 30 days after the due date. Additionally, programs that are more than 60 days delinquent will lose programmatic access to the online portal until all delinquencies are satisfied.

Appeals Procedure

A program may petition for review of a decision by the ACFEF Apprenticeship Committee to withhold, suspend, or revoke recognition because (1) the Committee and/or the Evaluation Team failed to follow stated procedures; (2) the Committee failed to consider all the evidence and documentation presented in favor of a program's application; (3) the Committee acted erroneously by disregarding the ACFEF Apprenticeship Standards for recognition; or (4) there was bias demonstrated by a Committee or Evaluation Team member.

The program must notify the Chair of the Apprenticeship Committee, in writing, of its intention to petition for review of the decision no later than thirty (30) days from the date the program was notified of an adverse decision by the Committee. The petition must relate to one of the grounds cited above and justification must be provided for the request. All documentation supporting such a petition must be submitted to the Chair of the Apprenticeship Committee no later than sixty (60) days from the date the program was notified of the adverse decision.

A program can present its case, including new evidence, for review by an Appeals Board. The case will be reviewed by an Appeals Board chaired by the Past Chair of the Apprenticeship Committee. The Appeals Board will be activated once the Chair of the Apprenticeship Committee has received written notice of a program's intention to petition for review. The Chair of the Appeals Board will appoint two past Committee members, known to have knowledge of and experience with the recognition of apprenticeship programs to serve on the Appeals Board. The Chair of the Appeals Board will call a meeting within ninety (90) days of receipt of the documentation for the filing program. The Appeals Board, after its hearing, will make a recommendation to the Committee.

As a result of the Appeal, the Committee may take one of two actions: (1) affirm its original decision; or (2) recognize the program including conditional recognition. In either case, the Committee will provide reasons for its action and will notify the Program Coordinator, in writing within thirty (30) days of its decision.

The expenses related to a review by the Appeals Board shall be borne by the petitioning program if the outcome is an unchanged decision by the Apprenticeship Committee. If the outcome is changed, fifty (50) percent of the costs shall be borne by the Committee and fifty (50) percent by the petitioning program. The expenses will include travel and subsistence of the Appeals Board members participating in the review and other related costs. An appeals deposit of \$5,000 will be required before the hearing.

An appeal according to this section shall be the sole and exclusive remedy of a program for challenging a decision of the Committee to withhold, suspend or revoke recognition. The Committee's action following the recommendation of the appeals board and subsequent action of the Committee shall be final, conclusive and binding on all parties.

Grievance Policy

The ACFEF Apprenticeship Committee will only consider and act upon a written grievance against an apprenticeship program that demonstrates:

- non-compliance with the ACFEF apprenticeship standards
- non-compliance with ACFEF Apprenticeship Committee policy and procedures
- non-compliance with its own published policy as said policy relates to the ACFEF apprenticeship policies

The ACFEF Apprenticeship Committee may also act upon concerns from a recognized state or federal agency.

The ACFEF Apprenticeship Committee will only consider and act upon a written grievance against the ACFEF Apprenticeship Committee or site visit team that demonstrates:

- Incorrect evaluation against an ACFEF apprenticeship standard
- Abuse of position during a site visit by a team or team member
- Actions or behavior that violate ACF's ethics, and/or sexual or personal harassment policy towards students, administration or staff
- Acts of violence or intimidation against a program's staff or students from a site visit team or team member

The ACFEF AC will not consider a grievance, respond to, or take action on any of the following:

- Personal issues such as, but not limited to, admission; grades; granting or transferability of credits; or application of academic policies;
- Anonymous grievances or those filed by friends or family on behalf of a student;
- Fees or other financial matters;
- Disciplinary matters, contractual rights, obligations or collective bargaining disputes;
- Hiring or dismissing personnel decisions, or similar matters;
- Compensation, damages, readmission, or other redress on a given individual's behalf;
- Any complaint that is defamatory, hostile, or profane, nor will it accept complaints about individuals.

The ACFEF Accreditation Commission reserves the right to review and act upon incoming complaints or third-party comments under this policy as appropriate to the issue.

Upon receipt of a complaint, the ACF Culinary Programs Director and/or ACFEF Apprenticeship Committee Chair will be notified and requested to respond to the complaint in writing within thirty (30) days of his/her notification. After receipt of the written response, the Apprenticeship Committee Chair may decide to (1) refer the complaint to the full Apprenticeship Committee; (2) decide not to further pursue the complaint; or (3) take other actions such as sending a site visit team for a special site visit.

If the Apprenticeship Committee Chair believes the program has adequately refuted the complaint at this stage, or if the program acknowledges the validity of the complaint and initiates appropriate and adequate action to correct the violation, the Apprenticeship Committee Chair will notify the complainant of the resolution of the complaint. The notification will be sent within 90 days from the receipt of the original grievance filed.

If the program does not adequately refute the alleged violations, or if it cannot or will not attempt to correct the alleged violations, the matter will be placed on the agenda for the next Apprenticeship Committee meeting for action, or a special meeting can be called by the Apprenticeship Committee Chair.

Submitting a Complaint

- All grievances are presented to the ACF Culinary Programs Director or ACFEF Apprenticeship Committee Chair as a written, signed, and dated statement with supporting documentation. Grievances that are not presented in writing and do not include supporting documentation will not be reviewed or acted upon.
- The grievance and required supporting documentation may be submitted to the ACFEF AC via the United States Postal Service or an express carrier (e.g., UPS, FedEx, DHL, etc.), or by email to educate@acfchefs.org.
- It is recommended to send paper forms and documentation by registered mail. A receipt will be confirmed by email.
- ACFEF Apprenticeship Committee will not review or act upon anonymous complaints, nor will it review or act upon complaints submitted by an individual or agency on behalf of another individual. For example, a complaint from a parent, spouse, child, sibling, co-worker, or friend of a complainant, nor an attorney.
- ACFEF Apprenticeship Committee must be the original intended recipient of the complaint and will not review or act upon complaints that are forwarded to ACFEF Apprenticeship Committee.
- ACFEF Apprenticeship Committee will not accept or discuss complaints via telephone. ACFEF Apprenticeship Committee will confirm receipt of the grievance.
- All written materials, including the required supporting documentation and any other printed materials, must be presented in English.
- Each apprenticeship program is required to have reasonable student grievance policies and procedures fairly administered, present in the student handbook or syllabi, and publicized. All written student complaints must be resolved in a timely manner. Under federal regulations, each program must maintain a record of complaints received. This record must be available to ACFEF Apprenticeship Committee upon request.