



**School of Business, Hospitality Management and Public Safety**

**Food, Nutrition, and Hospitality Department**

**Student Handbook 2021-2022**

*Baking and Pastry Certificate*  
*Culinary Arts Certificate*  
*Culinary Arts Program*  
*Dietary Manager Certificate*  
*Hospitality Management Program*

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## WELCOME

*Congratulations on selecting a Food, Nutrition and Hospitality Program as your focus of education. We look forward to supporting your educational experiences while at Owens Community College.*

*Your success will depend on your commitment to your profession. Achieving excellence in your chosen field will provide your employers with confidence in you and the organization that you will represent. Your professionalism and attitude are of utmost importance.*

*Again, we welcome you and wish you all the best as you begin your quest to an exciting and rewarding career. Look at the challenges you will be faced with as a growth process personally and professionally. If there is anything we may do to assist you, please do not hesitate to contact us. We have an "open door" policy.*

*Through instruction, guidance, interest, and hard work, we are confident that you will become a competent and ethical professional, skilled in the art and science of food nutrition, hospitality management and culinary arts. We hope you will enjoy your educational experience!*

## STUDENT HANDBOOK GUIDELINES

These program guidelines have been developed for your information and guidance. Through the use of this Handbook, you will be able to keep current with the procedures of the Department.

As a student enrolled in a Food, Nutrition and Hospitality Program, you are responsible for observing college rules and regulations as stated in the current College Catalog. In addition, you are responsible for those listed in this Handbook, and it will be your responsibility to adhere to the policies and procedures set forth by the department and offsite academic experiences.

The Food, Nutrition and Hospitality Program reserve the right to change or amend this Handbook whenever necessary.

### Contact Information:

Michael Pfahl, PhD  
Dean, School of Business,  
Hospitality Management and  
Public Safety  
Heritage Hall 106Y  
567-661-7270

William Powell, MAE, CCC  
Professor  
Culinary Arts and Hospitality  
Management Program  
Heritage Hall 114-D  
567-661-7563

Robert Wagner, BBA  
Operations Manager  
Food, Nutrition and Hospitality  
Heritage Hall 115-C  
567-661-7534

Amy Morford, CWCP  
Instructor – Culinary Arts and  
Baking and Pastry  
Heritage Hall 114-A  
567-661-7183

Steve Williams, MBA, JD  
Instructor – Hospitality Management  
Heritage Hall 114-B  
567-661-7184

Beth Williams, MPH RDN, LLN  
Instructor – Nutrition and Dietetics  
Heritage Hall 106T  
567-661-7750

## **Mission of the College**

*The Owens Community College mission is to foster student and community success by providing high quality and affordable education that leads to rewarding careers, personal growth, and regional economic strength.*

### **Vision**

*As the premier two-year college in northwest Ohio, Owens Community College will be the first choice for students seeking career credentials and university transfer, and will be recognized as an indispensable partner for businesses, educational institutions, and community organizations.*

### **Equity**

*Owens Community College is dedicated to cultivating an equitable and inclusive college community that considers the impact of its actions on all members. Owens Community College will continue to assess the needs of students, faculty, and staff to provide an environment and resources that foster success. As a community, we will adopt practices that promote equity, nurture a culture of inclusion, promote social justice, and use that power to ensure success for all our members.*

## **School of Business, Hospitality Management and Public Safety**

### **Mission**

*The mission of the School of Business, Hospitality Management and Public Safety at Owens Community College is to provide an environment that advances Business Education for growth and life.*

### **Vision**

*Expect Excellence*

## **Food, Nutrition and Hospitality Department**

### **Mission**

*The Food, Nutrition and Hospitality Department's mission is to prepare graduates for successful and fulfilling careers within the Culinary Arts, Nutrition, Foodservice and Hospitality Management fields through a well-rounded, diverse and competency-based education.*

*We believe in you and will help you reach your goals.*

## **Equal Opportunity and Inclusiveness**

Owens definition of diversity refers to the fact that society, both locally and nationally is comprised of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics. Included within, but not limited to these attributes are age, class/economic status, disabilities, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation and veteran status.

### Mission Statement

Owens Community College commits to a policy of inclusiveness that strives to value and respect all people who bring talent, perspectives and different ways of accomplishing goals to our college regardless of all the different dimensions that individuals and groups encompass.

Owens Community College is committed to developing initiatives that foster an environment of inclusion that integrates and celebrates diversity throughout the environment, where people can work and learn harmoniously and productively with others.

An educational and working environment is an environment where:

- There is respect for all people
- Employees respect others differences
- Differences are viewed as a plus to the organization not a hindrance
- All employees feel comfortable, equal, and encouraged to express their views
- No particular group receives extra benefits
- Individuals are judged by their own skills, talents and abilities not by stereotyped misconceptions
- Work environments have diverse make-ups and where different ideas and approaches are welcome

<https://www.owens.edu/equalopportunity/>

## **Anti-Discrimination and Harassment & Title IX/Sexual Misconduct**

All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

If you are unfamiliar with the Anti-Discrimination and Harassment Policy, it can be found at: <https://cdn.owens.edu/trustees/procedures/proc3358-11-4-17.pdf>

If you are unfamiliar with the Title IX/Sexual Misconduct Procedures and Guidelines, it can be found at: <https://cdn.owens.edu/trustees/wp-content/uploads/sites/45/2020/08/11-4-17-Title-IX-Sexual-Misconduct-Procedures-and-Guidelines.pdf>.

### **Student Code of Conduct:**

All students are expected to follow Owens Community College's Student Code of Conduct. If you are unfamiliar with the code, it can be found at <https://cdn.owens.edu/conduct/code.pdf>.

## Program Accreditation

### Culinary Arts Program and Certificate

The Culinary Arts Degree, Culinary Arts Certificate and Baking/Pastry Certificates programs are fully accredited by the Accrediting Commission of the American Culinary Federation Education Foundation through June 30, 2024.

Accreditation by American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) assures that a program is meeting at least a minimum of established standards and competencies set for faculty, curriculum and student services. Standards and competencies reflect the most up-to-date and current culinary practices and promotes accountability and credibility as well as a high level of professionalism. ACFEFAC is recognized by the [Council on Higher Education Accreditation \(CHEA\)](#). To learn more about the American Culinary Federation, visit <http://www.acfchefs.org/ACF/About/ACF/About/>



### Dietary Manager Certificate

The Dietary Manager certificate is fully approved by the Association of Nutrition & Foodservice Professionals (ANFP) through April 9, 2023. Upon completion of the certificate, graduates are eligible to take the nationally recognized CDM Credentialing Exam offered through the Certifying Board for Dietary Managers (CBDM). [www.CBDMonline.org](http://www.CBDMonline.org)



### Hospitality Management Accreditation

The Hospitality Management Program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). Student's gain the benefit of career focused academic and experiential learning; student-centered teaching and outcome measures to ensure that skills are met. To learn more about ACBSP, visit their website at <https://www.acbsp.org>.



## Employment Opportunities

The food service (restaurant and non-commercial), nutrition and hospitality industries are one of the largest of all the service industries and requires qualified management and supervisory employees. In today's highly technical job market, employers recognize the importance of employees who possess the specialized skills necessary to be creative, innovative, successful and productive. These skills are acquired through advanced, practical, hands-on education.

The skills acquired through the Culinary Arts Program and Certificate, Baking and Pastry Certificate and Dietary Manager Certificate provides students with the resources and abilities to successfully qualify for positions in:

- Restaurants
- Fast food restaurant chains
- Hotel/motel restaurants
- Private catering
- Resort dining
- School systems
- Cruise lines/airline food service
- Sports/special events
- Hospital cafeterias
- Extended care facility food service
- Health care

The Hospitality Management Program provides students with the skills to successfully qualify for hospitality management and supervisory positions in:

- Hotels/motels
- Restaurants
- Resorts
- Cruise lines
- Nightclubs
- Casinos
- Country clubs
- Fitness center/camps
- Hospitals
- Extended care facilities
- Sports/special events

## Employability Traits

The training at Owens Community College is designed to prepare you for employment. Employers look for certain qualities/attributes in a potential employee. You can expect your instructor to emphasize the following:

- **Dependability:** You can be relied upon to do the job for which you are hired.
- **Punctuality:** You arrive to work on time and are prepared.
- **Appearance:** You dress appropriately and bring all required tools and materials.
- **Hygiene:** You know and practice the principles of good hygiene and safe food handling.
- **Trainability:** You are willing to learn and are receptive to new things.
- **Retention of Basic Information:** You remember the core knowledge and competencies for entry-level positions.
- **Honesty/Trustworthiness:** You are accurate and honest in your relationships with supervisors and co-workers.
- **Responsibility:** You can be trusted to work on your own.
- **Common Sense:** You think before you act.
- **Enthusiasm:** You take the initiative to get something done.
- **Safety:** You work in a safe and thoughtful manner.

## Program or Certificate Information

### Catalog of Record

The catalog of record for curriculum requirements is defined as the academic year that you declared and began program courses for the Certificate or Major of your choice. Go to <http://catalog.owens.edu/> to view the curriculum degree planner and program information.

