

Voluntary Certification

CCFP Program

Recertification Requirements



ASSOCIATION OF CORRECTIONAL FOOD SERVICE AFFILIATES

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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.

What Are Continuing Education Units?

Continuing education units (CEUs) refers to courses or activities such as workshops, seminars, in service training or further academic study that contributes to lifelong development of an individual's knowledge and/or skills. It helps the individual to maintain a certain level of professional competency and to keep up with changes in the profession.

The diversity among educational programs makes it difficult to set rigid standards for determining which continuing education courses or programs offer acceptable units to CCFPs. Therefore, all CEUs should be developed or sponsored by a national food-service association or an accredited university, college or technical college. All CEUs must be food service related.

- CEUs may be obtained by participating in ACFSA approved activities and conferences, other associations' national conferences, home study programs, distance education programs and college courses.
- You must keep your food safety certification current by re-certifying. A copy of the dated certificate will be verification of your current standing.
- One CEU will be granted for each **full continuous** hour of instruction in workshops and seminars. Registration, break periods, and mealtime are excluded from the continuous hour of educational activity.
- Conversion for college credit hours is as follows:
 - **Each quarter credit = 11 continuing education units**
 - **Each semester credit = 16 continuing education units**
- It is each individual's responsibility to verify his or her attendance at an educational activity and to keep adequate records. All certified members will receive a CEU tracking form with their recertification packet. Use the form to list activities for your records. You must submit documentation of attendance at the time of renewal.
- Continuing education *must* be job-related.
- Continuing education units may not be carried over from one certification period to the next.

In addition to traditional academic or training courses, CCFPs may earn continuing education units from a variety of other activities. Such activities include but may not be limited to:

1. Teaching a foodservice related class (first time for each course) = 2 CEUs per hour taught
2. CEUs allowed for attending trade show exhibits may not exceed eight in a four-year period. 1 hour = 1 CEU.
3. Home study/correspondence courses = Education Provider determines
4. Study group meetings whose purpose is to review and discuss at least two foodservice or management-related articles may not exceed 8 units in 4 years. 1 hour = 1 CEU
5. Publishing an article for a foodservice journal/magazine = 2 CEUs, (not to exceed 8 units in 4 years)
6. Professional leadership –holding an elected office in a foodservice or dietetics-related national, state/province, or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CEUs. You must complete the term in your current recertification cycle. A maximum of 2 CEUs per year or a maximum of 8 CEUs per four-year reporting period may be awarded.
7. Assisting another foodservice agency or program by providing foodservice training management reviews and / or technical assistance. 1 hour = 1 CEU. Maximum of 2 CEUs per year and 8 CEUs per four-year reporting period.

Acceptable Documentation for CEUs (if audited, or to move from 1 certification level to the next):

1. Certificates of completion
2. College/university transcripts
3. Registration or confirmation notices of attendance at conferences
4. Letter from educational provider
5. Copies of rosters
6. Documentation from allied associations
7. Signed letter of verification from supervisor

How Can I Move from One Certification Level to the Next?

You may move from one level to another by attaining the additional experience and education, and the additional specialized training points for the new level.

You must provide documentation demonstrating that you have met any additional education, academic and specialized training requirements for the higher level, and pay the certification fee.

If approved for the higher level, you will be given a new expiration date and will be expected to meet the continuing education requirements for the new level by that expiration date.

You may lower your certification level by submitting the appropriate certification application and fee.

CCFP's Responsibilities and Record-Keeping

All CCFPs are expected to exercise the following responsibilities:

1. Maintain a record of all activities qualifying for continuing education units. This includes the type of education or activity, when and where it was undertaken and the number of hours for each activity.
2. Complete the required number of CEUs during the four-year period.
3. Submit recertification application and stated fee to ACFSA by your expiration date.
4. If notified that their submission is being audited, provide documentation of continuing education activities to ACFSA with 30 days of such notice.

Association of Correctional Food Service Affiliates
CERTIFIED CORRECTIONAL FOODSERVICE PROFESSIONAL APPLICATION
(for re-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: _____
15. Applying as (check all that applies): Re-certification Changing Levels Current CCFP Level ____ (3-1)

✓	RE-CERTIFICATION*	FEES	
✓ LEVEL BELOW	MINIMUM CONTINUING EDUCATION UNITS (CEUs)	MEMBER	NON MEMBER
<input type="checkbox"/> 3	15	\$45	\$145
<input type="checkbox"/> 2	30	\$45	\$145
<input type="checkbox"/> 1	45	\$45	\$145

* RE-CERTIFICATION - Submit Application, CEU Tracker, and copy of your current food safety course certificate.s.

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. I understand that ACFSA will conduct a random audit of CCFP submissions, and if selected, I will send ACFSA back-up for the requested CEUs within 30 day s of such request.

16. _____
 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

Re-certification CEU Tracker

Name: _____ Date: _____

Complete this form and submit to ACFSA headquarters with the necessary documentation, completed application, and re-certification fee by the expiration date of your certification. An additional fee will be required if re-certification packet is received past the expiration date. Additional sheets may be added if necessary.

Current CCFP Level: _____ Requesting CCFP Level: 3 2 1 (circle one)

All CEUs must be job related and completed within the four-year certification period.

Attach verification of the following:

- Current food safety certification
- Verification documents of all requested CEUs **ONLY IF** you are requesting to move up a CCFP level, or receive a letter that you are being audited.

Elective / Experience / Training (Course Name, Sponsoring Organization)	Date(s)	CEUs Requested
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Total CEUs Requested: _____