

FCSI EDUCATION PROVIDER SYSTEM



POLICIES AND PROCEDURES MANUAL

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1. The FCSI education provider programme

1.1 What is the FCSI Education Provider Programme?

The FCSI Education Provider Programme offers FCSI Allied members, industry associations, and educational organisations the opportunity to present educational seminars where ideas and information valuable to foodservice industry consultants are introduced and discussed. FCSI Professional members participating in a pre-approved FCSI education provider activity will earn Continuing Education Units (CEUs) to fulfil the continuing professional education requirements of FCSI.

1.2 How does the FCSI Education Provider System support the FCSI Continuing Professional Growth Programme?

As an FCSI Education Provider you are supporting the FCSI Continuing Professional Growth Programme. Offering a pre-approved educational seminar to FCSI Professional members encourages their professional growth. In addition, they benefit from learning cutting-edge innovations and broadening their knowledge.

1.3 What is the FCSI Continuing Professional Growth Programme?

The Continuing Professional Growth Programme is a continuing education programme developed specifically for FCSI Professional members. It enables the consultant to keep current, master new knowledge and skills, plan for the future, and responsibly meet the standards society expects of a professional. The FCSI Continuing Professional Growth Programme assists consultants in maintaining their competence and in achieving their professional goals. In doing so, it has the potential to be one of the primary forces in the development of the profession.

1.4 How does the Continuing Professional Growth Programme work?

The foodservice consultant engages in lifelong development to maintain and improve knowledge and skills for competent consulting. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short-and long-term goals for individual professional development, and selection of appropriate Continuing Educational Units (CEUs) to meet these goals. Each hour of educational seminar attended by the consultant counts for one (1) CEU. FCSI Professional members must acquire thirty (30) units of approved CEUs over each three-year (3) period of membership in order to maintain FCSI Professional membership status.

1.5 What are the Benefits to Becoming an FCSI Education Provider?

Pre-approval of educational activities provided by your organisation gives the following benefits:

- Affiliation with FCSI, the premier professional organisation for foodservice consultants;
- Increased visibility to FCSI Professional members;
- Increased participation by FCSI Professional members in your educational activities because the seminar has been pre-approved.

2. Becoming an FCSI Education Provider

1. Apply to FCSI for Approval

- Complete an FCSI Education Provider application (Form A) and return it to the address shown. An FCSI staff member will contact you if more information or clarification is required.
- Within 4 weeks of receiving your completed application, FCSI will send written notification of the approval status of your educational activity.

2. Market your Educational Seminar

- Create promotional materials and submit to FCSI for approval of proper FCSI Continuing Professional Growth logo usage.
- Advertise directly to FCSI Professional members and foodservice consulting firms that you have an educational seminar that has been pre-approved for CEUs.
- Submit your seminar details to FCSI. Your activity details will be included in FCSI communications, including the Members area of the FCSI website and The Forum, FCSI's monthly email newsletter.

3. Report attendance of FCSI Members at your Seminar

- Education Providers are responsible for reporting the attendance of FCSI members who participate in their seminar. Attendance reports must be submitted to FCSI Administration Headquarters within two weeks of the completion date. A copy of attendance reports must remain on file for three years.

3. FCSI Education Provider Guidelines

1.6 Criteria for activities

All FCSI Education Provider programmes must meet the following criteria:

- Be a minimum of one (1) hour in length
- Have a clear purpose and intended learning objective(s).
- Be organized, structured and designed as a learning activity
- Planned and presented by individuals qualified by education or experience in the subject matter
- Must not directly promote or market a company's products or services

1.7 What types of FCSI Education Provider Activities offer CEUs?

Educational activities that could qualify for CEUs include:

- Conferences/conventions
- Lecture series
- Facility or site tour
- Workshops
- Seminars
- Correspondence courses
- Computer based training
- Internet based courses
- Self learning materials (audio visual, cassette, videotape)

1.8 Product Use in FCSI Education Provider Seminars

All FCSI Education Provider activities must be strictly educational in nature and not used to promote or market specific products or services. CEUs will not be awarded for attendance at presentations on the features, benefits, or availability of specific company products or services.

