

Certified Executive Chef®

CANDIDATE HANDBOOK



American Culinary Federation
The Standard of Excellence for Chefs

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Certification Overview and General Policies

Why become an ACF Certified Executive Chef® (CEC®)?

With thousands of chefs competing in the job market, it is essential to prove culinary competency. Certification through the American Culinary Federation demonstrates skill, knowledge, and professionalism to the foodservice industry. Certification encourages elevation of culinary career path and/or position.

Certification shows employers that a Certified Executive Chef® has reached a benchmark of skills and culinary experience with high standards for food preparation. It shows working knowledge of culinary nutrition, food safety and sanitation, and supervisory management has been demonstrated. The certificant is in control of their professional development and career, and this increased quality, knowledge, and motivation is passed on to other staff. Certification reassures consumers that the food they eat is prepared to the highest standard.

Mission Statement

The Certified Executive Chef® (CEC®) certification is designed to identify those chefs and inform the public of individuals who have demonstrated a standard level of culinary competence and expertise through education, experience, knowledge, and skills consistent with the executive chef level.

CEC® Purpose

ACF awards the title of Certified Executive Chef® and its acronym (CEC®) to individuals meeting the educational, experience, and testing requirements for the certification. Only those chefs who have met all of the certification requirements are entitled to use the CEC® credential.

After initial certification, ACF provides recertification to those individuals who document enhanced professional development in compliance with continuing education hour (CEH) requirements.

Certification Body

The ACF Certification Commission is working hard to add value and credibility to ACF certifications. The Commission was formed to guide and strengthen the certification program through an accreditation process.

Certification Commission Mission Statement

The American Culinary Federation Certification Commission, being an autonomous entity within the ACF, is committed to developing, implementing, and monitoring a validated process of globally recognized certifications based on skills, knowledge, integrity, and equality through an achievable process for all culinary professionals.

Non-Discrimination Policy

The Certification Commission does not discriminate among applicants or certificants on any basis that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin, or ancestry.

If you have questions or concerns about certification, please contact the Certification Department at the ACF National at [800-624-9458](tel:800-624-9458).

ADA Compliance

The ACF Certification Commission provides reasonable accommodations in accordance with the Americans with Disability Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program. The complete ADA policy can be found in the Certification Commission Policies and Procedures document on the ACF Website or can be requested from the ACF National Office.

All requests for accommodations must be submitted by the applicant by completing the Request for Special Accommodation Form. All requests for accommodations should be directed to the ACF National Office, attention to the Certification Department.

Code of Ethics

The ACF Certification Code of Ethics provides guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors, and attitudes of our members and certificants are consistent with the ACF commitment to hospitality, foodservice, and public service. Every individual who is a full member and/or certified by the American Culinary Federation shall abide by this certification code of ethics. Any action that violates the purpose and principles outlined by the certification code of ethics shall be considered unethical.

Ethics enforcement procedures are intended to permit a fair review of alleged violations of the ACF Certification Code of Professional Ethics or other egregious conduct in a manner that protects the rights of the individuals while promoting understanding and ethical behavior. A complete Certification Code of Ethics can be found on the ACF website or can be requested from the ACF National Office, attention to the Certification Department.

The Certification Process

Step 1: Determine Eligibility

Eligibility is based on a chef's work experience and educational background.

Documentation of Work History

A candidate should show a minimum of five years of work experience as a Chef de Cuisine, Executive Sous Chef, Pastry Chef, or chef in charge of food production in a foodservice operation, supervising at least five full-time people in the preparation and production of food. This work history must be current, completed during the past 10 years.*

Documentation of Education and Continuing Education Hours (CEH)

A candidate can take a variety of educational paths to meet the education requirement. If a candidate does not have a High School diploma or GED, they are required to show at least 250 hours of continuing education. A candidate with an Associate's Degree in Culinary Arts does not need any additional CEH to meet the educational requirement. Graduates of an ACFEF Apprenticeship program must have an additional 50 CEH to meet eligibility requirements. Hours earned for mandatory courses and/or refreshers can be counted toward hours required for continuing education.

Completion of Mandatory Education Courses

Candidates should provide documentation of five 30-hour courses—Nutrition, Food Safety and Sanitation, Cost Control Management, Beverage Management and Supervisory Management. If these courses were taken more than five years ago, an 8-hour refresher course is required in each topic except Cost Control Management and Beverage Management. If these courses were taken more than five years ago, an 8-hour refresher course is required in each topic. These courses are available (online) through ACF approved providers and/or any academic institution.

** If the experience is not within the past 10 years but applicant is currently employed in the culinary industry, additional documentation is required to verify work experience that meets the requirements. Please contact the certification department for more information.*

Step 2: Complete the Initial Pre-Approval Application

Complete and submit pre-approval application, including all required documentation.

- Educational documents may be copies of diplomas, transcripts, certificates of completion (including date and hours), etc.
- Mandatory education course certificates should be included in application. Certificates should include course title, completion date, and number of hours earned.
- Experience documentation may be employment documentation forms or letters from past or present employers on company letterhead. If not available, copies of tax records or W-2 stating time frame of work are acceptable in conjunction with validated letters from former culinary peers attesting to your employment, job title, duties, and number of employees of employees managed.
 - As a business owner, employment documentation may be an official letter on company letterhead from a certified accountant or a copy of either your Schedule C, K-1, or Form 1120-S tax documentation for each year.

Submit application and documentation of completed requirements to ACF for pre-approval.

Submit Application to: **American Culinary Federation**
180 Center Place Way
St. Augustine, FL 32095
Fax: 904-940-0742
Email: certify@acfchefs.net

Estimated Cost of Certification

Pre-Approval and Final Application Fee

Candidates interested in obtaining their CEC® certification will pay a \$50 ACF Member Pre-Approval Fee (fee is non-refundable) or \$100 Non-Member Pre-Approval Fee (fee is non-refundable). This fee is deducted from the certification fee of \$210 for ACF Members and \$360 for non-members. The remainder is due at the time of final application.

Examination Fees

Once the candidate's application is approved, they may register for the written and practical exam.

- The written exam fee is \$75 and should be paid directly to PSI.

- The practical exam fee is \$50 for ACF Members and \$100 for Non-Members.
 - There may be additional practical exam host site fees.
 - Food costs vary and are not included in exam fee. Candidates are responsible for purchasing their own food.

Application Fee	Written Exam Fee	Practical Exam Fee	Final Fee	Estimated Total
Member Estimated Costs				
\$50	\$75	\$50	\$160	\$335
Non-Member Estimated Costs				
\$100	\$75	\$100	\$260	\$535

Step 3: Notification of Eligibility

The ACF Certification Department will review applications and documentation (i.e., dates of completion, work history, and mandatory course work). Once you have been notified that your pre-approval application is approved, you are welcome to schedule the written and practical exams. Testing documentation will be needed for final certification approval. Certification must be completed within three years of approval. If certification is not complete within three years, reapplication will be required.

Step 4: Certification Examinations

There are two exams required for the CEC® Certification: the written exam evaluates culinary knowledge and the practical exam assess skill proficiency.

Purpose of Exams

The purpose of the CEC® certification examinations is to objectively measure the knowledge and skills of a candidate to determine if they meet the standards required for an entry level or minimally competent CEC®.

Written Exam Parameters

Candidates have 90 minutes to complete the 100 question multiple-choice exam, which may be taken at any PSI approved test site. Candidates will receive scratch paper and a pencil at the test site. The use of a basic, 4-function calculator is allowed.

Written Exam Registration: To schedule the written exam call PSI at **800-211-2754**, or register at the PSI Online Registration Site. Advance registration is required and non-refundable. The written exam is \$75 paid directly to PSI.

Written Exam Scoring:

- Score of 75 is required to pass
- Score is valid for two years.

Written Exam Retake Policy: There is a 14 day waiting period required before scheduling an additional exam attempts. Testing fees are assessed for each attempt.

Practical Exam Parameters:

The CEC® practical exam is 3 hours and 15 minutes and may be taken at any ACF approved test site.

Practical Exam Registration: To schedule the practical exam, contact an ACF approved test site and confirm availability. Contact ACF National Office to register. The test fee due to the ACF is \$50 for ACF-members and \$100 for non-members. Payment must be made prior to the exam date.

Candidates will receive a registration confirmation after payment is processed.

- Test sites may charge an additional fee that is payable to the organization holding the exam.
- Payment for applicable host site fees is separate from the amount due to ACF and is coordinated by the test site administrator.

