American Culinary Federation Education Foundation

American Culinary Federation Education Foundation Inc., Accrediting Commission

Policies and Procedures: Postsecondary Accreditation and Secondary Certification

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

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Section I: Background

The American Culinary Federation Education Foundation, Inc.'s 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 includes the promotion of education and training of men and women for careers in food preparation, food services, culinary arts and baking and pastry.

Recognizing that the future of the industry would be determined by the competence of the individuals entering the field, the American Culinary Federation Education Foundation, Inc. (ACFEF) established the ACFEF Accrediting Commission. The primary function of the ACFEF Accrediting Commission / Certification Committee is to provide programmatic Postsecondary Accreditation and Secondary Certification.

This Postsecondary Accreditation / Secondary Certification is a voluntary action on the part of the institution requiring that curriculum, faculty, resources, support staff, and organizational structure all meet clearly defined, quality *Standards*. These *Standards* reflect current practices and provide a roadmap for completing the Self Study and preparing your educational program for its required Site Visit and continuing Postsecondary Accreditation / Secondary Certification.

Complementing the Commission's ACFEF *Standards* are the *Policies and Procedures*. These *Policies and Procedures* are intended to provide an understanding of the Postsecondary Accreditation / Secondary Certification process. The ACFEF *Standards* and *Policies and Procedures* are dynamic. As the industry changes, new requirements are added and deleted as necessary. The Commission and respective sub-committees routinely monitor and assess what is needed for today's professionals; the *Standards* reflect current practices of the profession.

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Section II: Introduction

The Commission and the Committee

The *American Culinary Federation Education Foundation Accreditation Commission (ACFEF AC)* is responsible for the evaluations of Postsecondary institutions and oversees the Secondary Certification Committee.

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

Scope - Evaluation of Eligible Institutional Programs

The ACFEF AC evaluates new and renewing Postsecondary Accreditation / Secondary Certification eligible programs that offer training to students to allow them to practice effectively on an entry level in the areas of culinary arts, foodservice management, and baking and pastry. The *Commission* strives to ensure the educational quality of these programs through an ongoing assessment of each program's ability to meet the ACFEF Accrediting Commission *Standards*, and *Policies and Procedures*.

The ACFEF Accrediting Commission extends its services both within the United States and to International programs which award Postsecondary certificates, diplomas, Associate, and Bachelor degrees in the culinary arts, baking and pastry arts, and/or foodservice management.

The program must be offered at an institution which is legally authorized under applicable state law to provide Secondary or Postsecondary education and is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable National or International government agency responsible for the oversight of the Institution.

Council for Higher Education Accreditation (CHEA)

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 agencies. 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 ACFEF AC is self-funded by the annual dues and accreditation fees. The financial information is available and appears as a separate line item within the ACF budget. The Accreditation Department is assessed annually and allocations are made for overhead related services.

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Section III: Commission Members and Terms

ACFEF Accredition Commission Organizational Chart

Chair of Foundation
- ACF Immediate Past President.
- Does not have voting rights.

Commission Chair
- Serves 2 year term, then serves 2 year term as Past Commission Chair.
- Is responsible for any and all actions required by the PostsecondaryCommission and Secondary Committee between regularly scheduled meetings including:
  - - review of notices of substantive changes
  - - complaints against an accredited program
  - - changes in institutional accreditation status
  - - other occasions requiring interim actions
- Has the right to impose any of the Commission and Committee actions on any institutional program.
- May call for a site visit, either announced or unannounced to provide information for its deliberations.

Chair-Elect (Incoming Commission Chair)
- Former Secondary Committee Chair.
- Will thereafter serve a designated 2 year term as Chair.
- Is not counted as an Educator or Industry Representative in the total count by region.

Past Chair (Outgoing Commission Chair)
- Also considered one of the Educator or Industry Representatives.
- Former Postsecondary Commission Chair.
- Will serve a designated 2 year term Post-Chairmanship.
- Has full voting rights.
- Is not counted as an Educator or Industry Representative in the total count by region.

Educator Representative (2 or 3)
- Serves one 3-year term (staggered dates from other Regional Reps).
- Is replaced by another Educator Re+A1presentative from their region.
- Serves as evaluator on a minimum of 2 Site Visits per year.
- Is a current ACF member in good standing.
- Holds a current minimum ACF Certification of; CCE, CEC, or CEPC.
- Is currently employed by an ACF Accredited Institution.
- If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.

Industry Representative (2 or 3)
- Serves one 3-year term (staggered dates from other Regional Reps).
- Is replaced by another Industry Representative from their region.
- Serves as evaluator on a minimum of 2 Site Visits per year.
- Is a current ACF member in good standing.
- Holds a current minimum ACF Certification of CEC.
- If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.

Public Members (Min 2)
- Serves one 3-year term (staggered dates from other Regional Reps).
- Are not current or past practioners or members of the culinary arts, food service management, culinary arts education industries.
- Will represent the public's interest in accreditting decisions.
- Are selected for their ability to contribute an informed and broadbased community point of view to accreditation issues.

Secondary Committee Representative
- Serves one 3-year term (staggered dates from other Regional Reps).
- Is replaced by another Educator Representative from their region.
- Serves as evaluator on a minimum of 2 site visits per year.
- Does not have voting rights.
- Is a current ACF member in good standing.
- Holds a current minimum ACF Certification of; CCE, CSCE, CEC, or CEPC.
- Currently employed by an ACF Certified Institution.
- If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.

Commission Subcommittees

Permanent Subcommittees:
- ACFEF Secondary Certification Committee.

Temporary Subcommittees:
- Subcommittees will be assigned as needed.
  Note: Previous Subcommittees have included: Standards Review Committee, International Committee and Bachelors Degree Committee.