The Continuing Professional Growth Programme does encourage manufacturers to use examples in presentations when appropriate. It creates a visual and tactile stimulation and allows the learners to learn by "hands-on" activities.

If you wish to use material samples in your presentation there are some guidelines:

- Present facts, features, and information on generic materials, not company specific products;
- Specific brand names must not be mentioned.

1.9 From “Selling” to “Teaching”

For FCSI Education Providers who make their living selling a product or service, there are some strategies for separating the “selling” from the “teaching” in an educational activity.

- Focus on and remember the Continuing Professional Growth Guidelines and competencies for professional members;
- Address specific product information and product questions after your seminar;
- Focus on generic industry materials and not specific company products;
- Present information as it relates to design applications, improvements, problem solutions, and not on the product;

1.10 Materials to be Kept on File

FCSI Education Providers must keep active files and records on all pre-approved seminars for a minimum of three years. Education Providers must review and follow all quality guidelines in this publication. Materials that must be kept include, but are not limited to:

- Application to Become an FCSI Education Provider - Form A
- FCSI Education Provider Attendance Report - Form B
- Copies of seminars materials/handouts:
- Seminar Advertisements
- Cooperative agreements (when partnering with other providers)
- Seminar Brochures
- Copy of handout material
- Evaluations (when used)
- Speaker agreements (if used)

1.11 What can FCSI Education Providers charge for seminars?

FCSI does not tell Education Providers whether they should charge for their seminars, or how much.

1.12 FCSI Continuing Professional Growth Logo

Use of the FCSI Continuing Professional Growth logo is restricted to use in pre-approved continuing education activities hosted by approved FCSI Education Providers. The logo may not be used by those outside the association or for non-educational promotion.

We encourage Education Providers to use the Continuing Professional Growth Logo on all promotional materials related to their continuing education seminars. It is widely becoming recognized by FCSI Members as a source for fulfilling their continuing professional growth requirements.

The Continuing Professional Growth Logo is reserved for the use of Foodservice Consultants Society International and its authorized Education Providers.

The Continuing Professional Growth logo is only to be reproduced in the approved format shown in this document.

The following language may be used by FCSI Education Providers:

(Providers Name) has been pre-approved for an FCSI Continuing Professional Growth educational seminar. This (XX) hour seminar offers (XX) Continuing Education Units, which will be reported directly to FCSI Administration Headquarters for FCSI Professional Members attending the event.

1.13 FCSI Education Provider Forms

An important responsibility of being an FCSI Education Provider is accurately completing the correct forms. If an educational seminar is not pre-approved and reported incorrectly, the consultant will not receive their CEUs. CEUs reported incorrectly could effect an FCSI's Professional member status.

Start with Form A to submit your seminar for approval and then use Form B to report the FCSI Professional members who attended your seminar.

1.14 Marketing and Promotion of FCSI Education Providers

If your seminar is pre-approved for FCSI Professional members, FCSI will publish the seminar in The Forum, FCSI's monthly email newsletter, and on the FCSI website.

1.15 Currency of approved activities

A seminar is approved for a one-year time frame. The one-year expiration date occurs on the date of the first programme. The programme provider may repeat the exact same seminar an unlimited number of times during that one-year time frame.

1.16 Certificates of Completion

It is recommended that all FCSI Education Providers give a certificate of completion to all FCSI Professional members. A certificate will provide the members with documentation for their own files to compare with their Continuing Professional Growth record.

The certificate needs to list the FCSI Professional member's name, the title of the seminar, the date of the seminar, both the number of hours and the number of pre-approved CEUs for this seminar.

4. Application to Become an FCSI Education Provider

Form A must be filled out for each different seminar or activity and submitted for FCSI approval four (4) weeks in advance of marketing the seminar.

