**Certified Foodservice Associate (CFA) recertification requirements.**

CFA is our entry level certification. It is our hope that a certification holder will chose to advance to the next level before the CFA expires; However, if a certificate holder wishes to renew threw CFA certification, they must complete the following within three (3) years.

* 1-year work experience at any level in the foodservice or hospitality industry.
* 20 Continuing education hours (See partial list below)

Submittal of the certification application along with supporting documentation listing these requirements. Payment of the recertification fees. These documents must be postmarked prior to the certificate expiration date to be considered a renewal.

**Certified Foodservice Manager (CFM) recertification requirements.**

Recertification for the CFM is required every five (5) years and can be accomplished by the following,

* 50 continuing education hours (See partial list below)

Submittal of the certification application along with supporting documentation listing these requirements. Payment of the recertification fees. These documents must be postmarked prior to the certificate expiration date to be considered a renewal.

**Certified Foodservice Executive (CFE) recertification requirements.**

Recertification for the CFE is required every five (5) years and can be accomplished by the following,

• 50 continuing education hours (See partial list below)

Submittal of the certification application along with supporting documentation listing these requirements. Payment of the recertification fees. These documents must be postmarked prior to the certificate expiration date to be considered a renewal.

**Examples of Continuing Education Hours (CEH)**

This is a partial list of acceptable CEH’s. If you need clarification on whether an activity or training qualifies as continuing education, please contact the IFSEAEF Director of certification for clarification.

* 2 points per instructional hour (half-hour increments are accepted for one point) the following programs directly related to food service or hospitality industry:

 - Conferences

 - Courses (including certification review)

 - Meetings (instructional)

 - Seminars

 - Webinar

 - Tutorials

 - Workshops

 - Other presentation.

 NOTE: Points are awarded only once per year for presentation on the same topic.

 The time required to prepare presentations is not eligible for points.

* 2 points for an article or contribution on a subject matter relating directly to food

 service or hospitality industry that is published in the following:

 - Newsletter/newspaper

 - Magazine

 - Booklet

 - Monograph

 - Book (published book 10 points per publication)

 - Proceedings

 NOTE: The time required to research and develop material is not eligible for points.

* 2 points per year for volunteering in a Community Service Project, such as school/college

 activities, government, helping the hungry/homeless, the environment, senior citizen,

 helping animals, neighborhood enhancements to name just a few.

 NOTE: A minimum of 24 hours a year must be documented with the following

 information: name of project, date of project, total time worked, describe what you

 did and accomplished, name of person in-charge and signed and dated by person in-

 charge. You may have volunteered for more than on project.

* 8 points for an industry approved sanitation or HACCP course.

• Formal educational courses from an accredited institution/school, including online and distance learning. One semester credit is equal to 15 CEH. Submit transcript or official letter documenting registration to class(es).

• Employer in-service training, not including new employee orientations or company business meetings. Submit certificate of participation or verification letter.

• Trade/food show exhibits, up to four CEHs for one industry-related tradeshow per year