

Practical Exam Test Site Requirements

Administration

In order to facilitate the many cooks and chefs who apply to ACF for professional recognition through its certification program, testing sites and centers have been established throughout the country. ACF standards ensure that the testing sites, test site administrators, and test evaluators follow proper protocol and procedures when planning and conducting an ACF practical exam. Ultimately this ensures that the measurements used to validate a candidate's proficiency are consistent, regardless of the time or place the exams are administered.

Please direct all questions regarding this handbook or ACF practical exam component to the Certification Department at the ACF National Office, 180 Center Place Way, St. Augustine, Florida 32095, or call 800-624-9458 ext. 505.

Becoming a Test Site

In order for the ACF to sanction a certification practical test, the host site/facility must complete and submit a formal application ensuring compliance with the ACF testing criteria outlined in this handbook. To become a Certification test site, the following criteria must be met:

- The test site must adhere to the guidelines as described in the ACF Practical Exam Operations Administrative Handbook, including kitchen components, and assessment criteria.
- A minimum of three (3) ACF Certification Evaluators must be available at every exam. The ratio of Certification Evaluators to testing candidates is 3:6. If more candidates are testing, three (3) additional Certification Evaluators are required.
- There must be at least one (1) Certification Evaluator certified at the same level of the highest candidate testing, unless preapproved by the ACF National Office.
- The designated Test Site Administrator shall be a current ACF member in good standing.
- Applications to become an ACF approved practical examination site should be submitted at least eight (8) weeks prior to administering the site's first exam.
- Once a site has been approved to administer the ACF certification practical examinations, the site may continue to administer practical examinations on a recurring basis as long as the site remains in full compliance with the guidelines described in this handbook.
- Each subsequent test date must be registered with the ACF National Office to facilitate candidate registration.
- In order to maintain regularity and consistency of the program, the ACF expects each test site to offer at least three (3) test dates per year.
- To ensure test security, the Test Site Administrator shall agree to submit to the ACF National Office all paperwork for all candidates (pass or fail) within five (5) business days after the exam is given:
 - Practical Exam Summary Score Sheet
 - Any Outstanding Registration Fees
 - Practical Exam Score Sheets (for each test candidate)
 - Practical Exam Candidate Critique Form (for each test candidate)
 - Practical Exam Candidate Questionnaires (for each test candidate)
 - Conflict of Interest & Confidentiality Agreement (for all involved in administration)

- Practical Exam Incident Report Form (if applicable)
- Apprenticeship Sign-in Sheet
- Apprentice Evaluator Critique
- The Test Site Administrator shall agree to retain at the Test Site the following paperwork:
 - Hold Harmless Agreement
 - Copy of Incident Report, if applicable
 - Photographs (retain for one year)

This process ensures better control of all critical information between the Test Site and the National Office. All forms are provided in the Appendix and may be downloaded from the ACF website.

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:

- Ample space to include refrigeration, work area, sinks, ranges, and oven space for each candidate;
- Sufficient shared access to fryers and grills;
- A large clock visible in the examination area for accurate time keeping;
- A candidate staging area for ingredient check-in by the evaluators;
- First aid equipment and materials should be available, if needed.
- At the Certification Evaluator's table the test site shall provide: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, stapler, digital camera, and a copy of *Le Guide de Culinare*.

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 feet refrigeration space per candidate, at a close proximity to the work stations
- Adequate cubed ice supply
- One (1) hot and cold hand sink per three (3) candidates
- One (1) hot and cold ware washing sink per four (4) candidates
- Two (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 (1) 5 qt. mixer per pastry candidate
- Cutting boards
- Ample supply of plastic wrap and foil
- Ample supply of appropriate cleaning equipment including brooms, mops, detergent, sanitizers, buckets and paper towels

Station Requirements

Each station must be provided with a basic set of pots, pans, and hand tools as listed below:

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

In the event that a test site is unable to supply all the stations with a full set of station equipment, the candidate may be asked to bring some of the items needed to complete the set. The **Test Site Administrator** shall notify the candidate of this requirement upon registration.

The Community Kitchen

The community kitchen should include small appliances and additional kitchen equipment 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:

- Grill
- Food Processors
- Fryer
- Microwave
- Food Blenders
- Food Mixers
- Proof Box
- Balance Beam Scales
- Portion Scales
- Measuring Containers
- Chinoise

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. The Test Site Administrator shall provide the candidates with a list of common staple and optional items available at the time of registration.