*All students enrolled in the program must earn a “C” grade or better in each Food, Nutrition & Hospitality (FNH) course and maintain a 2.0 grade point average.*

### Baking and Pastry Certificate (ZBPD) – 32 Credits

| 1st Semester |  | 2nd Semester |   |
|--------------|--|--------------|---|
| IST 100      | Fundamentals of Computing<br>Credits:1 (Lec:1)           | FNH 212      | Essentials of Supervision<br>Credits: 3 (Lec: 3)        |
| FNH 101      | Intro to Hosp/Culinary Arts<br>Credits: 3 (Lec:3)        | FNH 213      | Hospitality Facilities Design<br>Credits: 3 (Lec: 3)    |
| FNH 112      | Fundamentals Food Production<br>Credits: 3 (Lec:2 Lab:4) | FNH 230      | Purchasing and Cost Control<br>Credits: 3 (Lec: 3)      |
| FNH 114      | Recipe Management<br>Credits: 2: (Lec: 2)                | FNH 250      | Baking and Pastry II<br>Credits: 3 (Lec: 2 Lab: 4)      |
| FNH 121      | Basic Nutrition<br>Credits: 2 (Lec: 2)                   | FNH 251      | Baking and Pastry III<br>Credit: 3 (Lec: 2 Lab: 4)      |
| FNH 135      | ServSafe<br>Credits: (Lec: 2)                            | FNH 292      | Culinary Arts Capstone Practical<br>Credits: 1 (Lab: 4) |
| FNH 150      | Baking and Pastry I<br>Credits 3: (Lec: 2 Lab: 4)        |              |   |

### Culinary Arts Certificate (ZCAB) – 31 Credits

| 1st Semester |   | 2nd Semester |   |
|--------------|---|--------------|---|
| IST 100      | Fundamentals of Computing<br>Credits:1 (Lec:1)                  | FNH 150      | Baking and Pastry I<br>Credits 3: (Lec: 2 Lab: 4)           |
| FNH 101      | Intro to Hosp/Culinary Arts<br>Credits: 3 (Lec:3)               | FNH 170      | American Regional Cuisine<br>Credits: 3 (Lec: 2 Lab: 4)     |
| FNH 112      | Fundamentals Food Production<br>Credits: 3 (Lec:2 Lab:4)        | FNH 213      | Hospitality Facilities Design<br>Credits: 3 (Lec: 3)        |
| FNH 114      | Recipe Management<br>Credits: 2: (Lec: 2)                       | FNH 270      | Techniques of Healthy Cooking<br>Credits: 3 (Lec: 2 Lab: 3) |
| FNH 121      | Basic Nutrition<br>Credits: 2 (Lec: 2)                          | FNH 271      | Gardé Manger<br>Credit: 3 (Lec: 2 Lab: 4)                   |
| FNH 130      | Dining Room & Beverage Management<br>Credits: 2 (Lec: 1 Lab: 3) | FNH 292      | Culinary Arts Capstone Practical<br>Credits: 1 (Lab: 4)     |
| FNH 135      | ServSafe<br>Credits: (Lec: 2)                                   |              |   |

Students are eligible to become a candidate for a certificate when the student has completed all necessary requirements. Students who are registering for their final semester of course work and plan to graduate must submit a petition for degree completion by accessing their [Ozone account](#).

## Culinary Arts Program, AAS (CAPP) – 64-67

*All students enrolled in the program must earn a “C” grade or better in each Food, Nutrition & Hospitality (FNH) course and maintain a 2.0 grade point average.*

| 1st Semester |   | 3rd Semester |   |
|--------------|---|--------------|---|
| IST 100      | Fundamentals of Computing<br>Credits:1 (Lec:1)                  | FNH 213      | Hospitality Facilities Design<br>Credits: 3 (Lec: 3)                        |
| FNH 101      | Intro to Hosp/Culinary Arts<br>Credits: 3 (Lec:3)               | FNH 230      | Purchasing and Cost Control<br>Credits: 3 (Lec: 3)                          |
| FNH 114      | Recipe Management<br>Credits: 2: (Lec: 2)                       | FNH 241      | Catering and Banquet Operations<br>Credits: 3 (Lec: 2 Lab: 4)               |
| FNH 135      | ServSafe<br>Credits: (Lec: 2)                                   | FNH 272      | International Cuisine<br>Credits:3 (Lec: 2 Lab: 4)                          |
| FNH 112      | Fundamentals Food Production<br>Credits: 3 (Lec:2 Lab:4)        | ————         | Science Elective without Lab<br>Credits: 2 – 4 (Lec: 2 – 4)                 |
| FNH 150      | Baking and Pastry I<br>Credits 3: (Lec: 2 Lab: 4)               |              |   |
| MTH 133      | Quantitative Reasoning<br>Credits: 3 (Lec: 3 Lab: 1)            |              |   |
| 2nd Semester |   | 4th Semester |   |
| ENG 111      | Composition I<br>Credits 3 (Lec: 3)                             | ————         | Social and Behavioral Science Elective<br>Credits: 3 (Lec: 3)               |
| Or           |   | FNH 212      | Essentials of Supervision<br>Credits: 3 (Lec: 3)                            |
| ENG 111P     | Composition I Plus<br>Credits: 4 (Lec: 4)                       | FNH 220      | Beer, Wine and Spirits<br>Credits 3 (Lec: 2 Lab:3)                          |
| FNH 121      | Basic Nutrition<br>Credits: 2 (Lec: 2)                          | FNH 270      | Techniques of Healthy Cooking<br>Credits: 3 (Lec: 2 Lab: 3)                 |
| FNH 130      | Dining Room & Beverage Management<br>Credits: 2 (Lec: 1 Lab: 3) | FNH 292      | Culinary Arts Capstone Practical<br>Credits: 1 (Lab: 4)                     |
| FNH 170      | American Regional Cuisine<br>Credits: 3 (Lec: 2 Lab: 4)         | FNH 293      | Internship for Culinary & Hospitality Prof<br>Credits: 2 (Lec: 1 Other: 10) |
| FNH 160      | Menu Development<br>Credits: 2 (Lec: 2)                         |              |   |
| FNH 271      | Gardé Manger<br>Credit: 3 (Lec: 2 Lab: 4)                       |              |   |
| ————         | Art and Humanities Elective<br>Credits: 3 (Lec: 3)              |              |   |

Students are eligible to become a candidate for an associate degree when the student has completed all necessary requirements. Students who are registering for their final semester of course work and plan to graduate must submit a petition for degree completion by accessing their [Ozone account](#).

### ACF Credentials

Graduates of the degree program are eligible to apply for the Certified Culinarian credential from the American Culinary Federation. Certificate holders must complete one year of relevant experience before applying for the credential. Information and application forms are provided to students during the FNH 292 – Culinary Arts Capstone Practical course.

### Appendix A: ACF Certification Process and Application

## **Culinary Art Program and Certificate Program Goals**

1. To prepare graduates to be competent entry-level professionals.
2. To promote and support program completion and graduation.

## **Culinary Art Program and Certificate Student Learning Outcomes**

### Food Production

Students will demonstrate the food production skills essential for success in the professional kitchen.

1. FNH 150 - Baking and Pastry I
  - a. 90% of students will score a “4” or better on the Food Production Skills rubric (Direct)
2. FNH 292 – Culinary Arts Capstone Practical
  - a. 80% of students will score 80% or better on the final Bench Test

### Sanitation and Safety

Students will use principles of food sanitation and safety in the food service operation.

1. FNH 135 – ServSafe
  - a. 85% of students will earn a grade of 75% or better (passing score) on NRAEF ServSafe Manager Exam (direct measure)
2. FNH 271 – Gardé Manger
  - a. 90% of students will score a “4” or better for the application of Safety and Sanitation Skills rubric (Direct)
3. Exit Survey
  - a. 90% of graduates indicate the program prepared them to apply food sanitation and safety principles in the food service operations. (score of 4 or 5)

### Menu Planning

Students will evaluate menus based on recognized industry standards.

1. FNH 160 – Menu Development
  - a. 90% of students will score 80% or better on the Menu Design project
2. FNH 270 – Techniques of Healthy Cooking
  - a. 90% of students indicated they gained the skills required to evaluate menus using industry standards on the final exam (indirect)

### Human Relations

Students will develop management skills to transition from student employee to professional.

1. FNH 293 – Internship Work Experience
  - a. 90% of students identify the management skills and qualities needed to transition from student to professional on the organizational profile. (direct)
  - b. 80% of students receive at or above a grade level of “C” (80%) on the employer evaluation.

Data from program goals and student learning outcomes is available on the website, <https://www.owens.edu/academics/program/culinary-arts.html>

## Dietary Manager Certificate (ZCDM) – 22 Credits

### Statement of Required Content Hours:

The Dietary Manager Certificate has a minimum requirement of 120 classroom hours and 150 field experience hours. Fifty (50) precepted hours are required. A Registered Dietitian, Nutritionist (RDN) and Licensed in the State of Ohio, must precept a minimum of 25 of the required nutrition hours. A CDM, CFPP or DTR, or RDN may precept the remaining required hours.

*All students enrolled in the program must earn a “C” grade or better in each Food, Nutrition & Hospitality (FNH) course and maintain a 2.0 grade point average.*

| 1st Semester |  | 2 <sup>nd</sup> Semester |   |
|--------------|--|--------------------------|---|
| IST 131      | Computer Concepts and Apps<br>Credits: 3 (Lec: 3)        | FNH 102                  | Applied Nutrition<br>Credits: 4 (Lec: 3 Other: 5)           |
| FNH 121      | Basic Nutrition<br>Credits: 2 (Lec: 2)                   | FNH 270                  | Techniques of Healthy Cooking<br>Credits: 3 (Lec: 2 Lab: 3) |
| FNH 112      | Fundamentals Food Production<br>Credits: 3 (Lec:2 Lab:4) | FNH 212                  | Essentials of Supervision<br>Credits: 3 (Lec: 3)            |
| FNH 135      | ServSafe<br>Credits: (Lec: 2)                            |                          |   |
| FNH 216      | Foodservice Management<br>Credits: 4 (Lec: 3 Other: 5)   |                          |   |

Students are eligible to become a candidate for the certificate when the student has completed all necessary requirements. Students who are registering for their final semester of course work and plan to graduate must submit a petition for degree completion by accessing their [Ozone account](#).

**Pathway II:** for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, two-year culinary arts degree, or two-year hotel-restaurant management degree. Candidates must have completed a minimum of one course in nutrition and two courses in foodservice management. Please submit your transcripts with your exam application.

**Pathway III(b):** for graduates of the classroom and online instructional portion of an ANFP-approved foodservice manager training program, who also have two years of full-time non-commercial foodservice management work experience. Candidates must submit a copy of a certificate of course completion, their name must appear on the official graduate listing that is sent to ANFP by the college/school and they must submit employment verification with exam application. Visit, <https://www.cbdomonline.org/get-certified/eligibility>, for more information on eligibility pathways.

Completion of the certificate meets requirements for graduates to take the certifying exam for dietary managers provided by the Certifying Board for Dietary Managers® (CBDM). CBDM is the credentialing agency responsible for establishing and upholding policies for and the administration of the CDM, CFPP Certification Program and exam. Upon successful completion, graduates earn the title, Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP).

### Appendix B: CDM, CFPP Certification Process

## **Dietary Managers Program Goals**

1. To prepare graduates to be competent entry-level professionals.
2. To promote and support program completion and graduation.

## **Dietary Managers Student Learning Outcomes**

1. Students will apply principles of food sanitation and safety in the food service operation.
  - a. 85% of students earn a grade of 80% or better on the case study, “A dirty kitchen” (Chapter 20, Foodservice Management)
2. Modify menus based on nutrition standards and physician diet orders
  - a. 85% of students earn a grade of 80% or better on the “modify menu for consistency and dysphagia” project. (Chapter 10, Nutr Care and MNT)
3. Perform nutrition screening functions to identify clients or patients to be referred to a Registered Dietitian.
  - a. 85% of students earn a grade of 80% or better on the, “nutrition screening with MDS” assignment (Chapter 6, Nutr Care and MNT)
4. Perform quality improvement activities to improve food and nutrition services.
  - a. 85% of students earn a grade of 80% or better on the, ‘evaluate food acceptance survey and paper’ assignment. (Chapter 7, Foodservice Management)

Data from program goals and student learning outcomes is available on the website, <https://www.owens.edu/academics/program/certified-dietary-manager-certificate.html>.

