POLICIES AND PROCEDURES
POSTSECONDARY AND SECONDARY PROGRAMMATIC ACCREDITATION
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Section I: Background

Overview:
The American Culinary Federation Education Foundation Accrediting Commission (ACFEF AC) is an accrediting body operating within the corporate structure of the American Culinary Federation Education Foundation, Inc. (ACFEF). The ACFEF is a national not-for-profit federation of chefs and culinary professionals whose purpose is promoting education and training for careers in food preparation, food services, culinary arts and baking and pastry.

Postsecondary and Secondary Accreditation is voluntary and offered to institutions that desire to demonstrate a commitment to culinary excellence in education by meeting required skills and knowledge standards developed by the ACFEF AC. Accreditation requires the proper organizational structure to meet excellence in curriculum, faculty, resources, facilities and support staff. The ACFEF AC Standards reflect proven best practices from culinary programs across the American Culinary Federation’s (ACF) culinary education members, and support the standardized objectives in education.

The ACFEF AC Policies and Procedures are intended to provide an understanding of the Accreditation process. The ACFEF AC, also referred to as “the Commission”, works with industry representatives to monitor industry changes and needs to reflect current best practices of the food and beverage profession.

ACFEF AC Mission Statement:
American Culinary Federation Education Foundation Accrediting Commission (ACFEF AC) is committed to the academic, professional, and personal growth of student culinarians by ensuring that ACFEF AC accredited food service programs provide a comprehensive solid foundation as well as innovative learning opportunities to diverse communities.
Section II: Introduction

The Commission and the Committee

The American Culinary Federation Education Foundation Accrediting Commission (ACFEF AC) is responsible for the evaluations of Postsecondary and Secondary culinary arts programs. The Secondary Accreditation Committee is a sub-committee of the Commission.

Here on:
- The ACFEF Accrediting Commission or Postsecondary Accreditation Commission will be referred to as "the Commission".
- The Secondary Accreditation Committee will be referred to as "the Committee".

Scope - Evaluation of Eligible Institutional Programs

The ACFEF AC accredits Postsecondary programs, which award Associate degrees, Bachelor's degrees, and Certificate/Diplomas in the professional fields of Culinary Arts, Baking and Pastry Arts, and Foodservice Management. Locations of accredited programs include the United States, United States Territories of Puerto Rico and Guam, and internationally in Bermuda, Bulgaria, Peru, Philippines, Russian Federation and Switzerland. (2019)

Council for Higher Education Accreditation (CHEA)

The Council for Higher Education Accreditation (CHEA) was created to assure the quality of Postsecondary education through the process of voluntary, non-governmental accreditation. CHEA does this through the establishment of criteria and provisions for the evaluation and recognition of accrediting organization. The ACFEF Accrediting Commission is recognized by CHEA.

Autonomy

The Commission and Committee are responsible for formulating its Policies and Procedures, Standards and Required Knowledge and Skills Competencies. The Commission and the Committee have sole authority to evaluate programs to determine the degree to which each complies with these Standards and has freedom from external control or influence.

Official Activity

Accrediting actions are taken by the Commission and Committee a minimum of two times each year.

Funding

The Commission is generally self-funded. To the extent that those funds would not allow the Commission to perform its accreditation functions efficiently and effectively, as a body within a larger corporate structure, the Commission has the support of ACFEF assets. Accreditation is consistent with ACFEF’s primary exempt purpose under Section 501(c)(3) of the Internal Revenue Code, therefore ACFEF would be able to use its general revenues to support the Commission, if necessary.
Organizational Chart for the American Culinary Federation Education Foundation, Inc., Accrediting Commission (ACFEF AC)

- Board of Trustees
- ACFEF AC Chair
- Director of Culinary Programs, National Office
- Senior Manager of Culinary Programs
- Accreditation Manager
- Accreditation Program Administrator
- Accreditation Coordinator
- Public Member (Min 2)
- Past ACFEF AC Chair
- Postsecondary Educators 4-One per Region
- Postsecondary Industry 4-One per Region
- Secondary Committee Chair
- Secondary Committee Educators 4-One per Region
- Foodservice Committee Chair
Section III: Commission Members and Position Descriptions (continued)

ACFEF ACCREDITING COMMISSION EXECUTIVE COMMITTEE (EC)
The Commission Executive Committee consists of a Commission Chair, Incoming Chair, and Past Chair.

Commission Chair
  o Requirements
    o Has served a full term as Incoming Commission Chair, serving a two (2) year term
      ▪ If Commission Chair resigns before completing their term within 0 to 6 months:
        • Incoming Chair Elect is appointed to complete the remainder of that term as a full term
      ▪ If Commission Chair resigns before completing their term within 7-24 months:
        • Incoming Chair Elect is appointed to complete the remainder of that term and will then
          serve an additional (2) year term in the same position
    o Minimum certification as CCC, CEPC or CCE
    o Position is elected by full Commission membership
    o Postsecondary Educator or Industry Representative
      Note: If Chair is Postsecondary Educator, Incoming chair can be Postsecondary Educator or Industry
        Representative. If Chair is Industry Representative, Incoming Chair must be Postsecondary Educator.
      In other words, either the Chair or Incoming Chair must always be a Postsecondary Educator.
    o This position is not one that manages office staff or Directors associated with the ACFEF, but does have the
      authority to direct work as related to accreditation for Secondary and Postsecondary programs.
    o This position is not a voting member of the commission.
  o Roles and Responsibilities
    o Leads the biannual commission meetings
    o Establishes agenda for all meetings
    o Meets with National Office staff a minimum of twice per year outside biannual meetings
    o Completes a minimum of two (2) site visits a year
    o Appoints Grievance Committee and provides final decision
    o Direct liaison with Director of Culinary Programs
    o Supports budget development and compliance
    o Establishes committees within the Commission to ensure core business remains on track
    o Briefs the Board of Trustees
    o Approves accreditation projects regarding growth and retention of accredited programs
    o Provides monthly updates to Commission membership
    o Attends key meetings with Directors as necessary to include CHEA, Regional and National ACF events, CTE,
      other education centric organizations, or other events as required
    o Directs and guides work to the Director of Culinary Programs as necessary and as it relates to Accrediting
      Commission business
    o May call for a site visit, either announced or unannounced to provide information for its deliberations
EXECUTIVE COMMITTEE (EC) continued:

Incoming Chair Elect
- Has served a full term as a Commission member or on a commission committee
- Serves a (2) year term
  - If Incoming Commission Chair resigns before completing their term within 0 to 6 months:
    - Commission Chair will appoint a Postsecondary member of the Commission to complete the remainder of that term as a full term
  - If Incoming Commission Chair resigns before completing their term within 7-24 months:
    - Commission Chair will appoint a Postsecondary member of the Commission to complete the remainder of that term and will/can then serve an additional 2-year term in the same position
- This position is not one that manages office staff or Directors associated with the ACFEF, but does have the authority to direct work, in conjunction with the Chair, as related to accreditation for Postsecondary and Secondary programs.

