



American Culinary Federation

## Request to Schedule a Practical Exam

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0741 • www.acfchefs.org

Submit to ACF National Office **8 weeks prior to exam**. Please complete application and email to [certify@acfchefs.net](mailto:certify@acfchefs.net) or mail this form and payment to the address above.

### Exam Site Information

Exam Site Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Test Site Administrator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Exam Information

Date of Exam: \_\_\_\_\_ Maximum # of Candidates: \_\_\_\_\_

Host Site Exam Fee: \_\_\_\_\_

*The host site fee is in addition to the ACF practical exam registration fee.*

Promote on ACF Website:    Yes    No

Promote through Email\*:    Yes    No

### Evaluator Information

Three (3) evaluators are required for every six (6) candidates. If you have more than six (6) candidates, three (3) additional evaluators must be approved. List Evaluators:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

If Certification Evaluator Apprentices are participating in this practical exam, list the name of the Approved Mentor or Trainer.

Approved Mentor or Trainer: \_\_\_\_\_

Are you interested in hosting Apprentice Evaluators\*?    Yes    No

Are you interested in hosting an Evaluator Training\*?    Yes    No

*\*The National Office will contact you to coordinate.*

### Acknowledgement

As Test Site Administrator of the host site mentioned above, I will serve as liaison for the practical exam and confirm receipt of the ACF Practical Exam Operations Administrative Handbook. I agree to uphold the standards established and described in the above-mentioned handbook regarding American Culinary Federation's testing objectives, guidelines, facility requirements, registration, and post-exam follow-up.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Member ID: \_\_\_\_\_