ACFEF Director of Education
- Serves as the principal administrator of the Commission.
- Liaison between the Commissioners, ACFEF Accreditation Team and ACF National Office and Leadership, National Apprenticeship Committee, ACFEF Secondary Committee, various sub-committees, the institutions involved in the accrediting process including government bodies to which the Commission must relate.
- Does not have voting rights.

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Section III: Commission Members and Terms (continued)

ACFEF Certification Committee Organizational Chart

Chair of Foundation

- ACF Immediate Past President.
- Does not have voting rights.

Committee Chair (Also Commission Chair-Elect)

- Serves 2 year term as Committee Chair, then serves 2 year term as Commission Chair.
- Is responsible for any and all actions required by the Secondary Committee between regularly scheduled meetings including:
  - - review of notices of substantive changes
  - - complaints against an accredited program
  - - changes in institutional accreditation status
  - - other occasions requiring interim actions
- For Fair and Orderly Meetings, the Commission Chair-Elect will serve as Parliamentarian for all Commission, Committee and Subcommittee meetings. Robert's Rules of Order will be used and provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action and the assembly rules have the final say.

Educator Representative (4 - one per Region)

- Serves one 3-year term (staggered dates from other Regional Reps).
- Is replaced by another Educator Representative from their region.
- Serves as an evaluator on a minimum of 2 site visits per year.
- Is a current ACF member in good standing.
- Holds a current minimum ACF Certification of; CCE, CSCE, CEC, or CEPC.
- Is currently employed by an ACF Certified Institution.
- If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.

Note: One of the four (4) Educator Representatives must be from a Baking and Pastry program. If they are not, a 5th Educator Representative will be appointed.

ACFEF Director of Education

- Serves as the principal administrator of the Commission.

- Liaison between the Commissioners, ACFEF Accreditation Team and ACF National Office and Leadership, National Apprenticeship Committee, ACFEF Secondary Committee, various sub-committees, the institutions involved in the accrediting process including government bodies to which the Commission must relate.

- Does not have voting rights.

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Section IV: Commission / Committee Nomination Process

Soliciting Nominations

- Nominations for Commission and Committee members are solicited from programs accredited by the Commission, certified by the Committee and from ACFEF Team Evaluators.

- Nominations are solicited from the region of the member whose term is expiring.

- Educators will be replaced by Educators and Industry Representatives will be 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 ACFEF Accredited / Certified Institutions.
  -- From previously submitted applications.

- Nominations are reviewed by the Commission. Nominees are presented to the accredited programs for election. Public members will be appointed by the Chairperson and approved by the Commission.

Nominating Commission Officers

- Self-nominating letters and resumes are brought by the ACFEF Director of Education & Programs to the Commission meetings.

- A nominating committee, normally consisting of the Chair, the Chair-elect, and the ACFEF Director of Education & Programs, will prepare a slate for any openings occurring on the Commission.

- Nominations are reviewed and vetted by the Commission. Public members will be appointed by the Chairperson and approved by the Commission. To assist the nominating committee's review of the nominations, the following criteria are in place for their consideration:

  -- Certification level.
  -- Education.
  -- Professional appearance of application.
  -- Personal evaluation.

- 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.

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Section V: Ethics

The Commission and Committee will exert all reasonable efforts in the interests of program improvement and potential compliance with the *Standards*, to protect the confidentiality of information elicited and shared during the accrediting process.

At no time will Commissioners, staff, or evaluators reveal to parties without a legitimate need to know any specific information about an institution except to correct the record in the event that the program knowingly and purposely distorts such information about itself.

All Commission and Committee members are required to sign the *Canons of Ethics* prior to any program review or other Commission / Committee action to guarantee non-biased recommendations.

Examples of potential conflicts to avoid include current or former employment 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.

A Site Visit Evaluation Team is composed of a Lead Administrative Evaluator, Educator Evaluator and Industry Evaluator that do not have a potential conflict of interest with the program or host institution.

Commission members, Committee members or staff that have 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.
- Abstain from voting.

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Section VI: Public Comments and Participation

Public Comments

The American Culinary Federation, Education Foundation's Accrediting 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. The comments will assist the ACFEF AC as it considers an application for grants of Accreditation / Certification.

Third Party Comments:

- ACFEF AC staff will review any "*third-party comment*" to assess its applicability to the Accreditation / Certification 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 the scheduled meeting. The programmatic comments will be reviewed at the American Culinary Federation Education Foundation Commission meeting held either in January or July.

- All comments must address the programs efforts to meet the ACFEF AC recognized Standards. ACFEF staff will review third-party submissions for completeness and applicability to recognized Standards.

- If applicable the ACFEF AC will review third-party comments and request additional information / response from the program in question, prior to making its decision 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.

- All comments received are considered by the Commission prior to any revision.

- There will be open Commission meetings, except when it is deliberating and acting on matters concerning specific programs or individuals.

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Section VII: Site Visit Evaluation Teams

Introduction

The American Culinary Federation Education Foundation Accreditation Commission (ACFEF AC) truly appreciates the time and dedication of our Site Visit Evaluators. The function of the Site Visit Evaluation Team is to:

1. Verify the Self Study, Exhibits and supporting documents submitted by the Institution, prior to the Site Visit.
2. During the Site Visit, verify the Self Study, Exhibits and supporting documents submitted by the Institution against on-site, evidenced observations and a Site Visit Checklist.
3. Participate in the Site Visit exit meeting to provide a summary report of the strengths, suggestions and non-compliances identified during the Site Visit.