Requirements
- Position is elected by full Commission membership
- Postsecondary Educator or Industry Representative
  - Note: If Chair is Postsecondary Educator, Incoming chair can be Postsecondary Educator or Industry Representative. If Chair is Industry Representative, Incoming Chair must be Postsecondary Educator.
  - In other words, either the Chair or Incoming Chair, must always be a Postsecondary Educator.
  - Has served a minimum of (2) years on the Commission
  - Minimum certification as CCC, CEPC or CCE

Roles and Responsibilities
- Coordinates Committee work within the Commission
- Liaison to Director of Culinary Programs as required
- Meets with National Office staff twice per year with Commission Chair
- Conducts a minimum of (2) site visits a year
- Has authority to direct work to Director of Culinary Programs as necessary as it relates to Accreditation Commission business on behalf of Chair

Past Commission Chair
- Requirements
  - Has served a full term as Commission Chair
  - Serves a term of (2) years
    - If the present Past Commission Chair resigns before completing their term, one is appointed by the current Commission Chair
- Roles and Responsibilities
  - Has full voting rights
  - May lead a Committee within the Commission
  - Is required to participate on one (1) site visit per year
POSTSECONDARY COMMISSION MEMBERSHIP:

Postsecondary Educator

- The Accrediting Commission requires (1) Postsecondary Educator for each of the ACF defined regions.
- Applicants are submitted for review and consideration. Applicants are presented to the Accredited Postsecondary programs within the application region for comment, then a vote is called by the Commission, whereas Postsecondary program directors cast a vote.
  - If a Postsecondary Commission member resigns before their term is complete, their replacement will be appointed by the Commission Executive Committee from on file applicants within the region.
  - If there are no applicants from the region, a notification will be sent to all ACFEF accredited programs within the region for nominations for consideration.
  - If no nomination is provided, the Commission Executive Committee may appoint someone from another region to complete the vacant term until the next election of accreditation members within the region.
- Requirements
  - Must be a Postsecondary Educator from an ACFEF accredited program at the time of the commission/committee appointment. Should the Educator leave their position within the accredited school they may complete their term.
  - Minimum certification at CCC, CEPC or CCE; EC may grant exceptions for a lower certification
  - Conducts a minimum of (2) site visits per year
  - Is a current member of ACF
  - May be retired Postsecondary Educator for no more than (5) years
  - May serve up to two (2) 3-year terms, may serve longer if appointed to an unfinished term
  - Is elected by the Postsecondary Program Coordinators within the position’s region

- Roles and Responsibilities
  - Required to participate on (1) or more Committees
  - Attends biannual meetings to guide ACFEF AC business
  - Votes to accept accreditation recommendations during meetings
  - Actively recruits nominations to fill their position
Industry Representative

- The Accrediting Commission requires (1) Industry Representative for each of the ACF defined regions.
  - If an Industry Representative member resigns before their term is complete, the commission executive committee will appoint their replacement from the on-file applicants within the region.
  - If there are no applicants from the region a notification will be sent to all ACFEF accredited programs and Chapter Presidents within the region for nominations for consideration.
  - If no nomination is provided, the Commission Executive Committee may appoint someone from another region to complete the vacant term until the next election of accreditation members within the region.

- Requirements
  - Minimum certification at CEC or CEPC
    - EC may grant exceptions for a lower certification
    - If retired less than 5 years, certification at retirement is used for required certification
  - Conducts a minimum of (2) site visits per year
  - Is a current member of ACF
  - May be retired culinarian of no more than (5) years
  - May serve up to two (2) 3-year terms, may serve longer if appointed to an unfinished term
  - Is elected by the Postsecondary Program Coordinators within the position's region

- Roles and Responsibilities
  - Actively recruits nominations to fill their position
  - Required to participate on (1) or more committees
  - Attends biannual meetings to guide ACFEFAC business
  - Votes to accept accreditation recommendations during meetings

Public Member

- Requirements
  - Serves (1) 3-year term
  - A non-member of the culinary community but may be a retired educational faculty or administrator from programs other than culinary, baking & pastry, and hospitality
  - Selected based on Commission recruitment and recommendations as well as public announcement

- Roles and Responsibilities
  - Serves in the public interest in accreditation business
  - Is a voting member of the Commission mindful of public interest
  - Public members are encouraged to participate on one accreditation site visit each year within their local area, if available. The Commission Executive Committee needs to approve participation with an expense reimbursement if a local site visit is unavailable.
POSTSECONDARY COMMISSION MEMBERSHIP (continued):

Foodservice Management Committee Chair

- The Accrediting Commission requires (1) Foodservice Management Program Chair
- Applicants are submitted for consideration, reviewed by the Executive Committee for proper qualifications and appointed
  - If a Foodservice Management Committee Chair (FsCC) resigns before their term is complete, their replacement will be appointed by the Commission Executive Committee from on-file applicants
- Requirements
  - Must be from an ACFEF accredited program at the time of the commission appointment
  - Should the FsCC leave their position within the accredited school they may complete their term.
  - Minimum degree of Masters of Education with 5 years’ teaching experience in Foodservice Management; Executive Committee may grant exceptions for a MS Ed in process
  - Conducts a minimum of (2) site visits per year
  - Is a current member of ACF
  - May be retired Educator of no more than (5) years
  - May serve up to two (2) 3-year terms, may serve longer if appointed to an unfinished term

- Roles and Responsibilities
  - Required to participate on (1) or more Committees
  - Attends biannual meetings to guide ACFEFAC business
  - Votes to accept accreditation recommendations during meetings
  - Actively recruits nominations to fill their position
  - Attends key meetings with Directors as directed by EC; these may include Regional and National ACF events, CTE, Secondary CTE events or other events
  - Coordinates work related to Foodservice Management program documents and document management
  - Provides input to agenda items for Commission meetings
  - May be required to meet with Executive Committee twice per year at National Office
OTHER COMMISSION MEMBERSHIP

Director of Culinary Programs
The Director of Culinary Programs serves to ensure the direction of the Commission is fulfilled in an expedited manner. They ensure that core business is cared for within the office environment, and manage the office staff to ensure that communications and information timely, and consistent with brand. They are the direct liaison with and facilitate communications with the Commission Executive Committee, the Executive Director for the ACF and other leadership positions within the Federation. This position or any other office position is not a voting member of the accreditation commission.

- Additional Roles and responsibilities
  - Provides bimonthly updates to Executive Board of Commission
  - Coordinates biannual meetings for the full Commission
    - Assembles the agenda with Commission Executive Committee input
    - Ensures agenda and supporting materials are current, and posted to portal or distributed to commission members 30 days prior to scheduled meeting
    - Ensures all meeting requirements are coordinated with host
  - Provides regular database review to ensure that data is correct, and that reports are generated and well-managed
  - Direct liaison with CHEA
    - Manages overall CHEA accreditation and reporting requirements
    - Provides monthly updates to Commission Executive Committee
  - Budget management
    - Provides monthly budget update to Commission
    - Provide monthly forecast update to Commission in 6 month increments for 3-5 years out
    - Communicates support requirements to Director of Finance to ensure accounts receivables are current (within 60 days or less)

Foundation Chair
- Requirements
  - ACF Immediate past President
  - No voting rights

- Activities
  - Provides general ACF Board update to Commission membership
  - Advocates on behalf of the Commission
  - Sounding board for innovative ideas
Section III: Commission Members and Position Descriptions (continued)

SECONDARY COMMITTEE MEMBERSHIP:

Secondary Committee Chair

- Requirements
  - Is an appointed position by the Commission Executive Committee
  - Serves a two (2) year term
  - Is an active Secondary Educator and current member of the Accreditation Committee from an accredited program
  - Minimum certification of CCC, CWPC or CSCE
    - Executive Committee may grant exceptions for a lower certification
  - Has full voting rights related to Secondary programs only
  - Conducts a minimum of (1) site visit to a Secondary program each year

- Roles and Responsibilities
  - Attends key meetings with Directors as directed by EC; these may include Regional and National ACF events, CTE, Secondary CTE events or other events
  - Liaison to Commission Executive Committee for Secondary Committee
  - Coordinates all work related to Secondary program recruitment and retention
  - Provides input to Secondary agenda items for Commission meetings
  - May be required to meet with Executive Committee twice per year at National Office