## Hospitality Management Program, AAB (HOSP) – 66 -66 Credits

*All students enrolled in the program must earn a “C” grade or better in each Food, Nutrition & Hospitality (FNH) course and maintain a 2.0 grade point average.*

| 1st Semester    |   | 3rd Semester |  |
|-----------------|---|--------------|--|
| ENG 111         | Composition I<br>Credits 3 (Lec: 3)   | ECO 201      | Microeconomics<br>Credits: 3 (Lec: 3)                        |
| Or              |   | FNH 230      | Purchasing and Cost Control<br>Credits: 3 (Lec: 3)           |
| ENG 111P        | Composition I Plus<br>Credits: 4 (Lec: 4)                                   | FNH 240      | Convention, Meeting, Event Management<br>Credits: 3 (Lec: 3) |
| IST 131         | Computer Concepts and Apps<br>Credits: 3 (Lec: 3)                           | FNH 220      | Beer, Wine and Spirits<br>Credits 3 (Lec: 2 Lab:3)           |
| FNH 101         | Intro to Hosp/Culinary Arts<br>Credits: 3 (Lec:3)                           | FNH 275      | Hospitality Technologies<br>Credits: 3 (Lec: 3)              |
| FNH 112         | Fundamentals Food Production<br>Credits: 3 (Lec:2 Lab:4)                    |              |  |
| FNH 135         | ServSafe<br>Credits: (Lec: 2)   |              |  |
|                 |   |              |  |
| 2nd Semester    |   | 4th Semester |  |
| MTH 133         | Quantitative Reasoning<br>Credits: 3 (Lec: 3 Lab: 1)                        | BUS 200      | The Legal Environment of BUS<br>Credits: 3 (Lec: 3)          |
| ACC 101         | Introductory Financial Accounting<br>Credits: 3 (Lec: 3)                    | FNH 213      | Hospitality Facilities Design<br>Credits: 3 (Lec: 3)         |
| FNH 140         | Lodging Operations<br>Credits: 3 (Lec: 3)                                   | FNH 210      | Hospitality Sales and Marketing<br>Credits: 3 (Lec: 3)       |
| ENG 120         | Business Communications<br>Credits: 3 (Lec: 3)                              | FNH 212      | Essentials of Supervision<br>Credits: 3 (Lec: 3)             |
| FNH 241         | Catering and Banquet Operations<br>Credits: 3 (Lec: 2 Lab: 4)               | FNH 273      | Hospitality Revenue Management<br>Credits: 3 (Lec: 3)        |
|                 |   | FNH 276      | Hospitality Management Capstone<br>Credits: 1 (Lec: 1)       |
| Summer Semester |   |              |  |
| _____           | Art and Humanities Elective<br>Credits: 3 (Lec: 3)                          |              |  |
| FNH 293         | Internship for Culinary & Hospitality<br>Prof Credits: 2 (Lec: 1 Other: 10) |              |  |

Students are eligible to become a candidate for an associate degree when the student has completed all necessary requirements. Students who are registering for their final semester of course work and plan to graduate must submit a petition for degree completion by accessing their [Ozone account](#).

### Hospitality Management Program Goals

1. To prepare graduates for entry-level employment across various segments of the Hospitality Management industry.
2. To prepare graduates to perform ethically and professionally in their career.
3. To prepare graduates with the ability to apply critical thinking and problem-solving skills.

## Hospitality Management Student Learning Outcomes

1. Apply best practices in reservations, reception, registration, housekeeping and operational activities.
  - a. Students will score 90% or higher on the final Lodging Operation project. Achievement Goal: 90% of students.
2. Produce an event following the 7-step method.
  - a. Students will score 90% or higher on the event production rubric. Achievement Goal: 90% of students.
3. Apply appropriate responses to workplace, fire and life safety, security and utility emergencies.
  - a. Students will score 75% or higher on the FEMA Certification exam. Achievement Goal: 90% of students.
4. Demonstrate professional business communication skills
  - a. Students will score 90% or higher on the Leadership Essay Presentation. Achievement Goal: 90%
  - b. Students will score 90% on the oral presentation in FNH 101. Achievement Goal: 90%
5. Demonstrate industry standards.
  - a. Students will earn 180 out of 200 points on the Internship – employer evaluation. Achievement Goal: 90% of students.
  - b. Students will score 90% or higher on Case study 1 – Ethical Practices in Hotel Management. Achievement Goal: 90% of Students
6. Analyze customer data to determine needed services.
  - a. Students will score 90% or higher on the marketing project. Achievement Goal: 90% of students
7. Analyze the most profitable menu items sold using the POS reports.
  - a. Students will score 90% or higher on the POS data analysis worksheet. Achievement Goal: 90% of students
8. Demonstrate critical problem-solving skills related to the hospitality business.
  - a. Students will score 90% on the Case Study – The Overbooked Hotel Rooms. Achievement Goal: 90% of students.
9. Analyze quality control and lab results for regulatory compliance.
  - a. Students will score 90% on the quality control lab analysis case study. Achievement Goal: 85% of students.

Data from program goals and student learning outcomes is available on the website, <https://www.owens.edu/academics/program/hospitality-management.html>.

## **General Admission Requirements**

The Culinary Arts Program, Certificates, Dietary Manager Certificate and Hospitality Management Program are open to students meeting the general admission policies for the College.

## **Prerequisite and Corequisite Knowledge**

To be successful in higher level courses, students must meet the prerequisite and corequisite requirements for the specific course. Prerequisite courses must be completed prior to the beginning of the higher-level course. Corequisite courses must be taken either with or prior to the higher-level course. This includes the need for developmental course work as identified in placement assessment.

## **Academic Expectations**

All students enrolled in Food, Nutrition and Hospitality (FNH) programs and certificates must earn a “C” grade or better in each FNH course and maintain a 2.0 grade point average (GPA). Students that earn a grade of “D or F” must repeat the course and meet with their Academic Advisor for academic remediation. Student’s with a GPA below 2.0 will be placed on Academic Probation (<https://www.owens.edu/trustees/procedures/proc3358-11-2-42.pdf>). This may delay program completion as students must demonstrate competence in prerequisite courses before taking the next sequenced course.

## **Classroom Expectations**

Preparation for class is necessary if it is to be a learning experience for you. You are required to read assignments, write down any questions you have, clarify anything you are unsure of, and summarize the assignments and think about objectives.

Whenever you are in class, whether it is lecture, lab, or clinical education, treat your classes as you would a desirable job. Think of your instructor as the team leader and your fellow students as members of your team with the mutual goal “to learn”. Each member of the team must work together to achieve the goals set forth using the objectives to guide you. The behaviors expected of you and the entire team are:

- Attend all classes on time, therefore respecting the rights of those that arrived on time to an uninterrupted classroom.
- Come to class prepared by reading assignments and be ready to participate appropriately and actively on topics presented in class.
- Respect your instructors by NOT talking during lectures. Our instructors deserve your attention.
- Respect the rights of others to contribute by listening attentively. Respect others views.
- Ask for feedback from your instructors and peers to ensure progress toward the objective.
- Resolve problems or concerns by immediately discussing issues with your instructors or others that have the information needed.

## Culinary Lab Expectations

Laboratory instruction is designed to give you training in all aspects of food production and management. Instruction in the laboratory will be conducted in a professional manner to closely approximate conditions in the industry. The following rules/policies will enable you to make this learning experience a valuable tool for on-the-job-training.

1. **Attendance is mandatory.** Your grade will be lowered due to missed lab(s) and/or lack of participation.
2. You must report to your scheduled lab on time, check-in with your instructor or lab assistant, be dressed appropriately and be prepared to work. You must also check out with the instructor or lab assistant before leaving.
3. Students working in the Terrace View Café must wear the appropriate clothing as listed in the FNH 130 syllabus.
4. Gum chewing will not be tolerated in the kitchen area or at any time when handling or serving food.
5. Smoking (including electronic devices) is not permitted. Smoking and the use of tobacco products will be prohibited in any College building, College vehicle or bus or on College grounds or property owned or controlled by the College. For more information, please visit [www.owens.edu/tobaccofree](http://www.owens.edu/tobaccofree).
6. You will be responsible for the careful and proper handling of all food products using the principles learned in ServSafe. **Good sanitation must be practiced at all times.** Hand washing is a necessity before beginning lab, after using a handkerchief, the restroom, or any item, which might be contaminated with germs. Refrain from touching face or hair while preparing or handling food.
7. All work areas must be clean before any work is begun and kept neat and organized during the work period. Work areas must be cleaned and sanitized after each use and left neat and orderly. “Clean as you go” policy is always in effect.
8. You should not operate equipment in the kitchen unless you have been instructed in the use and care of the unit.
9. Permission to leave the lab for any reason must be granted by the instructor or lab assistant.
10. Keep all non-essential items out of the kitchen.
11. No food should be consumed in the kitchen except for product taste testing. Proper tasting procedures should be followed.
12. **Horseplay will not be tolerated.** Professional conduct, attitude and communication will be strictly adhered to.
13. A performance grade is determined by the instructor for every class. You may ask about this grade if you have any concerns. This grade is affected by your attitude and your willingness to learn.
14. The instructor may issue other guidelines at any time.

**Appendix C:** Culinary Lab Guidelines, Report of Illness, Lab Uniform, Verification of Equipment Training

## Internship

An internship provides you the opportunity to use the knowledge and skills learned in the classroom while working in a culinary, healthcare or hospitality establishment. The experience is conducted under the supervision of a faculty member who will assist you in developing a work experience plan and will maintain communications with the supervisor at the work experience site.

**Students work at least 130 hours (of paid employment) and 20 hours (of service learning) over the course of the work experience at a position obtained at their own initiative and approved by the instructor.** Written training agreements, which meet the objectives of the total program, are made among you, the program and employer. Required online seminars (15 hours) are scheduled.

Internships must be secured no later than the second week of class during the semester in which you are enrolled. The School of Business, Hospitality Management and Public Safety, Career Management and Internship Office can assist you with finding and appropriate internship.

