



American Culinary Federation

## ACF Written Exam Sponsor Site Application

*\*\*Including Authorization Agreement for Direct Deposit*

Test Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Test Site Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

**Requirements:** Initial each item confirming your site meets the requirements.

- Located in a professional building, with a clean and well organized interior, heating and ventilation, and adequate parking.
- Testing area is located away from noise and distractions and off limits to all but the test proctor and the test applicants while tests are in session.
- Appropriate lighting is available to ensure candidates can easily read test material without causing glare on the computer monitor screens.
- A minimum of two permanent computer testing stations. No laptops allowed.
- A minimum of 80 square feet (8 X 10) for two candidates. In the absence of partitions between testing stations, a minimum of 5 foot spacing is required between candidates.
- Physical workspace of at least 42" wide, 36" deep and 29" high.
- Must be handicapped accessible with appropriate restroom facilities.
- Internet-enabled computers equipped with Internet Explorer (6.0 or higher) or Mozilla Firefox (2 or higher) with 17" SVGA color monitors or larger.
- Computers must have a PC based platform. Macs are not approved for use as their security procedures are not consistent with our guidelines.
- High-speed Internet connection (recommended). Preferred connections include minimum 56K connection (128 kbps or faster preferred) to a reliable ISP.
- Printer.

By signing I attest that the test site location listed above meets all the stated requirements and that I will contact ACF if elements change which will no longer meet the physical requirements. I agree to follow all procedures as outlined in the Comira/ACF Proctor Manual and to treat all testing information confidential. I agree to abide by the ACF Certification Code of Ethics and understand any breach will result in remedies as outlined in the Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return the completed application form and **\*\*Authorization Agreement for Direct Deposit** to:

American Culinary Federation  
180 Center Place Way, St. Augustine, FL 32095, 1-800-624-9458 x 505  
[certify@acfchefs.net](mailto:certify@acfchefs.net) or fax 1-904-940-0742

**\*\*Form only required for those who want to participate in rebate program.**