



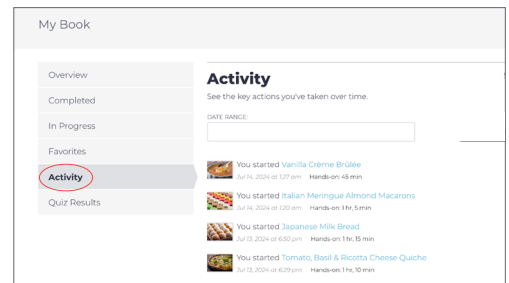
How To Submit Hours For Continuing Education

The [American Culinary Federation](#) (ACF) has approved [the Butter Book](#) (TBB) for continuing education hours (CEH). You can earn up to 30 CEH/year through our TBB chef-instructed training platform. Follow the steps below to submit your CEH.

How To Submit Your TBB CEH:

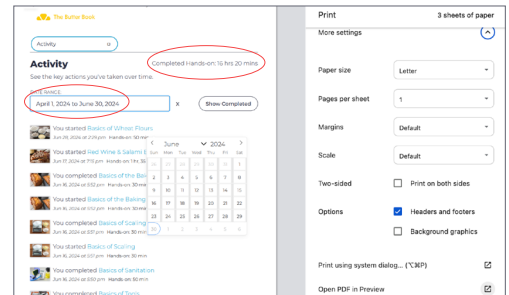
1. ACCESS YOUR ACTIVITIES

- Go to your “My Book” page on [TBB](#) website.
- Click on “Activities”; and filter to display your activities for the quarter, or year.
- Your total completed hand-on time is shown in the upper right-hand side.
- 1 hour of hands-on time equates to 0.5 hours of certified ACF CEH.



2. SAVE YOUR ACTIVITIES

- Press “Print” and open the document as a PDF.
- Save the PDF file to your computer.
 - Name the file with your Name, Quarter, Year, and TBB.
 - Quarter example: JohnSmithQ42025TBB
 - Year example: JohnSmith2025TBB



3. PREPARE & EMAIL YOUR SUBMISSION FORMS:

- Fill out the [ACF member submission form](#).
- Attach the PDF of your TBB Quarterly or Yearly activities and the completed ACF submission form.
- Send the ACF submission and Quarterly or Yearly TBB activities forms to the ACF Professional Development Team at ceh@acfchefs.org.



Submission Deadlines:

By following these steps and submitting your TBB activities during the designated weeks, you can efficiently earn and report your CEH with the ACF. You can submit your TBB CEH Quarterly to the ACF.

Quarter 1: Second week of April
Quarter 2: Second week of July

Quarter 3: Second week of October
Quarter 4: Second week of January





American Culinary Federation Education Foundation

Continuing Education Hour (CEH) Submission Form

American Culinary Federation, Inc. • Attention: Education • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

As an ACF certified member, you can monitor your continuing education hours (CEHs) for recertification on your ACF Member Profile Page. Log in at www.acfchefs.org.

The CEH Submission form and verification documents can be scanned and emailed to the Professional Development team at ceh@acfchefs.org. Please include one (1) CEH Submission Form for each activity/document to insure proper recording. Upon approval, these CEHs will be added to your member profile. Please allow 3-4 weeks for processing.

CEH Activity Information

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Number of CEHs requested: _____ Date of CEH Activity: _____

Type of Activity (please select one)

Refresher Course - minimum of 8 CEHs for Nutrition, Sanitation (i.e., ServSafe certificate), or Supervision

Chapter Meeting Education

Presentation/Demonstration (other than place of employment)

Seminar/Conference

Online Education

Volunteer

Employer In-Service Training

Other: _____

Description of CEH Activity: _____

Please Note

- Transcripts should be submitted at time of Recertification (these cannot be uploaded).
- If submitting CEH documents with your Recertification application, a CEH Submission Form is not required.

Forms are not required for the following CEHs as ACF uploads this information directly:

- ACF Competitions (Participation, Medaling, Coaching, Judging)
- Practical Exam Evaluators & Administrators
- ACF National & Chapter Officers members terms
- Accreditation Site Visits
- Attendance at ACF Regional Conferences or National Convention