Benefits of Being an ACFEF AC Site Visit Evaluator

- Have an opportunity to participate in ACFEF Accreditation Sub-committees to ensure Standards and Required Knowledge and Skills Competencies are kept current and relevant to Culinary / Baking and Pastry Industry trends.
- Contribute to the success of the students graduating from our accredited / certified programs.
- Receive CEHs for your time participating as a Site Visit Evaluator.
- Being able to share face-to-face, with peers and students, your experiences and benefits of being an ACF Certified Chef.

Site Visit Evaluation Team Composition

Postsecondary Schools: An Evaluation Team consist of an Administrative Lead Evaluator, an Educator Evaluator and an Industry Evaluator.

Secondary Schools: Evaluation Team consist of an Administrative Lead Evaluator and an Educator Evaluator.

Evaluator Requirements

a. Administrative Lead Evaluator

- Is a current ACF member in good standing.
- Holds a current minimum ACF Certification of; CCE, CEC, or CEPC.
- Is currently employed by an ACF Accredited Institution.
- If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.
- Signs (COI) Confidentiality and Conflict of Interest Policies and Conflict Disclosure Form.
- Signs Independent Contractor Agreement.
- Maintains current Anti-Harassment training.
- Discloses any conflict of interest with any school when invited to participate on a Site Visit.
- Agrees that expenses incurred during a Site Visit will be reimbursed according to the ACFEF travel expenses reimbursement policy. Travel expense reports are required the ACFEF Accreditation Department within 14 days after the Site Visit.
- Commits to participate in at least two site visits annually, if requested by ACFEF Accreditation Department.
- Attends Evaluator Training sessions (i.e. seminars, webinars, etc.) as requested by the ACFEF AC.
- Updates Evaluator Profile (reapply) every two (2) years.
- Has been recommended by an ACFEF Accreditation staff employee or Commission member and approved by the Commission's Executive Committee.

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Section VII: Site Visit Evaluation Teams (continued)

Evaluator Requirements (continued)

b. Educator and Industry Evaluator (Volunteers)

Postsecondary Educator Evaluator	Secondary Educator Evaluator	Industry Evaluator
- Is a current ACF member in good standing. - Holds a current minimum ACF Certification of; CCE, CEC, or CEPC. - Is currently employed by an ACF Accredited Institution. - If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.	- Is a current ACF member in good standing. - Holds a current minimum ACF Certification of; CCE, CSCE, CEC, or CEPC. - Is currently employed by an ACF Certified Institution. - If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.	- A current ACF member in good standing. - Holds a current minimum ACF Certification of CEC. - If retired, has been retired less than 5 years, unless authorized by the ACFEF Commission.

- Signs (COI) Confidentiality and Conflict of Interest Policies and Conflict Disclosure Form.
- Maintains current Anti-Harassment training.
- Discloses any conflict of interest with any school when invited to participate on a Site Visit.
- Agrees that expenses incurred during a Site Visit will be reimbursed according to the ACFEF travel expenses reimbursement policy. Travel expense reports are required the ACFEF Accreditation Department within 14 days after the Site Visit.
- Commits to participate in at least two site visits annually, if requested by ACFEF Accreditation Department.
- Attends Evaluator Training sessions (i.e. seminars, webinars, etc.) as requested by the ACFEF AC.
- Updates Evaluator Profile (reapply) every two (2) years.

Open Calls for Site Visit Evaluators

The ACFEF Accreditation Department will conduct open calls for potential Site Visit Evaluators once or twice per year to fill Site Visit Evaluator positions for upcoming Site Visit seasons.

Site Visit Evaluator Application Approval

The Site Visit Evaluator Application form and COI submitted by potential Site Visit Evaluators will be reviewed for completeness by the ACFEF Accreditation Department and be vetted/approved by the ACFEF Accreditation Commission. You will receive notification of the decision within 60 business days after the receipt of your signed Site Visit Evaluator Application and (COI) Confidentiality and Conflict of Interest Policies and Conflict Disclosure Form.

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Section VIII: New and Renewing Institution Accreditation Process

There are two distinct types of Accreditation / Certification applications:

New:
- Institutions that are applying for Accreditation / Certification for the first time.
- Institutions that were previously Accredited / Certified, however, for some reason had a lapse in Accreditation / Certification.

Renewal:
- Institutions that have programs currently Accredited / Certified by the ACFEF AC and wish to renew those programs prior to their expiration date(s) or add additional programs to their list of existing programs.

The New and Renewing Institution Accreditation / certification process by the school and the ACFEF AC are listed below.

1. The Institutions Culinary / Baking and Pastry program representative obtains an application from the ACFEF Accreditation Department.

2. The application, supporting documents, and a non-refundable application fee will be submitted to the ACFEF Accreditation Department. If the following eligibility issues pertain to the institution they will be sent to the Commission / Committee for review and approval.

   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.

   c. Consultation between the ACFEF and the appropriate representatives at state or local governing agencies is required to ensure resolution of conflicts between, accreditation standards and state or local laws governing the institution or program seeking accreditation.

3. Once reviewed by the ACFEF, the Institution will be notified by the ACFEF Accreditation Team as to its eligibility to participate in the accreditation process.

4. 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 / Certification.

5. The Institution and the ACFEF Accreditation Department will determine a Site Visit date (12) months prior to the actual visit and send the Self Study template and Exhibit files to the Institution. Note: It is the responsibility of the Institution to agree to Site Visit dates when classes are in session, faculty are teaching, administrative staff are available and other operations are functioning.

6. The ACFEF Accreditation Department will notify the Institution of the Evaluation Team members that have been selected for the Site Visit, and may have team members replaced upon reasonable request prior to the Site Visit.

