

February 11, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 07-26</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** Culinary Arts Program: American Culinary Federation Foundation's Educational Assurance Program Recognition

1. Purpose. (1) To provide centers with information on applying for recognition through the American Culinary Federation Foundation's (ACFF's) Educational Assurance Program; and (2) to describe information and materials that centers will submit to the National Office of Job Corps in support of the ACFF Educational Assurance Program application.

2. Background. As referenced in Program Instruction No. 07-22, Job Corps is applying for ACFF Educational Assurance Program recognition for basic Culinary Arts programs in all Job Corps centers under Job Corps' National Certification Initiative for Career Technical Training programs. The ACFF Educational Assurance Program recognizes career technical training institutions that offer a high-quality culinary arts education that meets or exceeds the educational assurance standards of ACFF.

ACFF is the educational resources arm of the American Culinary Federation (ACF). ACF is the premier professional chefs' organization in North America, with more than 230 chapters nationwide and 20,000 members. The ACFF Educational Assurance Program is designed to give non-degree-granting culinary programs offering less than the minimum 1,000 hours required for ACFF accreditation, the opportunity to become recognized by ACFF. Educational assurance by ACFF specifies a baseline level of training all Job Corps centers must achieve; however, the National Office also strongly encourages centers to seek higher levels of program certification through ACFF or other organizations. In addition, centers are encouraged to help their students begin to prepare for occupational certification through ACF or postsecondary educational institutions.

By attaining recognition through the ACFF Educational Assurance Program, Job Corps centers can brand their course of study with the ACFF logo and name, and provide students with skills recognized throughout the culinary industry.

3. ACFF Educational Assurance Program Application. All Job Corps centers with a Culinary Arts program must complete the attached ACFF Educational Assurance Program Application and send it to the Job Corps National Office. The National Office will compile individual center applications in one comprehensive submission to ensure that all basic Job Corps Culinary Arts programs meet the minimum requirements to achieve ACFF Educational Assurance Program recognition by July 1, 2008. The application process is outlined below in the Action section.

4. Site Evaluations. ACFF will randomly select 10 centers and conduct site evaluations of the centers' basic Culinary Arts programs in early May 2008. These programs will represent a uniform standard of training across all Job Corps basic Culinary Arts programs. Centers will be notified of their selection by the National Office in early April 2008. To achieve the expectation of consistency in program delivery for all Culinary Arts programs, every center must be fully transitioned to the new Culinary Arts Training Achievement Records (TARs) and equipped to pass the ACFF site evaluation. The National Office will provide selected centers with more information about the center review process in early April.

5. Funding. The National Office of Job Corps will provide funding for the application fee, the site evaluation fees for selected centers, and the fees for the first year of ACFF recognition for all culinary programs. Funding will be distributed prior to the time the fees are due.

6. Action. Centers must submit a complete ACFF Educational Assurance Program Application packet to the National Office by March 6, 2008.

The National Office will provide ACFF with a comprehensive national Job Corps application. Centers are expected to customize their individual applications to reflect the unique features of their Culinary Arts programs.

Centers are to perform the following tasks to complete the application:

- a. Complete the ACFF application (Attachment B).
- b. Review the other application documents attached to this Program Instruction:
  - (1) *Complete Program Description and Outcome Statement* (Attachment A)
  - (2) *Course Description: Culinary Arts TAR (65026JA)* (Attachment C)
- c. Complete the seven areas of the ACFF application that follow the contact and information page. Please specify unique features of the center's Culinary Arts program in the section on the *Complete Program Description and Outcome Statement*. Please attach center-specific TARs to the ACFF application if the

center has added employer-specific skills to the TAR, has an approved center TAR, or offers an advanced TAR.

- d. **Return the complete application electronically by March 6, 2008, in Microsoft Word format to Tracy Bradshaw-Morris at bradshaw-morris.tracy@dol.gov. Copy your Regional Project Manager on this e-mail.**

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

7. Expiration Date. December 31, 2008.

8. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.tracy@dol.gov.

#### Attachments

A – Job Corps Culinary Arts *Complete Program Description and Outcomes*

B – American Culinary Federation Educational Assurance Program Application

C – Culinary Arts TAR (65026JA)