

Certified Culinary Administrator[®]

CANDIDATE HANDBOOK



American Culinary Federation
The Standard of Excellence for Chefs

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**Updated 9/1/2021 with new pricing structure, written exam process and renewal requirements*
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Certification Overview and General Policies

Why Become ACF Certified?

ACF is the premier certifying body for cooks and chefs in America. ACF certification validates knowledge and skills, making the culinarian a more valuable candidate for hiring and promotion, which can help increase his or her salary. Culinarians achieve certification based on education, experience and successful completion of written and practical exams.

ACF's certification program is the only culinary program with stackable credentials and is recognized by the Department of Labor and throughout the industry as the standard for excellence in professional skills and knowledge.

CCA[®] Purpose

Earners of this designation have demonstrated they have reached a benchmark of knowledge, skills and culinary experience of an advanced level in food preparation with fiscal responsibility over foodservice operations. They are proficient in food safety, advanced sanitation, culinary nutrition, supervisory management, and human resource management and prepare food of the highest quality.

After initial certification, ACF provides recertification to those individuals who document enhanced professional development in compliance with continuing education hour (CEH) requirements.

Certification Body

The ACF Certification Commission is working hard to add value and credibility to ACF certifications. The Commission was formed to guide and strengthen the certification program through an accreditation process.

Certification Commission Mission Statement

The American Culinary Federation Certification Commission, being an autonomous entity within the ACF, is committed to developing, implementing and monitoring a validated process of globally recognized certifications based on skills, knowledge, integrity and equality through an achievable process for all culinary professionals.

Non-Discrimination Policy

The Certification Commission does not discriminate among applicants or certificants on any basis that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin or ancestry.

For any questions or concerns about certification, please contact the Certification Department at the ACF National at certify@acfchefs.org.

ADA Compliance

The ACF Certification Commission provides reasonable accommodations in accordance with the Americans with Disability Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program. The complete ADA policy can be found in the Certification Commission Policies and Procedures document on the ACF Website or can be requested from the ACF National Office.

All requests for accommodations must be submitted by the applicant by completing the Request for Special Accommodation Form. All requests for accommodations should be directed to the ACF National Office, attention to the Certification Department.

Code of Ethics

The ACF Code of Ethics provides guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors and attitudes of our members and certificants are consistent with the ACF commitment to hospitality, foodservice and public service. Every individual who is a full member and/or certified by the American Culinary Federation shall abide by this code of ethics. Any action that violates the purpose and principles outlined by the code of ethics shall be considered unethical.

Ethics enforcement procedures are intended to permit a fair review of alleged violations of the ACF Code of Professional Ethics or other egregious conduct in a manner that protects the rights of the individuals while promoting understanding and ethical behavior. A complete Code of Ethics can be found on the ACF website or can be requested from the ACF National Office, attention to the Certification Department.

The Certification Process

For current applications and forms, please visit www.acfchefs.org/certify.

Step 1: Determine Eligibility

Eligibility is based on a chef's work experience and educational background.

▪ Prerequisite Requirements

To be eligible to apply for CCA[®] Certification, candidates must either be a current CCC[®], CEC[®] or CEPC[®]. Any candidate who does not hold one of the certifications, will be asked to obtain one before applying for the CCA[®] Certification.

▪ Documentation of Work History

Candidates must provide employment verification of a minimum of three years of work experience as an Executive Chef with fiscal responsibility over foodservice operations. Candidates must have supervised at least 3 fulltime personnel. Experience must be within the last ten years.

▪ Narrative

Candidates will provide a narrative detailing job duties and responsibilities as they relate to administrative and fiscal responsibilities. The narrative should be typed in essay format, written in first person point of view and address information concerning work experience as an administrator.

▪ Documentation of Education and Continuing Education Hours (CEH)

A candidate can take a variety of educational paths to meet the education requirement. A candidate with a High School Diploma/GED or a candidate with an Associate's Degree in Culinary Arts does not need any additional CEH to meet the educational requirement. If a candidate does not have a High School Diploma/GED, they are required to show at least 250 hours of continuing education. Graduates of an ACFEF Apprenticeship program must have an additional 50 CEH to meet eligibility requirements. Hours earned for mandatory courses and/or refreshers can be counted toward hours required for continuing education.

▪ Completion of Mandatory Education Courses

Candidates should provide documentation of five 30-hour courses in Nutrition, Food Safety and Sanitation, Advanced Sanitation (HACCP), Human Resource Management and Supervisory Management. If these courses were taken more than five years ago, an 8-hour refresher course is required for Nutrition, Food Safety and Sanitation and Supervisory Management only. These courses are available (online) through ACF approved providers and/or any academic institution.

