

GLOBAL HOSPITALITY CERTIFICATION: APICIUS GRADUATE APPLICATIONS

YOUR GUIDE TO APPLYING FOR GLOBAL HOSPITALITY CERTIFICATION

This document explains what you need to do if you are a graduate from Apicius International School of Hospitality, Florence University of the Arts - The American University of Florence (referred to as Apicius in this guide), hold one of the certificates that makes you eligible for Global Hospitality Certification and you would like to apply for certification.

1. ELIGIBILITY

If you hold a certificate for one of Apicius qualifications shown in the table below, you are eligible to apply for Global Hospitality Certification using the following steps:

Apicius certificate	Global Hospitality Certification level – mapped for eligibility
Year 2 Food, Wine, and Wellness Studies Culinary Arts	Worldchefs Certified Chef de Partie
Year 3 Food, Wine, and Wellness Studies Culinary Arts (Please note that an Employer Witness Testimony is also required) *	Worldchefs Certified Sous Chef
Year 1 Hospitality Management	Food and Beverage Service Supervisor
Year 2 Hospitality Management	Reception Professional
Year 2 Food, Wine, and Wellness Studies Wine Studies and Enology	Junior Sommelier

IMPORTANT

To be eligible for certification, your application must be completed within two years of graduating from Apicius.

Only certificates issued by Apicius will be accepted.

*To apply for the Worldchefs Certified Sous Chef certification, you are also required to provide a Witness Testimony Form completed by your current employer. This Form must confirm that you have worked for in a sous chef role for at least three months and are competent in all the requirements set out in the Form.

If you haven't yet received the Witness Testimony Form template, contact Apicius for a copy.

2. STEP TO FOLLOW

STEP 1



Go to the Global Hospitality Certification website
www.worldchefs.org/globalcertification

STEP 2



Select and pay for the certification level you are eligible to apply for

IMPORTANT:

When you click on the image of the badge you are eligible for, select 'Apply now' and follow the instructions provided for standard applications.

Do not choose the fast-track application route.

STEP 3



Log into Learning Assistant to check the certification level and your email address (See Section 3 of this guide for details).

Once you have paid, you will get an email from Learning Assistant, the online application portal, with your log-in details.

Use these details to log into the portal, following the steps outlined in this guide.

IMPORTANT:

Only do what is outlined in this guide. Do not upload any further evidence or do anything else in Learning Assistant.

STEP 4



Confirm that you have applied

Send an email to globalcertification@cityandguilds.com including the following:

- state that you have applied and paid on the website
- state the certification level you have applied for
- a copy of your certificate from Apicius which makes you eligible for the certification
- a copy of the completed Witness Testimony Form if you are applying for the Worldchefs Certified Sous Chef certification.

IMPORTANT:

Write '**Apicius applicant**' in the subject heading of your email.

If there are any questions on your application, you will be contacted from the globalcertification@cityandguilds.com email address.

STEP 5



Claim and share your badge

Wait for email confirmation, sent by 'City & Guilds via Credly', that you have been issued with your badge. You should receive this email within 10 working days after you have sent your email confirmation (under Step 4).

Once you have received the email notification from City & Guilds, follow the instruction in [this guide](#) to accept, download and share your badge.

IMPORTANT

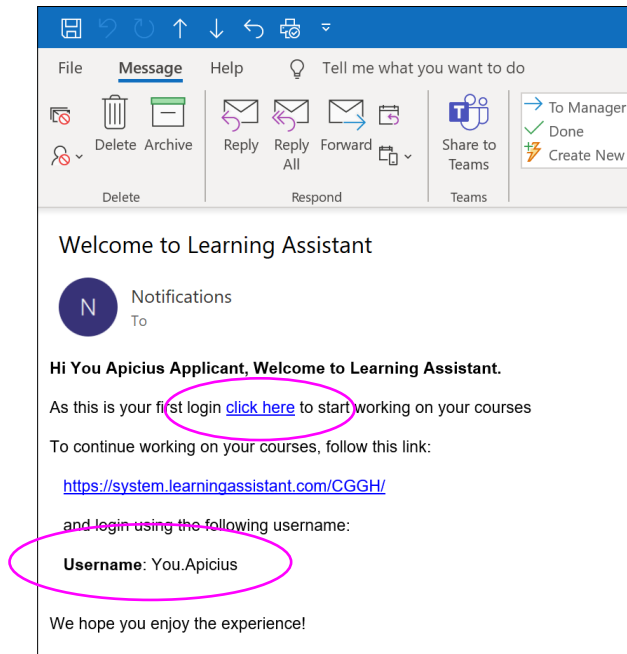
If you haven't received the email confirmation with your badge within 10 working days, contact globalcertification@cityandguilds.com.