Secondary Educator

- The Accreditation Commission requires (1) Secondary educator for each of the ACF defined regions.
- Applicants are submitted for review and consideration.
  - If a Secondary Committee member resigns before their term is complete, their replacement will be appointed by the Commission Executive Committee from on file applicants within the region.
    - If there are no applicants from the region a notification will be sent to all ACFEF accredited programs within the region for nominations for consideration.
    - If no nomination is provided, the Commission Executive Committee may appoint someone from another region to complete the vacant term until the next election of accreditation members within the region.
  - If no nomination is provided, the Commission Executive Committee may appoint someone from another region to complete the vacant term until the next election of accreditation members.
- Requirements
  - Must be a Secondary Educator from an ACFEF accredited program at the time of the commission/committee appointment; should the Educator leave their position within the accredited school they may complete their term
  - Minimum certification of CCC, CWPC or CSCE; EC may grant exceptions for a lower certification
  - Conducts a minimum of (2) site visits per year
  - Is a current member of ACF
  - May be retired Secondary Educator for no more than (5) years
  - May serve up to (2) 3-year terms, may serve longer if appointed to an unfinished term
  - Is elected by the Secondary Program Coordinators within the position’s region
- Roles and Responsibilities
  - Recruits nomination to fill their position
  - Required to participate on (1) or more Committees
Section III: Commission Members and Position Descriptions (continued)

ANCILLARY COMMISSION MEMBERSHIP

Advisory Committee
- The Advisory Committee is an ancillary team of the Commission. The Advisory Committee is not officially a part of the Commission; instead, they are a support team for the Commission to assist with special projects, as needed (e.g. Standards review). This Advisory Committee will hold the same minimum certifications as required by the members of the Commission and Secondary Committee. The Advisory Committee consists of the following membership (as needed):
  - Secondary Educators: not to exceed (2) from each defined ACF region
  - Postsecondary Educators: not to exceed (2) from each defined ACF region
  - Culinary Industry Representatives: not to exceed (2) from each defined ACF region
  - May include past Commission membership that have served one or two terms
  - Membership not to exceed (2) 2-year terms, unless approved by the Executive Committee
  - May be elected to join the Commission as positions become available and they have not previously served their full terms

- Advisory Committee membership will adhere to the following polices and responsibilities:
  - In-coming Chair leads the Advisory Committee, and is obligated to solicit input and provide regular communications to the Advisory Committee a minimum of (4) times per year
  - Not a voting member of the ACFEF Accrediting Commission
  - Are welcome to attend Commission meetings; however, the Commission budget doesn’t allow reimbursement (attending is at member’s cost)
  - May offer to host a Commission meeting
  - Required to actively support Commission Subcommittees and to actively participate
Section IV: Commission / Committee Nomination Process

Soliciting Nominations

- Nominations for Commission and Committee members are solicited from programs accredited by the Commission, Secondary Committee, and from ACFEF AC Site Visit Evaluators.
- Nominations are solicited from the region of the member whose term is expiring.
- Educators are replaced by Educators and Industry Representatives are replaced by Industry Representatives from their respective regions.
- Nominations may be solicited in a variety of ways including:
  - An article in the National Culinary Review
  - Letters emailed to Evaluators, and to ACFEF Accredited Postsecondary and Secondary Institutions
  - From previously submitted applications
- Nominations are reviewed by the Commission.
- Nominees are presented to the accredited programs for comment.
- Public members are appointed by the Chair and approved by the Commission.

Nominating Commission Officers

- Self-nominating letters and resumes are collected by the Director of Culinary Programs and submitted to the Commission Chair
- A nominating committee, consisting of the Chair, the Incoming Chair, and the Director of Culinary Programs, prepares a slate for any openings occurring on the Commission
  - Note: If the Chair is a Postsecondary Educator, the Incoming chair can be a Postsecondary Educator or Industry Representative. If the Chair is an Industry Representative, the Incoming Chair must be a Postsecondary Educator. In other words, either the Chair or Incoming Chair must always be a Postsecondary Educator.
- Nominations are reviewed and vetted by Commission membership
- Official elections commence in either February or September to align with the Commissioner’s staggered terms. The commission elects its officers in July at the Commission meeting to take office in January of the following year.
Section V: Ethics

The Commission and Committee membership will protect the confidentiality of information elicited and shared during the accrediting process.

Any information about an institution is confidential and must remain so. The Commission, Committee and its representatives will not reveal program information, except to correct the record or in the event of a program knowingly and purposely distorts such information about itself.

All Commission and Committee members are required to read the Canons of Ethics prior to Commission meetings that includes program review or other Commission / Committee action, to guarantee non-biased recommendations. Canon of Ethics are available for review within the Commission Portal; members will sign the Canon of Ethics signature sheet prior to the meeting start.

The Commission, Committee and its representatives will avoid conflicts of interest during participation in site visits or during award of accreditation. 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, affiliation with an institution in direct geographic competition, or other close relationships with the program or host institution under review.

Site Visit Evaluation Team members will identify conflicts of interest prior to accepting a position on a specific site visit. Commission representatives with a potential conflict of interest with a program or host institution 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 accreditation process, and abstain from voting.
### Section VI: Public Comments and Participation

#### Public Comments

The Commission accreditation review includes an opportunity for parties independent of the program under review to make written comment on whether the program meets the ACFEF AC recognized Standards. This may include commentary from many different sources, such as other accrediting organizations, institutions and programs, or professional or higher education associations.

Public comments received in between Commission meetings are made available during Commission meetings for review and are voted upon as applicable. If no public comment is submitted, it shall be noted within the Commission meeting minutes and acknowledged by the Commission membership through a vote.

#### Third Party Comments:

- ACFEF AC staff will review “third-party comments” to assess their applicability to the Accreditation review. Third party programmatic review comments must be submitted in writing and received in the ACFEF AC office no later than six (6) weeks prior to scheduled meetings or by January 1 and/or July 1 of the meeting year. The programmatic comments will be reviewed at the Commission meeting held either in January or July.
- ACFEF AC staff will review third-party submissions for applicability to recognized Standards. If applicable, the Commission will review third-party comments and request additional information / response from the program in question, prior to making its decision whether or not to grant accreditation.

#### Public Participation:

- The Commission provides notice and invites comment on proposed revisions to the Standards to all persons, institutions and organizations affected by or with a direct interest in the Commission’s accrediting process.
- The Commission considers all comments received prior to revision.
- Commission meetings will be open to the public except when it is deliberating and acting on matters concerning specific programs or individuals.
Introduction
The function of the Site Visit Evaluation Team is to:

- Verify the Self Study, Exhibits and supporting documents submitted by the Institution, prior to the Site Visit and against on-site, evidenced observations;
- Participate in an exit meeting (verbal report) as directed by the Lead Evaluator to include the strengths, suggestions and non-compliances identified during the Site Visit.

Site Visit Evaluation Team Composition

Postsecondary Schools: An evaluation team consists of a minimum of 2, and no more than 3 evaluators. Minimum Team composition is an Administrative Lead Evaluator and Educator Evaluator. When available, an Industry Evaluator will be added. In cases where an Industry Evaluator is not available for a site evaluation, the Lead and Postsecondary Educator will assume the responsibilities of the Industry Evaluator.

Secondary Schools: An evaluation Team consists of an Administrative Lead Evaluator and an Educator Evaluator.

EVALUATOR REQUIREMENTS

All Evaluators
- ACF Member in good standing
- Current with Evaluator and ACF Anti-Harassment training
  - Signed Confidentiality agreement, Conflict of Interest Policies, Conflict Disclosure Form and Travel Policy agreement on file (current within 18 months)
  - Completed Evaluator training and updated profile (current within 24 months)
- Retired less than 5 years, unless authorized by the ACFEF Accrediting Commission

Administrative Lead Evaluator
- Minimum ACF Certification of CCE, CEC, CEPC and/or an approved Administrative Lead Evaluator
- Point of contact for communications with both the ACFEF AC office and the school Program Coordinator
- Has final decision-making authority and responsibility for Site Visit
- Required to complete one site visit as lead evaluator per year to remain current
- May serve on any of the site visit teams for Postsecondary, Secondary and Foodservice Management programs

Postsecondary Educator Evaluator
- Minimum ACF certification of CCC or CCE or Master’s Degree in Education
- Currently employed by an ACFEF Accredited program or retired no more than 5 years, unless authorized by the ACFEF Accrediting Commission.
- May serve on any of the site visit teams for Postsecondary, Secondary and Foodservice Management programs

Secondary Educator Evaluator
- Minimum ACF certification of CSCE, CCC or Master’s Degree in Education
- Currently employed by an ACFEF Accredited program or retired no more than 5 years, unless authorized by the ACFEF Accrediting Commission.
- May serve on the site visit teams for Secondary programs; if qualifications meet Postsecondary Educator requirements then may serve on a Postsecondary site visit with Commission Chair approval

Industry Evaluator
- Holds a current minimum ACF certification of CEC or CEPC.
Educators from accredited or non-accredited schools meeting certification level requirements are eligible to serve as an Industry Evaluator.

