



**CONTINUING PROFESSIONAL GROWTH  
PROGRAM**

**FOR**

**FCSI CONSULTANT MEMBERS**

**Procedures Manual**

**1 September 2011**

## **I. Governing Authority**

In approving the overall requirements and provisions for implementing a Continuing Professional Growth Program, the FCSI World-Wide Board of Director's (WW BoD) mandate to the Council for Professional Standards (CPS) is as follows:

“The FCSI Bylaws, Article III, Section 1.A.i.e, state that Professional members:

d. shall fulfill continuing professional growth requirements, as set forth by the Board of Examiners [now the Council for Professional Standards] and approved by the Board of Directors.

In support of this section of the Bylaws, the World Wide Board of Directors (WW BoD) directs the Council for Professional Standards (CPS) to develop and monitor the CPG Program. The WW BoD approves and enforces the overall requirements and provisions of the CPG Program. The WW BoD delegates to the CPS the responsibility of interpreting and implementing other requirements and provisions of the CPG Program as defined in a Procedures Manual.”

The CPS has developed this Procedures Manual to fulfill that mandate. It is recognized that this document is a guideline to be adapted by each local unit based upon cultural differences as long as the adaptations do not conflict with the Policy Document. This document will be reviewed annually and changes will only be made prior to the beginning of the next cycle.

## **II. Overall Requirements**

As stated in the CPG Policy Document, “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 educational opportunities for which appropriate Continuing Educational Units (CEUs) are awarded to recognize achievement of these goals.”

To maintain FCSI membership status, a Professional member must acquire a minimum of twelve (12) units of approved CEUs each year of their membership. All Senior Associate members are required to acquire a minimum of six (6) CEUs annually and Associate members are required to acquire a minimum of three (3) CEUs annually to maintain their membership status effective from January 1, 2010.

For those becoming a member during a year, their requirement for earning CEUs starts on January 1 of the following year.

Beginning January 1, 2010 members who earn CEUs in excess of the required minimum yearly units may roll forward a portion of those units to the following year. Professional members may roll forward a maximum of six (6) CEUs, Senior Associate members may roll forward a maximum of three (3) CEUs and Associate members may roll forward a maximum of one (1) CEU to the following year. Such roll forward of excess CEUs must be requested by the member; no roll forward shall be automatic.”

CEUs are normally awarded on the following basis: one (1) hour of educational activity earns one (1) CEU. Numerous variances to this standard, however, are made in order to acknowledge the intensity of the activity or to simplify the definition of acceptable activities. Specific criteria are applied to certain types of activities within a year in order to broaden the professional growth of the consultant.

For any particular event or educational program that does not fit within the prescribed list of educational activities noted in this document, Council for Professional Standards will review activities referred to it and determine the number of CEU credits to be allocated.

### **III. Continuing Education Units**

As stated in the CPG Policy Document, “in order for the CPG Program to enhance the status of FCSI, the learning activity for which CEUs are earned must apply to the field of foodservice and hospitality consulting, and the education must focus on activities other than the member’s specific job responsibilities.”

“CEUs are designed to accomplish the following goals:

1. update and enhance knowledge and skills required for FCSI Consulting members (Professional, Senior Associate and Associate membership levels;
2. stimulate self-assessment of a member’s knowledge and skills;
3. provide opportunities for interdisciplinary learning; or
4. provide opportunities for professional growth and development.”

In order for educational endeavors to qualify for CEU credit toward FCSI’s CPG requirements, the specific learning activities accomplished must support at least one (1) of these four (4) goals. When requesting the awarding of CEUs for a specific activity, the member must demonstrate that the activity is consistent with these goals.

The following are the types of continuing professional growth activities that have been pre-qualified for CEUs:

- A) passing an FCSI Competency Exam;
- B) attending professional seminars;
- C) preparing and delivering presentations;
- D) authoring articles and books;
- E) authoring reviews on software and books;
- F) completing educational courses;
- G) attending trade shows;
- H) viewing educational video or multimedia self-study programs;

- I) reading on-line articles provided by FCSI and completing a test on the subject;
- J) reading articles and writing on-line test questions for FCSI; and/or
- K) providing service to FCSI and/or other industry groups that do not conflict with the aims of FCSI.