3 LOGGING INTO LEARNING ASSISTANT (STEP 3)

3.1 ACCESSING LEARNING ASSISTANT

Once you have paid on the website (Step 2), you will receive a **Welcome email** from Learning Assistant.

The welcome email will look like this and will be sent from **Notifications**:



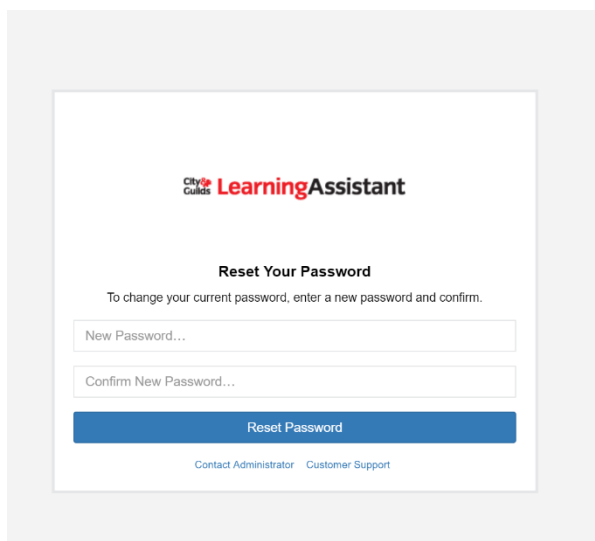
NOTE

If you don't receive the Welcome email within 24 hours of applying on the website, please contact us at globalcertification@cityandguilds.com

The Welcome email will provide you with a **username**.

You will need this username to log into the portal once you have activated your account.

→ To active your account, you will need to use the '**click here**' link.



You will then be prompted to set up a password of your choice.

IMPORTANT

If you need to log back into the portal for any reason, you will need to use the following address:

<https://system.learningassistant.com/CGGH/>

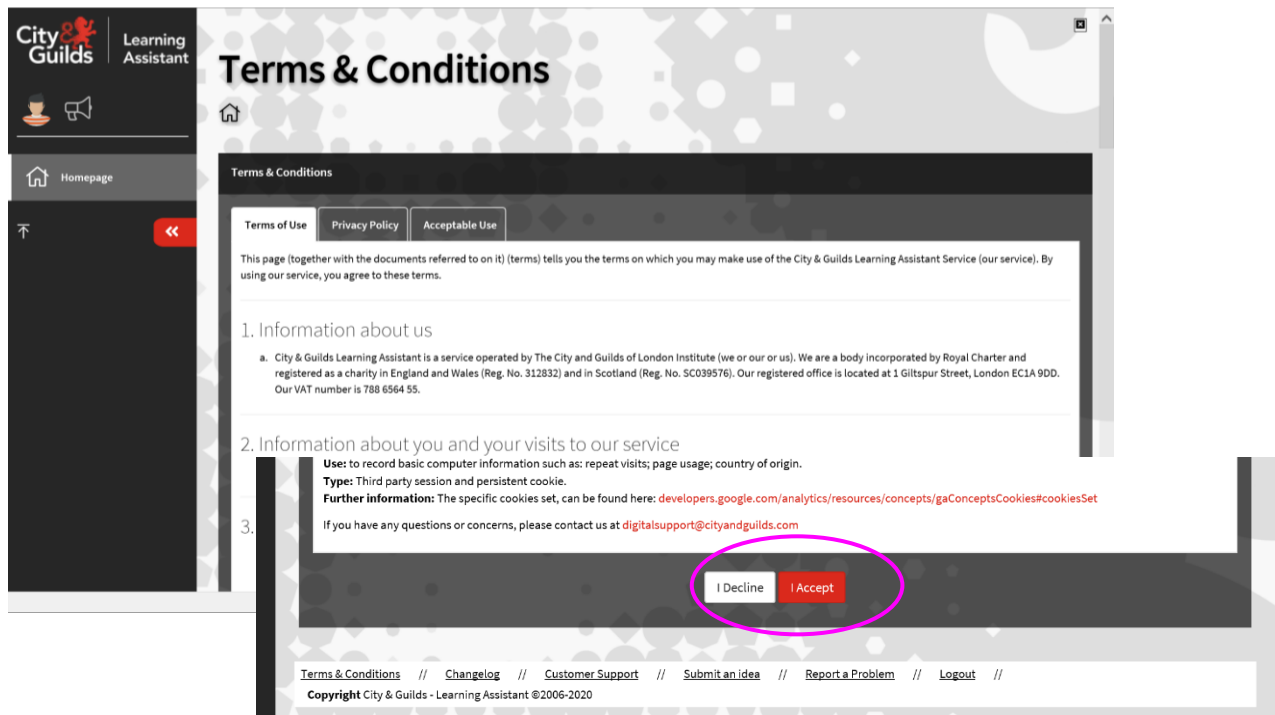
This web address is also included in your Welcome email.