- Note: Schools and programs with pending applications or interested in accreditation shall be considered to support site visits as an Industry Evaluator, or may participate in a local or nearby site visit at their expense.

**Site Visit Evaluator Application Approval**

The ACFEAC calls for Evaluators throughout the year, application forms are available from the ACFEF AC staff. Applications shall be reviewed by the ACFEF Accreditation Department, then vetted and approved by the ACFEF Accreditation Commission. Applicants will receive notification within thirty (30) days upon receipt of application.

**Site Visit Evaluator Social Media Policy**

Site visit team member agree not to post to any social media site or personal page, site visit information or photographs related to an ACFEF AC official site visit for Postsecondary or Secondary programs. Team members that post to any social media site without the express written permission of the ACFEF AC will be removed from the evaluation team member roster for future accreditation site visits.
Section VIII: Initial and Renewing Program Accreditation Process

There are two types of Accreditation applications:

**Initial**
- Previously accredited programs with a lapse greater than 18 months which are reapplying for Accreditation
- Programs applying for Accreditation for the first time

**Renewal**
- Currently accredited program which is renewing its Accreditation
- Currently accredited programs which are adding new programs to their existing Accreditation

**Accreditation Application Process**

Initial and Renewal applicants shall contact the ACFEF Accreditation Department.

1. Applicant submits the non-refundable application fee. Once received, the application and supporting documents will be provided to the Program Coordinator. If a program applicant has any of the eligibility issues listed below, the institution’s issues will be sent to the Commission/Committee for review. Upon review, the Program Coordinator will be notified as to its eligibility in the accreditation process.

   a. Any application that includes information regarding any denial, suspension, revocation, probation or any other final or interim adverse action affecting the pre-accreditation or accreditation status of the Institution within the previous five (5) year period.
   b. Any application that includes information regarding a state agency withdrawing authorization or licensure of the program or institution within the previous five (5) year period.

2. Should any conflicts arise between ACFEFAC accreditation standards and state or local laws governing the program seeking accreditation, the ACFEFAC shall be required to engage in conflict resolution consultation with the appropriate governmental representatives.

3. The Institution, along with the names of the eligible program(s), will be published to allow for public comments from individuals who possess information concerning the program’s qualifications for accreditation.

4. Program personnel and the ACFEF Accreditation Department will set a tentative Site Visit date 12 months prior to the actual visit. The site visit must occur when classes are in session and when administrative staff members are available.

5. The ACFEF Accreditation Department or Team Lead will notify the Program Coordinator of the Site Visit Team Members selected once all team members are confirmed.

6. The Program will submit required fees to the Accreditation Department (60) days prior to the scheduled Site Visit for domestic programs; international program Site Visit fees are due (120) days prior to scheduled visit. Upon receipt, ACFEF AC and the Program Coordinator will set a firm date for the Site Visit. Domestic and international Accreditation Fees are listed in Policies & Procedures Section XI.

7. The following are due to ACFEF Accreditation Department thirty (30) days prior to scheduled Site Visit:
   - Site visit points of contact and lodging arrangements with confirmation numbers.
8. The Evaluation Team will conduct the Site Visit and provide a verbal review of the Team Report at the exit meeting on the final day of the visit. Program review attendees are determined by the Program Coordinator. Within two (2) weeks of the exit meeting, the ACFEF Accreditation Department will send to the program a written narrative of the Team Report to include non-compliance areas cited during the Site Visit. Non-compliances must be responded to in writing to the Accreditation Department by the date specified.

9. The Site Visit Evaluation Team Report, written public comments (if any), and the Program’s written response to the cited non-compliances are submitted to the Commission for review and action at the next scheduled Commission meeting (JAN/JUL).


11. The following will be made publicly available via the ACF website:
   - The ACFEF Accrediting Commission’s decisions and actions, including any denial or withholding of accreditation
   - The Program’s responses to the Commission’s decisions, including to any denial or withholding of accreditation
### Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts

#### Overview

Accreditation shall be granted by the ACFEF Accreditation Commission/Committee for programs which are in compliance with the ACFEF AC Standards, are current in fee payments, and have submitted their Annual Program Report.

The program will receive written notification of the Accreditation decision along with a formal motion citing the authority by which the action was taken.

Note: A commission member who acts in the capacity of evaluator during a Site Visit may not vote on the application, nor may a Commission member vote on any application regarding his or her own school or any school with which he or she is or has been affiliated in any way (such as serving on the program’s Advisory Board).

**ACFEF Accrediting Commission Decision Matrix**

<table>
<thead>
<tr>
<th>Grant</th>
<th>Programs</th>
<th>Grant Definition</th>
</tr>
</thead>
</table>
| Approved| Initial and Renewal | Accreditation grants are awarded as follows:  
**Postsecondary Accreditation:**  
- 3 Year Grant – Initial only.  
- 5 Year Grant - Renewing schools (with renewing and/or new programs).  
- 7 Year Exemplary Grant - Renewing schools that are in full compliance (zero non-compliances) on the consecutive renewal, are eligible for a 7 Year Exemplary grant.  
**Secondary Accreditation:**  
- 3 Year Grant – Initial only.  
- 5 Year Grant - Renewing schools (with renewing and/or initial programs).  
- 5 Year Exemplary Grant - Renewing schools that are in full compliance (zero non-compliances) on the consecutive renewal, are eligible for a 5 Year Exemplary grant. |
| Deferred| Initial         | A decision to postpone action, from 6 months up to one (1) year, for an Institution’s Initial Program.  
**ACFEF AC Initiated Deferral:** A determination to defer a decision, up to (1) year, to allow the program to correct deficiencies identified by ACFEF AC and to submit evidence to show that areas of non-compliance have been addressed. The Institution’s response will be reviewed at the next ACFEF AC meeting to determine a decision.  
**Program Initiated Deferral:** A request for deferral of the decision, after the Site Visit, but prior to the ACFEF AC meeting, for up to (1) year. This allows the Institution the time needed to address cited non-compliances identified during the Site Visit. |
| Denied / Withdrawn| Initial / Renewal | A determination that the Program is unable to demonstrate that they meet the ACFEF AC requirements. The Accreditation status of an Institution’s Program is denied for new programs and is withheld for renewing programs. The Institution may appeal this decision following the ACFEF AC Appeals Guidelines, or Reapplies. |
| Conditional| Renewal        | A decision to allow the program up to (6) months to correct deficiencies identified by ACFEF AC, and to submit evidence to show that areas of non-compliance have been addressed. Institution’s response will be reviewed at the next ACFEF AC meeting to determine a decision.  
*Note: The ACFEF AC may request that a follow-up Site Visit be scheduled to confirm certain deficiencies have been in fact been corrected per the program’s response, especially if they pertain to the labs/kitchens or curriculum. The Institution of the program will be responsible for all Site Visit Evaluator expenses associated with the follow-up Site Visit.* |
| Extended| Renewal        | A decision to extend a Program’s expiration date up to one (1) year, if the Program submits a formal request in writing to the ACFEF AC a minimum of (120) days prior to their expiration date.  
*Note: The grant will revert to the original expiration date.* |
| Withdrawn| Renewal        | A proactive determination made by the Institution that they no longer want a Program to have Accreditation. The decision shall be recognized by the ACFEF AC. |
| Suspended| Renewal        | A determination that a program has failed to meet reporting deadlines or financial obligations, has refused to respond to or cooperate with the ACFEF AC, or has not notified the ACFEF AC of any substantive changes to the Program or Institution’s status. Suspension will be for a specific period up to 1 year, at which time the ACFEF AC will determine if the Program’s Accreditation should be Reinstated or Revoked. The Institution may appeal this decision following the ACFEF AC Appeals Guidelines. |
| Revoked| Renewal        | The determination that a program has closed or failed to inform the ACFEF AC of its closure, or if a Program does not respond to the conditions set forth in a Suspension Status. The Institution may appeal the decision following the ACFEF AC Appeals Guidelines. |
Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts (continued)

Initial (Site Visit) Decision Grant Matrix Flow Chart

START

ACFEF Accreditation Department schedules programs for site visit. Program completes ACFEF AC Self-Study and sends it to ACFEF Accreditation Department.