New job responsibilities are expected for students who are currently employed in the same position for more than six months and wish to use this current position for their work experience. Current positions must be approved by the internship instructor or Chair of the program and must meet at least one outlined qualification listed below:

- Transfer or promotion to a new department/position involving hospitality or culinary duties.
- Rotation into several new positions/departments during the course of the Co-op.
- New and different management duties/responsibilities in your current position (a guideline would be five to ten).
- Appointment to a manager, faculty, team leader, etc. of a specific work group, activity, shifts, etc.
- Assumption of full or major responsibilities for a new project, activity, program, etc.
- Setting and completing “stretch goals” in your current job with the approval of your supervisor.
- Creation of a new position and job description for yourself with your current employer.
- A combination of the above with the approval of the Co-op instructor after receipt of “additional duties” documentation from your manager/direct supervisor.

## Field Experience

Field experience hours provides students with the opportunity to apply knowledge learned and gain entry-level competency as a Dietary Manager. It is the policy of the program that students will not replace site facility employees. Students may assist employees or provide relief to meet learning outcomes. Students are not compensated for field experience hours. The Dietary Manager Certificate requires a minimum of 150 field experience hours. Fifty (50) precepted hours are required. A Registered Dietitian, Nutritionist (RDN) and Licensed in the State of Ohio, must precept a minimum of 25 of the required nutrition hours. A CDM, CFPP or DTR, or RDN may precept the remaining required hours.

## Personal Injury or Illness During Internships or Field Experience

In case of injury or illness, students should seek appropriate medical attention of their choice. Students are responsible for costs associated with medical care received. In non-emergency situations, students are not obligated to accept service from the internship or field experience facility in which the incident occurred.

In case of personal injury complete an incident report at the internship or field experience facility immediately and at the College within 24 hours. Incident reports may be requested by your health insurance carrier.

## **Health Requirements**

Students are required to meet the health requirements for their employment or field experience site. This may include a physical examination, laboratory tests (titers), and required immunizations. Some field experience sites also require a 10-panel drug test and the influenza vaccination.

All costs of the physical exam, laboratory testing, and immunizations are the responsibility of the student. It is imperative that students adhere to ALL of the employer or field experience site requirements. Failure to comply will result in the student being denied access to the field experience site and therefore be unable to complete the course.

## **Background Check**

Students must participate in a state and federal background check for criminal convictions prior to field experiences at school and senior facilities and when required by the employer. Additional costs will be incurred by the student to cover these expenses. Depending on the outcome of the background check, it is possible that the student will be denied access to the field experience site and therefore be unable to complete the program.

## **Professional Portfolio**

Students are encouraged to document competencies (skills) acquired and collect artifacts such as certificates or examples of lab and service learning experiences throughout the program in order to create a professional portfolio. The professional portfolio is used during interviews for both academic work and future job placement. It showcases the knowledge and skills you have to bring to the table in your new career. Students are advised to begin collecting artifacts early in their program as they will be needed to complete work in FNH 295, Career and Professional Development.

## **Academic and Program Schedule**

The FNH Department Programs and Certificates follows the Owens State Community College academic schedule, <https://www.owens.edu/academics/academic-calendar/>. Internship and field experience hours, service learning events and experiences may be scheduled, outside of normally scheduled class meeting times, based on student and instructor learning needs.

## **Textbooks**

Textbooks are selected to provide you with information that will be an introduction to or an addition to material provided in classroom presentations. It has been found that students understand and retain information that has been obtained through different methods. In our Program, our classroom presentations assume that you have read the assignments before coming to class. You will also find questions from assigned readings in quizzes, tests, and exams.

## **Instructional Technology and Email Communication**

The abilities to locate and share information on the Internet and communicate via Owens email (student Ozone account) are important skills that can assist you with professional development and lifelong learning. Several of the FNH core courses will utilize the Internet to enhance classroom instruction. **Blackboard is the primary platform used to deliver course content and web-based courses at Owens Community College.**

Students are required to read and, if necessary, respond to all program related email communications. **All students (and faculty) in the program are required to access their Owens email accounts a minimum of once every 24 hours** Monday through Friday while enrolled in (or teaching) program courses. Extended response time of 48 hours during weekend and College breaks apply. Students should email instructors through the course Blackboard page.

### **Use of Cell Phones and other devices**

Cell phones must be turned off and cannot be used in class, labs or clinical. Texting during class or working on your laptop on something unrelated to our course will result in a deduction from your Attendance and Participation points. If you leave class early without notifying your instructor, you will also receive a deduction from your attendance and participation points.

### **Academic Advising**

Academic planning and advising is best achieved by meeting with your Academic Advisor, Chair of the Program or the Clinical Teaching Faculty.

An academic advisor can assist a student with course planning, registration, and academic counseling. An advisor is also able to direct a student to college resources such as the Learning Centers or Career Services. Advisors are accessible via phone, email, and by appointment and will respond to students in a timely way. <https://www.owens.edu/advising/>

### **Academic Counseling**

All students may confer with their instructors to determine their proficiency in the course. If you feel you are not doing well in a class, please approach your instructor for help. The instructors are committed to your success and are willing to help in any way they can. Likewise, instructors may feel it is necessary to have a conference with the students not performing well. It is vital to keep the line of communication open between the students, instructors, and Chair. Students and instructors with academic concerns may contact the Chair at any time.

### **Academic Assistance and Resources**

To be successful in any career having the correct tools is necessary. Access to support services is available to help with student success. Support services include, but are not limited to advising, disability services, library, mental health, public safety, student organizations, technology support, testing and tutoring. For a complete listing of student services, visit <https://www.owens.edu/studentservices/>.

- Academic advisors are available to help the student with academic planning and issues related to completion. They are knowledgeable about the program and campus resources that can assist you. <https://www.owens.edu/advising/index.html>.
- College Hall 124 houses the Disability Resource Center. If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the Program. Contact the Disability Resource Center to receive more information. [https://www.owens.edu/disability\\_services/](https://www.owens.edu/disability_services/)
- Library Services including book, periodicals, articles and media sources. The Library is part of OhioLink, sharing resources with colleges and universities across Ohio. <https://www.owens.edu/library/index.html>
- Counseling Services offers consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources at no additional charge to Owens Community College students. SMHS aids students experiencing personal, educational, interpersonal /relationship, family, social, or psychological difficulties. <https://www.owens.edu/counseling/>
- The Department of Public Safety is accessible 24 hours a day, seven days a week, including all holidays. **In the event of an emergency on campus, call:**
  - 9-1-1 and/or call Public Safety at (567) 661-7575
  - Pick up any of the red emergency phones located throughout each building.
  - A speed-dial “Emergency Button” is programmed on every College telephone
- Student Organizations and Activities are away for students to gain additional experience and learning opportunities. <https://www.owens.edu/student-activities/>
- Technical services are available through the IT Help Desk at 567-661-7120. Computer labs are available in most building across campus. To find locations, hours and software available visit, <https://www.owens.edu/computerlabs/>.
- If you need to make-up a test, you will do this at the Testing Center, in College Hall 128. You will need to make an appointment one day in advance, and when you arrive, you are required to show your Owens Express Card ID before the test is given to you. Phone: (567) 661-8378 (TEST)  
Email: [toledo\\_testing\\_center@owens.edu](mailto:toledo_testing_center@owens.edu)
- Academic Success Centers provide tutoring services including assistance with study skills, writing, math and science courses. <https://www.owens.edu/successcenters/index.html>

## Academic Dishonesty

Dishonest scholarly practices include, but are not limited to taking, using, or copying another’s work and submitting it as one’s own, intentionally falsifying information or taking another’s ideas with the intention of passing these ideas as one’s own. A judgment regarding the dishonest scholarly practice should, in most cases, be made by the individual instructor. A few examples include, but are not limited to:

1. Work copied verbatim from an original author without proper credit;
2. Work copied with only a few words altered from the original without proper credit being given;
3. Answers copied from another's test paper;
4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the exam time or the extraction of information regarding an examination from other students;
5. Falsification of clinical records.

The instructor shall report all incidents of dishonest academic practice to the Chair of the Department. The instructor is responsible for saving the evidence in its original form and need not return any of the original papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request. The Department Chair will contact the Dean of Student Life who will begin the documentation process and record keeping. The student will be notified in writing by the Dean of the consequences and has the right to appeal.

NOTE: The College reserves the right to determine a sanction, or any combination of sanctions, that appropriately address the nature and severity of the act of misconduct.

<https://www.owens.edu/trustees/procedures/proc3358-11-2-55.pdf>

### **Appeal and Reporting Process**

The student appeals and reporting process is intended to provide students, who disagree with a policy, decision, discipline action or who feel they have been discriminated against, a process of appeal through a grievance procedure.

- Non-academic appeal; <https://www.owens.edu/trustees/procedures/proc3358-11-3-64.pdf>
- Academic misconduct appeal; <https://www.owens.edu/trustees/procedures/proc3358-11-2-55.pdf>

### **Student Evaluation**

Each course syllabus lists components that make up the final course grade. Methods used for evaluation may be quizzes, tests, discussions, reports, term papers, case studies, lab scores, projects, practical's and final exams. Please review your course syllabi for specific information.

- Each method will be listed with either points or grades assigned. The "due dates" of each will be listed in the course calendar outline.
- Grading scale for academic courses will be based on the following scale: A = 90 – 100%; B= 80 – 89%; C = 70-79%; D= 60 – 69%; F = 59% and below.
- Faculty are to return graded assignments and tests in a "timely manner." They will provide feedback on your course progress in time for you to adjust before the next test or assignment is due. Please make an appointment with your instructor during the scheduled office hours on the course syllabus when necessary.

## **Incomplete Grades**

The grade of “Incomplete” is granted by a course instructor to a student who has extenuating circumstances for not taking the final exam or meeting some other defined requirement(s) in the course, and if the student’s percentage of total course material to be completed is no more than 25%. After a student completes the course to the satisfaction of the instructor, the “I” grade is removed and a letter or pass/fail grade is substituted for it. Unless an extension of time is granted by the instructor, *an “I” grade must be made up before the end of the last day of first 8 weeks of the following semester or the “I” may be subject to change to a grade of “F” or “non-pass”.*

## **Appealing a Grade**

When a student disagrees with a course grade(s) issued by the college instructor, the student may appeal the grade by initiating an Academic Grade Appeal Form. An appeal form may be initiated when any of the following occur:

- There is a computational error of a grade;
- The student was graded differently than stated in the syllabus or assignment;
- The student was graded differently than class peers.

A student grade appeal must be filed no later than one semester after the grade was issued.

<https://www.owens.edu/trustees/procedures/proc3358-11-2-54.pdf> and  
[https://www.owens.edu/forms\\_current/grade\\_appeal.pdf](https://www.owens.edu/forms_current/grade_appeal.pdf)

## **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) provides students with the right to:

- To inspect and review their education records.
- To be informed about what the College has designated as directory information.
- To request that the institution not disclose directory information items about them. To have some control over the disclosure of information in their education records.
- To seek to amend their education records.
- To a hearing if the request for an amendment is unsatisfactory.

