**Guidelines for the Certified Secondary Foodservice Educator Certification**

**Changes become effective August 31, 2019**

**Released by Amy Saltzman, Director of ProStart Programs, National Restaurant Association Educational Foundation –**

The ProStart and Summer Institutes teams have updated the Certified Secondary Foodservice Educator (CSFE) application. This update has made some changes around required work experience. We expanded the types of acceptable experience to ensure that educators have ample opportunity to find roles that work with their schedules. We have also provided an update on the timeframe of accepted work experience to ensure that the work educators participate in is relevant to today’s industry and current operations. Understanding that there are educators who have been working toward their CSFE for several years, we will be implementing the following transition plan:

* The 2019 CSFE application is live on the Coordinator’s Hub, and Educators Hub.
* Educators who have already completed or will complete Summer Institutes Levels 1, 2, and 3 as of summer 2019 have until August 31, 2019 to submit their CSFE application under the prior requirements. After August 31, 2019, they will be subject to the 2019 CSFE application’s requirements regardless of Summer Institutes completion dates.
* Educators new to Summer Institutes, who enroll in Levels 1 or 2 in 2019 and beyond, will be subject to the 2019 CSFE application’s requirements.

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| **Summer Institutes Level taken in 2019** | **What application do I use?** |
| Level 1 | New CSFE application |
| Level 2 | New CSFE application |
| Level 3 | Before August 31, 2019: Old CSFE applicationAfter August 31, 2019: New CSFE Application |
| I’ve completed Levels 1, 2, and 3 already | Before August 31, 2019: Old CSFE applicationAfter August 31, 2019: New CSFE Application |

Please note that Spotlight Series courses are still available only to active-CSFE holders. CSFEs are valid for five (5) years from the date of approval and are subject to continuing education hours for renewal. If you have questions about these changes, the transition plan or CSFEs, please reach out to prostart@morestaurants.org .