Did Team Report Cite any non-compliances?

NO
Postsecondary / Secondary Decision: Approved 3-year Grant.

YES
Did Program respond adequately to all non-compliances on Team Report?

NO
Program Initiated: Request for deferral of the decision, after the Site Visit, but prior to the ACFEF AC meeting for up to (1) year.

OR
ACFEF AC Initiated Decision: Deferred Status (up to 1 year) after review at ACFEF AC meeting.

YES
Postsecondary / Secondary Decision: Approved 3-year Grant.

FINISH

First Level Appeal:
- Programs submits appeal in writing to the ACFEF AC Appeals Subcommittee within (30) days of receiving the determination.
- The appeal shall be considered and reviewed within (45) days from receipt of the appeal.
- The Appeals Subcommittee staff liaison shall notify the Accreditation Commission and the appellant of the determination in writing within (14) days from the Appeals Subcommittee determination.

Second Level Appeal:
Refer to P&P Appeals section.

ACFEF AC Team reviews data in Program Commission Decision folder and determines decision as follows:

NO
Did Program appeal the ACFEF Accreditation Commission Decision?

YES
Postsecondary / Secondary Decision: Approved 3-year Grant.

FINISH

NO
Did Program appeal the ACFEF Accreditation Commission Decision?

YES
Did Program reapply for ACFEF Accreditation?

YES
Program completes ACFEF Accreditation application and begins process from the beginning. Back to Start

After allotted deferral period, did Program respond adequately to all non-compliances on Team Report?

NO
Postsecondary / Secondary Decision: Denied Status. Program may Appeal or Reapply.

YES
FINISH

FINISH

ACFEF AC may take one of two actions:
1. Affirm its original decision.
2. Grant Approved.
American Culinary Federation Education Foundation Inc., Accrediting Commission
Policies and Procedures for Postsecondary and Secondary Programmatic Accreditation

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free:(800) 624-9458 • www.acfchefs.org

Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts (continued)
Renewal (Site Visit) Decision Grant Matrix Flow Chart

START

ACFEF Accreditation Department schedules Programs for site visits. Program completes ACFEF AC Self-Study and sends to ACFEF Accreditation Department.

Did Team Report cite any non-compliances?

Did Institution respond adequately to all non-compliances on Team Report?

YES Postsecondary / Secondary Decision: Approved 5-year Grant.

Did Program have zero non-compliances the last 2 renewal Site Visits?

Commission Decision: Conditional Status (up to 6 months).
- Institution required to correct deficiencies identified by ACFEF AC and submit evidence. Their response will be reviewed by ACFEF AC.

Did Institution adequately respond to Conditional Status requested by AC?

YES First Level Appeal:
- Programs submits appeal in writing to the ACFEF AC Appeals Subcommittee within (30) days of receiving the determination.
- The appeal shall be considered and reviewed within (45) days from receipt of the appeal.
- The Appeals Subcommittee staff liaison shall notify the Accreditation Commission and the appellant of the determination in writing within (14) days from the Appeals Subcommittee determination.

Second Level Appeal:
Refer to P&P Appeal’s section.

NO Postsecondary /Secondary Decision: Withheld Status Institution may Appeal or Reapply.

YES Did Institution appeal the ACFEF Accreditation Commission Decision?

NO Did Institution appeal the ACFEF Accreditation Commission Decision?

FINISH

ACFEF AC Team reviews data in Programs’ Commission Decision folder and determines decision as follows:

YES Postsecondary Decision: Approved 7-year Exemplary Grant.
Secondary Decision: Approved 5-year Exemplary Grant.

NO Postsecondary Decision: Approved 5-year Grant.
Secondary Decision: Approved 5-year Grant.

FINISH

ACFEF AC may take one of two actions:
1. Affirm its original decision.
2. Grant Approved or Conditional Status.

Did Institution reapply for ACFEF Accreditation?

YES Institution completes ACFEF Accreditation application and begins process from beginning.

Back to Start

REV: 28JAN2020
The ACFEF AC is responsible for deciding / recognizing the following types of Administrative decisions as they pertain to Postsecondary and Secondary Accreditation including Extension, Withdrawn, Suspended, or Revoked.

Did Institution submit a formal request to ACFEF AC to extend Program’s expiration date?

YES

Postsecondary / Secondary Decision: Extension Granted for up to (1) year if the Institution submits a formal request in writing to the ACFEF AC a minimum of (120) business days prior to their expiration date. Note: Your grant will revert back to your original expiration date.

NO

Did Institution submit notification to the ACFEF AC that they no longer wish to have a Program be Accredited by the ACFEF AC?

YES

Postsecondary / Secondary Decision: Withdrawn Status Institution requests to no longer be Accredited / Certified is recognized by the ACFEF AC.

NO

Did Institution fail to meet reporting deadlines or financial obligations, refuse to respond to or cooperate with the ACFEF AC, or fail to notify the ACFEF AC of any substantive changes to the Program or Institution?

YES

Postsecondary / Secondary Decision: Suspended Status Suspension will be for a specific period of time up to 1 year, at which time the ACFEF AC will determine if the Program’s Postsecondary and Secondary Accreditation should be Reinstated or Revoked.

The Institution may appeal this decision following the ACFEF AC Appeals Guidelines.

NO

Did Institution close or fail to respond to the conditions set forth in a Suspension?

YES

Postsecondary / Secondary Decision: Revoked Status Institution has closed and did not inform ACFEF AC, or Program did not respond to the conditions set forth in Suspension Status.

The Institution may appeal this decision following the ACFEF AC Appeals Guidelines.

NO

FINISH
Section X: Notifications to the United States Secretary of Education

Notification of any Commission action of granting, withholding, suspending, or revoking accreditation of a program will be made in writing within thirty (30) days to the United States Secretary of Education and any other appropriate Institutional Accrediting Agency.

In the event that there is a final decision to withhold, suspend, or revoke Accreditation, a summary of the review resulting in the Commission’s decision together with the comments of the affected program will be prepared within sixty (60) days of the decision for submission to the United States Secretary of Education and the appropriate Institutional Accrediting Agency. The summary of the action taken and culinary arts program response will be made available to the public.

The Commission is responsible for the accuracy of any written notification or request for public comment.

The Commission will publish corrections for any errors or misleading information about the Accreditation status of a program, the contents of the Site Visit Team Report, and its Postsecondary and Secondary Accreditation actions.
Section XI: Responsibility of the Program

ACCREDITATION FEES
All accreditation fees for programs seeking accreditation with the ACFEF AC will be invoiced with an accreditation fee. The accreditation fee includes application fee, self-study review fee and all evaluator travel expense to include domestic travel by air or car (international programs are assessed additional travel fees). Programs are responsible to provide hotel accommodations for the evaluation team billed directly to the Institution. The accreditation invoice will be sent to the program coordinator 180 days prior to the site visit. The accreditation fee shall be received in full no later than 90 days prior to the school’s scheduled site visit; upon receipt, ACFEF AC will confirm the site visit dates and book travel for the evaluation team. Late payments will be accessed an additional late fee and/or be subject to site-visit cancellation.

