

Voluntary Certification

CCFP Program

Requirements for
Initial Certification



ASSOCIATION OF CORRECTIONAL FOOD SERVICE AFFILIATES

PO BOX 10065, BURBANK, CA 91510
818.843.6608 FAX: 818.843-7423 WWW.ACFSA.ORG

Certification – The Key to Excellence in Correctional Foodservices

A key purpose of the Association of Correctional Food Service Affiliates (ACFSA) is to develop the highest standards in correctional foodservice and promote cooperative programs and activities that will improve professional development of its members. ACFSA has been guiding members in their professional development since 1969.

The ACFSA certification program is known as the Certified Correctional Foodservice Professional (CCFPs) program. It has been updated to provide a career ladder that you can use to progress in the field whether you are an entry-level assistant cook or manager of a large feeding operation. The standards provide for certification of personnel who work in all areas of correctional feeding. The certification criteria include both initial and continuing education requirements. Initial requirements for certification include academic education, specialized training and work experience.

Eligibility, Purpose and Meaning of Certification

ACFSA, certification program is open to all qualified individuals and is voluntary.

Similar to many other professional associations, the ACFSA has adopted certification as a way to recognize professional achievement. Certification refers to a formalized process of evaluation by which an association grants recognition to an individual who has met the Association's education and experiential standards. ACFSA has established certification standards for academic education, specialized training and work experience as conditions of being awarded certification. It also has established standards for continuing education as a condition of maintaining certification.

The purpose, benefits and meaning of certifying correctional foodservice personnel is to:

- Give recognition to correctional foodservice personnel at all organizational levels for having achieved a special level of professional development;
- Provide a program for professional advancement;
- Establish standards of job performance that provide for professional credibility;
- Improvement of skills and knowledge, resulting in higher quality work;
- Demonstration of commitment to one's chosen profession;
- Preparation for higher job responsibilities.

Certification also enhances the profession's overall image with administration. It may also be a factor in attracting people to careers in correctional foodservice.

The standards provide for certification of personnel who work in all areas of correctional feeding. The certification criteria include both initial and continuing education requirements. Initial requirements for certification include academic education, specialized training and work experience.

Why Get Certified?

In today's world, people expect the very best possible and that includes the feeding of the incarcerated population. Given the increasing importance of eating healthy, well-balanced meals and the growing public concern about food safety, becoming ACFSA certified adds credibility to your position and your foodservice operation.

What are the certification requirements?

The CCFP Program has three levels of certification. To become certified at a particular level, you must meet the initial work experience, academic and specialized training requirements defined for that level. Once the requirements are verified through proper documentation, certification will be granted to you for a four-year period. To renew and maintain certification beyond the initial four years, you must earn continuing education units in approved educational activities and programs.

The required documentation to prove work experience is simply your supervisor's signature on the certification application.

Certification Requirements Summary

	Level 3	Level 2	Level 1
Minimum Required Work Experience	1 year	2 years	3 years
Minimum Academic Education Requirement	HS Diploma /GED	Associate Degree (2-year degree including 20 hours of credits in food science or other related courses) *10+ years of work experience in <i>correctional</i> food-service may be substituted for the degree.	Post secondary Degree: (4-year Bachelor degree including 45 hours of credits in food science or other related courses) *20+ years of work experience in <i>correctional</i> food service may be substituted for the degree.
Minimum Sanitation Requirement	Food Safety Certificate	Food Safety Certificate	Food Safety Certificate
Minimum Specialized Training	25 points	45 points	80 points *
Certification Period	4 years	4 years	4 years

*Or 3 college-level semester hours each in sanitation and safety, nutrition and foodservice management, communication and speech.

Certification is not dependent on job position or title. You can be certified at the highest level for which you qualify according to the certification requirements, regardless of your current job. Furthermore, once certified, you may upgrade to a higher level of certification.

For certification, you are expected to present evidence of your years of experience in correctional foodservice gained *within the past five years* through one or more of the following types of employment:

- Foodservice professionals involved in any branch of corrections or other approved industries such as contract correctional food management companies.
- Trainers/consultants/industry staff providing services to the correctional foodservice market

Academic Education

ACFSA's recommended educational requirements for correctional foodservice personnel provide a common foundation of knowledge and skills for each level.

Specialized Training

Specialized training requirements are aligned with generally accepted standards for correctional foodservice excellence. Four Key Areas are identified: operations, nutrition, management, and communications. Specialized training is defined as those courses, programs, and/or work experiences designed to provide in-depth knowledge specific to job-related tasks or functions.

The required documentation for specialized training includes signed and dated certificates of completion, or letters of verification from the trainer or your supervisor. The number of hours requested for each specialized training must be included in the documentation.