To facilitate the certification process, the American Culinary Federation (ACF) has exam sites throughout the country. You must contact the test administrator to confirm test time, host site fee, and specific details about the testing facility. For most exams, online registration is available, or you can contact the ACF National Office to schedule your practical exam.

Practical Exam Scoring:

- Score of 75% or higher is required to pass
- Score is valid for one year.

Practical Exam Retake Policy: There is no waiting period required for the CEC® practical exam. Practical exam retakes are unlimited. Testing fees are assessed for each attempt and paid to both the ACF National Office and the test site.

Appeal Procedure

Candidates and certificants are entitled to appeal determinations made by the Certification Commission regarding:

1. the Commission's interpretation of standards, including candidate eligibility determinations and certificate recertification determinations;
2. content of the exam and/or keyed responses to items;
3. alleged inappropriate exam administration procedures; and
4. alleged testing conditions severe enough to cause a major disruption of the examination process.

Appeals procedures are detailed in the Policies and Procedures document, which is available on the ACF website or can be requested from the ACF National Office.

Confidentiality

The nature, format, content, and results of examinations administered by the Certification Commission and all application materials are considered confidential information and shall be treated as such, in accordance with policies and procedures adopted by the Certification Commission, unless appropriate permission is obtained, where otherwise mandated by valid and lawful court or government order, or by an authorized administrative body. The full confidentiality policy can be found on the ACF website or requested from the ACF National Office. Due to confidentiality policy, only a certificant's current status as a CEC® can be verified. This can be done by the certification verification tool available on the ACF website under Resources or by calling the ACF National Office.

Step 5: Final Application

Upon successful completion of the written and practical exams, submit final application, along with appropriate documentation (written and practical exam passing forms) and remaining certification fee. Include all back-up documentation, no originals (copies only).

Mandatory education courses (i.e., nutrition, food safety and sanitation, and supervisory management) must be current at time of final application; if not, a refresher course may be required before CEC® certification is finalized and approved.

Step 6: Official Announcement of Certification

The ACF Certification Department will review final application and exam documentation, before notifying candidates of approval (please allow 2-3 weeks for processing). You will be notified by email that the application is received. Once certification is approved, your certification letter and certificate will be mailed. **CEC® certifications are valid for five years.**

ACF would like to share your certification accomplishments in ACF communications. If you would like to share your accomplishment, please feel free to utilize the **Brand You! Toolkit** available on the ACF website. If you prefer this information not be shared, please be sure to check box on final application to opt out.

For more information, call us at 800-624-9458, or mail us at certify@acfchefs.net

Designation Usage Policy

ACF has a Designation Usage policy that certificants must follow. Each certificant accepts and assumes all, and the sole, responsibility for understanding and satisfying legal requirements of the ACF Designation Usage Policy, and any Procedural requirements of ACF Designation usage, including those requirements applying to the use, display, and/or advertising of any ACF Designation. It is the responsibility of such certificants to ensure that the use of any ACF Designation on professional and business related materials (e.g., stationary, signs, business cards, flyers, chef coats, yellow pages, or other advertisements and marketing materials) is NOT in conflict with this Policy and Procedure, or with the laws of the nation, state, or territory in which that individual or entity conduct business. A complete Designation Usage Policy can be found on the ACF website or requested from the ACF National Office.

The Recertification Process

The purpose of the CEC® recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation, nutrition, and supervisory management. ACF recertification is required every five years. To maintain your ACF certification, you are required to earn a minimum of 80 continuing education hours (CEH) during the five-year certification period. The requirement of 80 CEH over a five-year period was determined so that, on average, a chef would complete 16 CEH per year, keeping them current and up-to-date on culinary trends and practices.

CEH are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation. We recommend you maintain a folder or copies of your official certificates and letters, conference registrations, transcripts, etc. in order to keep track of your progress.

As an **ACF Certified Member**, you may also take advantage of the CEH Tracking program. Fill out the CEH Submittal form for each, and submit your official certificates, letters, conference registrations, etc. Once recorded, you will be able to view them online through your member profile list. When it is time for your recertification, simply print out the member profile CEH list, and submit it with your application.

Step 1: Complete Required Refresher Courses

On the first recertification cycle, the three mandatory refreshers in sanitation, nutrition, and supervisory management are required as part of your 80 CEH requirement.

On subsequent recertification cycles, candidates are only required to complete the sanitation refresher. The remaining 72 CEH required are self-directed toward a chef's specific professional development plan.

Step 2: Determine Remainder of CEH Needed

If a candidate holds multiple certifications, their CEH requirement is 80 CEH for the first, or primary, certification, 40 CEH for the second certification, and 20 CEH for each subsequent certification designation. (Example: Chef Jones currently holds a CEC®, CCE®, CCA®. When she is ready for recertification, she will need to complete 80 for her first designation, CEC®, then 40 for her second designation, CCE®, and 20 CEH for her third, CCA®, which will total 140 CEH.)

Step 3: Complete Recertification Application

Provide the necessary documentation of your Continuing Education Hours (CEH). Documentation must include the number of hours taken, completion date, and educational topic. Please do not send original certificates. Complete the application, secure all paperwork together, and include payment, either by credit card information on the application or with a check or money order made payable to the American Culinary Federation.

Step 4: Recertification Notification

The ACF Certification Department will review the recertification application and CEH documentation, and will notify you of approval (please allow 2-3 weeks for processing). You will be notified by email that the application has been received. Once the recertification is approved, you will be notified by email. Recertification certificates can be printed through the member profile page. If you would like your certificate printed and mailed, please check the box on the recertification application.

CEC® Certifications are valid for five years.

ACF would like to share your certification accomplishment in ACF communications and industry publications. If you prefer this information not be shared, please be sure to check box on recertification application.

How to Earn Continuing Education Hours (CEH)

CEH can be earned through a variety of professional development activities. General categories of approved professional development activities are listed on the ACF Approved Continuing Education Hours (CEHs) flyer. In addition, the ACF website provides a service to certificants, which lists approved CEH providers and courses. ACF does not require any specific course or vendor to be used for CEH. CEH activities and courses offered by ACF approved CEH providers are varied in nature to allow professional development based on professional and culinary needs.

Approved CEH must enhance the competence of a CEC® in one of the domains as outline in the CEC® Job Analysis. This links enhanced competence to the core knowledge and skills required to earn the CEC® credential. Approved CEH enhance one of the following areas:

- Food, equipment, and food products
- Culinary team management and leadership
- Food safety and sanitation

- Marketing, merchandising, and public relations
- Finance and ethics, professional and legal issues
- Organization, craftsmanship and finished product skills

Certification Expiration

If a certificand allows their certification to expire, they are granted a 90-day grace period to finalize and submit their payment. If a candidate's expiration surpasses the grace period, they must adhere to the Recertification after Expiration Policy. The policy has provisions in place to allow chefs to recertify if their certifications have expired 36 months in the past or less. If certification expiration date is longer than 37 months ago, candidates must certify based on all current eligibility requirements, including education, mandatory courses/refreshers and relevant work history (within the previous ten years), as well as the testing requirements (written and practical examinations).

CEC® Written Exam At-A-Glance

Description of Exam

The written exam was developed based on domains, tasks, and knowledge areas determined during a job analysis with a group of ACF Subject Matter Experts (SMEs). Candidates have 90 minutes to complete the 100 question multiple choice exam. Candidates will receive scratch paper and a pencil at the test site. The use of a basic, 4-function calculator is allowed.

Exam Administration

Written exams are administered by PSI. Candidates can register for the exam by calling **800-211-2754**, Monday through Friday, 7:30 a.m. – 10 p.m. Eastern Time, Sat 9 a.m.- 5:30 p.m. Eastern Time, or register online at the PSI Online Registration Site.

- The written exam fee is \$75 and is paid directly to PSI.
- PSI has a 24-hour cancellation policy.
- An ACF number is required at the time of registration. To request an ACF identification number, contact certify@acfhcfs.net prior to registration.
- Written exam scores are valid for two years.

Written Exam Facility Requirements

To ensure consistency throughout the certification testing program, all testing facilities will offer candidates a high-level testing venue which includes appropriate equipment and space configurations as specified in the guidelines below:

General

- Test Center must conform to local building, sanitation & health codes, as well as meet ADA requirements
- Building and grounds must be clean and in good condition
- Exits must be clearly marked and unobstructed
- Fire extinguishers required and in working order, location well marked and easily accessible
- Emergency exits must be clearly identified and clear of obstructions
- First-Aid kits must be stocked and easily accessible
- Restrooms must be located in the same building as the testing center
- Restrooms must be clean, supplied with necessary items, and in working order
- Adequate parking must be available near the testing center location

Test Room Physical Space

- Test room must be large enough to comfortably place testing stations and chairs
- Testing terminals must be arranged so that an applicant cannot view a computer monitor at one of the other work stations. Partitions are required between each workstation.
- Test station table surface must be large enough to accommodate the monitor, keyboard, mouse pad and applicable testing materials. A recommended size would be 42" x 36".

