



American Culinary Federation Education Foundation Policies and Procedures ACF Certification for U.S. Army Soldiers

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This document outlines the policies and procedures for U.S. Army Soldiers not enrolled in the 92G Credentialing program who wish to obtain ACF certification. These policies and procedures do not replace any previous contracts made between ACF and U.S. Army Joint Culinary Center of Excellence (JCCoE).

Funding

Soldiers that meet the below eligibility requirements can have their initial ACF certification paid for by the Army. The Army will fund the ACF certification application fee, written fee, practical fee and final processing fee for the requested level, as well as a one year ACF membership, if not already a member.

JCCoE will provide ACF with a lump sum amount that will be placed as a credit on the 92G JCCoE Credentialing Program account (iMis ID: 212257). The funds are to be used for ACF certification and membership until funds are depleted, or within the Army's fiscal year, from October 1 through September 31, whichever occurs first. At the end of the Army fiscal year, ACF will reimburse JCCoE any remaining funds.

Upon Soldier's request and JCCoE's approval, the ACF Certification Department will move the anticipated total certification fees from the 92G Credentialing Program account as a credit to the individual's account. The non-refundable application fee will be charged. As the Soldier moves through the certification process, the practical exam fees and final application fees will be taken from the Soldier's account as they occur. The written exam costs to Comira are handled by JCCoE. If the Soldier does not take action within one year on the practical exam and/or the final certification application, those unspent funds shall be returned to the 92G Credentialing Program account.

Eligibility

Soldier must meet the following requirements to be eligible for funding request:

- Soldier must be active duty for the duration of their certification process.
- Soldier must have a minimum of 24 months on installation.
- Soldier must meet the eligibility requirements for their certification level.
- Soldier cannot be enrolled in the 92G Credentialing program.

ACF membership

The Army will pay for a one-year ACF membership at the military rate for Soldiers who are seeking ACF certification through the described process and do not already have an ACF membership.

ACF certifications

The following certifications are available for Army funding:

- Certified Culinarian® (Note: Soldier must be ready to complete this process within 90 days or he/she should enroll in the 92G Credentialing Program which leads to this certification.)
- Certified Sous Chef®
- Certified Chef de Cuisine®
- Certified Executive Chef®
- Certified Culinary Administrator®

With the exception of the Certified Culinarian® level, soldiers must be prepared to complete the certification process within 1 year.

Process

1. Soldier will submit their certification application, along with all the required documents, to the ACFEF Training with the Industry (TWI) representative for review. This is only to verify that Soldier has provided all the required documents. Final approval is determined by the ACF Certification Department.
2. The ACFEF TWI representative will submit Soldier's name, installation name and requested certification level to the 92G Credentialing Program Manager at JCCoE for approval to use the 92G Certification funds.
 - a. If Soldier is not an ACF member, the ACFEF TWI representative will include a request to JCCoE for ACF membership for 1 year.
3. Once the funds are approved by JCCoE, the ACFEF TWI representative will reduce the Soldier's anticipated certification costs to ACF from the remaining reserved 92G certification funds on a spreadsheet. He or she will submit the Soldier's complete certification application, along with a copy of the approval to the ACF Certification Department.
 - a. The TWI representative will save the approval email on [K:\Education\92G\Certification approvals](#)
 - b. The ACF Certification Department will process Soldier's application for eligibility and then move the total anticipated certification fees from the 92G certification funds to Soldier's account as a credit and will charge the individual fees as they occur. The application fee is charged at this time.
 - c. If Soldier's application is denied, no money will be transferred and the ACF Certification Department will notify the TWI representative of the denial. Re-application will be required with proof that previously missing qualifications have been met.
4. Once Soldier's application has been pre-approved by the ACF Certification Department, he or she can register to take the written and practical exams. Soldier has 90 days to make arrangements:

- a. Soldier must forward the pre-approval email from the ACF Certification Department to the ACFEF TWI representative at MilAppr@acfcchefs.net to secure a Comira voucher for the written exam. Written exam fees are handled by the 92G Credentialing Program Manager at JCCoE.
 - b. Soldier must locate an approved practical test site near his or her installation on <http://www.acfcchefs.org/ACFSource/Certification/TestSites.aspx> and submit a Practical Exam Candidate Registration form to the ACF Certification Department, with a copy to the ACFEF TWI representative at MilAppr@acfcchefs.net.
 - i. For Soldiers at Fort Lee, JCCoE Advanced Culinary Department is an approved testing site with no additional site and/or food fees.
 - ii. Local site and/or food fees may apply and must be paid by the Soldier's personal funds.
 - iii. The ACF Certification Department will charge for the practical test fee.
5. After completing the written and practical exam, Soldier will submit the final application along with both score sheets, to the ACF Certification Department to complete the certification process, with a copy to the ACFEF TWI representative.
- a. If Soldier does not pass the written and/or practical exam, he or she cannot use 92G Certification funds for retesting purposes. Soldier can use personal funds to retest in 30 days. The Army will fund the remaining approved expenses, but the certification process must be completed within one year.
 - b. The ACF Certification Department will charge the final application fee.
6. Soldier has one year to complete all the requirements outlined in the ACF certification process. Soldiers that start the process and are unable to complete for deployment or overseas assignment can submit a waiver to the ACF Certification Department to place their application on hold.
- a. To request a waiver:
 - i. Soldier must submit deployment/overseas assignment paperwork to the 92G Credentialing Program Manager at JCCoE to request a waiver. The 92G Credentialing Manager will forward the approval/denial to the Soldier and the ACFEF TWI representative.
 - ii. Soldier must contact the ACFEF TWI representative and the ACF Certification Department when he/she has returned from deployment/overseas assignment. If there is no communication from Soldier within three months after the approved length of deployment time, the ACF Certification Department will release any remaining funds from Soldier's account and Soldier will need to restart the certification process from the beginning.
 - b. If Soldier does not complete the process within one year, the ACF Certification Department will release Soldier's remaining certification funds to ACF back to the reserved 92G certification funds.

Tracking

The ACFEF TWI representative will track all Soldiers on a spreadsheet by name, installation, certification level and the amount charged to the account. All approval emails will be saved on

<K:\Education\92G\Certification approvals>.

The ACFEF TWI representative will provide a monthly report to the 92G Credentialing Program Manager at JCCoE, and the ACF Certification Department for reconciliation.