The following sections describe the specifics for each type. A summary is also presented at Table 1 at the end of this document.

**A. Passing an FCSI Competency Exam**

The CPS identifies competencies and interprets them when defining the appropriate bodies of knowledge for an FCSI Competency Exam in each jurisdiction where this type of verification of competency is offered. Upon successfully completing the entire exam, the member receives an agreed number of CEUs.

**B. Attending Professional Seminars**

Members attending professional educational seminars may request CEUs. The number of units is based on the duration of the seminars, with one (1) unit awarded per hour of educational content. The duration must be at least thirty (30) minutes to qualify, thus earning one half (0.5) CEUs.

As a service to members and program providers, FCSI notifies members of pre-approved educational seminars, with the awarding of CEUs automatic, subject to the required attendance verification. When a member, however, attends a seminar that is not pre-approved, the member must submit details of the seminar program for approval to receive CEU credit.

FCSI World-wide and Division Conferences/Conventions, as well as all Local Unit or Chapter educational programs, are typically pre-approved events. Using the Registration Packet as verification of attendance, FCSI automatically awards consultant members the appropriate number of CEUs.

This category includes tours of manufacturer's facilities. One CEU is earned for each manufacturer's production facility tour.

**C. Preparing and Delivering Presentations**

Speakers may request CEUs for preparing and delivering presentations. Consultant members receive three (3) CEUs per hour as a sole seminar presenter and two (2) CEUs per hour as a panelist in a seminar. CEUs may be requested only once for the same presentation.

**D. Authoring Articles and Books**

Consultant members may request CEUs for authoring articles and books. Articles must appear in professional, industry, or consumer publications; self-published articles are not deemed appropriate for CPG approval. Items published in any electronic form are also recognized in the same way.

Allocation of CEUs is based on the following definitions unless the author provides clarification to the contrary:

Published article sole author: four (4) CEUs (per 5000 words);

Co-author: two (2) CEUs (per 5000 words);

Four or more authors: one (1) CEU (per 5000 words);

**E. Authoring Reviews on Software and Books**

Consultant members may request CEUs for authoring reviews on software and books. Reviews must appear in professional, industry, or consumer publications. Items published in any electronic format are also acceptable. Two (2) units of CEUs are approved for authoring a review.

**F. Completing Educational Courses**

Consultant members may request approval of educational courses completed successfully. Courses, including those taken by correspondence/distance learning, must be completed successfully and be validated by a college/university approved by the CPS local representative or a recognized local educational provider. Courses are acceptable only when they can be demonstrated to update or enhance professional competency.

**G. Attending Trade Shows**

Consultant members may request CEUs for attending trade shows and educational exhibits, with the awarding of CEUs being automatic, subject to the required verification. Members attending trade shows/exhibitions are required to retain the details of the event. Members can receive up to three (3) CEUs for approved trade show/exhibition attendance.

**H. Viewing Educational Video or Multimedia Self-Study Programs**

Consultant members may request CEUs for viewing pre-approved educational video / multimedia presentations.

**I. Reading On-line Articles Provided by FCSI**

Consultant members may request CEUs for reading on-line articles provided by FCSI and passing a multiple-choice test.

Members receive one (1) CEU for each article for passing the assigned test. A member may continue to take the test on the same article until it is passed.

**J. Writing On-line Test Questions for FCSI**

Consultant members may request one (1) CEU for composing on-line test questions based on an educational article, for FCSI. The member provides the article, including the copyright authorization for use by FCSI, and a ten (10) question multiple-choice test based on the article. The award of the CEUs is subject to the review and approval of the article and test by the CPS.