Step 2: Complete the Initial Application

Complete and submit the initial application, including all required documentation.

- Educational documents may be copies of diplomas, transcripts, certificates of completion (including date and hours), etc.
- Mandatory education course certificates should be included with the application. Certificates should include course title, completion date and number of hours earned.
- Work experience documentation may be verified on employment documentation forms or letters from past or present employers on company letterhead. If not available, copies of tax records or W-2 stating time frame of work are acceptable in conjunction with validated letters from former culinary peers attesting to your employment, job title, duties and number of employees managed.
 - As a business owner, employment documentation may be an official letter on company letterhead from a certified accountant or a copy of either your Schedule C, K-1 or Form 1120-S tax documentation for each year.
- Please contact the National Office to verify any documentation that may already be on file.

Submit application and documentation of completed requirements to ACF for pre-approval.

Submit Application to: **American Culinary Federation**
6816 Southpoint Pkwy, Ste 400
Jacksonville, FL 32216
Fax: (904) 940-0741
Email: certify@acfcchefs.org

Estimated Cost of Certification

Initial and Final Application Fee

The cost of certification is:

- Members: \$250
- Nonmembers: \$490

- For school and concierge pricing, please contact certify@acfchefs.org.
- Includes a nonrefundable processing fee of \$50 (members)/\$100 (nonmembers) if your application is not approved.
- Additional attempts for the written and practical exams are \$50 (members)/\$100 (nonmembers) each.
- There may be additional practical exam host site fees.
- Food costs vary and are not included in exam fee. Candidates are responsible for purchasing their own food.

Step 3: Notification of Eligibility

The ACF Certification Department will review applications and documentation (i.e., dates of completion, work history and mandatory course work). Once you have been notified that your initial application is approved, you are welcome to schedule the written and practical exams. Testing documentation will be needed for final certification approval. Certification must be completed within three years of approval. If certification is not complete within three years, reapplication will be required. If your application is not approved, you will receive a refund for the certification application fee minus a nonrefundable processing fee.

Step 4: Certification Examination

The written exam is the only required exam for the CCA[®] Certification. The written exam evaluates culinary knowledge related to administrative duties in a foodservice operation.

Purpose of Exam

The purpose of the CCA[®] written exam is to objectively measure the knowledge of a candidate to determine if they meet the standards required for an entry level or minimally competent CCA[®].

Written Exam Parameters

Candidates have 60 minutes to complete the 100 question multiple-choice exam, which is taken through the ACF Online Learning Center. Candidates may use a pen, scratch paper and a basic calculator.

- Written Exam Registration: Once the candidate has been approved for ACF certification, they will receive an email and will need to identify a proctor.

The ACF certification team will send the proctor additional forms to complete. Once verified, the proctor will receive the PIN to release the exam and the applicant can schedule a time and location with the proctor to take the exam.

Contact the ACF Certification Department at certify@acfchefs.org for help finding a proctor. Examples of proctors include: school administrator, HR manager, ACF chapter officer, local librarian.

- Written Exam Scoring:
 - Score of 75 is required to pass
 - Score is valid for two years.
- Written Exam Retake Policy: There is a 14 day waiting period required before scheduling an additional exam attempts. Testing fees are assessed for each attempt.

Step 5: Final Application

Upon successful completion of the written exam, submit final application, along with appropriate documentation (written exam passing form). Include all back-up documentation, no originals (copies only).

Nutrition, food safety and sanitation and supervisory management must be current at time of final application; if not, a refresher course may be required before CCA[®] certification is finalized and approved.

Step 6: Official Announcement of Certification

The ACF Certification Department will review final application and exam documentation, before notifying candidates of approval (please allow 2-3 weeks for processing). You will be notified by email that the application is received. Once certification is approved, your certification letter and certificate will be mailed. **CCA[®] certifications are valid for five years.**

ACF would like to share your certification accomplishments in ACF communications. If you would like to share your accomplishment, please feel free to utilize the **Brand You! Toolkit** available on the ACF website. If you prefer this information not be shared, please be sure to check box on final application to opt out.

For more information, call us at (904) 824-4468, or mail us at certify@acfcchefs.org

Appeal Procedure

Candidates and certificants are entitled to appeal determinations made by the Certification Commission regarding:

1. the Commission's interpretation of standards, including candidate eligibility determinations and certificate recertification determinations;
2. content of the exam and/or keyed responses to items;
3. alleged inappropriate exam administration procedures; and
4. alleged testing conditions severe enough to cause a major disruption of the examination process.

