



American Culinary Federation Education Foundation

ACF CEH Quick Reference Guide

American Culinary Federation, Inc. • Attention: Education • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

- Business meetings conducted primarily for information-sharing purposes do not typically qualify for CEHs.
- Documentation must generally include attendee name, program sponsoring company, date and number of CEHs earned.
- For programs that have not been pre-approved by ACF, the program timeline and description with learning objectives must be provided.
- To ensure the quality of educational content, ACF recommends that half of the professional development activities come from **ACF and/or ACF-approved providers**.
- ACF members can view their CEHs on their ACF member profile. **Submit CEH Activities** to your member profile.
- Hosting an event or program? **Submit an application** to become ACF-approved and offer CEHs.

All levels - 80 CEHs every 5 years

For CEH Opportunities, check out www.acfchefs.org/CEH

Recertification Requirements

Effective September 1, 2021

All levels:

- 75 percent professional development activities
- 25 percent: leadership assignments, volunteer and community outreach activities, competitions

Visit the **Recertification page** for current requirements by certification level.

Activity	CEHs Earned	Documentation
Professional Development Activities		
ACF Online Center	Varies from 1-30 CEHs	ACF member profile
ACF conferences and annual convention	Hour-for-hour	ACF member profile
Industry-related conferences and trade shows	Hour-for-hour	Copy of registration/badge and program guide
ACF annual convention tradeshow	4 CEHs	ACF member profile
Trade/foodshow exhibits	3 CEHs (1 per year)	Copy of registration/badge and program guide
Seminars, culinary demonstrations, workshops	Hour-for-hour	Certificate (and program information if not pre-approved)
Culinary tastings/tours	Hour-for-hour	Certificate of participation (and program information if not pre-approved)
ACF chapter meetings/programs	Hour-for-hour	Certificate of participation
Formal educational courses	Hour-for-hour/ 1 semester=16 CEHs 1 quarter credit = 10 CEH 1 CEU = 10 CEH	Certificate of completion/transcript
Employer in-service training	Hour-for-hour	Certificate of completion
Seminar presenter/demonstrator	5 CEHs (3 per year)	Copy of program guide, link to video, or letter from event organizer

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Activity	CEHs Earned	Documentation
Published works of original content	20 CEHs for published book over 200 pages 10 CEHs for published book up to 200 pages 5 CEHs for professional trade journal 3 CEHs for local publications	Copy of article or book title, table of contents and publisher

Leadership Activities

National board members, ACF/industry-related organization	18 CEHs per year	ACF member profile/Appointment letter
National commission/committee/taskforce, ACF/industry-related	12 CEHs per year	ACF member profile/Appointment letter
Local chapter office, ACF/industry-related organization	12 CEHs per year	ACF member profile/Appointment letter
Advisory members on school or industry-related boards	6 CEHs per year	ACF member profile
ACFEF accreditation site visits, postsecondary	12 CEHs per visit	ACF member profile
ACFEF apprenticeship supervising chefs	12 CEHs per year	Verification letter from ACFEF apprenticeship program coordinator
ACFEF site visits, secondary, apprenticeship, quality programs	6 CEHs per visit	ACF member profile
ACF certification practical exam evaluators	6 CEHs per exam	ACF member profile
ACF certification practical exam administrators	12 CEHs per exam	ACF member profile
ACF Culinary Team USA manager	30 CEHs per year	ACF member profile
ACF Culinary Team USA coach, advisor	18 CEHs per year	ACF member profile
Other leadership positions	To be determined by ACF Professional Development	Appointment letter

Volunteer Activities

Volunteers for local and national ACF events/competitions	up to 8 CEHs per day	Letter from chapter president, event or salon chair
Volunteers for community outreach events	up to 8 CEHs per day	Letter from program coordinator
Chapter meeting participation, ACF/industry-related organization	Hour for hour, up to 4 hours per meeting	Letter from chapter president
Other volunteer activities	To be determined by ACF Professional Development	Letter from program coordinator

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Activity	CEHs Earned	Documentation
Culinary Salons/Competitions		
Competitors of ACF-/NICA-sanctioned competitions, including knowledge bowl	18 CEHs for gold 12 CEHs for silver 6 CEHs for bronze 3 CEHs for participation	ACF member profile
Judges of ACF-/NICA-sanctioned competitions, including knowledge bowl	6 CEHs first day 3 CEHs additional days	ACF member profile
Judges of ACF pre-approved culinary competitions, including ProStart and SkillsUSA	6 CEHs first day 3 CEHs additional days	Certificate of participation
Culinary salon/competition chair of ACF-/NICA-sanctioned competitions	6 CEHs per competition	ACF member profile
ACF student team coaches, co-coaches, including knowledge bowl	18 CEHs per year	ACF member profile
Competitors of virtual competitions	9 CEHs for gold 6 CEHs for silver 3 CEHs for bronze 1.5 CEHs for participation	Official Certificate
Judges of international competitions	12 CEHs per competition	Appointment letter
Other competition activities	To be determined by ACF Professional Development	Letter from program coordinator