**K. Providing Service to FCSI or Other Industry Associations**

Consultant member may request CEUs for providing service to the FCSI or other trade and professional bodies. A minimum of ten (10) hours of active participation/service to the organization must be provided in each qualifying year. The time counted includes participating in meetings and accomplishing work outside of meetings, but does not include travel time.

Members may receive three (3) CEUs for each qualifying year of service to FCSI and each trade body or professional association - provided that the other association is not a direct competitor of FCSI.

**L. Activities Not Qualifying for CEUs**

The following are examples of activities that do not qualify as education for the purpose of earning CEUs:

1. performing job responsibilities;
2. presenting products for sale;
3. participating in an educational event (e.g., food/wine tasting) designed for consumers;
4. attending seminars intended for consumers;
5. attending association business meetings (general business, etc.), or
6. attending industry related social events.

## **IV. Administrative Issues Delegated to the CPS**

The WW BoD directs that the CPS develops and maintains administrative processes for the following functions contained within this section.

The CPS intends that its activities and decisions are implemented at the level most informed about the function. Consequently the CPS may, while maintaining the overall responsibility, delegate the authority for implementing these functions to subcomponents of itself. The CPS retains all authority that is not explicitly delegated.

The CPS maintains descriptions of the administrative processes for these functions in each jurisdiction within FCSI and transmits the appropriate description, upon request by a Consultant Member, to the requesting member.

**A. Procedures for Requesting Approval**

In most cases, the member requests approval of the CEUs after the date of accomplishing the activity by submitting a letter/email addressed to the local administrator or submitting a completed 'CEU Claim Form' provided by the closest FCSI office. The form must be submitted no later than January 31 after the year in which the ending date of the activity occurred.

Based on this information, the CPS will review the CEU request, provide a determination on the appropriate number of CEUs, and communicate the award to the member.

In some cases, the member or program provider may want to request approval of an activity prior to the date of accomplishing the activity by submitting a completed 'Request for Prior-Approved CEU' Form provided by the closest FCSI office. The form must be submitted at least four (4) weeks prior to the date of the activity.

Based on this information, the CPS will evaluate the request, provide a determination on the appropriate number of CEUs, and communicate the result in a timely manner to the member or program provider.

### **B. Verification of Activity**

In order to grant CEUs to the member, the local CPS representative(s) must be able to validate that the activity was accomplished. As such it is each consultant member's responsibility to maintain adequate proof of attendance for CEU credits to be awarded. This proof may be requested on a sample basis to validate claims. Examples of the types of evidence are given in Table 1 of this document.

### **C. Record Keeping**

FCSI headquarters (HQ) maintains the official record of earned CEUs in a centralized database as approved by the local CPS representative(s).

### **D. Annual Reporting to Consultant Members**

On or before October 1 of each year the Division or Local Unit board providing membership services notifies all consultant members still requiring CEUs for the then current year.

At the end of the year the Division or Local Unit board providing membership services notifies all consultant members not meeting the continuing education requirement.

### **E. Annual Reporting to the BoD**

At the end of the year, the Board of Directors and/or the appropriate division or local unit board providing member services receives a report listing all members deficient in earning the required CEUs.

### **F. Requests for Reconsideration and Appeals**

If a professional growth activity is not approved as qualifying as educational content applicable to the award of CEUs, a member may request reconsideration by the CPS only by submitting a written statement, normally to the appropriate Division or Local unit CPS Group, or the CPS WW if no local groups exists. The written statement must be postmarked within sixty (60) days of the date of notification of the original decision. The CPS shall respond to the member within sixty (60) calendar days following receipt of the written statement.

Should the member wish to appeal the CPS's decision on the request for reconsideration, the member may file an appeal to the Worldwide Board of Directors. The written appeal must be postmarked within sixty (60) days of the date of notification of the decision by the CPS. If the appeal is received 30 days or more prior to a regularly scheduled WW BoD meeting, the appeal is heard at that meeting. Otherwise, the appeal is heard at the next regularly scheduled WW BoD meeting. The member may present his or her case in writing or in person. The WW BoD shall

then respond within thirty (30) calendar days following its meeting. The decision of the WW BoD is final.