Appeals procedures are detailed in the Policies and Procedures document, which is available on the ACF website or can be requested from the ACF National Office.

Confidentiality

The nature, format, content, and results of examinations administered by the Certification Commission and all application materials are considered confidential information and shall be treated as such, in accordance with policies and procedures adopted by the Certification Commission, unless appropriate permission is obtained, where otherwise mandated by valid and lawful court or government order, or by an authorized administrative body. The full confidentiality policy can be found on the ACF website or requested from the ACF National Office. Due to confidentiality policy, only a certificant's current status as a CC[®] can be verified. This can be done by the certification verification tool available on the ACF website under by calling the ACF National Office.

Designation Usage Policy

ACF has a Designation Usage policy that certificants must follow. Each certificant accepts and assumes all, and the sole, responsibility for understanding and satisfying legal requirements of the ACF Designation Usage Policy, and any Procedural requirements of ACF Designation usage, including those requirements applying to the use, display, and/or advertising of any ACF Designation. It is the responsibility of such certificants to ensure that the use of any ACF Designation on professional and business related materials (e.g., stationary, signs, business cards, flyers, chef coats, yellow pages, or other advertisements and marketing materials) is NOT in conflict with this Policy and Procedure, or with the laws of the nation, state, or territory in which that individual or entity conduct business. A complete Designation Usage Policy can be found on the ACF website or requested from the ACF National Office.

Digital Badges

ACF partnered with Credly to provide a digital version of ACF credentials. Digital badges can be used in email signatures or digital resumes and on social media sites such as LinkedIn, Facebook and Twitter. This digital image contains verified metadata that describes the qualifications and the process required to earn them. For more information, visit www.acfcchefs.org/badges.

The Recertification Process

The purpose of the CCA[®] recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation, nutrition and supervisory management. ACF recertification is required every five years. To maintain your ACF certification, you are required to earn a minimum of 40 continuing education hours (CEH) during the five-year certification period, as your CCC[®], CEC[®] or CEPC[®] Certification will require 80 CEH.

CEH are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation. We recommend you maintain a folder or copies of your official certificates and letters, conference registrations, transcripts, etc. in order to keep track of your progress.

If you are an ACF member, you may also take advantage of the CEH Tracking program. Fill out the CEH Submittal form for each and submit your official certificates, letters, conference registrations, etc. Once recorded, you will be able to view them online through your member profile list. When it is time for your recertification, simply print out the member profile CEH list and submit it with your application.

Step 1: Complete Required CEH and Refresher Courses

Food Safety and Sanitation must be current (completed no more than five years ago) for every recertification. An 8-hour refresher, state issued sanitation card or ServSafe can be used to fulfill the requirement.

Nutrition and Supervisory Management refreshers (8-hour minimum) are only submitted one time for recertification once original 30-hour courses are more than five years old.

Step 2: Determine CEH for Additional Certification Levels

If a candidate has additional certification levels, the CEH recertification requirements will be as follows:

- Two certification levels: 120
- Three certification levels: 140
- Four certification levels: 160

Step 3: Complete Recertification Application

Provide the necessary documentation of your Continuing Education Hours (CEH). Documentation must include the number of hours taken, completion date and educational topic. Please do not send original certificates. Complete the application, secure all paperwork together.

There is no additional fee for ACF members that have maintained their membership for five (5) consecutive years. For this benefit to apply, membership must be maintained without any lapse for five (5) years.

Step 4: Recertification Notification

The ACF Certification Department will review the recertification application and CEH documentation and will notify you of approval (please allow 2-3 weeks for processing). You will be notified by email that the application is received and again once it is approved. Certified certificants can view and print certificates through the member profile page on the ACF website. If you would like your certificate printed and mailed, please check the box on the recertification application. **CCA® Certifications are valid for five years.**

ACF would like to share your certification accomplishment in ACF communications and industry publications. If you prefer this information not be shared, please be sure to check box on recertification application.

How to Earn Continuing Education Hours (CEH)

CEH can be earned through a variety of professional development activities. General categories of approved professional development activities are listed on the ACF Approved Continuing Education Hours (CEHs) flyer. In addition, the ACF website provides a service to certificants, which lists approved CEH providers and courses. ACF does not require any specific course or vendor to be used for CEH. CEH activities and courses offered by ACF approved CEH providers are varied in nature to allow professional development based on professional and culinary needs.