- Testing area must be located so candidate will not be disturbed by foot traffic, loud conversation or outside noise.
- Testing room shall be free from any other activity during testing sessions; during non-testing time, the testing room may be available for other uses.

Test Room Environment

- Temperature must be consistent and comfortable
- Test room must be well-ventilated, with continuous air circulation
- Test room must be lit so that each candidate can read all diagrams, charts, etc., and read the computer screen with no glare.

Security and Surveillance

- Testing must take place in a separate room with a closable door
- Proctor station and printer must be located outside of the testing room
- Video surveillance system must provide 100% surveillance during testing session and include a DVR w/30 day retention
- Testing room door must be lockable, restricting any unauthorized access
- All testing material must be secured when not in use
- The testing room may be used for other purposes when not being used for testing

Equipment and Supplies

- Copy machine or scanner to provide copies of candidate IDs and test eligibility documents
- A locking file cabinet to secure test materials and candidate documents
- Ream of clean paper to be issued to candidate, if applicable, and pencils

Test Administration

PSI conducts training of all written exam proctors. Each test site/proctor has been issued a proctor ID code and a Proctor Manual.

What to Expect

When you arrive at the PSI written exam test center, the written exam proctor will:

- Ask for the candidates to provide photo identification.
- Have the candidate sign-in on a daily log sheet.
- Issue scratch paper and pencil.

Candidate should bring:

- Acceptable forms of photo ID with signature are: Driver's license, Government ID card, Passport, or Alien residency card.
 - Candidates that do not produce a valid ID at the scheduled appointment will not be allowed to take the test.

Taking the Written Exam

The proctor can explain the use of computer hardware and run Demo Test if requested. The proctor will review the candidate's personal information on the screen with candidate. All items must be correct, if not, make the necessary changes. The proctor will select candidate's test. If the candidate has two or more exams, select the exam the candidate has scheduled to take first.

Candidate will be asked to:

- Verify the type of exam.

- Complete a survey with comment section at the end of the exam.
- Stay in examination room. The proctor will monitor the test and candidate at all times.
- Take a break, if necessary; however, time given for the exam continues uninterrupted.

The proctor is available to answer any candidate questions pertaining to the software. The proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.

Certification	Description	Duration of Exam	Number of Questions	Passing Score
Certified Executive Chef®	Multiple Choice	90 minutes	100	75

Exam Results

The proctor will print out the candidate's exam results at the conclusion of the exam, as well as collect the scratch paper and pencils. The candidate will be asked to sign out on daily log sheet.

The printed results will serve as your official score report. A copy of the candidate's passing exam results will be submitted with the ACF CEC® Final Application. The passing score is 75.

For failing candidates, in addition to providing the overall score, the score report also provides a breakdown of how the candidate performed in each of the exam content areas to assist them in refreshing in the event they choose to retest. The candidate who received a failing score will be allowed to retest per the retesting policy.

Retesting Policy

There is a 14 day waiting period required before scheduling any additional exam attempts. Testing fees are assessed for each attempt.

Passing Score Determination

The methodology to determine the cut score or passing point used in this examination is a criterion referenced approach called a modified Angoff Technique. The testing profession considers this technique to be one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate will answer the question correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for this examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Optional Practice Exams

Optional practice exams are available for purchase. Purchase or completion of the practice exams is not required for certification. Practice exams are available for 30-day unlimited access to the practice certification exams. The CEC® practice exams offer two tests of 50 questions each. The practice exam resembles the actual exams in style and composition, but they are not the actual exams. **Passing the practice exam does not guarantee success in passing the actual ACF certification exams, but should give you a good indication of your readiness to take those exams.**

Recommended Reference Materials

Baking Fundamentals

Author: American Culinary Federation
Publisher: Prentice Hall
Pub. Date 2006

Supervision in the Hospitality Industry, 8th Edition

Author: Miller, J.; Walker, J.
Publisher: John Wiley & Sons, Inc.
Pub. Date 2015

Nutrition for Foodservice and Culinary Professionals, 9th Edition

Author: Drummond, B.; Brefere, L
Publisher: John Wiley & Sons, Inc.
Pub. Date 2016

Fundamentals of Management: Essential Concepts and Applications, 10th Edition

Author: Robbins, S
Publisher: Pearson
Pub. Date 2016

NRAEF ManageFirst: Nutrition, 2nd Edition

Author: National Restaurant Association
Publisher: Pearson
Pub. Date 2012

Principles of Food, Beverage and Labor Cost Controls, 9th Edition

Author: Dittmer, P
Publisher: John Wiley & Sons, Inc.
Pub. Date 2008

ServSafe Coursebook, 6th Edition

Author: National Restaurant Association
Publisher: Prentice Hall
Pub. Date 2012

Food Safety Fundamentals: Essentials of Food Safety & Sanitation

Author: McSwane, R.; Linton, W.
Publisher: Pearson-Prentice Hall
Pub. Date: 2002

The Professional Pastry Chef: Fundamentals of Baking Pastry, 4th Edition

Author: Frigberg, B.
Publisher: John Wiley & Sons
Pub. Date 2002

Escoffier: The Complete Guide to the Art of Modern Cookery

Author: Escoffier, A.
Publisher: Wiley
Pub. Date 1997

Foodservice Organizations: A Managerial and Systems Approach, 8th Edition

Author: Gregoire, M
Publisher: Prentice Hall
Pub. Date 2012

NRAEF ManageFirst: Hospitality Human Resource Management and Supervision, 2nd Edition

Author: National Restaurant Association
Publisher: Pearson
Pub. Date 2012

On Food & Cooking, Revised Updated Edition

Author: McGee, H
Publisher: Scribner
Pub. Date 2004

Professional Baking, 7th Edition

Author: Gisslen, W
Publisher: Wiley
Pub. Date 2016

**ACF Certified Executive Chef® (CEC®)
Detailed Content Outline
Examination Specifications**

	# of Items
1. Advanced Cooking	40
A. Product Identification	4
B. Cooking Methods and Techniques	18
C. Kitchen Design and Equipment	5
D. Fabrication	4
E. Presentation	2
F. Recipe and Menu Development	7
2. Safety and Sanitation	10
A. Food and Product Handling	6
B. Laws and Regulations	2
C. HACCP Compliance	2
3. Baking and Pastry	5
A. Baking Methods, Techniques, and Formulas	2
B. Equipment and Ingredients	1
C. Presentation	2
4. Nutrition	9
A. Allergies	4
B. Dietary Considerations and Guidelines	5
5. Finance and Operations Management	18
A. Budget Development and Financial Statements	4
B. Purchasing and Receiving	5
C. Procedures and Policies	4
D. Menu Design	3
E. Marketing, Branding, Communication, and Public Relations	2
6. Team Management and Leadership	18
A. Personnel Management	2
B. Team Development	5
C. Federal Employment Laws and Labor Regulations	5
D. Ethics and Professional Issues	5
E. Personnel Recruitment and Acquisition	2
Total 100	

Sample CEC® Written Exam Questions

- Which of the following product categories sets India apart from other Asian cuisine?
 - Dairy
 - Seafood
 - Meat
 - Grain
- Which of the following is a lean or low-activity fish?
 - Flounder
 - Arctic Char
 - Grouper
 - Tuna
- If 7 ounces of beef is used to make one entrée, how many pounds of beef are needed to make 325 portions?
 - 108 pounds
 - 124 pounds
 - 143 pounds
 - 156 pounds
- Combined weight of meal = 150 grams
Protein = 20%
Carbohydrates = 70%
Lipids = 10%
Based on the information provided above, what is the percentage of calories from fat?
 - 10%
 - 15%
 - 20%
 - 25%
- Which of the following is a variable cost in a restaurant budget?
 - A. Equipment repairs
 - B. Insurance
 - C. Contract maintenance
 - D. Equipment lease payments
- Beginning inventory = \$10,000
Sales = \$25,500
Purchases = \$15,500
Ending inventory = \$9875
Given the information above, what is the cost of goods sold percentage?
 - 56.48%
 - 61.27%
 - 65.42%
 - 67.84%
- Which of the following food products can be stored at a temperature of 45°F?
 - Fresh eggs
 - Dairy
 - Poultry
 - Meat

Answers to sample test questions: 1. A; 2. A; 3. C; 4. C; 5. A; 6. B; 7. A.

