Step 1: Initial CCA® Pre-Approval Application (Education and Experience Documentation)

Certified Culinary Administrator®



Return this cover sheet and appropriate documentation by:

Email (preferred): certify@acfchefs.net **Fax:** (904) 940-0742

Mail: American Culinary Federation, Inc. Attn: Certification Department 180 Center Place Way St. Augustine, FL 32095

PERSONAL INFORMATION					
First Name:	MI: _	Last Name:			
Home Phone:	Cell	Phone:			
Home Address:					
City:		State:	Zip:		
Email:		ACF #:			
MANDATORY REQUIREMENTS					
Include proof of education and work experien diplomas and employment verification letters					official transcript,
1. Education	Date Con	npleted			Documentation Included
High School Diploma / GED plus *150 CEH	or				
*250 Continuing Education Hours or					
Associate's Degree in Culinary Arts or					
ACFEF Apprenticeship Program plus 50 CEH	·				
Courses					
30-Hour Culinary Nutrition					
30-Hour Food Safety & Sanitation					
30-Hour Culinary Supervisory Management					
Eight hour refresher course required if initial	30-hour courses a	re older than five	years.		
8-Hour Refresher Culinary Nutrition					
8-Hour Refresher Food Safety & Sanitation					
8-Hour Refresher Supervisory Management					
*30 hour courses in Nutrition, Food Safety an	d Sanitation, & Sup	ervisory Managen	nent counts	s toward continui	ng education.
2. Work Experience: (Experience must be within the	ne past 10 years.)				
Place of Employment	Title	mm/c	dd/yy	mm/dd/yy	Documentation Included
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4. Written Narrative Include a 400 word or less narrative of your job duties and responsibilities. Include: size of operation, departments and people supervised, and daily, monthly and yearly responsibilities. PAYMENT INFORMATION (FEE IS NON-REFUNDABLE) \$50.00 Pre-Approval Fee I have enclosed a check made payable to the American Culinary Federation (ACF). Please bill my: Visa MasterCard Amex Discover Account Number: Exp. Date: Billing Address: City: State: Name on Account: Signature: CERTIFICATION AGREEMENT With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Et Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification.	De downloaded from ACF website. Description of your job duties and responsibilities. Include: size of operation, vised, and daily, monthly and yearly responsibilities. Description of John Strative Included	Three years as an Executive Chef in charge of all culinary units in a food service operation. Must have supervised at least 5 FT people. Work documentation form can be downloaded from ACF website. CEC/CEPC Status (Must be current CEC or CEPC) Renewal date: Narrative	Three years as an Executive Chef in charge of all culinary units in a food service operation. Must have supervised at least 5 FT people. Work documentation form can be downloaded from ACF website. 3. CEC/CEPC Status (Must be current CEC or CEPC) Renewal date: Narrative	Descripements		
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