Certification Expiration

If a certificant allows their certification to expire, they are granted a 90-day grace period to finalize and submit their payment. If a candidate's expiration surpasses the grace period, they must adhere to the Recertification after Expiry Policy. The policy has provisions in place to allow chefs to recertify if their certification expired 12 months in the past or less. If the certification expiration date is longer than 12 months ago, candidates must certify based on all current eligibility requirements, including education, mandatory courses/refreshers and relevant work history (within the previous ten years), as well as the testing requirements (written and practical examinations).

CCA® Narrative At-A-Glance

Description of Narrative

The narrative was developed to provide a more complete understanding of the culinary work experience for administrative duties, both including and beyond the scope of the foodservice operation modules. The narrative documents the separate culinary units and which duties are attributed to the culinary units supervised.

Narrative Requirements

The narrative should be a 400 (minimum) word typed description of job duties and responsibilities, particularly as they relate to administrative and fiscal responsibilities. Include such items as operations, departments and people supervised, direct reports, daily, monthly and yearly responsibilities. A CCA® is a culinary professional who demonstrates proficiency in culinary knowledge, leadership, human resources, operational management and business planning skills. The key knowledge areas are listed below and the narrative should briefly expand on experience in some of these areas.

- Labor Laws - Federal
- Personnel Management
- Leadership
- Standard Operating Procedures
- Financial Management
- Marketing

- Communication Skills
- Purchasing
- Inventory
- Cost Accounting
- Public Relations
- Strategic Planning
- Concept Engineering

These key knowledge areas correlate directly to the knowledge bases required to successfully complete the written exam.

Acceptable Narrative Determination

A certification staff member will review the narrative to determine whether it details an appropriate amount of information to document the work experience. If the narrative is not considered acceptable, the staff member will reach out to the chef for a re-write of the narrative. There is no time limit associated with the CCA[®] Narrative.

CCA[®] Written Exam At-A-Glance

Description of Exam

Candidates have 60 minutes to complete the 100-question multiple choice exam. Candidates may use a pen, scratch paper and a basic calculator.

Certification	Description	Duration of Exam	Number of Questions	Passing Score
Certified Culinary Administrator [®] (CCA [®])	Multiple Choice	60 Minutes	100	75

Exam Administration

Once the applicant has been pre-approved for ACF certification, they will need to identify a proctor and [submit the proctor form here](#).

Please contact the ACF certification team at certify@acfchefs.org if you need help finding a proctor. Examples of proctors include: school administrator, HR manager, ACF chapter officer, local librarian.

The ACF certification team will send the proctor additional forms to complete. Once verified, the proctor will receive the PIN to release the exam and the applicant can schedule a time and location with the proctor to take the exam.

The applicant can re-test after 14 days should he or she not pass the first time.

Proctor Requirements

The proctor must be a “disinterested third party” with no direct family relationship to the applicant.

Duties

- Confirm the applicant’s identity by using a photo identification such as a driver’s license.
- Ensure the applicant does not receive any outside assistance while taking the exam. This includes course materials, help from other persons, prepared notes and access to other websites. Cell phones must be checked and turned completely off. The student may use a non-programmable calculator.
- Remain in the presence of the applicant from the time the applicant starts the exam to the time he or she finishes, or until the end of the maximum time allowed for the test, whichever comes first.

Location Requirements

There are no location requirements, however, the applicant will need to have access to:

- High-speed internet connection
- Internet browser, Chrome recommended
- Desktop, laptop or tablet PC recommended, available on mobile device

Taking the Exam

The applicant can access the ACF Online Learning Center at www.acfchefs.org/OLC.

ACF members must log in to their ACF account to access the Online Learning Center. Nonmembers will need to create an ACF online account first. This online account does not include benefits associated with ACF membership.

The exam will be accessible from the home screen or in the Learning Center.

When the candidate is ready to take the exam, they should select the option to start the course. The proctor will be asked to enter the PIN. Then the candidate can start the exam.

Exam Results

Candidates will be notified immediately of their scores. Passing scores will receive a certificate. Candidates will have access to the certificate through the ACF Online Learning Center and should include a copy with their final application.

Retesting Policy

There is a 14-day waiting period required before scheduling any additional exam attempts. Testing fees are assessed for each attempt.