Policy for Independent Campuses– School or Branch
An Independent Campus (school or branch) is defined as a location of an institution that is geographically separate from and independent of the main campus of the institution. A location is defined as independent of the main campus if the location:
- Is permanent in nature;
- Teaches programmatic culinary and/or baking and pastry courses and leads to a degree, certificate or other recognized education credential;
- Has its own faculty and administrative or supervisory organization; and
- Has its own budgetary and hiring authority.

Multiple School, Branch or Campus Fees
Accredited programs with more than one location will be invoiced on a tiered level if the program meets the following conditions:
- Secondary and Postsecondary schools/programs shall be within a 35-mile radius of each other to take advantage of multiple school site visit reduced fees
  - Secondary and Postsecondary programs within the same geographic location may not be combined, programs must be multiple Postsecondary or Secondary to be tiered
  - Accreditation visits for programs with a new program/school and renewing program/school may be combined; the standard fee will apply for the new program, and the renewing school/program shall be considered the second program for invoicing.
- Secondary locations must have the same curriculum, rubric, policies, and director as the primary location.
- Program assessment is accomplished by one accreditation team, not to exceed three in one week
  - Programs with locations greater than 3 shall contact the ACFEF Accreditation office for guidance

Accreditation Fees includes the application fee, self-study and evaluators’ travel expenses.

<table>
<thead>
<tr>
<th>Programs with Multiple Locations</th>
<th>Postsecondary School Accreditation Fee</th>
<th>Secondary School Accreditation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,500 - Renewing Schools</td>
<td>$2,500 - Renewing schools</td>
<td></td>
</tr>
<tr>
<td>$7,750 – Two locations</td>
<td>$4,250 – Two locations</td>
<td></td>
</tr>
<tr>
<td>$10,500 – Three locations</td>
<td>$6,000 – Three locations</td>
<td></td>
</tr>
</tbody>
</table>

The above fees do not include these services and products:
- Hotel accommodations will be directly billed to the program by the hotel.
  - Confirmation number for each evaluator due 30 days prior to site-visit.
  - Evaluators are responsible for their own incidentals.
Domestic School Accreditation Fees

Accreditation Fees includes the application fee, self-study and evaluator’s travel expenses.
*Required Knowledge and Skills Competencies (RKC’s) are proprietary to the ACFEFAC.

<table>
<thead>
<tr>
<th>Postsecondary School Accreditation Fee</th>
<th>Secondary School Accreditation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,500 - Renewing Schools</td>
<td>$2,500 - Renewing Schools</td>
</tr>
<tr>
<td>$5,250 - New Schools</td>
<td>$3,000 - New Schools</td>
</tr>
<tr>
<td>• $4,500 Accreditation Fee</td>
<td>• $2,500 Accreditation Fee</td>
</tr>
<tr>
<td>• $750 RKC’s Documents Fee*</td>
<td>• $500 RKC’s Documents Fee*</td>
</tr>
<tr>
<td>• $250 for each additional Program</td>
<td>• $250 for each additional program</td>
</tr>
</tbody>
</table>

The above fees do not include these services and products:
- Hotel accommodations will be directly billed to the program by the hotel.
  - Confirmation number for each evaluator due 30 days prior to site-visit.
  - Evaluators are responsible for their own incidentals.

Billing
- The Accreditation Fee invoice will be sent to the school 120 days prior to the site visit. The school must pay the invoice in full no later than 60 days prior to the school’s scheduled site visit. Late payments will be assessed a late fee and/or be subject to site visit cancellation.

Site-Visit Cancellation Fees:
- Programs that cancel a scheduled site visit within 90 days of visit will be assessed a $500 cancellation fee.
- Programs that defer or postpone a scheduled site visit outside the scheduled calendar year within 90 days of the scheduled site visit will be assessed a $500 change fee.
- Programs that reschedule a visit within the calendar year will be assessed a $250 change fee.
- Site Visit renewal extension requests are assessed a $100.00 fee, extensions require Commission approval.
- Programs that cancel, defer, or reschedule will be responsible for airline change fees for each traveler.
Section XI: Responsibility of the Program (continued)

Annual Fees:
- Annual fees are invoiced in November of each year.
- Secondary Schools: $300 for the first Program, $100 for each additional program
- Postsecondary Schools: $750 for the first program, $500 for each additional program

Late Fees:
- A Late Fee of $250.00 will be assessed for the late submission of the Self-Study, the Annual Fee, and/or any other Commission related submissions with deadlines.

Other Fees:
- $50.00 for a duplicate or replacement Certificate

All fees are non-refundable. Per ACF’s policy, we do not accept purchase orders. Payments are to be made by check, credit card or money order. For any questions, please contact the ACF National Office at 800-624-9458 ext. 235.

International School Accreditation Fees
Accreditation Fees include the application fee, self-study and evaluators’ travel expenses. *Required Knowledge and Skills Competencies (RKC’s) are proprietary to the ACFEFAC.

<table>
<thead>
<tr>
<th>International Postsecondary School Accreditation</th>
<th>International Secondary School Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,500 - Renewing Schools</td>
<td>$6,500 - Renewing Schools</td>
</tr>
<tr>
<td>$8,250 - New Schools</td>
<td>$7,000 – New Schools</td>
</tr>
<tr>
<td>• $7,500 Accreditation Fee</td>
<td>• $6,500 Accreditation Fee</td>
</tr>
<tr>
<td>• $750 RKC’s Documents Fee*</td>
<td>• $500 RKC’s Documents Fee*</td>
</tr>
<tr>
<td>• $250 for each additional program</td>
<td>• $250 for each additional program</td>
</tr>
</tbody>
</table>

The international policy does not include these services and products:
- Local hotel accommodations: Hotel costs will be directly billed to the program by the hotel.
  - Confirmation number for each evaluator due 30 days prior to arrival
  - Evaluators are responsible for their own incidentals.
- Local Transportation: Program coordinator is required to provide transportation to/from local in-country airport, hotel, and school locations
- Visas or other country entry fees
- Translator as needed

Please note these international specific site visit policies:
- Site visits are 5 days to allow for international travel
- Accreditation fees are to be paid in full prior to scheduling site visits

Billing
- The Accreditation Fee invoice will be sent to the school 120 days prior to the site visit. The school must pay the invoice in full no later than 60 days prior to the school’s scheduled site visit. Late payments will be assessed a late fee and/or be subject to site visit cancellation.

Site-Visit Cancellation Fees:
- Programs that cancel a scheduled site visit within 90 days of visit will be assessed a $500 cancellation fee.
- Programs that defer or postpone a scheduled site visit outside of the scheduled year within 90 days of the scheduled site visit will be assessed a $500 change fee.
- Programs that reschedule a site visit within the calendar year will be assessed a $250 change fee.
- Site Visit renewal extension requests are assessed a $100.00 fee, extensions require Commission approval
- Programs that cancel, defer, or reschedule will be responsible for airline change fees for each traveler.
Section XI: Responsibility of the Program (continued)

Annual Fees: Annual fees are invoiced in November of each year.
- Secondary Schools: $300 for the first Program, $100 for each additional program.
- Postsecondary Schools: $750 for first program, $500 for each additional program.

Late Fees:
- A Late Fee of $250.00 will be assessed for late submission of the Self-Study, the Annual Fee, and/or any other Commission related submissions with deadlines.

Other Fees:
- $50.00 for a duplicate or replacement Certificate

All fees are non-refundable. Per ACF’s policy we do not accept purchase orders. Payments must be made by credit card or money order. For any questions, please contact the ACF National Office at 800-624-9458 ext. 235.

Annual Program Update (Formerly Annual Report)
The Annual Program Update communicates to the Commission any substantial changes which have occurred in the program. Changes include but are not limited to leadership and personnel changes, point of contact information, student/faculty ratios, major course changes, new course/program titles, discontinued programs, etc.