#### **G. Informing WW BoD of Changes Made by CPS in the Procedures Manual**

The CPS will inform the WW BoD in writing about any changes made by the CPS regarding the requirements and the provisions of the CPG Program as stated in this document. The manner and form of this communication will be as specified by the WW BoD.

#### **H. Maintaining in the Public Record an Updated Procedures Manual**

The CPS will maintain an updated version of this document on the FCSI website and, upon request by a consultant Member, transmit a copy of the updated version of this document to the requesting member.

### **V. Administrative Issues Mandated by the WW BoD**

#### **A. Failure to Meet the CPG Requirement**

If a Professional member falls short of the required number of units at the end of the standard one year period then, following consideration by the member's Local Unit/Division board, the local/divisional Board will reclassify the member to Senior Associate membership status within FCSI. During the period of being reclassified to Senior Associate membership status, the member remains within the membership list as a Senior Associate.

If a Senior Associate member falls short of the required number of units at the end of the standard one-year period then, following consideration by the member's Local Unit/Division board, the local/divisional Board will reclassify the member to Associate membership status within FCSI. During the period of being reclassified to Associate membership status, the member remains within the membership list as an Associate.

If an Associate member falls short of the required number of units at the end of the standard on year period then, following consideration by the member's Local Unit/Division board will suspend the individual's membership.

On or before April 30<sup>th</sup> of the year following the completion of the CEU yearly cycle, the Local/Divisional Board will notify the affected members about the proposed action for reclassification

Members may appeal to the Local/Divisional Board should they believe they have grounds for consideration of extenuating circumstances.”

## **B. Recovering Professional Membership Status**

### “Within one (1) year of being reclassified to Senior Associate or Associate Status

To be re-instated as a Professional or Senior Associate member, the member must fulfill the original CEU obligation by making up the uncompleted number of units. If the unfulfilled requirement is fulfilled by the end of the one-year reclassification period, the member is immediately reinstated. Going forward, the Professional or Senior Associate member must fulfill the twelve (12) or six (6) CEU requirement for the standard yearly agreement, and the CEUs completed for re-instatement may not be applied.

### More than one (1) year past being reclassified to Senior Associate or Associate Status

After the one-year (1) reclassification period has passed, the member may request Professional or Senior Associate member status by applying through the then current application process.”

An individual suspended from membership for not earning the required number of CEUs to maintain Associate member status may re-apply once for membership provided that a statement accompanies the new application indicating steps taken toward adopting a commitment to continuous learning.

## **C. Conflicts of Interest for Members of CPS or WW BoD**

A member of the CPS shall notify the CPS and WW BoD of any real or potential conflict of interest between his or her service as a CPS member and either (1) his or her fulfillment of CEUs as a consultant member or (2) his or her involvement in a program, activity or course through which consultant members may earn CEUs. A CPS member shall recuse himself or herself from any CPS decision that involves a real or potential conflict of interest.

Similarly, a member of the WW BoD, and/or Divisional Board, shall notify the CPS and the WW BoD of any real or potential conflict of interest between his or her service as a board member and either (1) his or her fulfillment of CEUs as a consultant member or (2) his or her involvement in a program, activity or course through which consultant members may earn CEUs. A board member shall recuse himself or herself from any board decision that involves a real or potential conflict of interest.

## **A. Keeping the WW BoD Informed**

The CPS shall provide summary minutes of its meetings, including its actions and decisions, to the WW BoD in order to keep the WW BoD informed.