CEC® Practical Exam At-A-Glance

Description of Exam

The test site selects the date and schedules the test. Candidates are responsible for registering with ACF and contacting the host site regarding additional fees (if applicable). The Test Administrator is responsible for selecting three Certification Evaluators from a current list of evaluators posted on the website. Three Certification Evaluators are required per every six candidates; of the three evaluators, two must be unaffiliated with the exam candidate.

ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit, or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.

Exam Registration and Fees

Practical exam registration is required for both test site and ACF National Office. The test site administrator may collect appropriate host site fees from candidates to cover direct expenses related to the exam. The host site fee is established at the discretion of the approved examination site. Candidates are required to register with the ACF and pay a practical exam fee of \$50 if you are a member and \$100 if you are a non-member. The host site may also require a cancellation fee at their discretion.

Candidates will receive a registration confirmation from the ACF National Office by mail or email, after payment is processed. This will confirm your registration to the Test Administrator.

Prior to the exam date, the test site administrator will contact candidates about testing time and other exam details.

Practical Exam Facility Requirements

To ensure consistency throughout the certification testing program, all testing facilities will offer candidates a high-level testing venue, which includes appropriate equipment and space configurations as specified in the guidelines below.

The test site must be able to provide ample space to include refrigeration, work area, sinks, ranges, and oven space for each candidate. Sufficient access to fryers and grills must be provided, although candidates may share this equipment. A large clock must be visible in the examination area for accurate time keeping. There should be a candidate staging area for ingredient check-in by the evaluators. First aid equipment and materials should be available if needed.

At a minimum, each test site shall provide the following:

- 4-burner stove with standard oven per candidate (portable burners are not acceptable)
- 45 sq. ft. usable table/counter working space per candidate
- 4 cubic ft. of refrigeration space per candidate at a close proximity to the station
- adequate cubed ice supply
- one hot and cold hand sink per three candidates
- one hot and cold ware washing sink per four candidates
- 2 power outlets per candidate, located at their work station
- ample garbage receptacles placed at every station, and a community receptacle within the testing facility
- portion/measuring scales to be available for candidates, balance scale for pastry, measuring in ounces and pounds
- marble slab and microwave oven required for pastry candidates
- one five-quart mixer per pastry candidate
- cutting boards
- evaluator's table should include: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, stapler, digital camera, and a copy of *Le Guide de Cuisine*
- ample supply of appropriate cleaning equipment including brooms, mops, and paper towels
- plastic wrap, foil, detergent, sanitizers, and buckets

Each station must be provided with a basic set of pots, pans, and hand tools (see list). Additional kitchen equipment is to be supplied in a common area. In the event that a test site is unable to supply all stations with a full set of station equipment, the candidate may be asked to bring along some of the items needed to complete the set. **The Test Site Administrator shall notify the candidate of this requirement upon registration.**

Individual Equipment:

- (2) 3 quart mixing bowls
- (2) small sauce pans
- (1) medium sauce pan
- (1) large sauté pan
- (1) medium sauté pan
- (2) small sauté pans
- (2) small bain marie inserts
- (1) rubber spatula
- (1) solid spoon
- (1) 2 oz. ladle
- (1) 6 oz. ladle
- (1) small whisk
- (1) wooden spoon

The Community Kitchen:

The community kitchen should include small appliances which can be shared by all candidates. Safety and sanitation supplies must be furnished by the test site. Candidates are expected to bring their own plastic gloves, if needed, for production or service. At a minimum, each test site shall provide the following in the community kitchen:

- Chinoise
- Food processors
- Microwave
- Food mixers
- Grill
- Portion scales
- Proof box
- Balance beam scales
- Fryer
- Measuring containers
- Food blenders

Ingredients

Exam candidates are required to bring all of their own ingredients; however, a test site may choose to provide common staples and optional items to the candidates. This list of common staple and optional items is to be made available to all registered candidates at the time of registration.

What to Expect

The practical exam can be a rewarding experience if properly prepared. ACF wants to let you know “what to expect.” We wish you much success!

On the Day of Your Exam

You will have up to 30 minutes to set up before your designated start time or before the pre-exam meeting time if you are starting first.

Pre-Exam Orientation Meeting

The 15-minute pre-exam meeting will be held before the morning exams. The meeting will include:

- Filling out paperwork
- Making final payment (paying necessary fees: host site and ACF)
- Presenting menus to evaluators
- Evaluators will be available to answer last minute questions

The Exam

The CEC® practical exam is 3-hours plus a 15-minute window, which may be taken at any ACF approved test site. A score of 75% or higher is required to pass. Practical exam scores are valid for one year.

- Wait in the designated area until your assigned set-up/start time in which you may begin cooking.
- Expect to see evaluators and apprentice evaluators walking around with clipboards and taking notes. Also expect them to be talking to each other, asking you questions, looking at your food, and looking deep in thought. This is not meant to be a distraction or an intimidation tactic, but what is involved in the evaluation process.
- Remember, you will not be alone in the kitchen while you are preparing your food for the exam. Expect up to three other participants with you in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- A kitchen's helper's role is to assist in keeping the kitchen clean, clearing dishes, etc. They report directly to the Test Administrator. They may, at times, be able to get something for you. Only authorized helpers will be allowed in the kitchen during the exam. If in doubt, ask. The test site may assign 1 pot washer and 1 runner per 4 test candidates or per kitchen, but is not required to offer this assistance.
 - Candidate's assistant can only assist with load and breakdown, they may not be in communication with the candidate during the exam and are not allowed in kitchen until all candidates have completed testing.
- **Do not forget food safety!** Remember, no bare-hand contact with ready to eat foods. This means using the proper utensils for the right job at every opportunity. Remember, the preventative measures for time/temperature abuse and cross contamination.
- You will present your food to the evaluators at your designated time. Be courteous, calm, and collected.

When You Are Finished in the Kitchen

Expect to wash your own equipment, utensils, and china when you are through with your exam. You must clean up and be out of your cooking area within ½ hour of completion. There may be another participant waiting to set-up for his or her exam.

Evaluation and Critique

At the completion of the exam, candidates will be given a verbal explanation of their performance, which is used to document the results of the exam. The Test Administrator will give any candidate who successfully completed the exam an ACF Practical Exam Passing Form for their records. The original individual Score Sheets, Summary Score Sheet, and Candidate Questionnaires are to be sent to the Certification Department at the ACF National Office.

Any candidate who fails the exam is welcome to take it again. There is no waiting period, but he/she must submit a new registration form and payment.

Evaluator Training

An approved Certification Evaluator has been placed in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application, and completion of required training and apprenticeships. ACF confirms that this individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers.

Practical Exam General Guidelines

1. Candidates must provide all ingredients for use during their certification practical exam as outlined in the exam components for each level. Exception would be allowed for test sites that choose to provide ingredients. *(Check with Test Administrator.)*
2. Immersion circulators will be allowed during the exam, however, they do not count as a cooking method and are considered personal equipment.
3. No advance preparation or cooking is allowed with the exception of the following: vegetables can be peeled; salads may be cleaned and washed, but not cut or shaped in any form; and beans may be pre-soaked.
4. Items that require long marinating times may be brought in pre-marinated; however, the candidate must demonstrate the entire marinating and/or fabrication process during the exam.
5. Candidates are allowed to bring in only the whole and raw materials. No finished sauces are allowed; however, basic stocks (beef, veal, chicken, vegetable, or fish) may be brought in as necessary for the assignment. No commercially produced stocks or bases are permitted. No clarified consommés are allowed.
6. Candidates shall bring his/her personal tools, including knives, small wares, and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be made for test sites that choose to provide china. *(Check with Test Administrator.)*
7. Dry and wet garbage receptacles, as well as trim receptacles, must be maintained and presented to evaluators upon completion of the exam.

8. Basic nutritional balance in recipe development means the candidate should use the following guidelines in formulating a balanced, nutritionally-sound recipe.

