



American Culinary Federation

## **ACF Sponsor Site Guidelines for Certification Written Exams**

**With special arrangements with Comira Testing, the ACF's computer based testing company, ACF can establish "ACF Sponsor Sites" to administer all certification written exams.**

### **Physical Site 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.

### **Process**

Return the ACF Sponsor Site for Written Exam application to the ACF National Office. You will be notified upon approval and your information will be sent to Comira.

### **Proctor Training**

After ACF approval, Comira will contact you to arrange for proctor training. Comira will provide you a Proctor Manual. As part of the training you will download test drivers onto permanent work stations at your testing center. Laptops are not allowed. The test is web based and loaded on the testing terminal via the internet. Questions are not written to the hard drive.

Upon completion of training, you will be added to the Comira Web Site as an ACF Sponsor Site and will be able to administer all ACF Written Certification Exams.

Proctor training will include what to do in case of power outages, etc. If you are disconnected from the internet for a short period of time (under 3 hours) candidates can

continue the exam. Contact Comira for outages greater than this. Candidates will be able to reschedule and take the exam at a later time at no additional fee.

***Any technical questions about the testing software or administration of the exams should be referred to Ed Herrera at Comira, 1-800-947-4228, Ext. 230, [ed@catstest.com](mailto:ed@catstest.com).***

### **Options**

- You can offer set hours for testing or offer testing by appointment. This will be set up during your proctor training.
- ACF Sponsor site or full Comira Site. If you choose to become an ACF Sponsor Site, you will be approved and listed as a test site for ACF certification exams only. If you desire to become a Comira Testing Site, you may complete a separate agreement with Comira directly and participate in administering tests for Comira's other clients. Contact Ed Herrera at Comira, 1-800-947-4228, Ext. 230, if you would like information about becoming a Comira Testing Site. Visit [www.comiratesting.com](http://www.comiratesting.com).

### **Accounting**

The current fee for ACF Written Certification Written Exams is \$75.00 for all candidates. Candidates are encouraged to pay by credit card at time of registration with Comira. If a candidate prefers to pay by check or cash, they will be instructed to bring that payment with them to the testing site. As an ACF Sponsor Site, you will collect and retain these payments. To be an ACF Sponsor Site, you must have credit card on file with Comira. This card number will be obtained by Comira during proctor training. ACF does not retain this information. If candidates pay you directly, you keep the fees and upon test deployment, the credit card on file is charged.

### **Revenue Sharing**

As an ACF Sponsor Site you will receive a monthly revenue share of \$10 per ACF Certification Exam from the ACF. This is intended to assist in defraying overhead costs for the testing center. Becoming an ACF Sponsor Site should be considered as providing a service to the industry and not as a revenue source. You must complete an **ACF Authorization for Direct Deposit** to participate in the revenue sharing program. All shares will be handled via direct deposit; no hard copy checks will be mailed.

Questions about the ACF Sponsor Site Program should be referred to the certification department: [certify@acfchefs.net](mailto:certify@acfchefs.net) or 800-624-9458 x505