

# GET CERTIFIED NOW



## by America's Foodservice Certification Leader!

... CFE testing now provides even more prestige to our Certified Food Executive (CFE) designation. Recertification is required every 3-5 years. Certified Food Manager (CFM) does not require a test. Your career accomplishments merit this recognition. Certification is a pinnacle of a foodservice professional's success. Not only does it recognize your accomplishments but it also tells your employers, peers and subordinates that building an impressive portfolio that accurately reflects your present skills and training is very important to you. This form is used for CFE Re-certification and until the CFM testing is enacted (estimated January 1, 2004).

### IFSEA CERTIFICATION

...Reflects the highest level of professionalism in your work experience and educational background. It says you have achieved all the necessary job skills. You are a leader "by example!"

...It gives you that critical edge to stand out in today's highly competitive workplace. Professionals who highlight their differences land the best jobs. Let certification make a difference!

#### WHY CERTIFICATION?

- u Highlights Your Experience
- u Denotes Professionalism
- u Shows Career Commitment
- u Job Search and Promotion Advantage
- u Peer Prestige/Esteem
- u Personal Self-fulfillment
- u Use Your CFE/CFM on Business Cards, Resumes, Letterheads.

#### YOU WILL RECEIVE!

- u Handsome Certificate & Frame
- u Employer Notification Letter
- u Prestigious Lapel Pin
- u Press release for your local papers
- u Industry-wide recognition
- u Certification by America's 1st (1901) & most diversified Hospitality Association, and listed on association web site.

### IFSEA's Prestigious Certifications...

...reflect the highest level of professionalism in your work experience and educational background. It gives you that critical edge to stand out in today's highly competitive workplace. Professionals who highlight their differences are more often hired and land the best jobs. Let certification make a difference!

CFE/CFM after your name has the similar effect that having BS or MS has to describe college degrees. It says, in 3 letters, that your professional career development has included a significant amount of education AND experience.

#### CERTIFIED FOOD EXECUTIVE

Recognized since 1973  
as America's  
Most Prestigious  
Certification



#### a CERTIFIED FOOD MANAGER

America's  
Most Coveted  
Foodservice Management  
Certification  
For up and coming  
Professionals



*IFSEA is a Non-Profit, Educational and Community Service Organization for Owners, Executives, Managers, Educators, Students and Consultants for Hotels, Restaurants, Nightclubs/Bars, Clubs, Institutions, Caterers, Military, Cruise & Air Lines.*



## APPLICATION FOR IFSEA CERTIFICATION

To maintain CFE status you must recertify with min. 3 & max. 6 years between applications.  
(CFE Recert. uses only points since last certified.)  
CFM must become CFE within 5 years of initial certification.

\_\_\_\_\_ **CFE RECERTIFICATION**                      \_\_\_\_\_ **CFM**

Name \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax # \_\_\_\_\_

Date of Application \_\_\_\_\_ Branch Affiliation \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Current Position \_\_\_\_\_ Department \_\_\_\_\_

Company Executive (Name and Address) to be notified by IFSEA HQ upon certification:

\_\_\_\_\_  
\_\_\_\_\_

MAIL TO IFSEA HQ, 8155 Briar Cliff Drive, Castle Rock, CO 80108  
Questions? Phone 720-733-8001 or FAX 720-733-8999 or Email [hq@ifsea.com](mailto:hq@ifsea.com)  
(Rev. 2/01)



**A12. Published Books:** up to 100 points per book (150 if over 250 pg) Max. 2 books)  
(based upon Committee's review) (Submit copy or cover and index) \_\_\_\_\_

**A13. Part time college/tech school/high school HRI course instructor.**  
(5 points per different subject taught per quarter/semester) \_\_\_\_\_

**TOTAL INDUSTRY EXPERIENCE POINTS**  
(MINIMUM REQUIRED FOR CFE RECERT 200, CFM 150) \_\_\_\_\_

**B) EDUCATION SECTION**  
**NOTE: NUMBER B1 IS TO BE USED FOR CFM ONLY!!** \_\_\_\_\_  
**B1. High School Graduate/H.S. Equivalent** (50 points) \_\_\_\_\_

**NOTE: NUMBERS B2-B12 ARE TO BE USED FOR CFE RECERT AND CFM**  
**B2. Degree:** BS/BA in HRI, Food & Nutrition, Dietetics, etc. (400 points) \_\_\_\_\_

**B3. Degree:** BS/BA NOT HRI, Food & Nutrition, Dietetics, etc. (300 points) \_\_\_\_\_

**B4. Degree:** AAS in HRI or equivalent. (200 pts). Do not count if BS/BA earned. \_\_\_\_\_

**B5. Degree:** AAS NOT HRI or equivalent. (150 pts). Do not count if BS/BA earned. \_\_\_\_\_

**B6. Degree:** Graduate Degree, any field. (100 points) \_\_\_\_\_

**B7. College Courses:** 2 pts./credit hr. Quarter Course; 3 pts./credit hr. Semester Course,  
from an accredited school) (Send transcript). **(If no degree was earned, or extra credits  
over degree requirement, or towards a Masters, those credits go here)** \_\_\_\_\_