For more information and forms visit, <https://www.owens.edu/records/ferpa/>.

## **Prior Learning Assessment (PLA)**

Owens community college recognizes that students learn and develop competencies through various avenues and experiences, including credits earned at other institutions of higher education, as well as learning from life, careers, community or military service, or other out-of-class experiences.

Prior Learning Credit May Include:

- Significant work or volunteer experience in the area which you are seeking credit.
- State, national, or industry certifications that define your learning experience.
- Advanced Placement exams taken while in high school.
- Articulating and documenting the learning you received as a result of your experiences.

For more information visit, <https://www.owens.edu/pla/>.

## **Inclement Weather Guidelines**

In the event of inclement weather, listen to the radio or television for Owens Community College closings. Owens has developed an Alert System to keep you safe and informed. You will automatically receive notices by phone, email and text messaging. **To register, log into your Ozone account, My Ozone page and under Personal Information, click Manage my Owens Alerts.**

In the event class or lab has started and inclement weather occurs, which results in closing the college, your instructor will be notified, and you will be sent home. If the College has been closed, then reopens during the scheduled lab time, the lab will remain cancelled. If the College reopens before your start time, the lab will be held as scheduled.

## **Emergency Contact Information**

In case of an emergency, injury, illness or other circumstance, it may be necessary to contact you or a family member. It is extremely important to keep your contact information updated on your Ozone page. To register, log into your Ozone account, My Ozone page and under Personal Information, update your personal and emergency contact information.

## **GRADUATION INFORMATION**

### **Degree Audit**

In order to graduate with a degree or certificate, a student must complete all coursework as outlined in the college catalog. A student may generate a degree evaluation on Ozone to establish which courses he or she has officially completed and which courses remain. Students may access the degree evaluation by logging into Ozone and clicking on “degree evaluation” under the student quick links. Students may contact the Office of Enrollment Services on either the Toledo-area or Findlay-area campuses for questions or assistance.

### **Petition for Degree or Certificate Completion**

In order to graduate, a student is required to submit a petition for degree completion. This petition should be submitted the semester before the student intends to graduate. A spring semester graduate should petition during the preceding fall semester; a fall semester graduate should petition during the preceding spring semester; and a summer graduate should petition during the preceding spring semester. This petition can only be completed from your ozone account. <https://my.owens.edu/web/ozone/academic-info>

### **Membership in a Professional Organization**

Membership in professional associations is an indication of commitment and interest in the profession. Attending association meetings is an excellent means of networking and finding out more about the practice of dietetics.

## **ACF Membership**

As a student member of the American Culinary Federation (ACF) you will have access to culinary resources including industry trends and training opportunities. The Federation provides networking and job contacts, videos and book references as well. During spring semester, students have the opportunity to join the ACF at a discounted rate. Students be asked to complete the membership applications to ACF during the March membership drive.

## **ANFP Membership**

Pre-professional membership to the Association of Nutrition and Foodservice Professionals (ANFP) is included with course fees.

Benefits to joining ANFP include:

- Professional publications and resources
- Industry news
- Career, job and networking opportunities
- Continuing education
- State and regional conferences
- Discounts to products and publications

Information on ANFP membership is located at [www.anfponline.org/anfp-membership](http://www.anfponline.org/anfp-membership).

## **Program Complaints**

If a student feels that a complaint regarding the Culinary Arts program has not been satisfactorily resolved through the College he/she has the right to issue a complaint to the American Culinary Federation Education Foundation (ACFEF). ACFEF will not intervene on complaints other than those that relate to accreditation standards, student rights to due process and appeal mechanisms. Complaints must be addressed in writing to, <mailto:accreditation@acfchefs.net>

If a student feels that a complaint regarding the Dietary Manager certificate has not been satisfactorily resolved through the College he/she has the right to issue a complaint to the Association of Nutrition and Foodservice Professionals (ANFP). ANFP will not intervene on complaints other than those that relate to accreditation standards, student rights to due process and appeal mechanisms. Students can contact ANFP staff at: Association of Nutrition and Foodservice Professionals, 406 Surrey Woods Drive, St. Charles, IL 60174, 1-800-323-1908. Students can visit [www.ANFPonline.org](http://www.ANFPonline.org) to receive a copy of the program requirements and/or the policy and procedure for filing a complaint with ANFP.

## **Technical Standards**

Students entering and graduating from the Culinary Arts Program, Certificates, Dietary Manager and Hospitality Management Program should examine their ability and compatibility to work with the physical activity and demands of the industry. Fast-paced work environments make critical thinking and problem solving skills a must along with technical skills. It is recommended that you have the following minimum skills and abilities for successful progression in these programs.

|   |   |   |
|---|---|---|
| <p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Motor skills and endurance</li> </ul> | <ul style="list-style-type: none"> <li>• Gross and fine motor skills necessary to perform psychomotor skills and to provide safe, quality food service.</li> <li>• Stand, bend, walk, and/or sit for 8-12 hours to perform duties and responsibilities of different positions throughout the kitchen.</li> <li>• Effectively and efficiently, perform duties in a variety of environmental conditions, including high and low temperatures/humidity for 8-12 hours.</li> </ul>  | <ul style="list-style-type: none"> <li>• Move within a confined space</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders (e.g. supplies)</li> <li>• Reach below waist</li> <li>• Pick objects with hands</li> <li>• Grasp small objects with hands (e.g. small tools)</li> <li>• Pinch/manipulate or otherwise work with fingers</li> <li>• Twist objects/knobs with hands (e.g. mechanical equipment)</li> <li>• Squeeze with fingers and hands (e.g. juicing lemons)</li> <li>• Stand and walk for long period of time (e.g. preparation of ingredients)</li> <li>• Sustain repetitive movements (e.g. Chopping, cutting)</li> <li>• Maintain physical tolerance (work an entire shift, 8-12 hrs.)</li> <li>• Ability to tolerate and work productively in hot, humid conditions for extended periods of time.</li> </ul> |
| <p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Strength and mobility</li> </ul>      | <ul style="list-style-type: none"> <li>• Strength, mobility, flexibility, stamina and dexterity necessary to perform preparation and sanitation of food service areas.</li> <li>• Push, pull, lift, or support various weights utilizing safe and proper body mechanics.</li> </ul>   | <ul style="list-style-type: none"> <li>• Push, pull, lift, or carry objects (up to 50 lbs.)</li> <li>• Carry equipment/supplies</li> <li>• Use upper body strength (e.g. move/carry equipment up to 25 lbs.)</li> <li>• Squeeze with hands (e.g. operate fire extinguisher)</li> <li>• Stand, Sit, Flex</li> <li>• Twist, Reach</li> <li>• Bend</li> <li>• Stoop, kneel/squat</li> <li>• Move quickly (e.g. high paced environment)</li> <li>• Climb stairs</li> <li>• Walk</li> </ul>  |
| <p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Personal hygiene</li> </ul>           | <ul style="list-style-type: none"> <li>• Understanding of basic food protection practices, while maintaining high degree of personal cleanliness and sanitation practices to prevent contamination.</li> <li>• Comply with all standards of hygiene and sanitation practices, in accordance with all federal, state, and industry guidelines (ServSafe, Ohio Food Code, County Health Department, etc.).</li> <li>• Understanding of how pathogens transfer to food items and food preparation equipment; and the preventing the communication of foodborne illnesses.</li> </ul> | <ul style="list-style-type: none"> <li>• Clean body, hair, and clothing</li> <li>• Wear appropriate head covering (e.g. approved hat, hairnet, beard guard)</li> <li>• Clean uniform (including chef coat, pants, apron and shoes)</li> <li>• Regularly and correctly wash hands</li> <li>• Maintain proper fingernail length and cleanliness, IAW industry standards (no polish, neatly trimmed)</li> <li>• Wear disposable gloves as necessary or required to prevent cross contamination</li> <li>• Remove all jewelry during food handling (e.g. rings, earrings, necklaces, bracelets, wristwatches, etc.).</li> </ul>   |