NOTE

The system can be used on multiple devices laptops, computers, smartphones or tablets. It is easiest to access the system on a computer or laptop due to the screen resolution. Recommended browsers include Internet Explorer, Google Chrome, Microsoft Edge, and Safari to name a few.

When you log in, you will need to accept the **Terms & Conditions** to access your account.

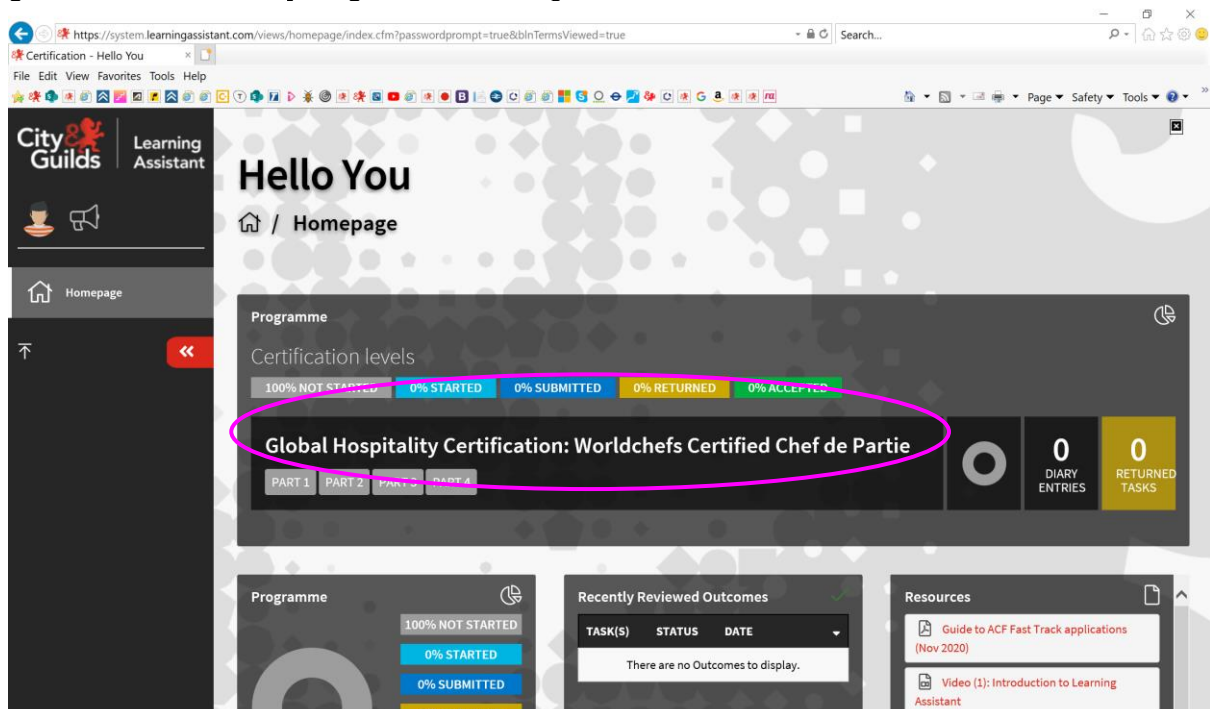
Scroll down, to the bottom of the page, to read the Terms and Conditions and click **Accept**.



3.2 CHECKING THE CERTIFICATION LEVEL

The certification level you have applied for will be displayed on your **Homepage**, as shown below, in the black bar, in the middle of the page. Check that the certification level shown is correct.

If the certification level shown on the screen is not the level you intended to apply for, send an email to globalcertification@cityandguilds.com asking for assistance.



3.3 SETTING YOUR NOTIFICATIONS

Click on the **Avatar**.

Click on **Notifications**.