- An Annual Program Update is required by all ACFEF Accredited Postsecondary and Secondary Programs every year, regardless of whether or not the school is scheduled for a site visit. Programs/Schools with an accreditation visit scheduled or completed within the year are required to submit an Annual Program Update.
- The Annual Program Update is to be submitted via electronic means, and is due to the ACFEF AC office no later than March 31st each year, but may be submitted any time prior. Early submissions are encouraged.
- The date the survey is received will serve as the official submission date. Should March 31st fall on a Saturday or Sunday, the official due date will move to the next business day.

Late Annual Program Update
The ACFEF AC Annual Program Updates are due via electronic means no later than March 31 of each year. If the Annual Survey is not received by the next business day:
- A $150 late fee will be imposed, and
- The ACFEF Accredited Postsecondary and Secondary Program(s) shall be removed from the ACF accreditation website, and placed in suspended status.

The program will be returned to the ACF accreditation website and accreditation status changed to “Approved” upon receipt of both the Annual Program Update and the late fee payment.

Annual Program Update Exemptions
- Programs may be considered exempt for special circumstances approved by the Commission Executive Committee. Exempt requests shall be made electronically and received by February 1 for the year of request for consideration with a decision provided by February 14th.
- Discontinued programs or programs closing in the year the Annual Program Update is due are still required to file for the previous year, but are not required to file the following year.
Section XI: Responsibility of the Program (continued)

Special Visits
The Commission reserves the right to conduct special visits and/or request specific reports from a program at any time. These shall be under conditions within a time frame to be decided by the Commission / Committee. Refusal by a program to respond to or cooperate with such requests shall be grounds for suspension, revocation, or conditioning of its accreditation.

Advertising of Postsecondary and Secondary Accreditation
A program may advertise it accreditation status only after accreditation is granted by the Commission/Committee and the program coordinator has been officially notified. It may be listed as “Accredited Program, American Culinary Federation Education Foundation, Inc. Accrediting Commission” or “Accredited Program, ACFEF Accrediting Commission”. A program may also say that the ACFEF Accrediting Commission/Committee accredits the program.

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 method used by an institution to describe its program length in terms of credential awarded;
- any change in the graduation requirements;
- changes in program director;
- new locations or facilities; or
- major coursework changes.

An Accredited program with planned substantive change shall notify the ACFEF Accrediting Commission/Committee of the proposed changes in writing sixty (60) days in advance of the change. An Accredited program that experiences unexpected or unanticipated substantive change shall notify the Commission as soon as they are notified. ACFEF AC should be advised as far in advance as possible to the change going into effect. The Commission will review and provide their response in writing and identify the potential impact of the proposed change.

Change notification will include a description of the changes, the impact(s) to the program, and updated points of contact to include Program Coordinator and, Lead or Senior Instructor for the accredited program.

Written notification or questions should be directed to the ACFEF Director of Culinary Programs. A copy of the institutional accreditor’s approval letter should be submitted to the Commission and will be placed in the program’s file.

The Commission will respond to the proposed changes within (60) business days based on either a meeting of the Executive Committee or the full Commission/Committee.

Student Grievances
If a student files a complaint with the accredited program and is dissatisfied with the program’s response to the complaint, then the program must inform the student of the ACFEF Accrediting Commission Grievance Policy detailed in these ACFEF AC Policies and Procedures.
Section XI: Responsibility of the Program (continued)

Change in Institutional Accreditation or State Licensure Status

An Accredited program must notify the ACFEF Accrediting Commission within (30) days of denial, suspension, revocation, probation or other adverse action affecting the accreditation status of the Institution.

An Accredited program must notify ACFEF Accrediting Commission within (30) days of any state agency attempting to withdraw authorization or licensure of the program or Institution.

Failure to comply will be grounds for suspension, revocation, or conditioning of its ACFEF Accreditation.
Section XII: Appeals Procedures

Programs are entitled to appeal determinations made by the Accrediting Commission regarding rendered accreditation and/or reaccreditation decisions. All first and second level appeals shall be submitted in writing by registered mail to ensure proper tracking and compliance to timelines. All appeals shall not include a hearing or any similar trial-type proceeding. The rules of evidence shall not apply and there shall be no witnesses, cross-examination, or other attributes of a trial.

First Level Appeal

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Day 1</td>
<td>An appeal will be made to the Accrediting Commission Appeals Subcommittee within thirty (30) days of receiving the Commission decision on accreditation status. The written appeal must include the reason for the appeal, including relevant supporting materials and current contact information.</td>
<td>Appellant</td>
</tr>
<tr>
<td>By Day 30</td>
<td>The appeal shall be considered and reviewed by the Commission Appeals Subcommittee within thirty (30) days of receipt. The subcommittee will review the appeal and may conduct an investigation through reasonable means.</td>
<td>Commission Appeals Committee</td>
</tr>
<tr>
<td>By Day 45</td>
<td>The Commission Appeals Subcommittee office liaison will notify the Accreditation Commission in writing within fourteen (14) days from the Appeals Subcommittee determination. The written summary of the Appeals Subcommittee determination will include the reason for the decision and also advise the program of the second level appeal option. Confidentiality will be maintained unless otherwise advised by legal counsel. The decision of the subcommittee shall be based on majority vote of committee members. The Program is not permitted to contact the Subcommittee in any fashion. The Commission Appeals Subcommittee Chair shall make all procedural decisions with advice from staff and/or legal counsel.</td>
<td>Commission Appeals Committee / Commission</td>
</tr>
<tr>
<td>By Day 60</td>
<td>The ACFEF Accreditation Office will provide the Appeals Subcommittee decision to the program by email followed by a hard copy of the decision by USPS.</td>
<td>ACFEF Accreditation Office</td>
</tr>
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</table>

Appeal Determination Impacting Others

Should the Commission Appeals Subcommittee grant an appeal on an issue that impacts the eligibility status of a program, a review or regrading of those potentially impacted shall automatically be conducted by the Accrediting Commission, which may take remedial action at its discretion. The Accrediting Commission staff liaison will notify the individuals affected by any such action.
**Section XII: Appeals Procedures (continued)**

**Second Level Appeal Review and Determination**

The appellant shall have thirty (30) days from receipt of the Appeals Subcommittee determination to file a second level written appeal with the Accrediting Commission. The written appeal must include the reason for the appeal, including relevant supporting materials and current contact information.

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<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>The appellant shall have thirty (30) days from receipt of the Appeals Subcommittee determination to file a second level written appeal with the Accrediting Commission. The written appeal must include the reason for the appeal, including relevant supporting materials and current contact information.</td>
<td>Appellant</td>
</tr>
<tr>
<td>By Day 30</td>
<td>A second level appeal shall be reviewed, and a decision rendered within thirty (30) days of receipt of the second appeal by the Accrediting Commission Executive Committee.</td>
<td>Executive Committee</td>
</tr>
<tr>
<td></td>
<td>The Executive Committee shall only review whether the determination of the Appeals Subcommittee was valid because of 1) material errors of fact or 2) failure of the Commission Appeals Subcommittee to conform to the published criteria, policies or procedures. Only facts leading up to and including the time of the Appeals Subcommittee determination shall be considered during an appeal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Executive Committee shall make all procedural decisions with advice from staff and/or legal counsel. The Accrediting Commission Executive Committee’s determination is final.</td>
<td></td>
</tr>
<tr>
<td>By Day 45</td>
<td>The Commission membership shall be advised of the decision prior to notifying the Program Coordinator.</td>
<td>ACFEFAC</td>
</tr>
<tr>
<td>By Day 60</td>
<td>Program Coordinator will be notified by registered mail of the final decision.</td>
<td>ACFEF Accreditation Office</td>
</tr>
</tbody>
</table>
Section XIII: Grievance Policy and Process

The ACFEF Accrediting Commission will only consider and act upon a written grievance against an accredited program that demonstrates:

- Accredited program’s non-compliance with the ACFEF AC standards
- Accredited program’s non-compliance with ACFEF AC policy
- Accredited program’s non-compliance with its own published policy as said policy relates to the ACFEF AC standards.

