



**National Restaurant Association Educational Foundation
Certified Secondary Foodservice Educator (CSFE)**

Updated April 2019

Mission: To establish and instill skill-based restaurant/foodservice industry standards for educators teaching restaurant/foodservice programs

Goal: To improve student learning by strengthening pedagogy within restaurant/foodservice education at the secondary-level. Identify areas of knowledge, skills and accomplishments foundational to effective pedagogy in high school restaurant/foodservice education at the secondary level; establish a certification for secondary educators based on the components identified; and identify and/or develop appropriate continuing education programs/courses to support the certification.

Objectives

- 1) To improve/enhance the content knowledge, technical and teaching skills of secondary restaurant/foodservice educators.
- 2) To promote industry-driven, continuing education and professional development.
- 3) To provide an educational platform opportunity to satisfy certification/credential requirements of state and local school districts and professional/trade associations.

Certified Secondary Foodservice Educator Requirements

To be eligible to apply for the Certified Secondary Foodservice Educator industry certificate, the candidate should meet the following requirements:

- 1) Bachelors or Associates degree from an accredited institution or from recognized teacher education institution.

NOTE: Acceptable documentation: copy of unofficial transcript or photo of diploma

- 2) Attend the NRAEF Summer Institutes, Levels 1 through 3, and successfully pass the exam for each Level.

NOTE: A waiver is available for Level 1 for educators with degrees in Hotel and Restaurant Management, Culinary Arts, or who hold a current ACF certification.

- 3) 120 hours industry work experience (more information is available on Page 3 of this application)



**NRAEF Certified Secondary Foodservice Educator
Application Form**

Application Information:

Name: _____

Job Title: _____

Name of School: _____

Home Mailing Address: _____

Phone: _____

E-mail: _____

Educational Background Information:

Undergraduate Degree

College/University:

Year/Major/Minor:

Graduate Degree (if attained)

College/University:

Year/Major/Minor:

Work Experience Requirements

- 120 hours industry work experience should be new experience. Work experience prior to 6 years from the date of application will not be accepted. (e.g. work experience from January 1, 2014 through May 31, 2020 will be valid for educators who submit a CSFE application on May 31, 2020).
- Eligible experience for worksite placement:
 - Supervised, on the job, paid, unpaid, and/or volunteer positions are all eligible provided that official workplace verification can be supplied (see Documentation of Work Hours for more information).
 - Work may be in a variety of segments including, but not limited to: Quick Service, Fast Casual, Full Service, Fine Dining, Catering, Tourism, or Convention Center establishments.
 - Positions may include both front and back of the house, with management or supervisory roles as optional, but encouraged, components.
- Work experience should include placements outside the normal classroom scope of your position as a culinary arts educator. For example, if you operate a food truck, school café, or catering company staffed by students, these hours would be eligible for inclusion, while classroom instruction time would not.
- Work hours be standalone engagements and should not be part of larger continuing education or professional development programming.
- All work hours, whether in a traditional restaurant/hospitality setting or in another industry-related capacity, should clearly contribute to one or more of the following competencies:
 - Branding, marketing, or communications
 - Customer service
 - Financial management or accounting
 - Food preparation and presentation
 - Food handling and safety
 - Hospitality event planning and management
 - Inventory control
 - Purchasing, quality, and cost control
 - Recipe and menu development
 - Safety, regulations, and sanitation
 - Sales

Staff training, retention, or performance management

For questions about whether or not a specific position would qualify, please contact ProStart staff at ProStart@nraef.org.

Documentation of Work Hours

Please submit a timesheet, timecard, or letter from your industry supervisor or accountant on company letterhead documenting position title and time worked.

Written Report of Experience

Please provide a written report of no more than one page that contains: a list of areas that were covered during worksite experience, a brief description of duties and competencies covered, and how



your experience relates to your classroom or teaching approach. Please attach to the application.

Workplace Contacts *(please complete for all workplaces submitted)*

1. Name of Company/Employer: _____
Industry Supervisor/Representative: _____
Mailing Address: _____
Office Telephone: _____

2. E-mail: _____ Name of Company/Employer: _____

Industry Supervisor/Representative: _____
Mailing Address: _____
Office Telephone: _____
E-mail: _____

3. Name of Company/Employer: _____
Industry Supervisor/Representative: _____
Mailing Address: _____
Office Telephone: _____
E-mail: _____

Maintenance of Industry Certification

The CSFE designation is valid for five (5) years from date of issuance. Requirements for renewal are available online at <https://www.chooserestaurants.org/Programs-and-Scholarships/Professional-Development/Education-Certification>



**National Restaurant Association Educational Foundation
Certified Secondary Foodservice Educator (CSFE)
Application Checklist**

Certified Secondary Foodservice Educator Requirements:

To be eligible to apply for the Certified Secondary Foodservice Educator industry certificate, the candidate should meet the following requirements:

Applicant: _____

- Completed Application
- Bachelors or Associates degree from an accredited institution or from recognized teacher education institution
- NRAEF Summer Institutes
 - Level I: Basic & Pass Level I Test
 - o Date and location: _____
 - Level II: Advanced & Pass Level II Test
 - o Date and location: _____
 - Level III: Mastery & Pass Level III Test
 - o Date and location: _____
- 120 Hours Industry Work Experience as outlined in the Work Experience Requirements
- Industry Time Sheet, Time Card, or letter from Supervisor or Accountant on company letterhead
- Written Report of Experience

Please submit completed application and supporting documentation either by certified mail **or** email.

By Mail: National Restaurant Association Educational Foundation
Attn: ProStart
2055 L Street NW
Washington, DC 20036

By email: ProStart@nraef.org