|  |   |   |
|--|---|---|
|  |   | <ul style="list-style-type: none"> <li>• Proper treatment, bandaging and covering of wounds or cuts.</li> </ul>   |
| <b>Physical</b> <ul style="list-style-type: none"> <li>• With or without corrective equipment</li> </ul>   | <ul style="list-style-type: none"> <li>• The student is expected to possess functional use of the senses of vision, hearing, touch and smell. All data received by the senses must be integrated, analyzed and synthesized in a consistent and accurate manner. This includes data obtained in the classroom, online, or laboratory settings through observation, physical manipulation, and other means.</li> </ul>  | <ul style="list-style-type: none"> <li>• Spatial awareness with equipment and peers.</li> <li>• Detect changes in color, condition or temperature throughout cooking processes.</li> <li>• Collect data from recording equipment and measurement devices used in food service (e.g. thermometers, scales).</li> <li>• Detect audible alarms generated by mechanical systems and equipment (e.g. ovens, fire alarms).</li> <li>• Effectively hear to communicate with others.</li> <li>• Detect unsafe or improperly calibrated temperature levels in heat-producing devices (e.g. oven, deep fat fryer, and refrigerator).</li> <li>• Detect foul odors of spoiled foods or unsanitary equipment.</li> <li>• Detect smoke from burning materials (e.g. food items, paper products, equipment).</li> </ul> |
| <b>Social Ability:</b> <ul style="list-style-type: none"> <li>• Communication <ul style="list-style-type: none"> <li>○ Verbal</li> <li>○ Written</li> <li>○ Interpersonal</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Ability to read, write, and comprehend the English language at a level that allows one to safely and correctly carry out the duties and responsibilities of an assignment.</li> <li>• Interpret and process information in order to follow direction and procedures.</li> <li>• Access information and document in both electronic and written formats.</li> <li>• Recognize, interpret, and respond to nonverbal behavior of self and others.</li> <li>• Verbally communicate with others, demonstrating clear articulation and fluency in English.</li> <li>• Accurately elicit and provide information to and from superiors, peers, and subordinates.</li> <li>• Legibly record information in a timely manner.</li> </ul> | <ul style="list-style-type: none"> <li>• Read and comprehend printed instructions, guidelines, recipes, and equipment manuals.</li> <li>• Communicate clearly and concisely with instructors, peers, and team members (whenever applicable).</li> <li>• Articulate understanding of instructions, personal opinions, and contributions to online and classroom discussions.</li> <li>• Convey information accurately, logically, and professionally through written and oral formats.</li> </ul>  |
| <b>Social Ability</b> <ul style="list-style-type: none"> <li>• Professional behavior</li> </ul>  | <ul style="list-style-type: none"> <li>• Behavior that encompasses the interpersonal abilities and personal attributes necessary for interactions with culinary staff, hospitality team members, and customers in the development of effective relationships with individuals and groups with varied socioeconomic, emotional, cultural and intellectual backgrounds.</li> </ul>  | <ul style="list-style-type: none"> <li>• Maintain effective, harmonious relationships with clients, staff, and colleagues.</li> <li>• Accept accountability and responsibility for one's actions.</li> <li>• Comply with the ethical and professional standards of the food service industry and the policies of the culinary program.</li> <li>• Exercise stable, sound judgment in high-pressure situations in a physically demanding environment.</li> </ul>   |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>Deal effectively with interpersonal conflict.</li> <li>Demonstrate initiative, motivation, and industry.</li> <li>Display integrity, honesty, and responsibility.</li> <li>Display respect, sensitivity, and tolerance for diverse populations.</li> </ul>   |
| <b>Social Ability</b> <ul style="list-style-type: none"> <li>Emotional, Psychological, Mental Stability</li> </ul> | <ul style="list-style-type: none"> <li>The ability to function effectively and efficiently under stressful and rapidly changing situations while interacting with individuals and groups.</li> </ul>   | <ul style="list-style-type: none"> <li>Maintains empathetic, flexible, culturally sensitive, and respectful relationships with others.</li> <li>Examines and modifies own behaviors and attitudes and accepts constructive criticisms as needed to facilitate learning and interpersonal relationships.</li> <li>Demonstrates ability to concentrate and make effective judgments in stressful situations and rapidly changing environments.</li> </ul>   |
| <b>Mathematics Competency</b>  | <ul style="list-style-type: none"> <li>Mathematics is the study of the measurement, properties, and relationships of quantities and sets, using numbers and symbols. Competency is the ability to perform skills adequately.</li> <li>Food service personnel consistently perform calculations of necessary quantities of ingredients, portions, and scaling for each recipe encountered.</li> </ul> | <ul style="list-style-type: none"> <li>Add, subtract, multiply and divide whole numbers and fractions.</li> <li>Read and understand columns of numbers (e.g. tables, charts).</li> <li>Read and understand digital displays.</li> <li>Calibrate equipment according to manufacturer recommendations and personal experience level.</li> <li>Convert numbers to and from the Metric System.</li> <li>Manage time and personal duties for timely completion of tasks.</li> <li>Read and understand measurement marks on kitchen equipment (e.g. graduated pitchers, measuring cups/spoons, and vessel type cooking equipment).</li> <li>Recipe conversion based on desired yield, availability of ingredients, or limitation of equipment.</li> </ul> |

### Additional Essential Functions (Dietary Manager)

Essential functions are the basic skills and activities that you must be able to perform to complete the Dietary Manager Certificate and perform entry-level professional job responsibilities.

| Function          | Standard  | Examples   |
|-------------------|---|--|
| Critical Thinking | Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. | <ul style="list-style-type: none"> <li>Access data, references, patient education materials, consumer and other information from credible sources.</li> <li>Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.</li> </ul> |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Evaluate information to determine if it is consistent with accepted scientific evidence.</li> </ul>  |
| Problem Solving                            | Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.  | <ul style="list-style-type: none"> <li>• Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.</li> <li>• Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.</li> </ul>  |
| Interpersonal Behavioral and Social Skills | The ability to show cultural competence in interactions with clients, colleagues and staff.  | <ul style="list-style-type: none"> <li>• Demonstrate an understanding of cultural competence/sensitivity.</li> <li>• Show cultural competence in interactions with clients, colleagues and staff.</li> <li>• Implement interventions to effect change and enhance wellness in diverse individuals and groups.</li> </ul>  |
| Oral and Written Communication             | <ol style="list-style-type: none"> <li>1. The ability to listen to and understand information and ideas presented through spoken words and sentences.</li> <li>2. The ability to communicate information and ideas in speaking so others will understand.</li> <li>3. The ability to read and understand information and ideas presented in writing.</li> <li>4. The ability to communicate information and ideas in writing so others will understand.</li> </ol> | <ul style="list-style-type: none"> <li>• Prepare and deliver sound food and nutrition presentations to a target audience.</li> <li>• Provide nutrition and lifestyle education to well populations.</li> <li>• Promote health improvement, food safety, wellness and disease prevention for the general population.</li> <li>• Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.</li> </ul> |
| Active Listening                           | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.  |   |
| Physical activities                        | Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.   | <ul style="list-style-type: none"> <li>• Demonstrate sufficient upper-body strength and manual dexterity to operate and clean household and institutional equipment required for food preparation and food.</li> <li>• Travel to clinical sites and have mobility within and around the sites.</li> <li>• Complete 5 – 8 hours of supervised practice at sites.</li> </ul>  |

|  |   |   |
|--|---|---|
|  |   | <p>Activities may involve standing, sitting, stooping and be in hot and cold facilities.</p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to exert maximum muscle force to lift, push, pull, or carry objects such as food supplies, small equipment and delivery of meals.</li> </ul>                      |
| <p>Sensing</p> <ul style="list-style-type: none"> <li>• Visual</li> <li>• Hearing</li> <li>• Taste</li> <li>• Smell</li> </ul> | <ol style="list-style-type: none"> <li>1. The ability to see details at close range (within a few feet of the observer).</li> <li>2. The ability to taste and smell to determine acceptability of foods and supplements.</li> <li>3. The ability to hear spoken words.</li> </ol> | <ul style="list-style-type: none"> <li>• Demonstrate sufficient vision, smell and taste to evaluate the appearance, aroma, and flavor of food.</li> <li>• Demonstrate sufficient vision to observe compliance with food sanitation and safety codes.</li> </ul>   |
| <p>Professional Attributes</p>   | <p>Practicing professional skills required in entry-level positions.</p>  | <ul style="list-style-type: none"> <li>• Attend scheduled classes, labs and supervised practices and be present for examination and testing. Be prepared for class.</li> <li>• Maintain professional demeanor in class and during supervised practice.</li> <li>• Maintain personal hygiene and dress code policies.</li> </ul> |

You must determine your ability to achieve the essential functions of the Program. If you require special accommodations to fulfill Program requirements, schedule an appointment with the Disability Resource Center at (567) 661-7007 or 1-800-GO-OWENS, Ext. 7007.

[ferpa@owens.edu](mailto:ferpa@owens.edu) revised 3/4/13  
<https://www.owens.edu/records/ferpa.html>

**FOOD, NUTRITION AND HOSPITALITY  
PROGRAM AGREEMENT**

**I have read the Student Handbook** in its entirety, and I am familiar with its contents. I expect any violation to result in appropriate action.

**I understand** that it is my responsibility to review the appropriate sections of the manual when confronted with a specific problem or concern and contact the Program Chair any time I would like clarification of Program expectations.

**I understand** I will be working as a team in a group environment and for my safety and others I will be expected to know all rules and regulations for the lab.

**I understand,** as a student in an Owens Community College Food, Nutrition and Hospitality Program, I represent not only the College, but also the co-op site, in my contact with customers, and members of the community. The impression I leave with each person is very important.

**I further understand** it is my responsibility to review a College Catalog and be familiar with the contents and policies of Owens Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Failure to return the Program Agreement with your signature and date, does not exempt you from following Program guidelines.

## Appendix A: American Culinary Federation Certification Levels and Application

American Culinary Federation

### ACF Certification Requirements

| Certification  | Education   | 30 Hour Course Requirements   | Experience (must be within the past 10 years)  | Additional Requirements   |
|--|---|---|--|---|
| CFC® - Certified Fundamentals Cook®<br>CFPC® - Certified Fundamentals Pastry Cook® | High School Diploma or GED<br>or 75 CEH<br>or Graduation from ACFEF Secondary Program   | Nutrition<br>Food Safety & Sanitation   | No experience required   | NOCTI/ACF Written and Performance Certification Assessments (except if graduate of an ACFEF accredited program) |
| CC® - Certified Culinarian®<br>CPC® - Certified Pastry Culinarian®                 | High School Diploma or GED plus 100 CEH<br>or Culinary Arts program Certificate (1 yr.)<br>or Associate Degree in Culinary Arts<br>or ACFEF Apprenticeship program                          | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management   | 2 years entry level culinarian/pastry<br>1 year entry level culinarian/pastry<br>No Experience Required  | Written Exam<br>Practical Exam (except if graduate of an ACFEF accredited program)                              |
| CSC® - Certified Sous Chef®<br>CWPC® - Certified Working Pastry Chef®              | High School Diploma or GED plus 50 CEH<br>or 150 CEH<br>or ACFEF Culinary Arts/Baking Pastry Program Certificate<br>or Associate Degree in Culinary Arts<br>or ACFEF Apprenticeship program | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management   | 5 years entry level culinarian/pastry*<br>4 years entry level culinarian/pastry*<br>3 years entry level culinarian/pastry*<br>Minimum 4,000 hours on the job training*<br>*Must have two years experience supervising a shift or food station.   | Written Exam<br>Practical Exam  |
| CCC® - Certified Chef de Cuisine®  | High School Diploma or GED plus 100 CEH<br>or 150 CEH<br>or Associate Degree in Culinary Arts<br>or ACFEF Apprenticeship program  | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management   | 3 years as Sous Chef or chef who supervises a shift or station(s) in a food service operation. Must have supervised at least 2 FT people in the preparation of food  | Written Exam<br>Practical Exam  |
| CEC® - Certified Executive Chef®<br>CEPC® - Certified Executive Pastry Chef®       | High School Diploma or GED<br>or 250 CEH<br>or Associate Degree in Culinary Arts<br>or ACFEF Apprenticeship program plus 50 CEH   | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management<br>Cost Control Management<br>Beverage Management/<br>Advanced Pastry | CEC® - 5 years as Chef de Cuisine or Executive Sous Chef or chef in charge of food production in a food service operation. Must have supervised at least 5 FT people.<br>CEPC® - Pastry Chef in charge of the production of baked goods, pastry and/or confection. Must have supervision experience. | Written Exam<br>Practical Exam  |
| CMC® - Certified Master Chef®<br>CMPC® - Certified Master Pastry Chef®             | See CMC®/CMPC® Manual   | Same as CEC®/CEPC® plus CCA®<br>Wine  | See CMC®/CMPC® Manual  | See CMC®/CMPC® Manual   |
| PCC™ - Personal Certified Chef™  | Same as CSC®  | Nutrition<br>Food Safety & Sanitation<br>Business Management  | 3 years as an entry level culinarian plus 1 FT yr. as Personal Chef  | Written Exam<br>Practical Exam  |
| PCEC™ - Personal Certified Executive Chef™   | Same as CEC®  | Nutrition<br>Food Safety & Sanitation<br>Business Management  | 3 years FT as a Personal Chef engaged in all aspects of food preparation and management  | Written Exam<br>Practical Exam  |
| CCA® - Certified Culinary Administrator® (Must be current CCC®, CEC® or CEPC®)     | Same as CEC®  | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management<br>Advanced Sanitation<br>Human Resource Management                   | 3 years as an Executive Chef with fiscal responsibility over food service operations. Must have supervised at least 3 FT people.   | Narrative paper<br>Written Exam - CCA®<br>Must be CCC®, CEC®/CEPC®  |
| CCE® - Certified Culinary Educator®  | Associate Degree in Culinary Arts plus 120 hours Education Development**<br>or Bachelor's Degree in any discipline plus 120 hours Education Development**                                   | Nutrition<br>Food Safety & Sanitation<br>Supervisory Management   | 2 years working in the hospitality industry (within 10 years prior to employment as a culinary instructor). 1200 contact hrs. (FT or PT within the past 10 years)^   | Classroom Video<br>Written Exam<br>Practical Exam - CCC®<br>or Practical Exam - CWPC®                           |

\*\*Education Developments include: Curriculum Planning & Development, Evaluation & Testing, Teaching Methodology, Educational Psychology  
^Contact hours are actual teaching hours at an accredited institution. Hours should be documented by the respective school on official letterhead.  
30-hour course requirements can be used towards CEH requirements for education.