Daily caloric intake should range between 1300 to 3000 calories per day with:

- 45%-65% of calories from carbohydrates
- 20%-35% of calories from fat with less than 10% from saturated fat
- 10%-35% of calories from protein
- 300 mg or less of cholesterol
- 2400 mg or less of sodium

Savory Guidelines

- Ingredients and garnishes should harmonize with the main part of the dish and conform to contemporary standards of nutritional values.
- Unnecessary ingredients should be avoided and practical, acceptable, cooking methods should be applied.
- Dressing the rims of the plate results in an unacceptable appearance.
- Meat and vegetable juices should not make a dish look unappetizing.
- Vegetables must be cut or turned uniformly.
- Plate arrangements and decoration should be practical yet appealing and should comply with daily standards.
- In general, portion weight should be in keeping with the norms of accepted practice and nutritional balance.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A typed menu describing each dish to be prepared must be provide to evaluators.
- All items presented will be evaluated based on cooking methodology, taste, presentation, degree of doneness, and measured to the acceptable industry standards.
- Execution of cooking fundamentals and kitchen management will generate the primary factors for evaluation; see the Score Sheets for a clear understanding of what will be evaluated.

Study Tips and Helpful Hints

- Read this CEC® Practical Exam At-A-Glance section carefully.
- Develop a plan and timeline, and then follow it closely.
- Study applicable written material for:
 - Processes mandated
 - Processes you decide to do
- Practice numerous times.
- See guidelines for items that you can and cannot bring
- Remember, you are in control of selecting your ingredients, so make sure they meet your needs and the needs of the exam.
- The basic equipment will be provided as described in the ACF Practical Exam Administration Guide; however, if you have been practicing with your own pots and pans, small wares, etc., then you will want to bring those with you and use them. This way you know the nuances already and do not have to deal with any last minute surprises.
- Bring your own china. (*Check with Test Administrator.*)
- Sanitation skills will be monitored at all times for compliance with standard rules and that sanitation infractions could lead to a failing exam.
- All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs, and have a clean apron and side towels.
- Ask questions prior to the exam, be prepared! When in doubt, ask. Contact ACF National Office Certification Department at **800-624-9458** or check out www.acfchefs.org and contact a Certification Evaluator or Certification Evaluator Trainer in your region, who will tell you to practice.

Assessment Criteria

The assessment for certification practical testing is divided into four general areas: Safety and Sanitation Skills; Organization; Craftsmanship Skills; and Finished Product Skills.

The candidate's skills are evaluated during the examination period through frequent monitoring by the evaluators. Notes are made during the examination as references to the evaluation. The practical examination is scored overall as pass or fail. Points are calculated in various areas and a total numerical score is calculated. A total average score of 75% (75 points) or better is considered passing.

Domain 1: Safety and Sanitation Skills will be measured using required industry standards. The candidate is evaluated on their ability to work within established guidelines for safety and sanitation at all times.

Scoring: Safety and sanitation skills are assessed as acceptable or unacceptable. An unacceptable score in this area by two or more evaluators is considered an overall failure, regardless of the total points achieved by candidate. Evaluators are allowed to disqualify any candidate for infractions of these guidelines. Cleanliness of the equipment, both during and after the test, will be the responsibility of the candidate.

Here is a general guideline on safety and sanitation skills the candidate needs to follow:

- a. **Safety and Sanitation Skills:** The prevention of time/temperature abuse and cross contamination are the two most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner has seen a possible infraction of either of these two areas, the candidate may be questioned as to their knowledge of these concepts. Infraction(s) of either time/temperature abuse or cross contamination could cause the candidate to fail the exam.

The cutting boards must be scrupulously sanitary. Knives must be sharp. The toolbox/knife bag must be clean and sanitary inside. Sanitizing solution must be correctly titrated, and used properly to sanitize hands and equipment in-between uses. Candidates must be using towels correctly and not wiping debris off a table and then wiping a knife or a plate with the same towel. Candidates must not be using their aprons as hand wipes. Products must be stored at the correct temperature. Gloves must be used when the last contact with food is occurring, for example, plating up. Scores and cuts must be properly treated and covered. Areas must be kept sanitized, particularly during fish to meat to vegetable or dairy transitions. Frequent hand washing and sanitizing must take place.

Domain 2: Organization Skills will be measured using industry standards for the following:

- Organization and work flow
- Proper utilization of all ingredients
- Timing of service and follow-up

Scoring: Organizational skills are assessed based on mise en place, recipe development, utilization of ingredients, and use of allotted time, for a possible total of 20 points.

Here are general guidelines for organization and work flow the candidate needs to follow:

- a. **Organization:** Table is kept clear of nonessentials, such as equipment not needed for the task at hand. Candidate is working systematically on one job at a time, using correct cutting motions and the correct knife for the job, organizing products properly in a refrigerator, rack, cart, knife or other equipment storage. Candidate understands how the usable waste is stored properly. Floor spills are quickly handled. The candidate is not using the dish area as a storage dump. The candidate has an organized withdrawal from the kitchen, leaving it as clean as it was found.
- b. **Work Flow:** The candidate practices smooth transitions from one job to another. The candidate has a logical progression of jobs; for example, chops herbs or minces garlic at the same time. The candidate maintains proper timing of the menu items.
- c. **Proper Utilization of all Ingredients** is evaluated on the candidate's efficient use of products. All food and non-food refuse will be kept at the station with the candidate until the completion of the test. Two separate containers are to be maintained: one for food refuse and the other for non-food refuse. The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by the evaluator. Upon the completion of the exam, the evaluator shall review the food refuse container to determine efficiency of the candidate's work. Points may be deducted from the candidate's score if serious infractions concerning product usage are witnessed. In the case of cooked byproduct, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.
- d. **Timing of service and follow-up** is evaluated on the requisite time given to the candidate for the level of examination attempting. The candidate will be notified of his/her presentation time "window" upon the start of his/her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted.

Exceeding a reasonable allotted time can result in loss of points and may or may not result in a failing grade.

Domain 3: Craftsmanship Skills will be measured using industry standards for the following:

- Creativity, skills, and craftsmanship are evaluated based on the candidate's ability to properly execute classical knife cuts and proper cooking techniques, while utilizing the correct method of preparation for any given item. In addition, the variety of techniques properly executed shall be factored into this score.
- Serving and portion size is evaluated on the main item and complementary components in the correct size and amounts following the required nutritional standards. When the main item is not within prescribed limits, either under or over, then points may be deducted. Likewise, each accompanying item not within acceptable portion size could result in the loss of points.

Scoring: Craftsmanship skills are assessed based on execution of proper cooking techniques, skills, and fundamentals through creativity, skills, and craftsmanship, for a possible total of 40 points.

Here are some general guidelines on cooking skills and techniques the candidate needs to follow:

- Cooking Techniques and Skills:** The candidate should pay attention to detail, as described by the fundamental cooking technique specified. The candidate should use the proper technique as stated in the test criteria, such as properly deglazing a pan, rather than simply adding wine or a liquid; properly browning the mirepoix, not just heating it; correctly roasting and basting the product as it needs, not just placing the product in the oven; or poaching items, rather than simmering them. The candidate should use correct methodology and techniques in preparing forcemeat and demonstrates a variety of different techniques.
- Butchery and Boning Skills:** The candidate is efficient and profitable in the removal of muscle from meat or poultry carcasses or fish from a bone. Sinew and/or fat removal and correct tying methods will be evaluated.

Domain 4: Finished Product Skills will be measured using industry standards for the following:

- Overall Presentation, including the use of appropriate garnishes
- Overall Nutritional Balance
- Ingredient Compatibility
- Flavor, Taste, Texture and Doneness

Scoring: Finished product skills are assessed based on flavor, texture, presentation, ingredient compatibility, and nutritional balance for possible total of 40 points.

Here are some general guidelines on finished product skills the candidate needs to follow:

- Serving Methods and Presentation: *Hot Food Hot and Cold Food Cold!*** (including plates)
Presentation is evaluated on correct temperatures of the items served, including the dishware, visible seasonings and garnishing, arrangements of items, and overall aesthetic appeal of the presented items. Food is fresh and colorful, visibly seasoned, presented with some height, easy to eat, and pleasing to the eye. Meat/fish slices are even, straight, and evenly shingled. Items are placed closely together to help maintain temperature and to keep the plate from resembling a "smiling face" or "party-on-the-plate décor." The use of white china is strongly suggested.
- Portion Size and Nutritional Balance:** Components of the meal are balanced so that the main item is complemented in size/amount by the accompanying garnish(es) and/or sauce. The candidate adheres to nutritional standards. The protein weight is within the set limits.
- Ingredient Compatibility:** Ingredient compatibility and nutritional balance are evaluated on the harmonious use of ingredients, cooking methods, and ingredient colors, which follow guidelines for nutritional balance. Ingredient colors harmonize. Ingredient amounts are correctly portioned to give a perfect harmonization. Have any of the ingredients been duplicated?
- Flavor, Taste, Texture, and Doneness:** Flavor and texture are evaluated on the proper use of flavors and seasonings in every menu item and/or component, with a variety of contrasting food textures as presented for judging. The flavors are typically associated with the specific food ingredients in the menu and recipes are profound. For example, the duck broth tastes like duck. Doneness temperatures are correct. Stated vegetable cuts are correct. Stated cooking techniques have been correctly applied. The textures correspond to what was implied in the recipe. The flavor of the sauce or vinaigrette reflect what the recipe states and has the correct consistency. The correct degrees of caramelization has been shown.

