

April 28, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-41
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Renewal of ACFEF Quality Program Designation for Culinary Arts
Training Programs

1. Purpose. To describe the American Culinary Federation Education Foundation (ACFEF) program recognition requirements, and to outline materials that centers offering Culinary Arts programs will need to submit in support of the 2011–2014 ACFEF Quality Program application.
2. Background. The Office of Job Corps (OJC) applied for ACFEF Quality Program designation for its Culinary Programs in 2008. Based on ACFEF review of OJC’s national application and Training Achievement Record (TAR), and 10 successful site visits, all of Job Corps’ basic Culinary Arts training programs are operating as ACFEF Quality Programs and are recognized through August 31, 2011. Quality Program recognition enables programs to brand marketing materials, student resumes, and Job Corps certificates with the ACFEF logo and Quality Program language.

OJC and ACFEF are developing additional benefits for the upcoming recognition period. Webinars conducted by the National Office and scheduled for June 1, 2011, will provide an overview of recognition benefits and the application process (see Action below).

The 2011 application consists of two primary center submissions – center contact information and culinary program instructor resumes. These will be collected from centers by Regional Directors or their designees and submitted to ACFEF as one package by the National Office. ACFEF will randomly select seven centers and schedule site evaluations of basic Culinary Arts programs in July 2011. Pending ACFEF Quality Program approval, the program designation will apply to all Job Corps basic Culinary Arts programs from September 2011

through August 2014. Center annual dues will remain at \$850, invoiced in September and due in October.

3. Reference. Information Notice 08-01 provides background on the three-year program recognition through August 31, 2011.

4. Action.

- a. **Webinar Participation.** By May 25, 2011, Culinary Arts Instructors and Career Technical Training (CTT) Managers should register for one of the June 1, 2011, Culinary Arts Update webinar sessions (10:00 a.m. or 1:00 p.m. Eastern Standard Time). It is requested that each center register only once and use one computer so that users at all centers will be able to join the session. Registration is now open on the Job Corps Community website, which is accessed via Citrix. Click on Event Registration near the bottom of the left-hand menu.

If you encounter difficulties when trying to register for an event, please contact the JCDC Help Desk at helpdesk@jobcorps.org or (800) 598-5008. Following the sessions, a copy of the webinar presentation will be made available on the Job Corps Community website, Career Technical Training Hospitality page.

- b. **Job Corps 2011 ACFEF Application.** Regional Directors or their designees must gather from centers and submit the following information by June 10, 2011: (1) file(s) of current instructor resumes for all basic (65026JA) Culinary Arts Instructors; and (2) information updates to the Job Corps ACFEF 2011 Contact Sheet. A 2011 Job Corps Quality Program Application Resume form is attached for instructors' use if desired (Attachment A). Resumes do not have to be submitted in this format. The ACFEF 2011 Contact Sheet is also attached for your review (Attachment B), to ensure that staff and contact information is up to date (each region has a worksheet tab at the bottom). **Completed submissions are to be e-mailed by Regional Directors to Tracy Bradshaw-Morris at bradshaw-morris.t@dol.gov by June 10, 2011, to ensure the National Office can meet the ACFEF deadline.**

- b. Addressees are to ensure this Program Instruction is distributed to all appropriate staff, including Culinary Arts Instructors and Career Technical Training Managers.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.

Attachments

A – 2011 Job Corps Quality Program Application Resume (Optional Format)

B – 2011 Job Corps ACFEF Contact Sheet (To Update)