The following chart illustrates the number of points required for each certification level. Except where specified otherwise, each elective point is equal to one hour of experience and / or training.

	Level 3	Level 2	Level 1
Key Area #1: Operations			
Sanitation/Safety: Required Certified Course (5 points) You must keep this current.	5	5	5
Electives <i>Suggested Experience:</i> Assisted a cross-agency with operational training or technical advice - (3 points max) Developed , implemented, and/or presented foodservice training, policies and procedures in your agency - (3 points max) Actively participated in facility design planning – (3 points max) Completed a course in foodservice-related area and / or management. Local, city, county, state, college, or federally sponsored courses may be included – (5 points) <i>Suggested Training:</i> (2 points max each) Purchasing/Inventory Menu Planning Security Issues (tool control, etc) Portion Control Food Preparation/Culinary Facility Design/Management	5	10	15
Total Operations Points	10	15	20
Key Area #2: Nutrition			
Nutrition: Registered Dietitian or licensed by home state or common-Wealth – (15 points) Recommended Courses (8 points each) -Dietary Managers Association course -American Academy of Independent Studies (AAIS) nutrition course -Other certified nutrition course, or college nutrition course Electives <i>Suggested training topics:</i> (2 points max each) Renal and other medical diets Religious diets Dietary Recommendations Making meals more healthy	5	10	20
Total Nutrition Points	5	10	20
Key Area #3 Management			
Electives <i>Suggested Experience:</i> Completion of CFSM course - (8 points) Completion of a military course in foodservice management - (8 points) <i>Suggested Training:</i> (2 points max for each) Personnel Management Financial Management Budget Management Organizational Management Record-keeping Accounting Computer Skills	5	10	20
Total Management Points	5	10	20

	Level 3	Level 2	Level 1
Key Area #4 Communications			
Electives <i>Suggested Experience:</i> (2 points max for each) Published an article on correctional foodservice in a paper or trade journal Gave a presentation on correctional foodservice at a workshop or conference Had a working role in ACFSA or other professional foodservice association (Board member or committee chairperson). Recognized for outstanding accomplishments and / or work record in correctional foodservice Taught a foodservice-related class at another agency <i>Suggested Training:</i> (2 points each) Dealing with Difficult People Effective Oral Communications Working as a Team Negotiating "Win/Win" Improving Your Writing Skills Taking a Speech class	5	10	20
Total Communications Points	5	10	20
Elective Points (taken from the suggested topics in the key areas)	20	40	75
Total points required, including required food safety course	25	45	80 or 12 semester hours*
*College Courses (semester hours)			
Sanitation & Safety / Microbiology			3
Nutrition			3
Foodservice Management			3
Effective Communication, Speech, etc.			3
Total Semester Hours			12

How Do I Become ACFSA Certified?

Correctional foodservice personnel who wish to apply for certification must:

1. Fill out the designated application form available from ACFSA or download from our website at www.acfsa.org
2. Obtain all required documents to establish that you meet the initial certification criteria. Documents that may be required include training certificates, and/or college transcripts.
3. Enclose the certification fee with the application. Fees are listed on the application.
4. Submit the completed application, correct certification fee and verification documents to the address listed on the application.
5. ACFSA reviews and approves the application. You will receive a letter of explanation if your application is incomplete and a list of what you need to submit in order to become certified. If complete, a record for each applicant is established in the international certification database. Processing and mailing of the certification packets may take several weeks.
6. When ACFSA has processed the application, you will receive a certification packet, which includes:
 - a. A plaque indicating the certification period;
 - b. Instructions explaining responsibility for certification renewal and procedures for renewal;
 - c. A certification lapel pin (issued only once without charge);
 - d. A wallet-sized certification card; and
 - e. A CEU tracking form
 - f. Recognition at the International ACFSA Conference

Initial certification will be in effect for a four-year period and is renewable every four years, assuming that you satisfy the criteria for renewal.

How Do I Maintain My Certification? (Recertification)

1. Initial certification is valid for four years. Three months before an individual's certification is due to expire, ACFSA notifies the applicant by mail of the need to renew his or her certification. The notification includes an application.
2. For recertification, CCFPs must complete the required number of continuing education hours required during the four year certification period. Continuing education units required are:

<u>Certification Level</u>	<u>Continuing Education</u>
Level 3	15 CEUs
Level 2	30 CEUs
Level 1	45 CEUs

3. CCFPs are responsible for maintaining records of their certification units and will be required to substantiate these units when they apply for recertification.
4. The applicant completes the certification renewal form, and sends it, along with payment and documentation of having earned the required number of continuing education units to ACFSA. ACFSA reviews and approves the renewal form and documentation. CCFPs that do not include the required documentation or who submit an incomplete application will receive a letter of explanation of what is needed to complete their application.
5. When renewal requirements are met, you will receive a certification packet similar to the initial certification packet received.
6. The renewal application, the renewal fee and required renewal documents should be received prior to your expiration date.
7. Certification will be in effect for another four-year period from the renewal date. Certification is renewable every four years, assuming that the individual satisfies the criteria for renewal.
8. In order to pay the member rate at the time of renewal, you must have been a member during the entire four year certification period. Otherwise, you will be required to pay the non-member rate.

