



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/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 |