



## AT-A-GLANCE

### PREPARATION FOR AN ON-SITE ACFEF APPRENTICESHIP SITE VISIT

#### Planning the Visit

- **The apprenticeship coordinator must complete and return the self-study and all required documents to the ACFEF national office 30-45 days prior to the scheduled visit.** The documents can be scanned and emailed to [cgaines@acfchefs.net](mailto:cgaines@acfchefs.net), or mailed to ACFEF Apprenticeship, 180 Center Place, St. Augustine, FL 32095.
- The apprenticeship coordinator must make hotel reservations for the evaluator(s) at a convenient location to the site visit. **Hotel contact information and confirmation numbers must be emailed to the ACFEF national office 30-45 days prior to the scheduled visit.** All costs are the responsibility of the apprenticeship program and should be direct-billed to the apprenticeship program/program coordinator.
- The apprenticeship coordinator will organize/provide transportation at the program's cost for the evaluator(s) to include: to and from the airport, hotel, school or program, sponsoring houses and meals. **Transportation schedule must be provided to the ACFEF national office no later than 5 days prior to the visit.**
- Evaluator(s) must have access to a meeting room with computer, printing capabilities and Internet access. The evaluator(s) should be offered water, tea and coffee throughout the day. Lunch should be planned for on the site visit day. Please notify the ACFEF national office if other meals, such as breakfasts or dinners, will be provided to the evaluator(s).
- Please ensure the requested documents are available for the evaluator(s) to review (see self-study for details). Inform appropriate parties (apprentices, instructors, supervising chefs) that they will be interviewed and may be asked to discuss the documents provided (for example, instructors may be asked to review the curriculum and apprentices will be asked about their logbooks).

#### During the Visit

- Depending on the length of the visit, a small reception or dinner on the arrival day may be planned to allow chapter members, faculty, apprentices and chefs to meet the evaluator(s). It is a good opportunity to include those that may not be available during the rest of the site visit.

- The first day should start at approximately 8 a.m. Please notify the ACFEF national office if breakfast will be provided or if the evaluator(s) should dine at the hotel. Lunch will be provided by the program coordinator on this day.
- One to two hours should be reserved in the morning for the evaluator(s) to review documents and interview the program coordinator. The evaluator(s) will look over the apprentice files, to include the signed apprentice agreement, sign-offs of apprentice handbook, grievance procedure and culinarians code, and graduation packets. The sponsoring house agreements and sanitation reports should be available, as well as resumes of supervising chefs. Apprentice logbooks and work station schedules may be reviewed during the sponsoring house visit.
- Schedule visits to three (3) sponsoring houses to observe and interview apprentices and supervising chefs. The apprentices should have their logbooks available for the evaluators. The supervising chefs should be prepared to discuss the rotation schedule and offer a tour of the facility highlighting each station.
- If the related instruction is offered at an educational institution, schedule a visit and interview the instructors to review the curriculum. If the related instruction is given through other methods, schedule time in the meeting room with instructor to review curriculum and provide documentation of instructor qualifications.
- At the end of the day, return to the meeting room to allow evaluator(s) to discuss and complete their team report. Depending on the program size, a second day may be needed for additional sponsoring house visits and/or interview. Please do not plan dinner for this day, but provide recommendations.
- 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 evaluator(s) once the site visit has concluded. Any questions or concerns should be addressed with the ACFEF national office.

#### After the visit

- The program coordinator will receive a letter from the ACFEF national office summarizing the team report results within 2-4 weeks of the site visit. If there are non-compliances, the program will be given a timeframe to respond/correct the issues.
- The program coordinator will receive a final invoice for the site visit fees, as well as any evaluator expenses within 2-4 weeks of the site visit. The invoice must be paid within 30 days of receipt or the team report will not be reviewed for recognition at the ACFEF National Apprenticeship Committee meeting.
- The ACFEF National Apprenticeship Committee will review the team report, as well as any corrective results, at their meeting in January or July. The program coordinator will receive a letter with their recognition status within 2-4 weeks following the meeting. Determination of ACFEF apprenticeship recognition is defined in the ACFEF Apprenticeship Operations Manual.