7. The Institution will send to the ACFEF Accreditation Department (60) business days prior to the Site Visit:
   - Self Study and supporting Exhibits.
   - Site Visit Data sheet information.
   - Self Study document and review fees.

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Section VIII: New and Renewing Institution Accreditation Process (continued)

8. The Institution will send the completed Self Study and supporting Exhibits to the Evaluation Team per the ACFEF Accreditation Department's instruction (60) business days prior to the Site Visit.

9. The Evaluation Team will conduct the Site Visit according to the schedule set by the ACFEF Accreditation Department, and complete a verbal review of the Team Report at the exit meeting prior to leaving the Institution. Attendees may include the Program Coordinator / Lead Instructor and any other persons designated by the Program Coordinator / Lead Instructor.

10. Within two (2) weeks after the Site Visit, the ACFEF Accreditation Department will send to the Institution a written narrative of the Team Report.

11. Any non-compliance areas cited during the Site Visit must be responded to in writing to the ACFEF Accreditation Department by the date specified.

12. Thirty (30) days after the Site Visit, an invoice will be sent to the Institution for the Evaluator Team expenses incurred during the on-site visit. The invoice must be paid prior to the ACFEF AC meeting (July for spring Site Visits and January for fall Site Visits.

13. The Self Study, supporting Exhibits, Evaluation Team Report, written public comments, and the Institution's written response to the areas of cited non-compliances addressed in the Evaluation Team Report are submitted to the Commission for review and action.

14. Refer to Section IX of the Policies and Procedures for complete details regarding ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts.

15. The ACFEF Accrediting Commission actions as well as the institution's response to denial/withheld decisions will be made publicly available via the ACF website.

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Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts

Overview

Postsecondary Accreditation / Secondary Certification shall be granted by the ACFEF Accreditation Commission / Committee to those school programs that are in compliance with the ACFEF Standards and which are current in fees and evaluation expenses due.

The program will receive written notification of Postsecondary Accreditation / Secondary Certification, along with a formal motion citing the authority by which the action was taken.

The ACFEF Accrediting Commission actions as well as the institution's response to denial/withheld decisions will be made publicly available via the ACF website.

Note: It is to be noted that a commission member who acts in the capacity of evaluator during a Site Visit may not vote on that 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 Accreditation Commission Decision Matrix

Grant	Programs	Grant Definition
Approved	New and Renewal	A decision to award Postsecondary Accreditation / Secondary Certification when an Institution's Program demonstrates that ACFEF AC requirements were met. Grants are awarded as follows: **Postsecondary Accreditation:** - 3 Year Grant – *New* schools 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 Certification:** - 3 Year Grant – *New* schools only. - 5 Year Grant - *Renewing* schools (with renewing and/or new 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	New	A decision to postpone action, up to one (1) year, for an Institution's New *Program*. **ACFEF AC Initiated Deferral:** A determination to defer a decision, up to (1) year, to allow an Institution's Program to correct deficiencies identified by ACFEF AC and submit evidence to show that areas of non-compliance have been addressed. The Institution's response will be reviewed at next ACFEF AC meeting and a decision will be determined. **Institution 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 time needed to address cited non-compliances identified during the Site Visit.
Denied / Withheld	New / Renewal	A determination that the Institution's Program is unable to demonstrate that they meet the ACFEF AC requirements. The Postsecondary Accreditation / Secondary Certification status of an Institution's Program is: d*enied* for new programs and is *withheld* for renewing programs. The Institution may appeal this decision following the ACFEF AC Appeals Guidelines or Reapply.
Conditional	Renewal	A decision to allow an Institution's Program, up to (6) months to correct deficiencies identified by ACFEF AC and submit evidence to show that areas of non-compliance have been addressed. The Institution's response will be reviewed by the ACFEF AC and a decision will be determined. *Note: The ACFEF AC may request that a follow-up Site Visit be scheduled to confirm certain deficiencies have been in fact corrected per the Institution's response, especially if they pertain to the labs/kitchens or curriculum. The Institution will be responsible for all Site Visit Evaluator expenses associated with the follow-up Site Visit.*
Extended	Renewal	A decision to extend an Institution's Program expiration date up to one (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.
Withdrawn	Renewal	A proactive determination made by the Institution that they no longer want a Program to have Postsecondary Accreditation / Secondary Certification. Decision is recognized by the ACFEF AC.
Suspended	Renewal	A determination that an Institution or 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 ACEF AC of any substantive changes to the Program or Institution's 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 Accreditation / Secondary Certification should be Reinstated or Revoked. The Institution may appeal this decision following the ACFEF AC Appeals Guidelines.
Revoked	Renewal	A determination that an Institution has closed and did not inform the ACFEF AC or if a Program does not respond to the conditions set forth in a Suspension Status. The Institution may appeal this decision following the ACFEF AC Appeals Guidelines.