**Table 1: Summary of Qualifying Activities for Continuing Professional Growth, the CEUs that may be earned for each activity, and examples of the evidence to be retained by the consultant member.**

<b>CEUs</b>	<b>Activity</b>	<b>Examples of evidence</b>
Refer to division/local unit where exams are available	FCSI Exams - (points awarded when each exam is passed)	Certificate of achievement
1 per hour	Attendee – educational seminar	Program and certificate of attendance
1 per tour	Tours of manufacturer’s/supplier’s facilities	Program
3 per hour	Seminar presenter (sole)	Program and copy of presentation
2 per hour	Seminar panelist	Program and copy of presentation
4 each	Published article or book (sole author) based on 5000 word multiples	Copy of publication
2 each	Published article or book (co-author) based on 5000 word multiples	Copy of publication
1 each	Published article or book (contributing author -- four or more authors) based on 5000 word multiples	Copy of publication
2 each	Published software or book review	Copy of publication
1 per hour of instruction	Related educational courses approved by the CPS	Certificate of achievement/attendance
3 each	Attendance at industry trade shows/exhibitions	Entry badge
1 per hour	Learning from pre-approved video or multimedia self-study program	Details of program
1 per article	Reading on-line articles provided by FCSI and passing the quiz	Evidence of achievement
1 per article	Writing a 10 question quiz for use by other members (copyright clearance and test with answers)	Acceptance confirmation
3 for minimum of 10 hours service per year	Providing service to FCSI or other industry group that is not in direct competition with FCSI	Listing of activities undertaken and dates

**Notes:**

1. Refer to Section V.C. of the CPG Procedures Manual for the details.
2. In order to ensure that members stay current with information in the foodservice and hospitality industry, only a portion of excess CEUs may carry over from one year to the next. Referring to Section II of the CPG Policy Document:

**Table 2: Delegated Authority for Specified Administrative Processes in the CPG Program  
As Listed by Jurisdiction and Described from the Point of View of the Consultant Member**

<b>Jurisdiction</b>	<b>A. Requesting Approval</b>	<b>B. Verification of Activity</b>	<b>C. Record Keeping</b>	<b>D. Annual Reporting to Members</b>	<b>F. Reconsideration</b>
<b>1. Europe / Africa / Middle East Division (EAME)</b>					
French Local Unit	Send Claim to NL LUR, FR LUR decides	FR LUR reviews claim Member keeps evidence	NL HQ records	Receive letter from FR LU	Send letter to WW HQ, CPS WW decides
German/Austrian (GA) Local Unit	Send Claim to LUR, LUR decides	LUR reviews claim Member keeps evidence	GA HQ records	Receive letter from GA LU	Send letter to G/A HQ and CPS Group decides
Italian (IT) Local Unit	Send Claim to NL LUR, FR LUR decides	NL LUR reviews claim Member keeps evidence	NL HQ records	Receive letter from IT LU	Send letter to WW HQ, CPS WW decides
Netherlands (NL) Local Unit	Send Claim to NL LUR, NL LUR decides	NL LUR reviews claim Member keeps evidence.	NL LUR records	Receive letter from NL LU	Send letter to WW HQ, CPS WW decides
Swiss (CH) Local Unit	Send Claim to GA LUR, GA LUR decides	GA LUR reviews claim Member keeps evidence	GA HQ records	Receive letter from CH LU	Send letter to G/A HQ and CPS Group decides
UK & Ireland (UK) Local Unit	Send Claim to UK&I LUR Office, UK&I LUR decides	UK&I LUR reviews claim Member keeps evidence.	UK&I HQ records	Receive letter from UK&I HQ	Send letter to UK&I HQ and CPG Group decides
EAME other countries	Send Claim to NL LUR, NL LUR decides	NL LUR reviews claim Member keeps evidence.	NL HQ records	Receive letter from EAME HQ	Send letter to WW HQ, CPS WW decides
<b>2. Americas' Division (AD)</b>					
The Americas (TA)	Send Claim to TA HQ, TA HQ staff decides	TA HQ reviews claim Member keeps evidence	TA HQ records	Receive letter from TA HQ	Send letter to TA HQ, CPS - The Americas decides
<b>3. Asia-Pacific Division (APD)</b>					
All regions of APD	Send Claim to LUR, HQ staff decides	LUR reviews claim Member keeps evidence.	APD HQ records	Receive letter from APD HQ	Send letter to WW HQ, CPS WW decides