CEC® Practical Exam Specifications

The practical exam is based on domains and skills determined during a job analysis with a group of ACF subject matter experts.

Domain 1: Safety and Sanitation Skills

Sanitation skills are observed and evaluated in the course of the performance of the skills performed in Domains 2, 3 and 4. Failure to meet the sanitation skills standard shall result in a failure despite the degree of Organizational, Craftsmanship and Finished Product skills demonstrated.

Skills:

- Working and managing a sanitary environment
- Food handling that avoids time/temperature violations and cross-contamination

Domain 2: Organizational Skills

20%

Skill 1: Work flow

Skill 2: Mise en place (create, maintain and manage)

Skill 3: Food storage

Skill 4: Weighing and measuring

Skill 5: Identifying ingredients

Skill 6: Purchasing

Skill 7: Use of equipment

Skill 8: Use of time

Skill 9: Analyzing costs

Skill 10: Using ingredients and develop recipes

Skill 11: Use of Area

Domain 3: Craftsmanship Skills

40%

Skill 12: Executing fundamental cooking procedures and methodologies

Skill 13: Butchering

Skill 14: Knife handling

Skill 15: Deconstructing groceries

Skill 16: Use of heat and cold

Skill 17: Emulsification

Skill 18: Preparing sauces

Skill 19: Baking and Pastry Fundamentals

Domain 4: Finished Product Skills

40%

Skill 20: Developing flavor profiles

Skill 21: Constructing profiles

Skill 22: Determining doneness

Skill 23: Achieving desired textures

Skill 24: Achieving desired colors

Skill 25: Maintaining food integrity

Skill 26: Achieving nutritional balance

Skill 27: Serving food at the desired temperature

Skill 28: Presenting food esthetically

Skill 29: Presenting food colorfully

Skill 30: Choosing vessels

Skill 31: Food placement

Skill 32: Achieving the stated menu

Skill 33: Menu presentation

Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- Sanitation skills will be monitored at all times for compliance with standard rules.
- Sanitation infractions could lead to a failing grade.
- **Professional Uniform:** All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs, and have clean apron and side towels.
- Candidates should present a typed menu to the examiners prior to the start of the exam.
- Candidates must bring their own plates unless the test site has agreed to provide them.

Exam Time: 3 hours plus 15-minute service window (for a total of 3 hours and 15 minutes)

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators.

The candidate shall exhibit the following:

Utilizing all the ingredients in this Market Basket, prepare a three-course menu, including a fish, salad, and main course, all with appropriate accompaniments. Four portions of each course will be prepared and plated. Submit a typed menu to the examiner prior to the start of the exam. Each ingredient must be used at least once. The amounts given are only suggested as a guideline. You may not need to use all the amounts that are listed:

Market Basket:

- 1 whole roundfish (i.e. Arctic Char, Snapper, Branzino, or Trout)
- 2 each 1.25 pound live Maine lobsters
- 1 whole chicken averaging 4.5 pounds **with demonstration of 2 cooking methods.** No additional chicken may be used.
- 2 ounces smoked bacon or pancetta
- 1 pound Swiss chard or fresh spinach
- **Choose 1 of the following bitter leaf varieties** – Belgian endive, radicchio, and frisee
- **Choose 1 of the following tender leaf varieties** – Bibb, red or green oak, or Lola Rosa
- **Choose 1 of the following root vegetables (1 pound)** – carrot, beets, turnips, parsnips, celery root, or rutabaga
- 3 each Russet or Yukon potatoes
- 2 each Globe artichokes
- Any variety apple or pear
- **Choose 1 of the following tomato varieties (1 pint)** – grape, Roma, or heirloom

*Baby or petite varieties of any of the Market Basket items are not acceptable.

The three courses shall include:

- Fish course (including both seafood items) presented as appetizer portion
- Salad course (tossed, with extra dressing served on the side) as part of a three-course meal
- Main course (with two or more accompanying vegetables and starch) utilizing approximately 6-7 ounces of protein

The meal must include at least:

- 4 classical vegetable cuts (i.e. Julienne, Tournee, Brunoise, Alumette, small dice, Paysanne, and Batonette)
- 4 different cooking methods must be shown (i.e., fry, broil, sauté, roast, boil, poach, steam, or grill)
 - 2 cooking methods must be used on the chicken in particular
- Appropriate vegetable and starch accompaniment for the main course (may bring in additional ingredients and prepare them for plate accompaniments) prepared and presented during the exam.
- An emulsified vinaigrette made by hand (ingredients must be brought into exam kitchen)
- 2 different sauces using different methods (i.e., roux based, reduction, or butter)

Notes:

1. The candidate may add any supporting or “common kitchen” ingredients to the groceries that are needed.
2. Appropriate organization, safety, and sanitation skills contribute greatly to each candidates’ success.
3. Candidates may not present their food outside of the service window, unless specifically instructed by the proctor or test administrator.
4. Candidates are encouraged to pre-marinate any proteins and serve those proteins at the exam, as long as the butchering and pre-marinating process is demonstrated during the exam. For example, the day before the exam, butcher a chicken and marinate it for the following day. During the exam, demonstrate the process on another whole chicken and then properly store the product for “future use.”

Exam Results:

At the conclusion of a practical exam, candidates will receive both a verbal and written critique of their performance in each of the exam content areas. The lead evaluator for the exam will facilitate the review and will make written comments on the Practical Exam Candidate Written Critique Form. This will be provided to all candidates, both passing and failing. This will allow the candidates to review areas for development in the event they choose to retest. Candidates who do not pass the practical exam are allowed to retest per the retesting policy.

In addition to the Practical Exam Candidate Written Critique Form, which all candidates receive, those candidates who pass will receive an ACF Practical Exam Passing Form, which they will include with their final application form and written exam passing form to the ACF National Office.

ACF CEC® Practical Exam Evaluation Review

Candidate Name: _____ ACF ID #: _____
 Location: _____ Date: _____

Domain I - Safety and Sanitation

Domain II - Organizational Skills

Domain III - Craftsmanship Skills

Domain IV - Finished Product Skills

Evaluation review should support the candidates test results (outcome).
 This review is to be given to the candidate at the conclusion of the Practical Exam.

ACF CEC® Practical Exam Evaluation Scoresheet

Name: _____ ACF ID: _____
 Location: _____ Date: _____

Domain I - Safety and Sanitation Acceptable Unacceptable
 Comments: Required if unacceptable

					Rating Scale
					Score corresponds to a scale of 1-10
					1 - 2.5 Unacceptable
					2.6 - 5 Major Deficiencies
					5.1 - 7.4 Minor Deficiencies
					7.5 - 10 Acceptable

Domain II - Organizational Skills - 20%	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculate)	COMMENTS (required if score is 7.4 or less)
Wise en place/ Work flow	s			#DIV/0!	
Use of time/ Use of space	s			#DIV/0!	
Food storage	s			#DIV/0!	
Identifying ingredients/Using ingredients and recipe development	s			#DIV/0!	
Domain II Possible Points					20.0
Points Received					#DIV/0!

Domain III - Craftsmanship Skills - 40%	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculate)	COMMENTS (required if score is 7.4 or less)
Use of equipment/Weighing and measuring	s			#DIV/0!	
Knife handling/ Butchering	s			#DIV/0!	
Preparing sauces/Emulsification	ns			#DIV/0!	
Fundamental cooking procedures & methodologies	ns			#DIV/0!	
Domain III Possible Points					40.0
Points Received					#DIV/0!

Evaluator: _____ 1

Practical Exam CEC® Score Sheet

[Click here to download](#)

www.acfchefs.org/download/documents/certify/certification/cec_score_sheet.xls

Practical Exam Candidate Written Critique Form

[Click here](#)

www.acfchefs.org/download/documents/certify/certification/practical_exam_review.pdf

Appendices

Step 1: Initial CEC® Pre-Approval Application
Certified Executive Chef®

Once completed email to certify@acfhqs.net or mail this form and payment to the address above.