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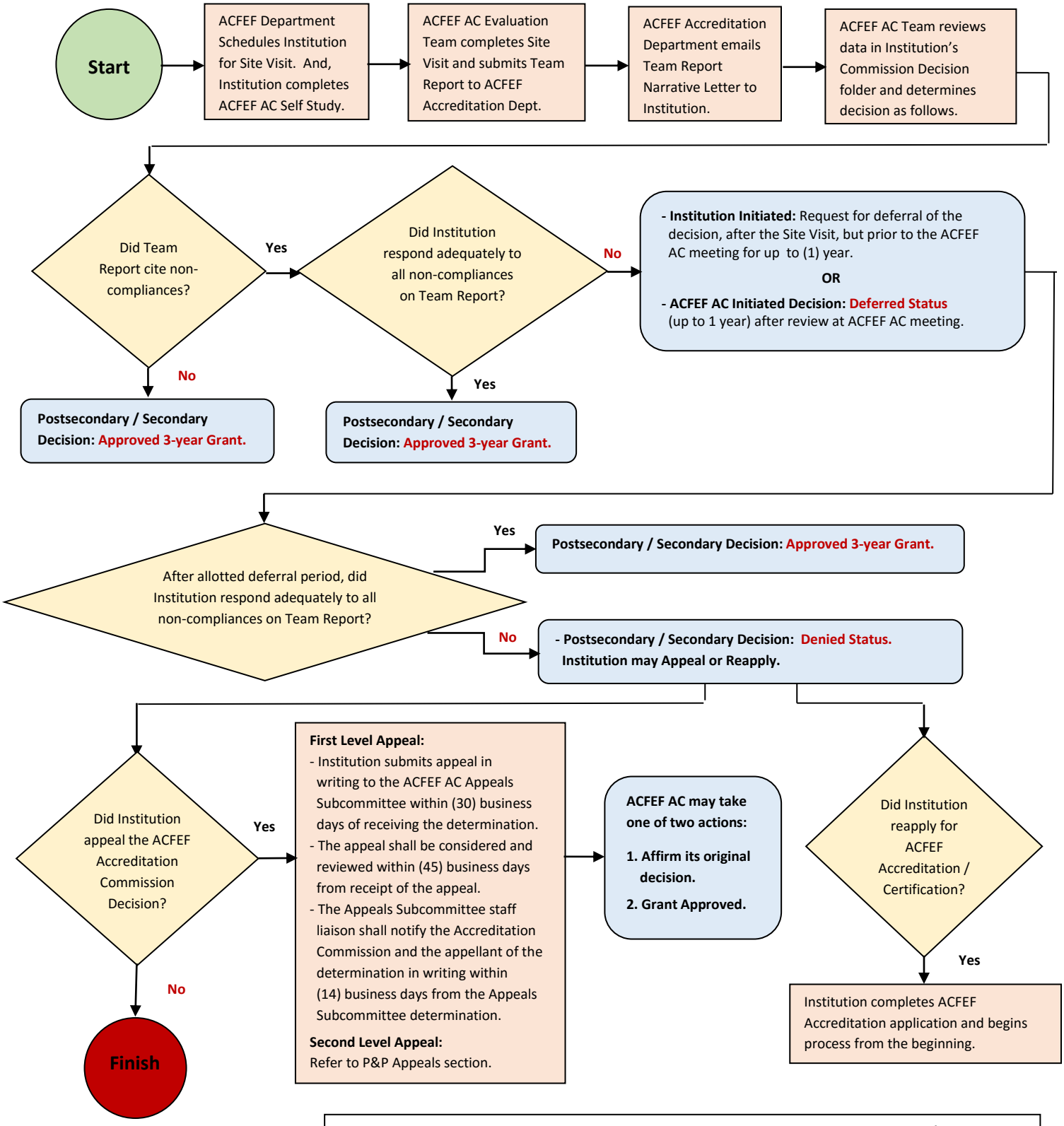
Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts (continued)

New School (Site Visit) Decision Grant Matrix Flow Chart



Color Key: Pink = Policies and Procedures Yellow = Questions Blue = Commission Decisions / Responses

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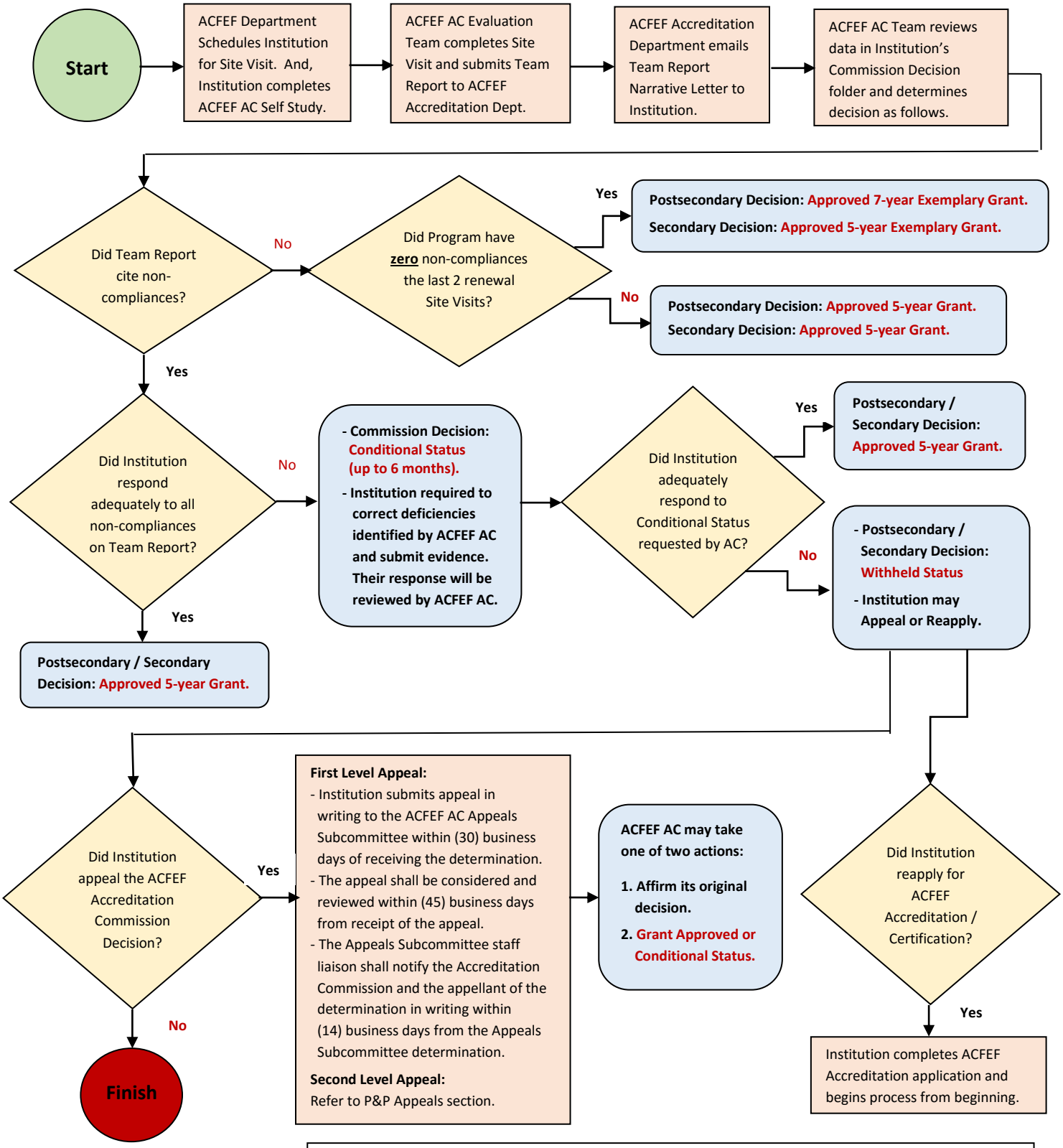
Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts (continued)

