

**Step 1: Initial PCC™ Pre-Approval Application**  
(Education and Experience Documentation)

**Personal Certified Chef™**



**Return this cover sheet and appropriate documentation**

**E-mail (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 experience with application. Acceptable documents include copies of official transcript, diplomas and employment verification letters on company letterhead. Do not send originals.

	Date Completed	Documentation Included
<b>1. Education</b>		
High School Diploma / GED plus *50 CEH or	_____	<input type="checkbox"/>
*150 Continuing Education Hours or	_____	<input type="checkbox"/>
Associate's Degree in Culinary Arts or	_____	<input type="checkbox"/>
ACFEF Apprenticeship Program	_____	<input type="checkbox"/>
<b>Courses</b>		
30-Hour Culinary Nutrition	_____	<input type="checkbox"/>
30-Hour Food Safety & Sanitation	_____	<input type="checkbox"/>
30-Hour Culinary Business Management	_____	<input type="checkbox"/>
<b><i>Eight hour refresher course required if initial 30-hour courses are older than five years.</i></b>		
8-Hour Refresher Culinary Nutrition	_____	<input type="checkbox"/>
8-Hour Refresher Food Safety & Sanitation	_____	<input type="checkbox"/>
8-Hour Refresher Business Management	_____	<input type="checkbox"/>

**\*30 hour courses in Nutrition, Food Safety and Sanitation, & Business Management counts toward continuing education.**

**Step 1: Initial PCC™ Pre-Approval Application**  
(Education and Experience Documentation)

**Personal Certified Chef™**

**2. Work Experience** (Experience must be within the past 10 years):

Clients	Title	mm/dd/yy	mm/dd/yy	Documentation Included
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

**Requirements**

Three years as an entry level culinarian with a minimum of one (1) full year employed as a personal chef who is engaged in the preparation, cooking, serving, and sorting of foods on a "cook-for-hire-basis".

Documentation from clients must indicate Personal Chef experience for the duration of at least one year.

Work documentation form can be downloaded from ACF Web Site.

**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: \_\_\_\_\_ Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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 and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date