**B8. Correspondence courses** - food service or management oriented: by IFSEA, AH&MA,  
NRA, CMAA, ACF, DMA, military, etc. (50 points per course) **(max. 200 points)** \_\_\_\_\_

**B9. Seminars and Education Programs at IFSEA International conferences.**  
**(5 points per class hour).** Send proof of attendance at seminars. \_\_\_\_\_

**B10. Food Service/Management Seminars, education programs and courses** (i.e. association  
meetings, military schools, company formal training, etc): **2 pts.per hour** (PROOF MUST  
CLEARLY STATE THE NUMBER OF HOURS, title/speaker/attendance) **(List courses on a  
separate sheet and note on documentation "B10") Note: For CFM only - min. of 3 hours  
education in Sanitation and Supervision required - degree in HRI or military "Basic cooking"  
school satisfies this. \*\*\*\*\*MAXIMUM 60 POINTS PER COURSE/SEMINAR.** \_\_\_\_\_

**B11. Trade Shows:** (1 pt. per show. Max. of 3 per year). (Send proof) \_\_\_\_\_

**B12. Dept. of Labor Approved Apprenticeship Program** (or other similar programs  
subj. to committee approval): 75 points per 2000 hours (1 year). Max. 225 points. \_\_\_\_\_

**B13. Passing Score on IFSEA Certification Test. 200 points.**  
**(not required for CFM nor Re-certification)** \_\_\_\_\_

**TOTAL EDUCATION POINTS** (Minimum for CFE RECERT 75, CFM 350.) \_\_\_\_\_

**C) IFSEA & OTHER ASSOCIATION MEMBERSHIP SECTION**

**C1. IFSEA Member** \_\_\_\_\_ years. If your membership has been in more than one branch, state all branches. (You may include current year, if dues paid) (5 pts/year) \_\_\_\_\_

**C2. International IFSEA Conferences attended.** List dates/sites (15 pts/ea) \_\_\_\_\_  
(1997 and later conferences count 25 points)

**C3. IFSEA Conferences attended (NOT Internat'l)** List dates/sites (10 pts/ea) \_\_\_\_\_

**C4. IFSEA Recruiting.** For each new member as principal sponsor \_\_\_\_\_  
(2 points per member) (List names)

<b>C5 International Offices Held:</b>		<b>Branch Offices Held:</b>	
Chmn. of Bd/President	DATES _____	60 PER YR _____	DATES _____ 30 PER YR _____
Chairman Elect/VP	DATES _____	50 PER YR _____	DATES _____ 25 PER YR _____
Treasurer/Secretary	DATES _____	50 PER YR _____	DATES _____ 25 PER YR _____
Board of Directors	DATES _____	30 PER YR _____	DATES _____ 15 PER YR _____
Student Advisor			DATES _____ 20 PER YR _____
Committee Chmn.	DATES _____	20 PER YR _____	DATES _____ 10 PER YR _____

**NOTE:** When two offices are combined, count only the points for the highest office held (such as Secretary/Treasurer or VP who is automatically Membership Chair). (Int'l & Branch Committee Members count 1/2 points of Chair.) **TOTAL OF SECTION C5** \_\_\_\_\_

**Branch President's Signature for Branch activity:** \_\_\_\_\_

**C6. Elected Officer (President, VP, Treasurer and Secretary only) of other Major Food Service Assn's.** (Accepted at same point value as IFSEA) (Must document) \_\_\_\_\_

**C7. Founder of New Senior or Student Branch (50 points) Charter Member (20 points)** \_\_\_\_\_  
(Max. 2 Founders per Branch) (List Name and Date)

**C8. Global Membership Bonus.** To compensate for unavailability of Branch activities. \_\_\_\_\_  
(20 points/year) NOTE: May use here OR apply to education points in B10.

**C9. Participation in IFSEA Branch sponsored community activity - i.e. Special Olympics, United Way, etc.** (10 pts./event for leader; 5 pts./event for worker) Max. 20 pts/year. \_\_\_\_\_

**TOTAL IFSEA AND RELATED ASSOCIATION ACTIVITY POINTS** \_\_\_\_\_  
(NOTE - No minimum points required for Section C). **Points MUST be totaled in each category:**

**SUB-TOTAL OF SECTIONS:** INDUSTRY \_\_\_\_\_ EDUCATION \_\_\_\_\_ ASSOC. ACTIVITY \_\_\_\_\_  
**TOTAL OF ALL POINTS (MINIMUM: CFE RECERT 700, CFM 900)** \_\_\_\_\_

<b>MEMBER?*</b>	<b>YES</b>	<b>NO</b>
CFE RECERT	\$ 50	\$60
CFM	\$ 99	\$109

Send check payable to IFSEA to IFSEA HQ.

