

NRAEF Approved Continuing Education Hours



Requirement for renewal: 80 hours every five years

1 CEU = 10 CEHs

Activity	CEHs earned	Specifics	Documentation
ProStart State Competition with Mentor	5 per year	Accompany a team from your school to a state ProStart competition. You must have enlisted the aid of a mentor for the preparation of the team.	Letter from State Coordinator
Attendance at Level IV Summer Institute	20		Certificate of Completion
Attendance at State ProStart Workshops	5 per workshop	Attend a ProStart Educator Roundtable or Workshop hosted by your State Coordinator	Letter from State Coordinator
Participation in ProStart or NRAEF training webinar	2		Letter from webinar host
Attendance at Industry Related Trade Show	2	Must be a foodservice related trade show, including a supplier show (Sysco, USFoods, etc.) or a foodservice training show (ACF, Dept of Ag, etc.)	Copy of Badge or registration receipt
Related CEHs from Seminars, Conferences	Host approved hours	Completion of a Seminar at an Industry Related Conference or Trade Show	Certificate of Completion
ServSafe Food Safety Managers Certificate	5	Must be current	Copy of Certificate
Industry Related Continuing Education	Host approved hours	Continuing Education directly related to the Hospitality Industry	Certificate of Completion
Membership in Industry Related Association*	1 per year	Duties not considered part of the educator's regular job responsibility	Membership Letter or Card
Board Member or Officer in Related Association*	3 per year		Letter from Association Officer
Earning Professional Certification	5	Certifications related to the Hospitality or Foodservice Industry- must be currently held	Copy of Certificate
Supervised Industry Experience	1 per 20 hours worked	Must be a supervised work experience in the past five years. Maximum 10 points in this category	Letter from Supervisor
Local Awards (Teacher of the year, etc.)	5	Industry or Education based individual award	Copy of Certificate
State Awards (ProStart Teacher of the Year, etc.)	10	Industry or Education based individual award	Copy of Certificate

National Restaurant Association Educational Foundation

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*e.g. American Culinary Federation; American Hotel and Lodging Educational Institute; National Ice Carving Association; Council on Hotel, Restaurant and Institutional Education