Renewing School (Site Visit) Decision Grant Matrix Flow Chart



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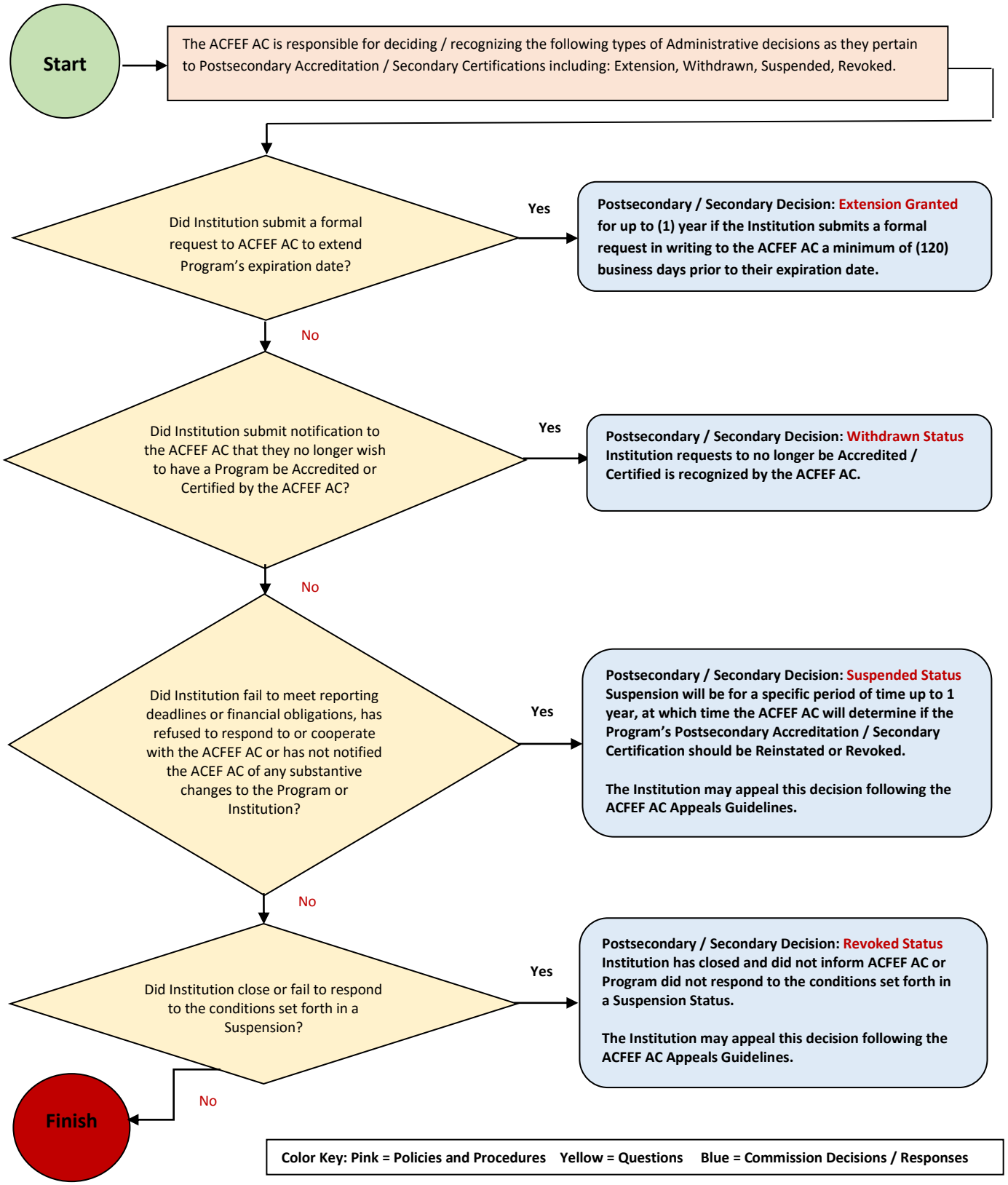
Section IX: ACFEF Accrediting Commission Decision Grant Matrix and Flow Charts (continued)

Administrative (Non-Site Visit) Decision Grant Matrix Flow Chart



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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) business days to the United States Secretary of Education and appropriate Institutional Accrediting Agency.