INSTRUCTIONS

1. Title of Activity – Be sure to use a concise, descriptive, and accurate title for the activity.
2. Education Provider Name – Make sure to list the name of the education provider/organisation. Do not list the name of the individual completing this form.
3. Contact Name and Information – Provide the name and information of the individual directly responsible for coordinating this education seminar.
4. Continuing Education Units - Indicate the number of CEUs requested for this education seminar; one (1) CEU for each hour of educational activity. Credit is not awarded for time spent on breaks, registration, travel, receptions or meals.
5. Please provide a clear statement of the purpose of the activity and what you want the consultant to learn. This must be clearly defined and communicated to participants prior to marketing the activity.
6. Seminar Resources – Indicate who will present this educational seminar or activity and their status, and detail what other resources will be used to present this educational seminar or activity.

We suggest you supply a completed copy of this form when the participation Form B is submitted. This will increase the accuracy of the verification process.

Return the completed application clearly marked FCSI Education Provider Programme to:

FCSI UK Administration
PO Box 1253
Horsell Road
Woking
Surrey
GU22 42 EW

Phone: 01483 761122
Fax: 01483 751991

Application to Become an FCSI Education Provider – Form A

This form must be completed by FCSI Education Providers and submitted for each seminar.

Seminar Title:	
Education Provider Name (Organisation)	
Contact Name:	
Address:	
City/county	
Postcode	
Phone	
Fax:	
Email:	

Number of CEUs Requested:

	YES	NO
Are you an FCSI member?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a non-profit organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Are you charging a fee for this seminar?	<input type="checkbox"/>	<input type="checkbox"/>
Is this seminar by invitation-only?	<input type="checkbox"/>	<input type="checkbox"/>

Please submit with this form an **agenda and event description, with start and finish times, refreshment and meal breaks, and full details of the topics to be presented.**

Learning Objective: Each seminar must have a learning objective related to the practice of consulting. This should be a clear statement of what you want the consultant to learn and must be clearly defined and communicated to participants prior to offering the seminar.

What will FCSI Professional member's know/be able to do after they attend this seminar?

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Please include information on presenter if known. If not known, please indicate which type of presenter you plan to use

Human Resources used:

- In-house expert
- Industry Representative
- Independent expert/consultant
- Practitioner in the field
- Professional university or college lecturer
- Other:

Resource materials to be used:

- Journal articles
- Computer software
- Product Sample
- Teleconference
- Tutorial software
- Other:
- Books or manuals
- Seminar handouts
- Videotape
- Slides or Overheads
- On-site observations

Return the completed application to:

FCSI UK Administration
PO Box 1253
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Surrey
GU22 42 EW

Phone: 01483 761122
Fax: 01483 751991

FCSI Education Provider Attendance Report – Form B

PLEASE HAVE FCSI ATTENDEES SIGN THIS SHEET

FCSI Education Providers are responsible for reporting to FCSI the names of FCSI Professional members attending their seminar. Use this form to report the names of FCSI members who have earned CEUs. All reporting forms should remain on file for a minimum of three years.

Seminar Title:	
Education Provider Name (Organisation)	
Name of person submitting this form	
Phone Number:	
Date of Seminar Completion	
Location: City/county	

FCSI Professional Members Attending

Name	Signature

Return this form within two weeks of seminar completion to:
FCSI UK Administration
PO Box 1253
Horsell Road
Woking
Surrey
GU22 42 EW

The Mission of FCSI

The mission of FCSI is to promote professionalism
in foodservice and hospitality consulting
while returning maximum benefits to all members.

The Mission of the FCSI Continuing Professional Growth Programme

The purpose of the Continuing Professional Growth Programme for
FCSI Professional members is to elevate standards, enhance individual
performance,
and recognize those members who demonstrate knowledge essential
to the highest professional level of consulting in the foodservice industry.

FCSI UK

FCSI UK Administration
FCSI UK Administration
PO Box 1253
Horsell Road
Woking
Surrey
GU22 42 EW
www.fcsi.org.uk

FCSI Worldwide

Foodservice Consultants Society International
304 West Liberty Street, Suite 201
Louisville, KY 40202
Phone: (502) 583-3783
Fax: (502) 589-3602

www.fcsi.org