Table of Contents

American Culinary Federation ................................................................. 1
CONTACTS ................................................................................................. 2
ACF GUIDE AND INFORMATION ................................................................. 3
Certification Designations ........................................................................ 3
Identification of Candidates ..................................................................... 4
Pass/Fail test results ................................................................................. 4
TEST SITE PROCEDURES ......................................................................... 5
ADMINISTERING AN EXAM: ................................................................. 5
TEST MATRIX ............................................................................................ 6
SIGN IN/OUT LOG SHEET ......................................................................... 7
CANDIDATE CHECKLIST ........................................................................ 8
TEST DRIVER ............................................................................................ 9

CONTACTS

All questions about the American Culinary Federation Examinations should be directed to:

Comira
777 Mariners Island Blvd
Suite 200
San Mateo CA 94404
Registration: 800-947-4228
Tech Support: 888-832-4228
Fax: 650-692-9537

To learn more about the American Culinary Federation or questions regarding the Certification Program contact:

American Culinary Federation
180 Center Place Way
St. Augustine, FL 32095

Telephone:
toll-free 800-624-9458
or 904-824-4468
Fax: 904-940-0742

E-mail: acf@acfcchefs.net
Internet: http://www.acfcchefs.org
ACF GUIDE AND INFORMATION

This Handbook will provide you with the necessary information regarding administering exams for American Culinary Federation.

Certification Designations

**Cooking Professionals**

**Certified Culinarian® (CC®):** An entry level culinarian within a commercial foodservice operation responsible for preparing and cooking sauces, cold food, fish, soups and stocks, meats, vegetables, eggs and other food items.

**Certified Sous Chef® (CSC®):** A chef who supervises a shift or station(s) in a foodservice operation. Equivalent job titles are sous chef, banquet chef, garde manger, first cook, a.m. sous chef and p.m. sous chef.

**Certified Chef de Cuisine® (CCC®):** A chef who is the supervisor in charge of food production in a foodservice operation. This could be a single unit of a multi-unit operation or a free-standing operation. He or she is in essence the chef of the operation with the final decision-making power as it relates to culinary operations.

**Certified Executive Chef® (CEC®):** A chef who is the department head usually responsible for all culinary units in a restaurant, hotel, club, hospital or foodservice establishment, or the owner of a foodservice operation. In addition to culinary responsibilities, other duties include budget preparation, payroll, maintenance, controlling food costs and maintaining financial and inventory records.

**Personal Cooking Professionals**

**Personal Certified Chef™ (PCC™):** A chef who is engaged in the preparation, cooking and serving of foods on a “cook-for-hire” basis. Must also have knowledge menu planning, marketing, financial management and operational decision making. Has at least three years of cooking experience and one full year of Personal Chef experience.

**Personal Certified Executive Chef™ (PCEC™):** An advanced chef who is engaged in the preparation, cooking and serving of foods on a “cook-for-hire” basis. Must also have knowledge menu planning, marketing, financial management and operational decision making. Has at least three years of Personal Chef experience.

**Baking and Pastry Professionals**

**Certified Pastry Culinarian® (CPC®):** An entry level culinarian within a pastry foodservice operation responsible for the preparation and production of pies, cookies, cakes, breads, rolls, desserts or other baked goods.

**Certified Working Pastry Chef® (CWPC®):** A pastry chef who supervises a pastry section or a shift within a foodservice operation and has considerable responsibility for
preparation and production of all pastry items.

**Certified Executive Pastry Chef® (CEPC®)**: A pastry chef who is a department head, usually responsible to the executive chef of a food operation or to the management of a pastry specialty firm. A CEPC® has supervisory responsibility as well as administrative duties.

**Culinary Administrators**

**Certified Culinary Administrator® (CCA®)**: This is an executive-level chef who is responsible for the administrative functions of running a professional foodservice operation. This culinary professional must demonstrate proficiency in culinary knowledge, human resources, operational management and business planning skills.

**Culinary Educators**

**Certified Secondary Culinary Educator® (CSCE®)**: An advanced-degree culinary professional who is working as an educator at an accredited secondary or vocational institution. A CSCE® is responsible for the development, implementation, administration, evaluation and maintenance of a culinary arts or foodservice management curriculum. In addition, a CSCE® demonstrates the culinary competencies of a CCC® or CWPC® during a Practical Exam.

**Certified Culinary Educator® (CCE®)**: An advanced-degree culinary professional, with industry experience, who is working as an educator in an accredited postsecondary institution or military training facility. A CCE® is responsible for the development, implementation, administration, evaluation and maintenance of a culinary arts or foodservice management curriculum. In addition, a CCE® demonstrates the culinary competencies of a CCC® or CWPC® during a Practical Exam.

**Identification of Candidates**

a. Each candidate MUST provide photo identification.

b. Acceptable forms of photo ID with signature are:
   1. Drivers license
   2. Government ID card
   3. Passport
   4. Alien residency card

**NOTE**: Candidates that do not produce a valid ID at the scheduled appointment will not be allowed to take the Test.

**Pass/Fail test results**

Test Results are printed at the end of the examination.
ADMINISTERING AN EXAM:

1. **When Candidate Arrives:** Use the EOD (End Of Day) Report to perform the CANDIDATE CHECKLIST.

2. **EXPLAIN Testing Software (Demo test):** select “Demo” on the candidate’s testing station. Explain how to answer questions and operate the features. When finished, select "Finish" returning to the main menu.