In the event that there is a final decision to withhold, suspend, or revoke Accreditation / Certification, 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) business 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 program response will be 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 Accreditation / Certification actions.

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Section XI: Responsibility of the Institution

Annual Reports

The purpose of this annual report is to keep the ACFEF Accrediting Commission / Certification Committee apprised of any substantial changes which have occurred in the program. These changes will include personnel changes, budget, student/faculty ratios, major course changes, new course/program titles, faculty professional development, etc. Failure to submit the annual report within the defines deadline may result in suspension of accreditation.

Annual Reports are required to be submitted by all ACFEF Postsecondary Accredited / Secondary Certified Institutions between January 1 - May 1 each year.

A penalty fee of $250.00 will be assessed to an Institution submitting the Annual Report postmarked on or later than the May 1st due date.

If the Annual Report is not received ninety (90) business days after the due date and the $250.00 penalty is not received, the Institution's Postsecondary Accredited / Secondary Certified Programs will be placed in Suspended Status.

Note: Institutions are exempt from submitting an Annual Report during the year in which they are scheduled for a Site Visit, as this information will be contained in their Self Study and be reviewed during the Site Visit. Institutions may also be considered exempt for special circumstances approved by the Commission / Committee.

Special Visits

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

Advertising of Postsecondary Accreditation / Secondary Certification

Only after Accreditation / Certification is granted by the Commission / Committee may a program so denote its status in official publication or in advertising. 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 program is Accredited / Certified by the ACFEF Accrediting Commission.

The ACFEF Accrediting Commission logo may be used by a program on its publications or in advertising. Do not, however, use the ACFEF logo or print that the program is accredited by the ACFEF. The ACFEF Accrediting Commission is the only authorized authority for accreditation.

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Section XI: Responsibility of the Institution (continued)

Advance Notice of Substantive Changes

A Postsecondary Accredited / Secondary Certified program considering, planning or surprised by an unexpected or unanticipated substantive change must notify the ACFEF Accrediting Commission / Committee of the proposed changes sixty (60) business days in advance of the change in writing and receive written permission to make such change to avoid suspension, revocation, or conditioning of its accreditation.

The notification of any change in the program must include a description of the change, the purpose of the change, the impact of the change, and the anticipated plans for the program and the points of contact for the Postsecondary Accredited / Secondary Certified program.

Substantive change is generally 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.

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

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

Student Grievances

If a student files a complaint with the Postsecondary Accredited / Secondary Certified 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 the ACFEF AC Policies and Procedures.

Change in Institutional Accreditation or State Licensure Status

An Accredited / Certified program must notify in writing the ACFEF Accrediting Commission / Committee within (90) business days of any denial, suspension, revocation, probation or any other final or interim adverse action affecting the pre-accreditation or accreditation status of the Institution.

An Accredited / Certified program must notify the ACFEF Accrediting Commission / Committee within ninety (90) business days of any state agency attempting to withdraw authorization or licensure of the program or Institution.

Failure to comply shall be grounds for suspension, revocation, or conditioning of its Accreditation / Certification.

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Section XII: Appeals Procedures

Programs are entitled to appeal determinations made by the Accreditation Commission regarding rendered accreditation and/or reaccreditation decisions.

First Level Appeal

An appeal must be made in writing to the Accreditation Commission Appeals Subcommittee within **thirty (30) business days** of receiving the determination. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and contact information.

First Level Appeal Review and Determination

The appeal shall be considered and reviewed within **forty-five (45) business days** from receipt of the appeal. The Subcommittee, with the assistance of staff, shall review the written record and may conduct an investigation into the facts through any reasonable means, including interviews and if necessary consultation and resolution of conflicts with state or local laws.

The confidentiality of the matter will be maintained unless otherwise required by law or upon advice of legal counsel. The decision of the Subcommittee may be made at an in-person meeting or by telephone or video conference and shall be based on majority vote of those Subcommittee members participating. The deliberation of the Subcommittee shall not include a hearing or any similar trial-type proceeding. The program is not permitted to address the Subcommittee in person or by telephone or video conference, unless approved by majority vote of the Subcommittee. The rules of evidence shall not apply and there shall be no witnesses, cross-examination, or other attributes of a trial. The Subcommittee Chair shall make all procedural decisions with advice from staff and/or legal counsel.

The Appeals Subcommittee staff liaison shall notify the Accreditation Commission and the appellant of the determination in writing within **fourteen (14) business 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.

Appeal Determination Impacting Others

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

Second Level Appeal

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

Second Level Appeal Review and Determination

The appeal shall be reviewed and considered within **thirty (30) business days** from receipt of the second appeal by the Accreditation Commission ***Executive Committee***. The Executive Committee shall only review whether the determination of the Appeals Subcommittee was inappropriate because of 1) material errors of fact or 2) failure of the 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. The appeal 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. The Executive Committee shall make all procedural decisions with advice from staff and/or legal counsel. The Accreditation Commission Executive Committee's determination shall be final.

The Appeals Subcommittee staff liaison shall notify the Accreditation Commission and the appellant of the determination in writing within **fourteen (14) business days** from the Appeals Subcommittee determination. The written summary of the Appeals Subcommittee determination will include the reason for the decision and also remind the program that the final decision stands.

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Section XIII: Grievance Policy

Complaints against an accredited / certified program must be submitted in writing, with appropriate documentation, to the Chair of the Accreditation Commission. The complaint will be reviewed by the Chair and the ACFEF Director of Education & Programs within thirty (30) business days of receipt of such written materials. Only complaints relating to the violation of ACFEF Accrediting Commission *Standards* will be pursued by the Commission. Other complaints will be referred to the appropriate local, state, federal, or other agency.