PERSONAL INFORMATION
 First Name: _____ MI: _____ Last Name: _____ ACF #: _____
 Home Phone: _____ Cell Phone: _____ Email: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____

MANDATORY REQUIREMENTS
 Include proof of education and work experience with application. Acceptable documents include copies of official transcript, diplomas and employment verification letters on company letterhead. Do not send originals.

1. Education	Date Completed	Documentation Included
High School Diploma (GED plus 100 CEHs or 200 Continuing Education Hours or Associate's Degree in Culinary Arts or ACEF Apprenticeship Program plus 90 CEHs)	_____	<input type="checkbox"/>
Courses		
30-Hour Culinary Nutrition	_____	<input type="checkbox"/>
30-Hour Food Safety & Sanitation	_____	<input type="checkbox"/>
30-Hour Culinary Supervisory Management	_____	<input type="checkbox"/>
Eight hour refresher course required if initial 30-hour courses are older than five years.		
8-Hour Refresher Culinary Nutrition	_____	<input type="checkbox"/>
8-Hour Refresher Food Safety & Sanitation	_____	<input type="checkbox"/>
8-Hour Refresher Supervisory Management	_____	<input type="checkbox"/>
*30-hour courses in Nutrition, Food Safety and Sanitation, & Supervisory Management counts toward the 150 or 250 hours of continuing education.		
2. Work Experience: Five years as a Chef de Cuisine, Executive Sous Chef or chef in charge of food production in a foodservice operation. Must have supervised at least five full-time people in the preparation of food. Experience must be within the past 10 years.		
Place of Employment	Title	Identify
_____	_____	_____
_____	_____	_____
_____	_____	_____

Initial (Step 1) Application

Click here

www.acfhqs.org/download/documents/certify/certification/app_pre-approval_cec.pdf

Employment Documentation Form

The certification program of American Culinary Federation, Inc. (ACF) recognizes those individuals who have demonstrated that they meet the minimum standards set for each level of certification. Those who earn certification are viewed as highly competent, respected professionals who are knowledgeable in their positions.

Please complete the information below on behalf of the individual applying for certification. Access to the ACF certification program is, in part, contingent on documentation and verification of past and present employment.

PLEASE TYPE OR PRINT CLEARLY
 To: The ACF Certification Commission _____ Date: _____
 This letter will verify that _____ was employed by this establishment from _____ to _____
 His/Her official position/title during this period was _____
 and he/she supervised a minimum of _____ full-time personnel in the performance of food preparation responsibilities.

DUTIES AND RESPONSIBILITIES

I attest that the above information is true and understand that any misinformation provided may adversely affect the candidacy of stated certification applicant.

Printed Name: _____
 Diploma Phone: _____ Email: _____ Title: _____
 Name of Establishment: _____
 Address of Establishment: _____
 City: _____ State: _____ Zip: _____
 Signature: _____

A blank copy of this form should be sent to each employer.

Employment Documentation Form

Click here

www.acfhqs.org/download/documents/certify/ACF_Certification_Employment_Documentation.pdf

Practical Exam Candidate Registration Form

Please complete application, attach documentation and email to certify@acfhqs.net or mail this form and payment to the address above.

PERSONAL INFORMATION
 First Name: _____ MI: _____ Last Name: _____ ACF #: _____
 Home Phone: _____ Cell Phone: _____ Email: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____

Exam Location: _____ Exam Date: _____

Certification level you are testing for

<input type="checkbox"/> Certified Culinaire® (CC®)	<input type="checkbox"/> Certified Pastry Culinaire® (CPC®)
<input type="checkbox"/> Certified Sous Chef® (CSC®)	<input type="checkbox"/> Certified Working Pastry Chef® (CWPC®)
<input type="checkbox"/> Certified Chef de Cuisine® (CCC®)	<input type="checkbox"/> Certified Executive Pastry Chef® (CEPC®)
<input type="checkbox"/> Certified Executive Chef® (CEC®)	<input type="checkbox"/> Personal Certified Executive Chef® (PCEC®)
<input type="checkbox"/> Personal Certified Chef® (PCC®)	

PAYMENT INFORMATION
 \$50.00 ACF Member Practical Exam Fee \$100.00 Non-Member Practical Exam Fee
 I have enclosed a check made payable to the American Culinary Federation (ACF).
 Please bill my: Visa MasterCard Amex Discover
 Account Number: _____ Exp Date: _____ Amount: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Name on Account: _____ Signature: _____

If you need to cancel an exam after you have registered, you must contact both the ACF office and the test site administrator within two weeks of the test date. The ACF registration fee may be transferred to a new test date within six months or will be forfeited. Host sites may charge an additional fee that is payable to the test site administrator hosting the exam, if applicable. Host site fees are separate from the amount due to the American Culinary Federation. Contact the test administrator to confirm test time, host site fee and other specifics about the facility and/or test.

Practical Exam Registration Form

Click here

www.acfhqs.org/download/documents/certify/certification/practical_exam_candidate.pdf

Step 2: Final CEC® Application
Certified Executive Chef®

Once completed email to certify@acfhqs.net or mail this form and payment to the address above.

PERSONAL INFORMATION
 First Name: _____ MI: _____ Last Name: _____ ACF #: _____
 Home Phone: _____ Cell Phone: _____ Email: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____

Name (as it should appear on certificate): _____ Job Title: _____
 Employer: _____

TEST REQUIREMENTS

- Written Exam (score valid for 2 years)
 Location: _____ Date: _____ Score Sheet Included:
- Practical Exam (score valid for 1 year)
 Location: _____ Date: _____ Score Sheet Included:

PAYMENT INFORMATION
 \$150.00 ACF Member \$280.00 Non-Member
 I have enclosed a check made payable to the American Culinary Federation (ACF).
 Please bill my: Visa MasterCard Amex Discover
 Account Number: _____ Exp Date: _____ Amount: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Name on Account: _____ Signature: _____

CERTIFICATION AGREEMENT
 With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and release from liability of persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Disgustion Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for five years and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do not want your certification accomplishments included in ACF communications or shared with media.

Signature: _____ Date: _____
Retention Policy: Certification documents will be retained for seven years after certification expiration.

Final (Step 2) Application

Click here

www.acfhqs.org/download/documents/certify/certification/app_final_cec.pdf

Appendices

comira
AMERICAN CULINARY FEDERATION
Computer Test Report

777 Miramar Blvd, Suite 200
San Mateo, California 94404
Telephone (800) 947-4228
FAX (650) 692-9307
www.comiratesting.com

Name: _____
ACF ID Number: _____
Test Date: _____
Test Site: _____

Test Level: Certified Executive Chef - CEC

Passing Score: 300
Your Score: _____
Grade: _____

The following shows your performance in each section of the exam:

Skills, Professional and Legal Issues	%	Finance	%
Food, Equipment and Food Products	%	Marketing, Merchandising and Strategic Public Relations	%
Safety and Sanitation	%	The Culinary Team	%

Dear Chef,

This report represents official documentation of your exam score. If you did not pass the exam, you may retake it by registering with Comira at 1-800-947-4228 or online at www.comiratesting.com. A printing guide on this web site is necessary for all initial certifications and for individuals who are upgrading from one level to another. When applying for initial certification or an upgrade, send a photocopy of this report with your certification paperwork.

Your written exam score is valid for ACF certification for two years from the test date noted above. If you have any questions about ACF certification, please contact the ACF National Office at 1-800-624-9458.

Thank you.

Issued by Comira Testing Center, San Mateo, CA
Fraudulent alteration of this form by any person is a basis for certification denial of the person noted above.

Example Score Report – Comira Written Exam

Practical Exam Passing Form

Once completed either email to certify@acfhfcs.net, mail this form and payment to the address above or fax to number above.

Information
First Name: _____ MI: _____ Last Name: _____ ACF #: _____
Test Date: _____
Test Site: _____
Test Administrator: _____

Level of certification for which this candidate passed:

- Certified Culinarian® (CC*)
- Certified Pastry Culinarian® (CPC*)
- Certified Sous Chef® (CSC*)
- Certified Working Pastry Chef® (CWPC*)
- Certified Chef De Cuisine® (CCD*)
- Certified Executive Chef® (CEC*)
- Certified Executive Pastry Chef® (CEPC*)
- Personal Certified Chef® (PCC*)
- Personal Certified Executive Chef® (PCEC*)

Congratulations! You have successfully completed the requirements for this exam. It is your responsibility to keep your official record of participation in the ACF Practical Certification Examination. This passing exam score is valid for one year from the test date listed above. When you apply for certification, please send a copy of this form with your certification application.