The **Email Notifications Settings** box will appear. There are two things you need to do here:

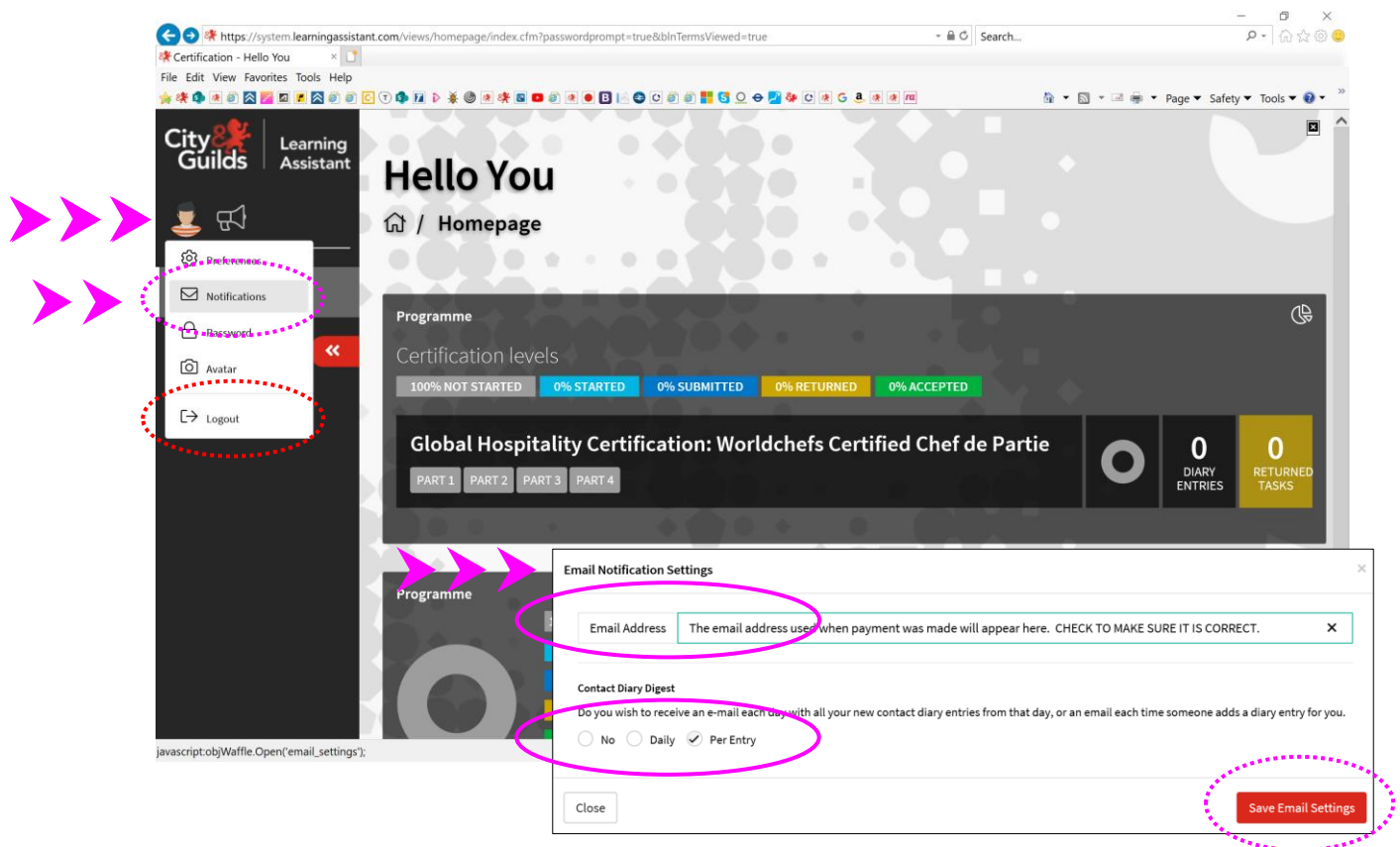
1. Check that the email address shown here is correct and the one you would like your badge to be issued to. If you would like to use a different email address, change it here.

IMPORTANT

The email address shown here must be your personal email address. If your application is successful, and you are issued with a badge, the link for your badge will also be sent to this address.

2. Adjust the **Contact Diary Digest** settings. Select 'Per Entry', as shown below. **Do not choose 'No'.**

Once you are done, click **Save Email Settings** and log out of the system.



REMEMBER

Once you have checked your email address and set your notifications, do not do anything else with your application.

Log out and wait to receive an email confirming that your badge has been issued.