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

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

- Incorrect evaluation against an ACFEF AC accreditation 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.

Any persons interested in submitting information regarding a culinary or baking/pastry program for consideration during an upcoming initial or renewal accreditation review shall provide comment through the ACFEF AC public Comment Portal.

Document Retention

- Records of single complaints will be held on file by the ACFEF AC for five (5) years.
- If a number of single complaints suggest a pattern of concern not evident from any single complaint, the ACFEF AC may renew its consideration of a matter for whatever action may be appropriate.
- The ACFEF AC expects an individual to attempt resolution through the program’s own published grievance policy and procedures before submitting a complaint to the ACFEF AC. An individual must use all available grievance opportunities and means of appeal within the program before filing a complaint with the ACFEF AC. A filed grievance shall be accompanied by documentation of an attempt to resolve within the program’s policy and procedures.
- The ACFEF AC will not consider a complaint while proceedings or litigation are ongoing. However, if the ACFEF AC determines the complainant raises issues so urgent that a delay may jeopardize the program’s accreditation status or cause harm to students, the ACFEF may, at its discretion, choose to proceed with its review.
### Submission of a Complaint

1. All grievances are presented to ACFEF AC as a written, signed, and dated statement with supporting documentation. The ACFEF AC will not review or act upon complaints that are not presented in writing.

2. All grievances must be submitted using ACFEF AC's official Grievance Form, completed in its entirety. The ACFEF AC Grievance Form is available at the applications section of the acfchefs.org website. Grievances submitted without the official form, with signature, will not be reviewed or acted upon, nor will complainant be notified of an incomplete submission.

3. The completed Grievance Form and the 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 accreditation@acfchefs.net.

4. The completed Grievance Form and the required supporting documentation may be submitted to ACFEF AC in paper format, or by email or electronic media. It is recommended to send paper forms and documentation by registered mail. If submitted by email, sender will receive an automatic response from the general mailbox; if not received within 1 hour, it is suggested the filer resend and then call the office to ensure receipt. Phone calls may be directed to 800-324-9458 x.215.

5. ACFEF AC 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, ACFEF AC will not review or act upon a complaint from a parent, spouse, child, sibling, co-worker, or friend of a complainant, nor from an attorney.

6. ACFEF AC must be the original intended recipient of the complaint and will not review or act upon complaints that are forwarded to ACFEF AC.

7. ACFEF AC will not accept or discuss complaints via telephone. ACFEF AC will only confirm receipt of the grievance by mail, express carrier or email.

8. All written materials, including the Grievance Form, the required supporting documentation, and any other printed materials, must be presented in English.

9. Each accredited program is required to have reasonable student grievance policies and procedures fairly administered, present in student handbook or syllabi, and publicized. All written student complaints must be resolved in a timely manner. In accordance with federal regulations, each program must maintain a record of complaints received. This record must be available to ACFEF AC upon request. The record(s) for accredited programs will be examined by ACFEF AC as part of the program’s initial or continuing accreditation review.
Accreditation Grievance Processing

1. The ACFEF AC will acknowledge a complaint within 5 days of receipt.

2. Within 60 days after acknowledging receipt of the complaint, ACFEF AC will review the complaint and determine whether:
   a) it is related to the program’s accreditation status
   b) it is within the scope of ACFEF AC policy, and/or
   c) it demonstrates an accredited program’s noncompliance with:
      i. the ACFEF AC standards
      ii. an ACFEF AC policy, and/or
      iii. the accredited programs program’s own published policy as said policy relates to the ACFEF AC standards
   d) there is sufficient evidence to support the allegations made in the grievance

2. If the grievance complaint does not have sufficient evidence to warrant further review, the ACFEF AC will inform the complainant, in writing, within 14 days of this conclusion.

3. If the complaint has sufficient evidence to warrant further review, ACFEF AC will make every effort to expedite its review; however, the time required to conduct its review may vary considerably depending on the circumstances and nature of the grievance. After the grievance is reviewed, a copy of the grievance will be provided to the accredited program’s coordinator of record or program administrator by registered mail or email. A response is required to ACFEF AC within 14 days of confirmed delivery.
   a) Late responses will result in:
      i. immediate suspension of program status; if a multi campus program, all programs will be suspended
      ii. immediate removal from the accreditation website
   b) ACFEF AC reserves the right to request additional materials, as needed, from the program’s coordinator or administrator.

4. If there is insufficient evidence of non-compliance, the complaint will no longer be considered. The decision of the ACFEF AC grievance committee is final, and the program’s administrator/coordinator will be notified of the decision.

5. If there appears to be sufficient evidence of non-compliance or if ACFEF AC are unable to determine compliance, the following actions may be taken by the ACFEF AC grievance committee:
   a) The complaint may be forwarded to the ACFEF AC Executive Committee for review and action.
   b) The ACFEF AC Executive committee and/or grievance committee may mandate a site visit to evaluate the accredited program, its records and to conduct interviews with program staff and students.
      i. The site visit will be at the cost of the accredited program and will included two site visit evaluators
      ii. A site visit fee will be assessed by ACFEF AC equal to the expenses directly related to the mandated visit; no additional will be imposed, and a deposit equal to 50% of the estimated expense shall be collected prior to the visit.

6. The site visit evaluation team will provide findings to the ACFEF AC Executive Committee and Grievance Committee for further review, and a decision shall be made within 14 days. Following review and decision, complainant and
Section XIII: Grievance Policy and Process (continued)

accredited program’s coordinator and administrator will be notified of the decision of the ACFEF AC Executive Committee.

7. Once notified, the accredited program will be asked to respond, in writing, with plans and actions implemented to prevent similar issues in the future. This will include but is not limited to:
   a) actions taken to resolve the current grievance
   b) a grievance policy review and edit
   c) new policies developed and implemented

8. The accredited program will have 30 days to complete the requirements and respond to ACFEF AC. Upon receipt and review, the ACFEF AC Executive committee will approve or not approve a return to active program status.

For programs that wish to register a grievance against the site visit team, Program Directors should contact only one of the following people in order of list:
   1. Director of Culinary Programs
   2. Accrediting Commission Chair: Michael Moench, mmoench@keiseruniversity.edu
   3. Accreditation Manager: Scott Taylor, staylor@acfchefs.net or 1-904-484-0215
Section XIV: International Standards and Policies & Procedures

International Specific Standards can be found within the Self-Study. International programs with questions related to documentation requirements within the Self-Study shall contact the Director of Culinary Programs for clarity.

International Specific Policies & Procedures

1. International programs are required to adhere to all ACFEFAC Policies and Procedures as identified within this document, as well as the additional requirements found below.

2. International Standards and Required Knowledge and Skills Competencies – International Institutions will be required to comply with the same ACFEF AC Standards and Required Knowledge and Skills Competencies as identified within the program standards.

3. International Administrative Fee – Refer to Section XI of these Policies and Procedures for International Accreditation Fees.

4. Pre-payment for International Travel - International programs are required to pay the accreditation flat fee through wire transfer a minimum of ninety (90) business days prior to ACFEF Site Visit. ACFEF will provide the bank account numbers and SWIFT/BIC codes as needed for all international wire transfers.

5. Time Zone Difference - International Institutions with a (4) hour (+/-) time zone difference than Eastern Standard Time will require an additional 1 or 2 day extension based on travel availability. The institution will assume the additional cost of accommodations.

6. Visa and other entry fees – Should a Visa or other country entry fees be required by the country where the Institution resides, those costs will be in addition to the accreditation fee and will be billed for reimbursement. International site visits team members will provide documentation of a valid passport 90 days prior to the scheduled site visit, and the passport expiration date must extend a minimum of 60 days after the scheduled visit in case of last-minute travel changes. Passport fees are not a reimbursable expense.

7. Currency - All expenses will be calculated and reimbursed in U.S. dollars
## Change Control Documentation

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<th>Revisions Completed By</th>
<th>Revisions Approved By</th>
<th>Approval Date</th>
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