OR Charge Card #: \_\_\_\_\_ Expires: \_\_\_\_\_

**SIGNATURE OF APPLICANT (REQUIRED FOR ALL):** \_\_\_\_\_

\*Member discount applies to members of IFSEA, MHA, HEA, ICA and MLBA.

# IFSEA CERTIFICATION PROGRAM

## QUESTIONS & ANSWERS

### GENERAL COMMENTS

1. IFSEA's web site ([www.ifsea.com](http://www.ifsea.com)) has interactive Excel forms with tips to make it easier + totals the points for you.
2. **CFE is the higher level**, requiring a test, and uses a different form.
3. **Minimum points** are shown in each section and overall points required are shown on page 4. **YOU MUST** total each section and be sure you have enough points.
4. **The IFSEA Board of Review holds final authority** to grant or deny approval.
5. **Approval/Denial notice** - Note that the Board is approving the paperwork, not the individual. A well qualified person without documentation on paper **will not be approved**. Successful applicants are sent their materials, with a letter to their boss if indicated on the form, typically within ten days of receipt by HQ. HQ will contact anyone whose paperwork fall short of acceptance to offer assistance. Payments are held until the application is approved.
6. **Presentation of certificate** is done at IFSEA's conference, at a branch meeting, or can mailed to the individual.
7. **Re-certification** - CFE certification expires 6 years from last certification. When people re-certify for the 5th time, they are awarded their diamond pin and designated as a LIFE-CFE. The first re-cert pin contains a ruby stone and subsequent re-certs are sapphire, emerald, topaz and diamond. Any person who retires while active in the CFE Recertification program (must have recertified once) may apply for retired status and will be designated a Retired CFE at the same level where they were when they retired.
8. **Testing** - There is NO test for CFM (test expected as of January 1, 2004) nor for CFE re-certification.
9. **Common Errors** - Be sure to **sign the form**; don't use "CFM only" points for CFE Re-Certification; send **payment**; **total your points**; document **ALL** of your points.

### DOCUMENTATION REQUIRED

- A1, A2, A6, A13** - Industry experience requires a min. of a resume or reference letters on letterhead of previous employers.
- A3, A4, A5** - Requires official certificate or letter certifying that the applicant accomplished the task with date included. "Employee of the Month/Quarter," "Navy Achievement Medal" and other military equivalent medals will count as equivalent points as an Employee of the Quarter, provided the award/medal was given for service in a food service related position.
- A7** - Requires official verification from HQ for travel years. Must have been an IFSEA member at the time of travel.
- A8, A9** - Requires proof (flyer or training schedule showing topic and dates included showing the sponsoring organization.
- A10** - Requires copy of article.
- A11** - Requires evidence that such training was done and you were the manager or person responsible for training. Might be staff meetings which review procedures and/or OJT on specific subjects. If you were THE manager of a large establishment, like a hotel or hospital, where you can tell from experience that you had more than 10 employees, no proof is required.
- A12** - A copy of the cover, which includes the authors name, is sufficient proof of having published a book and a copy of the index or last page to provide proof of the length of the publication.
- B1 through B7** - Copy of Diploma or transcript. Only actual college courses count here. A program that was "like college" should be counted under B10.
- B8** - Requires copy of certificate of completion. Military correspondence courses count if they are food service or management related. These courses may require submission of multiple chapters to a reviewing body - in other words, they require a substantial amount of work. For Army, the entire series (like the 30 level courses) must be completed to get the 50 points.
- B9** - Requires proof of attendance, dated and signed by a designated IFSEA representative.
- B10** - All courses/classes/seminars/military schools offered by any recognized organization are reflected here. Requires proof of attendance, and hours; dated and signed by organization. Outlines are permissible but must be signed by an organization official and the applicant.
- B11** - Requires copy of the name badges or outline listing and signature by the applicant; or, type trade shows attended on company letterhead and have signed by your supervisor to attest to their belief that what is stated is true..
- B12** - Requires certificate which indicates Department of Labor approval. Locally approved programs would not apply unless they are very substantial (submit full details).
- B13 - THE CFE TEST - Not required for CFM nor CFE Re-certification but points can be used if test taken.**
- C1, C8** - Current year may be counted if dues have been paid for the current year. HQ will review computer file to validate membership status.
- C2, C3** - Copy of attendance certificate, or letter from Branch President validating attendance.
- C4** - Listing of names and year member was recruited. HQ will verify.
- C5** - Outline of offices is acceptable. Signed by Branch President or Certification Chair. Current year may be counted.
- C6** - Copy of plaque, certificate or letter from another organization, dated and written on the organization's letterhead to include office held and dates of office.
- C7** - HQ will verify.
- C9** - Letter from a Branch officer, or event flyers indicating activity & role of applicant in the respective activity.