Association of Correctional Food Service Affiliates
CERTIFIED CORRECTIONAL FOODSERVICE PROFESSIONAL APPLICATION
(for initial certification)

1. ACFSA membership number: _____ 2. Preferred mailing address: ☐ Work ☐ Home
3. Name: _____
4. Preferred Address: _____
- City, State, Zip Code: _____
5. Home Phone: _____ 6. Work Phone: _____
7. Fax: _____ 8. Email: _____
9. Years employed in correctional food service: _____ 10. Current employer / position: _____ /
11. Highest level of education completed: _____ 12. Current Food Safety Certification expiration date: _____
13. ☐ Check if membership application has been submitted (if you don't have a membership number)
14. ACFSA membership expiration date: _____

✓	NEW CERTIFICATION*			FEES	
✓ LEVEL BELOW	MINIMUM SPECIALIZED TRAINING	MINIMUM EDUCATION	MINIMUM YEARS OF QUALIFYING WORK EXPERIENCE	MEMBER	NON MEMBER
<input type="checkbox"/> 3	25 points	HS Diploma/ GED	1	\$60	\$160
<input type="checkbox"/> 2	45 points	2 year Associate Degree OR 10+ years of work experience in correctional food service	2	\$60	\$160
<input type="checkbox"/> 1	80 points or 12 semester hours in food safety, nutrition, food service management, and communications	Four-year Bachelor degree OR 20+ years of work experience in correctional food service	3	\$60	\$160

* NEW CERTIFICATION - Submit Application, Application Worksheet, copy of your current food safety course certificate, and documents verifying all Specialized Training Courses and your education past high school. Specialized Training must include all four Key Areas and cannot date back more than five years from the date of application, with the exception of completed college courses.

I hereby verify that I am eligible for certification and /or recertification at the requested level according to the requirements listed within the CCFP brochure, and that my certification can be revoked if any portion of this information is found to be incorrect.

15. _____
Applicant's Signature Date

Make checks payable to: ACFSA. Mail completed application to: ACFSA, PO Box 10065, Burbank, CA 91510.
Please call the ACFSA at (818) 843-6608 with any questions. Make a copy of the application and documentation for your records.

Credit Card Payment: ☐ VISA ☐ MasterCard ☐ American Express

Cardholder's Name _____

Card Number _____ Exp. Date _____

Billing Address _____

V-Code _____ V-Code is the 3 Digit Code on the back of Visa and M/C or the 4 Digit Code on the front of AmEx

Authorized Signature _____

ACFSA

Certified Correctional Foodservice Professional

New Certification Application Worksheet

Complete this form and submit with the necessary documentation, completed application, and certification fee. In order to be certified you must show appropriate points for qualifying experience in all four Key Areas.

CCFP Level requested: 3 2 1 (circle one)

Points required for this Level: _____

Include verification of the following:

- Highest level of education beyond high school
- Current food safety certification
- Signature of current supervisor verifying employment and work experience
- Current Registered Dietitian, or licensed by home state or Commonwealth
- All certification points you are requesting

Record of Qualifying Correctional Food Service Experience

Employer	Position(s)	Dates of Employment
1.		
2.		
3.		
4.		

Supervisor's signature: _____ Title: _____ Date: _____

Key Area #1: OPERATIONS

Elective / Experience / Training (Course Name, Sponsoring Organization)	Date(s)	Points Requested
--	---------	------------------

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Key Area #1 Points: _____

Key Area #2: NUTRITION

Elective / Experience / Training (Course Name, Sponsoring Organization)	Date(s)	Points Requested
--	---------	------------------

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Key Area #2 Points: _____

Key Area #3: MANAGEMENT

Elective / Experience / Training (Course Name, Sponsoring Organization)	Date(s)	Points Requested
--	---------	------------------

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Key Area #3 Points: _____

Key Area #4: COMMUNICATION

Elective / Experience / Training (Course Name, Sponsoring Organization)	Date(s)	Points Requested
--	---------	------------------

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Key Area #4 Points: _____

Total Points Requested: _____