ACF160428



American Culinary Federation

# ACFE Accredited Program Graduate Certification Application

American Culinary Federation, Inc. • Attention: Certification • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

## Congratulations, you have graduated from an ACFE Accredited Program!

As a graduate, you are eligible for ACF Certification. Please complete the application, attach documentation and either email to [certify@acfchefs.net](mailto:certify@acfchefs.net), or mail this form and payment to the address above.

Applying for:  Certified Culinarian\* (CC\*)  Certified Pastry Culinarian\* (CPC\*)  Both

### Personal Information

First Name: \_\_\_\_\_ MI: \_\_\_\_ Last Name: \_\_\_\_\_ ACF #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Name of School: \_\_\_\_\_

Name (as it should appear certificate): \_\_\_\_\_

### Mandatory Requirements

#### Education

Certificate Program (work experience required) \_\_\_\_\_

Associate's Degree Program \_\_\_\_\_

Bachelor's Degree Program \_\_\_\_\_

#### Graduation Date

#### Transcript Included

#### All Applicants

#### Documentation Included

Copy of final college transcript showing school name, graduation date, and program of study

Documentation of ACF Membership or \$85.00 non-member application fee

#### Certificate Program Applicants Only

Employment verification for one (1) year of entry level culinary experience

• Valid forms of documentation include: ACF Employment Documentation Form or signed employment verification letters on company letterhead. **Resumes are not a valid form of documentation.**

ACF Certification for the CC\* and CPC\* level is valid for three (3) years. At that point, your designation will expire, unless you apply for ACF Recertification. Take 48 Continuing Education Hours (CEHs) every three years to recertify.

American Culinary Federation

# JOIN TODAY

Feed your passion for food through membership in the premier culinary organization and the only organization that promotes the professional image of American chefs worldwide through education of culinarians at all levels.

## Enjoy the benefits of membership...

**Join a powerful network** of top chefs, industry pros and executives across the U.S. – a priceless resource for your career development and job opportunities.

**Stay on top of the latest culinary trends and techniques** with our award-winning digital magazine, *The National Culinary Review*.

**Connect with the next generation** of culinary leaders through our digital magazine, *Sizzle: The American Culinary Federation Quarterly for Students of Cooking*, with career profiles and interviews with industry leaders.

**Receive up-to-date ACF news** in *The Culinary Insider*, our official bi-weekly e-newsletter.

**Get involved in your local chapter.** Participate in meetings, access local culinary education events and expand your circle of colleagues.

**Propel your career through certification** and maintain your competitive edge in today's evolving culinary industry.

**Access ACF's online Career Center.** Post jobs, find resumes and apply for open positions across the nation.

**Compete and be recognized for your culinary excellence** by participating in local, regional and national ACF-sanctioned competitions.

## Our Members Advantage Program

- **Career Center** with state-of-the-art job seeking and recruitment tools
- Eco-friendly **Restaurantware** at 10% savings
- Shop **GE Appliances** direct with ACF pricing
- **Prolific POS** - versatile management software is FREE to ACF members
- **InFoodsys** recipe and nutrition software at 10% off
- **Federation of Dining Room Professionals** offers 10% to 20% ACF discount on professional development
- Car rental savings of up to 25% on **Alamo, Avis, Budget, and Hertz**
- **Nationwide Insurance** Special discounts on automobile, home and power sports
- **Office Depot** Up to 80% off preferred products
- **Veterinary Pet Insurance** Special 5% discount on healthcare coverage for your pet
- Hotel savings of up to 20% at **Motel 6, Red Roof Inn, and Wyndham**

Visit the Members Advantage Program page at

[www.acfchefs.org/membership](http://www.acfchefs.org/membership)



## Big Savings!

- Up to \$150 savings on certification and practical test fees
- Up to \$400 savings on registration fees at ACF regional and national conferences
- Up to 50% savings on products and services from our Members Advantage Program participants
- Complimentary term life insurance for qualifying members

### American Culinary Federation

180 Center Place Way  
St. Augustine, FL 32095  
P: 800.624.9458 or 904.824.4468  
[www.acfchefs.org](http://www.acfchefs.org)

@ACFchefs ACF Chefs  
American Culinary Federation



American Culinary Federation  
The Standard of Excellence for Chefs

## Be that Chef.

American Culinary Federation  
**Membership Application**



American Culinary Federation, Inc.  
180 Center Place Way  
St. Augustine, FL 32095  
(800) 624-9458 • (904) 824-4468 • Fax: (904) 940-0741  
E-mail: membership@acfcchefs.net • Web: www.acfcchefs.org

**CHAPTER SELECTION**

Membership in a local ACF chapter is an excellent way to network with professionals in your area, meet local vendors and gain access to educational programs and materials. To find the local chapter nearest you and the appropriate membership fees, visit the ACF website, [www.acfcchefs.org/chapters](http://www.acfcchefs.org/chapters), or call our Membership Department at our toll-free number, (800) 624-9458.

ACF established a National Membership, without geographic bounds, as an option for those members who travel or cannot attend meetings. The ACF National Membership fee structure may also be found on the ACF website or by calling the Membership Office at (800) 624-9458.

For your convenience, you may complete the entire membership application online at [www.acfcchefs.org](http://www.acfcchefs.org) by clicking on Membership.

**Name of Chapter and/or Chapter ID:** \_\_\_\_\_

(To find your local chapter and membership fees, please visit the ACF website at [www.acfcchefs.org/chapters](http://www.acfcchefs.org/chapters))

**Please let us know how you heard about the American Culinary Federation:** \_\_\_\_\_

**PLEASE PRINT THE FOLLOWING INFORMATION**

Preferred address:  Work  Home

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Work Title: \_\_\_\_\_ Company/Employer: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Website: <http://> \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

**Your email address is very important! Stay in the know by providing your current e-mail address.**

**MEMBERSHIP CATEGORY (choose one)**

**FEES**

- |  |  |          |
|--|--|----------|
| <input type="checkbox"/> Professional Culinarian | Culinarian with at least three (3) years full-time employment in the culinary profession                                       | \$ _____ |
| <input type="checkbox"/> Culinarian              | Culinarian not involved in the management or supervision of staff, minimum six (6) months full-time employment                 | \$ _____ |
| <input type="checkbox"/> Student Culinarian      | Student or apprentice currently in the culinary field and less than two (2) years work experience                              | \$ _____ |
| <input type="checkbox"/> Junior Culinarian       | High School student between 16-18 years of age.  | \$ _____ |
| <input type="checkbox"/> Associate               | A representative of a group, company or corporation providing products and services to the culinary profession                 | \$ _____ |
| <input type="checkbox"/> Allied                  | An individual employed in a field related to the culinary profession (Dietitian, Nutritionist, Restaurant Manager/Owner, etc.) | \$ _____ |

**METHOD OF PAYMENT (membership is processed when dues are paid in full)**

Check/M.O.  Visa  Discover  MC  American Express

Credit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing address if different from above: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Referring Member (optional): \_\_\_\_\_

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## CDM, CFPP Certification Process



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# CDM, CFPP Certification Process

1. Meet Eligibility Requirements: Individuals must qualify for the exam under one of the current pathways of eligibility. Each pathway is a combination of formal education from an accredited post-secondary education institution and full-time work experience in non-commercial food service management. Learn more [here](#).



One of the most popular pathways, Pathway I, is for graduates of an **ANFP Approved Nutrition and Foodservice Professional Training Program**.

Accredited post-secondary education institutions can apply to become an approved (not accredited) ANFP Nutrition and Foodservice Professional Training Program provider. ANFP approved education programs have met the requirements established by ANFP of the required minimum of 120 classroom hours and 150 field experience (FE) hours that are determined by the CDM Credentialing Exam content outline.

- Of the 150 FE hours, 50 hours are precepted hours.
- For the precepted hours, 25 Nutrition hours must be precepted by an RD and 25 Foodservice hours must be precepted by an RD, DTR, or CDM, CFPP.

Students are eligible for [ANFP Pre-Professional membership](#). Graduates of an ANFP approved program who are verified by ANFP to have graduated from that Program are eligible to sit for the CDM Credentialing Exam under eligibility Pathway I as well as for ANFP professional membership.

2. Prepare for the exam in a manner of the exam candidate's choice. Study materials are available in the [ANFP Marketplace](#). Other resources are available in the [ANFP Student Resource Center](#).
3. Apply for the exam. To apply for the exam, an individual must submit a completed exam application with all required documentation and the exam fee for CBDM review and approval. Access the exam application [here](#).
4. When approved, an individual has 90 days to **schedule the exam** with the exam services provider. Information about the process will be provided to the individual via an e-mail from ANFP.
5. Complete the exam as scheduled.
  - The exam is computer-based and consists of 160 multiple-choice questions. Examinees are allowed three hours to complete the exam.
  - Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem.
    - Scenarios are presented and the examinee must select the appropriate response from among the multiple choices.
    - Exam questions are based on content in two ANFP textbooks: Nutrition Fundamentals and Medical Nutrition Therapy, 2nd Edition (2018), and Foodservice Management - By Design, 2nd Edition (2018). Sanitation and food safety-related questions are also based on the FDA Food Code (2017), available free at [www.fda.gov](http://www.fda.gov).
6. If an individual passes the exam, they must activate the certification within one year of the date that they passed the exam. Failure to do so results in the certification being terminated. Learn more [here](#).
7. Meet Certification renewal requirements
  - Pay the annual certification fee.
  - Earn 45 hours of eligible continuing education (CE) every three years, of which nine CE hours must be related to Sanitation and Safety and one CE hour must pertain to Professional Ethics. CE program content must pertain to the areas of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.