Signature: _____

Practical Exam Passing Form

American Culinary Federation Education Foundation
ACF-Approved Continuing Education Hours (CEHs) Activities

American Culinary Federation, Inc. • Attention: Education • 180 Center Place Way • St. Augustine, FL 32085 • Toll-Free: (800) 624-9458 • www.acfhfcs.org

Activity	CEHs Earned	Documentation
Professional Development Activities		
ACF conferences and annual convention	Hour-for-hour	ACF member profile
Industry-related conferences and trade shows	Hour-for-hour	Copy of registration/badge and program guide
ACF annual convention tradeshow	4 CEHs	ACF member profile
Trade/foodshow exhibits	3 CEHs (1 per year)	Copy of registration/badge
Seminars, culinary demonstrations, workshops	Hour-for-hour	Certificate (and program information if not pre-approved)
Culinary tastings/tours	Hour-for-hour	Certificate of participation (and program information if not pre-approved)
ACF chapter meetings/programs	Hour-for-hour	Certificate of participation
Digital educational courses	Hour-for-hour	Certificate of completion/transcript
Employer in-service training	Hour-for-hour	Certificate of completion
Seminar presenter/demonstrator	3 CEHs (2 per year)	Copy of program guide, link to video, or letter from event organizer
ACF quizzes	4 CEH for NCR quiz 1 CEH for IOTM quiz	Confirmation letter from eCulinary
Published works of original content	See CEH Guidelines	Copy of article or book title, table of contents and publisher
Leadership Activities		
ACF national board members	18 CEHs per year	ACF member profile
ACF national commission/committee/taskforce and AAC board members	12 CEHs per year	ACF member profile
ACF chapter officers	12 CEHs per year	ACF member profile
ACFEF accreditation site visits, postsecondary	13 CEHs per visit	ACF member profile
ACFEF site visits, secondary, apprenticeship, quality programs	6 CEHs per visit	ACF member profile
ACF certification practical exam evaluators/administrators	6 CEHs per exam	ACF member profile
Advisory members on school or industry-related boards	6 CEHs per year	ACF member profile
ACF Culinary Team USA manager	30 CEHs per year	ACF member profile
ACF Culinary Team USA coach, advisor	18 CEHs per year	ACF member profile

Approved CEH

Click here

www.acfhfcs.org/download/documents/certify/certification/approved_cehs.pdf

Recertification Application

Please complete application and email to certify@acfhfcs.net or mail this form and payment to the address above.

Personal Information
First Name: _____ MI: _____ Last Name: _____ Email: _____ ACF #: _____
Home Phone: _____ Cell Phone: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Name of Employer: _____ Present Position: _____
Name (as it should appear on certificate): _____

Certification Level
Please check level you are applying for:

Cooking Professionals	ACF Member Rate	Non-Member Rate
<input type="radio"/> Certified Culinarian® (CC*)	\$90	\$135
<input type="radio"/> Certified Pastry Culinarian® (CPC*)	\$120	\$270
<input type="radio"/> Certified Chef de Cuisine® (CCD*)	\$140	\$280
<input type="radio"/> Certified Executive Chef® (CEC*)	\$210	\$360
<input type="radio"/> Certified Master Chef® (CMC*)	\$300	\$450
Personal Cooking Professionals		
<input type="radio"/> Personal Certified Chef® (PCC*)	\$120	\$270
<input type="radio"/> Personal Certified Executive Chef® (PCEC*)	\$210	\$360
Baking and Pastry Professionals		
<input type="radio"/> Certified Pastry Culinarian® (CPC*)	\$120	\$135
<input type="radio"/> Certified Working Pastry Chef® (CWPC*)	\$120	\$270
<input type="radio"/> Certified Executive Pastry Chef® (CEPC*)	\$210	\$360
<input type="radio"/> Certified Master Pastry Chef® (CMP*)	\$300	\$450
Culinary Administrators		
<input type="radio"/> Certified Culinary Administrator® (CCA*)	\$250	\$400
Culinary Educators		
<input type="radio"/> Certified Secondary Culinary Educator® (CSCE*)	\$140	\$280
<input type="radio"/> Certified Culinary Educator® (CCE*)	\$210	\$360

Recertification Application

Click here

www.acfhfcs.org/download/documents/certify/certification/Renewal_Application.pdf

Appendices

American Culinary Federation
Recertification After Expiration Policy

American Culinary Federation, Inc. • 181 Center Plaza Way • St. Augustine, FL 32085 • Toll-free: (800) 624-6453 • Fax: (904) 940-0791 • www.acfchef.org

If expiration date is 1-3 months prior to today's date:
 Candidates will be granted, upon request, a 90 day grace period, without any additional fees or requirements to complete the recertification process.

If expiration date is 4-18 months prior to today's date:

- Refreshers up to date (all three if first cycle, sanitation only on second and subsequent cycles).
- 80 CEHs = 2 per month for each month late (after 90 day grace period).
- Do not need to re-document work experience so it may be more than 10 years old.
- In addition to published recertification fee, an extension fee of \$25 per month for each month late, if expired 4-18 months (after 90 day grace period) will apply.

This option provides the benefit of not resubmitting some paperwork, not requiring a practical exam and the ability to recertify even if work experience is older than 10 years. Written exam score from initial certification still valid.

If expiration date is 19-36 months prior to today's date:

- Refreshers up to date (all three if first cycle, sanitation only on second and subsequent cycles).
- 80 CEHs = 2 per month for each month late (after 90 day grace period).
- Do not need to re-document work experience so it may be more than 10 years old.
- Practical exam required if not taken during initial certification process. Written exam score from initial certification still valid.
- In addition to the published recertification fee, an extension fee of \$475 if 19-27 months expired or \$575 if 28-36 months expired will apply.

This option provides the benefit of not resubmitting some paperwork and the ability to recertify even if their work experience is older than 10 years.

If expiration date is more than 36 months prior to today's date:

- Candidate must certify based on all current eligibility and testing requirements.

Once Approved
 Upon successful completion of recertification, 5 years will be added to the expired recertification date regardless of when you recertify within the 36 month period.

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Recertification After Expiration Policy

[Click here](http://www.acfchefs.org/download/documents/certify/certification/recertification_policy.pdf)

http://www.acfchefs.org/download/documents/certify/certification/recertification_policy.pdf

American Culinary Federation
Continuing Education Hour (CEH) Submission Form

American Culinary Federation, Inc. • 181 Center Plaza Way • St. Augustine, FL 32085 • Toll-free: (800) 624-6453 • Fax: (904) 940-0791 • www.acfchef.org

As an ACF certified member, you can monitor your continuing education hours (CEHs) for recertification on your ACF Member Profile Page. Log in at www.acfchefs.org.

CEHs can be scanned, faxed, or mailed to ACF Certification Department. Electronic submissions are preferred. Please include one (1) CEH Submission Form for each activity/document to insure proper recording. Upon approval, these CEHs will be added to your member profile. Please allow 3-4 weeks for processing.

CEH ACTIVITY INFORMATION
 First Name: _____ MI: _____ Last Name: _____ ACF #: _____
 Number of CEHs requested: _____ Date of CEH Activity: _____

Type of Activity (please select one)

- Refresher Course - minimum of 8 CEHs for Nutrition, Sanitation (i.e., ServSafe certificate), or Supervision
- Chapter Meeting Education
- Employer In-Service Training
- Seminar/Conference
- Presentation/Demonstration (other than place of employment)
- Online Education
- NCR Quiz
- Other: _____

Description of CEH Activity: _____

PLEASE NOTE

- We are unable to award CEHs for volunteered time.
- Transcripts should be submitted at time of Recertification (these cannot be uploaded).
- If submitting CEH documents with your Recertification application, a CEH Submission Form is not required.

Forms are not required for the following CEHs as ACF uploads this information directly:

- ACF Competitions (Participation, Modeling, Coaching, Judging)
- Practical Exam Evaluators & Administrators
- ACF National & Chapter Officers members terms
- Accreditation Site Visits
- Attendance at ACF Regional Conferences or National Convention

CEH201008

CEH Submittal Form

[Click here](http://www.acfchefs.org/download/documents/certify/certification/CEH_Submission.pdf)

www.acfchefs.org/download/documents/certify/certification/CEH_Submission.pdf