Upon receipt of a complaint, the Institution's Program Coordinator and Chief Executive Officer will be notified and requested to respond to the complaint in writing within thirty (30) business days of his/her notification.

After receipt of the written response, the chairperson and the ACFEF Director of Education & Programs may decide to:

- Refer the complaint to the full Commission.
- Decide not to further pursue the complaint.
- Take other actions such as sending an evaluation consultant for an on-site visit to make a report and recommendation regarding the complaint and possible action by the Commission. This shall be considered a special visit and the costs associated with it shall be borne by the program. If the ACFEF Director of Education & Programs and Chair believe the program has adequately refuted the complaint at this stage, or if the program acknowledges the validity of the complaint and initiates appropriate and adequate action to correct the violation, the Chair will notify the complainant, the Program Coordinator and the Institutional Chief Executive Officer of the resolution of the complaint.

The notification shall not exceed ninety (90) business days from the receipt of the original grievance filed with the Chair of the Commission.

If the program does not adequately refute the alleged violations, or if it cannot or will not attempt to correct the alleged violations, the matter will be placed on the agenda for the next Commission meeting for action, or a special meeting to be called by the Chairperson with ramifications that can include but are not limited to (suspension, revocation or conditioning of its Postsecondary Accreditation / Secondary Certification.

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Section XIV: International Standards and Policies & Procedures

International Specific Standards

1. ***Standard 1.01*** *The program must be offered at an institution which is legally authorized under applicable state law to provide secondary or post-secondary education and is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable National or* ***International*** *government agency responsible for the oversight of the Institution.*
   Evidence of Compliance:
   a. Copy of legal licensure to operate and a state certificate of approval to provide Secondary or Postsecondary education by the Department of Education or a comparable National or International government agency.
   b. Write a narrative response to provide:
   The contact information (name, address, phone number, email address / website of the Department of Education or a comparable National or International government agency). If a recognized agency has denied accreditation, placed the program on public probationary status, or has revoked the accreditation, it is required to provide an account of such action(s).
   Note: The ACFEF will use this information to conduct due diligence to confirm governmental authority and accreditation status with institutional accreditors through verification on a governmental website or accreditor's website or by telephone calls as needed.

2. ***Standard 1.05*** ***International Programs ONLY*** - The Program Coordinator (or main contact) must speak English in order to communicate with the ACFEF AC and Site Visit Team. If necessary the Institution would be responsible, at the Institution's expense to, provide a translator to speak with the advisory committee and other pertinent staff.
   Evidence of Compliance:
   Write narrative response listing:
   a. The personnel that the ACFEF AC Site Visit Team will be working with during the process and the languages they speak.
   b. If a translator will be used on-site, please list their name as well.

3. ***Standard 1.06*** ***International Programs ONLY*** *All Institution / instructor educational information in catalogs, student handbooks and on website and food, health and safety reports must be submitted in English or must be accompanied by a notarized English translation.*
   Evidence of Compliance:
   All Self Study and supporting Exhibits provided to ACFEF AC must be in English or by a notarized English translation for ACFEF confirmation of Standards.

4. ***Standard 5.16*** *Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Safety Data Sheets (SDS) or* ***Comparable International Guidelines*** *are available in each lab and are reflective of current inventory of chemicals.*
   Evidence of Compliance:
   Write narrative response describing:
   a. How students are trained in the correct handling and use of hazardous materials, substances, or wastes.
   b. Where Safety Data Sheets (SDS) or Comparable International Guidelines are available in each lab.
   c. The process for keeping the Safety Data Sheets (SDS) or Comparable International Guidelines updated based on corresponding current inventory of chemicals.

5. ***Standard 6.07*** ***International*** *and United States Territory programs must meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA Food Code* and/or guidelines established by International government agencies to monitor safety and sanitation (i.e. ISO 22000 International Standards which incorporate the HACCP process).
   Evidence of Compliance:
   Write narrative response describing
   a. How the lab facilities meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA Food Code and / or guidelines established by **International government agencies** to monitor safety and sanitation.

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Section XIV: International Standards and Policies & Procedures (continued)

International Specific Policies & Procedures

1. **International Standards and Required Knowledge and Skills Competencies** – International Institutions will be required to adhere to and comply with the same ACFEF AC Standards and Required Knowledge and Skills Competencies as United States Territory programs. Specific International Standards will be noted as such in the Standards and Self Study.

2. **International Administrative Fee** – International Institutions will be required to submit a $750.00 International Administrative Fee in addition to the Application Fee to cover administrative expenses associated with making International travel arrangements for the Site Visit Team.

3. **Pre-payment for International Travel -** International Institutions requesting ACFEF accreditation must provide prepayment of funds for international travel; through wire transfer a minimum of ninety (90) business days priors to ACFEF Site Visit. ACFEF will provide the bank account numbers and SWIFT/BIC codes as needed for all international wire transfers.

4. **Time Zone Difference -** International Institutions with a 4 + hour time zone difference will require an additional 1-2 day extension of the Site Visit, as determined by the ACFEF. The institution will assume the additional cost of accommodations.

5. **International Cell Phone Service -** International cell phone activation (text and voice) for Site Visit Evaluators will be reimbursed by the Institution as part of travel expense policy.

6. **VISA and Passport Requirements -** If a Visa is required by the Site Visit Team, the Institution will be responsible for reimbursement of Visa related expenses as part of the travel expense policy. Note: Site Visit Team members traveling internationally will be responsible for having a current Passport. Passport fees will not be considered an expense eligible for reimbursement.

7. **Currency -** All expenses will we calculated to reflect U.S. dollars and will be reimbursed in U.S. dollars.