



AMERICAN CULINARY FEDERATION

Certification Apprentice Evaluator Sign-in Sheet

The Certification Apprentice Evaluator Program is defined as the “shadowing” of the evaluation process from start through critique. The Apprentice Evaluator is to observe the evaluation process and use skills taught in the Certification Evaluator Training Seminar. An Apprentice Evaluator must train three (3) times under the direction of an Approved Mentor or Certification Trainer to meet this requirement. The recommended ratio of Apprentices to Mentor is 2:1. All mentors and Apprentices must sign-in to receive credit for this requirement.

Host Chapter/Site: _____ ACF #: _____

Examination Date: _____

Approved Mentor/Trainer:

Printed Name/Certification Level	Signature	Member #
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Apprentice Evaluators in Attendance:

Printed Name/Certification Level	Signature	Member #
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Printed Name/Certification Level	Signature	Member #
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Printed Name/Certification Level	Signature	Member #
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AMERICAN CULINARY FEDERATION Certification Apprentice Evaluator Critique

Certification Apprentice Evaluators are required to have critiques completed during all three (3) of their required apprentices. The critique will serve as an evaluation of their performance and recommendation to approved ACF Certification evaluator status. The Approved Mentor/Trainer should send all critiques to the Certification Department within five days of the exam for processing. They may be sent directly or given to the Test Site Administrator to submit with the exam paperwork.

Apprentice Evaluator: _____ Member ID#: _____
Exam Site: _____ Date: _____

Please provide comments and your evaluation of the apprentice listed above. All comments will be held in confidence and released only to the Practical Exam Subcommittee for review. Attach additional sheets, if needed.

Professionalism (proper attire and demeanor):

Score Sheet (proper and thorough documentation):

Judgment: (thorough understanding of expectations as related to success and failure):

Communication Skill (able to deliver negative feedback in an encouraging fashion):

Critique (foundation on factual (textbook) cooking standards, not personal opinion):

Other Comments/Recommendations:

Would you recommend this apprentice for Certification Evaluator status? Yes / No

Explain:

Signature: _____ Member ID#: _____

Approved Mentor Name: _____