



## **ACS Certified Cheese Professional™ Recertification Guide** *Updated July 31, 2013*

### **Overview**

Upon passing the CCP™ Exam, the initial certification is valid for three years, measured from the date of taking the exam. After the three-year period, candidates must submit evidence of continuing education and involvement in the cheese industry. For each three-year period after passing the exam.

### **Certified Cheese Professionals must demonstrate:**

- A total of three thousand (3,000) hours of any combination of paid or unpaid work experience and formal education, continuing education, or professional development,

### OF WHICH

- At least five hundred (500) hours must be accumulated every year to demonstrate continuous involvement in the cheese industry.

### **Qualifying Experiences for Recertification**

The following experiences are examples of what qualifies for recertification.

#### Acceptable Work Experience

- Cheese making/manufacturing
- Cheese sales or commerce (retail, wholesale, importing, exporting) includes sales/account representative or manager for food distributor
- Cheese-related writing, consultation or teaching at the professional level
- Trainer/educator in the cheese field
- Management of a cheese program or extensive work with cheese in a dining Establishment

#### Unacceptable Work Experience

- Work unrelated to the cheese profession
- Purely administrative or supportive service in the cheese field (e.g. accounting, clerical, custodial)

All acceptable work experience should be reported in hours of actual employment (whether full-time or part-time). Fractional responsibility (i.e. working in an establishment where 50% of work is cheese-related) should be pro-rated appropriately. Employer name and dates of employment for each claimed work experience should be listed separately.

### Acceptable formal education, continuing education, or professional development

**Formal education** includes credit-bearing college courses on cheese-related topics or those directly applicable to the cheese field (including cooking, gastronomy, dairy science, restaurant service) offered by accredited educational institutions (including universities, junior colleges, culinary schools, Wisconsin Cheese Masters program, other agricultural degree programs on cheesemaking).

**Continuing education** includes short courses of varying length on cheese-related topics or those directly applicable to the cheese field which are generally non-credit bearing, offered by knowledgeable persons in the cheese profession. Programming at professional meetings is included in this category. A certificate of completion or other credential is generally provided as verification.

- Some examples of certificate-type programs include:
  - Cheese U (Murray's)
  - Master Class (Artisanal)
  - Cheese Studies Certificate Program (Boston U)
  - Three Day Intensive Cheese Education Program (Cheese School of SF)
  - Artisan Cheese Certificate Program (College of Marin)
  - Cheese Education Guild Certificate programs (Toronto, Canada)
- Internal training programs are generally offered within the context of full or part time employment in the cheese industry.
- Other Educational Experiences:
  - Cheese education seminars
  - Adult education programs
  - Stand-alone classes
  - Seminars at conferences

**Professional Development** includes engaging in activities in the cheese profession (other than work experience reported above) that demonstrate professional knowledge or commitment.

Some examples include:

- Active mentoring of one or more developing cheese professionals
- Preparing and presenting occasional lectures or articles for professionals or lay public on cheese-related topics

- TEACHING classes at any of the above-listed educational programs, if not creditable as “employment”
- Attainment of ServSafe or similar certification of competence in cheese or related area
- Presenting at industry conferences, either serving on panels, organizing panels, etc.
- Participation in educational sessions at an ACS or similar cheese-oriented conference
- Volunteer work/committees/task forces for ACS or similar cheese-oriented organization
- Serving on boards or committees at cheese related organizations such as Cheese Guilds, ACS NASFT, Milk Marketing Boards, etc.
- Writing books and articles on cheese related topics published by a secondary source
- Media appearances on cheese-related topics
- Development of a cheese-related marketing plan
- Development of a new cheese-related product
- Development of a novel program (e.g. in-house Affinage, etc.)

All acceptable educational or professional development time should be reported in hours of actual classroom, service, or other activity time involved. Reasonable preparation time may be included in reported hours of involvement, as appropriate. Each activity should be reported separately, noting the name of the activity; provider, recipient of service, etc.; month and year of completion; and claimed hours.

### **Certification Lapse and Revocation**

There are two situations that lead to a person who holds a current certification to lose that certification:

- Expiration due to lapse in fulfilling re-certification requirements
- Revocation due to gross misconduct

The renewal process is as follows:

- 60 days before expiration, ACS sends a reminder notice asking for submission of evidence with an application for certification renewal. The candidate has 60 days to complete the task.
- If an application is not timely received, ACS sends a second and final notice, providing for 30 more days of a grace period to submit evidence.
- If evidence is not submitted within 30 days of the second notice, the certification is considered to have lapsed. If it is impossible to meet the requirements to renew certification, then a candidate must re-take the exam, and is subject to the full eligibility criteria for taking the exam.

Hopefully, it will never be necessary to revoke certification. However, the Certification

Committee reserves the right to convene a special hearing under extraordinary circumstances, such as ethical breach or misconduct that is a discredit or disgrace to the profession. If the need arises to convene a revocation hearing, the Committee will conduct it as follows:

- The Committee prepares a written statement alleging facts that constitute the grounds for revocation.
- The Committee sends a copy of the statement, giving the person 30 days to respond.

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- If the accused affirms the alleged facts, the Committee may vote, upon a 3/4 majority, to revoke the certification.
  - If the accused denies the alleged facts, the Committee will schedule a time to conference and hold a hearing.
  - The hearing is a formal procedure with binding results. During the hearing, both sides may present evidence, and there will be ample opportunity to present facts and statements. The accused has the right to bring advocates to the discussion.
  - At the conclusion of the hearing, the Committee will determine whether or not the charges have been sufficiently established by the evidence and whether the certification should be revoked or not.
  - The Committee will notify the accused of the decision by registered mail.
- As mentioned, failure to comply with mandatory recertification requirements will result in automatic non-renewal.

### **Sample Forms**

Sample forms will be available on the ACS website and candidates will be able log into the site and maintain their records throughout the three years.