3. **START the Exam:**

   **NOTE:** Start an exam for only **ONE** candidate at a time! Once the candidate is on their first question, go to the next candidate and start their exam.

   - **Select candidate’s test** by highlighting it. If the candidate has two or more exams, select the exam the candidate has scheduled to take first.
   - **Enter your proctor ID and password**
   - **Enter the candidate’s examination ID** press “Select.”

   Once all information is verified and correct, you will be presented with a Test Confirmation and Test Reconfirmation Screen. If this is the correct test and take count select <Yes> at both screens. If it is the wrong test, select <No> and contact Comira.

4. **AFTER THE TEST** – Test results for all exams will be printed out at the conclusion of candidate’s exam.

5. **COMPLETE CANDIDATE CHECKLIST:** Complete the remaining items on the candidate checklist.
## TEST MATRIX

<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
<th>Duration of Exam</th>
<th>Number of questions on Test</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC® Certified Culinarian®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CPC® Certified Pastry Culinarian®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CSC® Certified Sous Chef®</td>
<td>multiple choice</td>
<td>90 minutes</td>
<td>100</td>
<td>Scaled 300</td>
</tr>
<tr>
<td>CWPC® Certified Working Pastry Chef®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CCC® Certified Chef de Cuisine®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CEC® Certified Executive Chef®</td>
<td>multiple choice</td>
<td>90 minutes</td>
<td>100</td>
<td>Scaled 300</td>
</tr>
<tr>
<td>CEPC® Certified Executive Pastry Chef®</td>
<td>multiple choice</td>
<td>90 minutes</td>
<td>100</td>
<td>Scaled 300</td>
</tr>
<tr>
<td>PCC™ Personal Certified Chef™</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>PCEC™ Personal Certified Executive Chef™</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CCA® Certified Culinary Administrator®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CSCE® Certified Secondary Culinary Educator®</td>
<td>multiple choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>CCE® Certified Culinary Educator®</td>
<td>multiple choice</td>
<td>90 minutes</td>
<td>100</td>
<td>Scaled 300</td>
</tr>
</tbody>
</table>

### INITIAL AUTHORIZATION
- Photo Identification

### EXAM RESULTS
- Test results will be printed out at the conclusion of candidate's exam.

### CONTACT
American Culinary Federation

180 Center Place Way
St. Augustine, FL 32095

Telephone:
toll-free 800-624-9458  
or 904-824-4468
Fax: 904-940-0742
E-mail: acf@acfcchef.org
Internet: [http://www.acfcchef.org](http://www.acfcchef.org)

### RETESTING
- Requires a 30 (Thirty) day waiting period for the first failure CEPC® Certified Executive Pastry Chef®, CEE® Certified Executive Chef® exam, CCE® Certified Culinary Educator® & the CSC™ Certified Sous Chef™.
- Requires a 90 day waiting period for each subsequent failure for the CEPC®, CEC®, CCE® and CSC® exams. The exams can be taken for a maximum of 3 times in a twelve month period.
- No waiting period for all other exams.
SIGN IN/OUT LOG SHEET

SITE NAME: ____________________________________________

DATE: ______________

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>TIME</th>
<th>PROCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td></td>
<td></td>
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<tr>
<td>SIGN IN</td>
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<td>SIGN OUT</td>
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<td>Exam</td>
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<tr>
<td>SIGN OUT</td>
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<td></td>
</tr>
</tbody>
</table>

(Applicant's Date of Birth ->) / /
CANDIDATE CHECKLIST

CANDIDATE'S NAME

________________________________________________________

TEST _________________________ TEST DATE __________

Check off each item below as it is completed.

BEFORE THE TEST:

☐ Applicant MUST SIGN IN on daily log.
☐ Verify candidate's ID. (Photo, Signature, Date-of-birth, Permanent address.)
☐ Issue scratch paper _____, pencils _____.
☐ Candidate may use a basic stand alone four function calculator. The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The proctor may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

STARTING THE TEST:

☐ Explain use of computer hardware and run Demo Test if needed.
☐ Review Candidate Personal Info screen with candidate. All items must be correct, if not, make necessary changes, select Update and save changes.
☐ Remind candidate of survey and comment section at end of exam.
☐ Inform candidate if a break is necessary, test time continues uninterrupted. Candidate's whereabouts must be monitored by the proctor at all times.
☐ Inform candidate on the Power Outages policy.
☐ Candidate begins Test. Remind candidate of status window.
☐ Answer any candidate questions pertaining to the software. Proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.

AFTER THE TEST:

☐ Enter your proctor ID to end Exam.
☐ Proctor prints out exam results at the conclusion of their exam.
☐ Collect scratch paper _____, pencils _____. Destroy scratch paper after applicant leaves.
☐ Candidate MUST SIGN OUT on daily log.
☐ File: Candidate's: Sign IN/OUT log and Checklist (Test Site must retain records for 24 calendar months).

Proctors Initials _____________
TEST DRIVER

To download the Test Driver, go to:

http://www.comiratesting.com/current

Updates are automatic. There will be an update the first time you run this.

After downloading the Test Driver you will have an icon on your desktop:

When you double click the icon, it will prompt you to a log in screen:

Your Proctor Id and Password will be:

Proctor Id:  To Be Announced – Tech Support 888-832-4228 or 650-259-8559
Password: To Be Announced – Tech Support 888-832-4228 or 650-259-8559

For further procedures, refer to: Test Site Procedures