Learn more [here](#) about the CBDM policy for maintaining the CDM, CFPP certification, including eligible CE requirements, how to report CE and the CE Audit process.

## Appendix C: Culinary Lab Guidelines, Report of Illness, Lab Uniform, Verification of Equipment Training

### Personal Hygiene

Personal cleanliness, including proper and frequent hand washing, is vital to prevent cross contamination between patients/clients and to prevent foodborne illness.

- Hands must be washed and thoroughly dried before contact with patients/clients and or starting to work with food. Wash hands between patient/client visits and tasks.

Effective hand washing includes the backs of hands, palms, and exposed portions of the arms, between fingers, and under the fingernails. Vigorously rub together the surfaces of lathered hands and arms for at least 20 seconds, thoroughly rinse with clean water. Pay particular attention to the areas under fingernails and between fingers.

- Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over bandages or finger cots on the hands and fingers.
- Fingernails must be kept trimmed so that they are easily cleanable. **No fingernail polish.**
- **All** jewelry must be removed while preparing food and in lab classrooms. This includes piercings, ear gauges and body jewelry.
- Hair must be clean, worn simply (preferably up and off the collar). Hair restraints such as hairnets, hats, or beard nets that effectively control hair must be worn in food preparation areas.
- Facial hair (beards and mustaches) must be kept neatly groomed. A restraining net may need to be worn while in food preparation areas. Men with no beard, must be clean-shaven each day with no stubble.
- Drinking and eating are activities that must take place in designated areas only. This is to prevent cross-contamination between people and in and between food and food surfaces. No chewing gum or tobacco products.
- Smoking and tobacco use including electronic smoking devices are prohibited as Owens Community College is a smoke free campus. Smoking and the use of tobacco products will be prohibited in any College building, College vehicle or bus or on College grounds or property owned or controlled by the College. For more information, please visit [www.owens.edu/tobaccofree](http://www.owens.edu/tobaccofree).
- If you are diagnosed as being ill with any of the conditions or demonstrate any of the symptoms listed on the Student Reporting Agreement (forms section), the situation will be handled according to the Ohio Food Code 3717-1-02.1

### Dress Code for Culinary Labs

Students in a culinary lab are to be dressed wearing the following:

- a. Clean, white Owens Community College embroidered chef's coat
- b. Hair net/Black skullcap/Owens ball cap with all hair tucked completely under the hat
- c. Black chef pants
- d. Socks
- e. Hard top rubber soled shoes
- f. White apron

All lab uniforms must be clean when preparing or serving food products or washing and sanitizing equipment and utensils.

Take careful note of the **additional policies** with professional Chef Apparel in mind:

1. All students will arrive in **full clean and pressed uniform** and remain that way **until** class has been dismissed. Jacket is to be buttoned **completely**
2. All students will wear a **white shirt** under the Owens chef coat, this shirt is to have **no** visible writing on the front or the back. Tank tops are not acceptable.
3. All students will wear **black pants**, these pants will not be “jeans” material, yoga pants, sweat pants, or any type of athletic stretchy pants, **striped or checked**. Pants are not to be **cut** at the **bottoms** or frayed. No holes are to be visible!
4. **Absolutely no jewelry** is to be worn in the lab. This includes any rings, facial piercings, or ear jewelry. It must be removed; Band-Aids or tape are not an acceptable cover-up.
5. **Fingernails** must not extend over the finger, and are not to be painted.

Students not properly attired will not be permitted to participate in the lab, clinical or supervised practice experience. Attendance participation and lab points and clinical hours may be forfeited as a result for that day.

### **Personal Injury or Illness during Labs**

In the event of an injury or medical issue while on campus, the Department of Public Safety will respond to all injury/medical emergencies. The college does not have facilities or personnel for ordinary medical treatment other than for minor first aid and assumes no financial responsibility for injuries, illness on College Property. Public Safety will try to accommodate you any way possible.

#### **In an Emergency on Owens Community College Campus call:**

- **Dial 911 and/or (567) 661-7575**

In case of non-emergent injury or illness, students should seek appropriate medical attention of their choice. Students are responsible for costs associated with medical care received. In case of personal injury complete an incident report immediately within 24 hours. Incident reports may be requested by your health insurance carrier.

### **Insurance**

It is highly recommended that you have both medical and automobile insurance coverage. Liability for safety in travel to or from assigned courses, labs, service learning and cooperative work experiences is your responsibility when traveling in your own vehicle. You are covered by the College when traveling in a college vehicle.

Professional liability insurance is a requirement of all Certified Dietary Manager students before entering any field experiences of the curriculum. **The program will purchase liability insurance for you as part of the course lab fee.** This policy only covers students during scheduled field experiences. It will not cover you during employment hours.

### **Self-Reporting of Illness**

Some supervised practice experiences will take place in food preparation/service areas where you will actively participate in handling food. The State of Ohio laws now require food handlers report specific conditions or symptoms associated with food-borne illness to the person in charge. If you are diagnosed

with any of the reportable illnesses or experience symptoms, you **MUST** report it immediately. *OAC 3717-1-2.1*. Clinical faculty will provide information on reportable illness prior to the course and will ask you to sign an *Employee Health Log form*.

### EMPLOYEE HEALTH LOG

**Employees are now required by law to report any illness to the person in charge. If you are diagnosed with any of the following illness or experience any of the following symptoms, you **MUST** report it immediately. *OAC 3717-1-2.1***

1. Eleven mandatory reportable illnesses: must be diagnosed by a physician and reported to the Health Department.

|                         |  |               |
|-------------------------|--|---------------|
| ☒ Salmonella spp.       | ☒ Campylobacter spp.                     | ☒ Giardia     |
| ☒ Salmonella Typhi      | ☒ Norovirus                              | ☒ Yersinia    |
| ☒ Shigella              | ☒ Vibrio cholera                         | ☒ Hepatitis A |
| ☒ Entamoeba histolytica | ☒ Cryptosporidium                        |               |
| ☒ Cyclospora            | ☒ Shiga toxin-producing Escherichia coli |               |

2. Acute gastrointestinal infection or illness and its associated symptoms: Employee must be restricted from food handling duties as dictated by the Ohio Revised Code.

|            |                          |
|------------|--------------------------|
| ☒ Diarrhea | ☒ Jaundice               |
| ☒ Fever    | ☒ Sore throat with fever |
| ☒ Vomiting |                          |

3. A lesion containing pus, such as a boil or infected wound, that is open or draining: Must be treated and protected by the following:

- ❖ On hands or wrists, an impermeable cover such as a finger cot or stall- In addition a single use glove must be worn over the impermeable cover at all times.
- ❖ A dry, durable, tight fitting bandage, if lesion is on parts of the body other than hands or arms.

4. Had a past illness from, diagnosed by a health care provider, within the past 3 months due to Salmonella Typhi, without having received antibiotic therapy, as determined by a health care provider;

5. Has been exposed to, or is the suspected source of, a confirmed disease outbreak because the food employee or conditional employee consumed or prepared by a person who is infected with (or)

Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak, or living in the same household as, has knowledge about, an individual diagnosed with an illness caused by:

- ❖ Norovirus within the past forty-eight hours of the last exposure;
- ❖ Shiga toxin-producing Escherichia coli, or Shigella spp. with past 3 days of the last exposure;
- ❖ Salmonella Typhi within the past 14 days of the last exposure;  Hepatitis A virus within the past 30 days of the last exposure

|  |
|--|
| Employee Name: _____ Signature: _____            |
|  |
| Parent or Guardian if employee is a minor: _____ |
|  |
| Person in Charge: _____ Date: _____              |

| DATE OF ILLNESS | ILLNESS/AGENT | DIAGNOSING PHYSICIAN | CORRECTIVE ACTION | DATE RETURNED TO WORK | PERSON IN CHARGE |
|-----------------|---------------|----------------------|-------------------|-----------------------|------------------|
|                 |               |                      |                   |                       |                  |
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**KEEP EMPLOYEE HEALTH LOG IN A CONFIDENTIAL FILE FOR REPORTING**

## Equipment Safety

Prior to using any piece of equipment, it is important that you are trained and competent to use it. Instruction and competency verification will be done on each piece of equipment throughout the program. If you are ever uncomfortable using or cleaning equipment please seek out the help from a lab assistant or your instructor.

### Equipment Usage and Cleaning Training Verification Sheet

I, \_\_\_\_\_, have been trained in the proper usage and cleaning of the following equipment:

| Equipment             | Verified By | Equipment                | Verified By |
|-----------------------|-------------|--------------------------|-------------|
| S: Combination Oven   |             | S: Mandoline             |             |
| S: Immersion Blender  |             | S: Stand Mixers          |             |
| S: Tilt Kettle        |             | S: Tilt Braiser          |             |
| S: Stove/Salamander   |             | S: Dish Machine          |             |
| S: Garbage Disposal   |             | S: Blast Chiller         |             |
| S: Fryer              |             | S: Smoking Gun           |             |
| S: Charbroiler        |             | S: Blow Torch            |             |
| S: Convection Oven    |             | R: Ice Cream Machine     |             |
| R: Convection Steamer |             | R: Event Heat Range      |             |
| R: 20 Qt Mixer        |             | R: Coffee/Tea Brewer     |             |
| R: Flat Top Griddle   |             | R: Slicer                |             |
| B: 40 Qt Mixer        |             | B: Deck Oven             |             |
| B: Dough Sheeter      |             | B: Donut Fryer           |             |
| B: Induction Cooktop  |             | B: Proofer               |             |
| B: Wood Surface Table |             | B: Granite Surface Table |             |
|                       |             |                          |             |

I acknowledge that:

- Adhering to the proper usage and cleaning of the above listed equipment is critical to my safety and the safety of others;
- Improper usage or cleaning of the above listed equipment could result in damage to the property of Owens Community College; and
- **Failure to utilize the above listed equipment in accordance with training protocols could result in bodily injury or property damage for which the College will not be liable.**

I understand that because of the safety implications of improper usage of the above listed equipment, my failure to demonstrate proper usage and cleaning could result in a loss of laboratory points, completion of an academic incident report, and/or temporary or permanent removal from the classroom.

Signature \_\_\_\_\_ Date \_\_\_\_\_