Passing Score Determination

The methodology to determine the cut score or passing point used in this examination is a criterion referenced approach called a modified Angoff Technique. The testing profession considers this technique to be one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate will answer the question correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for this examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Optional Practice Exams

Optional practice exams are available for purchase. Purchase or completion of the practice exams is not required for certification. The practice exam resembles the actual exams in style and composition, but they are not the actual exams. **Passing the practice exam does not guarantee success in passing the actual ACF certification exams, but should give you a good indication of your readiness to take those exams.**

ACF Certified Culinary Administrator[®] (CCA[®]) Detailed Content Outline Exam Specifications

Business Administration

40

Operational Management

Financial Management

Human Resource Management

25

Personnel Management

Federal Employment Laws and Regulations

Ethics and Professional Issues

Recruitment, Acquisition and Retention

Strategic Business Management

25

Marketing

Capital Planning

Vision, Mission, Objectives and Goals

Public Engagement

10

Public Relations

Guest Experience

Social Initiatives and Communication

Total 100

Recommended Reference Materials

Strategic Management and Business Policy

Author: Wheelen, Hunger, Hoffman, Bamford

Publisher: Pearson

Pub. Date: 2017

Entrepreneurial Finance

Author: Adelman, P., Marks, A.

Publisher: Pearson

Pub. Date: 2013

Fundamentals of Management

Author: Robbins, S., Coulter, M.

Publisher: Pearson

Pub. Date: 2016

World of Culinary Management

Author: Jerald Chesser, Noel Cullen

Publisher: Pearson

Pub. Date: 2017

Culinary Math Principles and Applications

Author: Michael McGreal, Linda Padilla

Publisher: American Technical Publishers

Pub. Date: 2014

ServSafe Coursebook

Author: National Restaurant Association

Publisher: Pearson

Pub. Date: 2017

Microsoft Word Made Easy

Author: Hawkins, R.

Publisher: Flame Tree Illustrated

Pub. Date: 2019

Microsoft Excel Made Easy

Author: Hawkins, R.

Publisher: Flame Tree Illustrated

Pub. Date: 2018

Sample CCA[®] Written Exam Questions

1. Which type of assets are land, building, furniture and other possessions which are not used up during the accounting year?
 - a. current assets
 - b. long-term assets
 - c. fixed assets
 - d. annuity assets
2. Inventory turnover rates are a comparison of what two factors?
 - a. seasonality of foods and cost
 - b. food cost and average inventory
 - c. food and beverage raw and prepared costs
 - d. shelf life of foods and space requirements
3. What word describes the physical characteristics of a given community, such as ethnicity, income level and levels of education?
 - a. demographics
 - b. reactivity
 - c. logistics
 - d. psychographics
4. Which of the following is considered a lawful interview question?
 - a. "What year did you graduate from high school?"
 - b. "Do you have a family?"
 - c. "Do any of your family members work for this organization?"
 - d. "What church do you attend?"
5. What is the name of the schedule that shows how many of each position is needed at various times of the day?
 - a. crew
 - b. shift
 - c. labor
 - d. master
6. Which of the following devices facilitates settlement procedures with guests paying by credit card?
 - a. magnetic strip reader
 - b. automatic form number reader
 - c. precheck terminal
 - d. hand-held terminal
7. Which of the following Microsoft Word features allows text to adjust when text is added or removed?
 - a. autocorrect
 - b. insert
 - c. word wrap
 - d. paragraph formatting

Answers to sample test questions: 1. d; 2. b; 3. a; 4. c; 5. d; 6. a; 7. c



American Culinary Federation
The Standard of Excellence for Chefs

CCA Narrative Sample: The narrative below is a mock sample to give you an idea of what we are asking you to provide. Please use this as a guide as you are writing your narrative, but adapt it to the current responsibilities you hold at your current position.

Administrative Responsibilities

By: **John Doe, CCC**

Country Club A is a 300-acre club property with an accompanying golf course. Our chefs cover several different outlets, including two snack centers, a casual dining area, a fine dining area, and a catering service. My position supervises the casual dining and fine dining facilities, including menu planning, staffing, inventory, and costing.

Personnel Management, Leadership, and Human Resources

One of the biggest responsibilities is supervising the staff of my two outlets. I report to the Culinary Director who supervises the management of all culinary outlets at Country Club A. On a daily basis, I conduct meetings with staff, resolve behavioral issues, and motivate employees. On a more weekly and monthly basis, I manage training for new employees, communicate, hire, terminate, promote, and reward staff, manage daily scheduling, and familiarize myself and my staff with new federal laws that will affect our jobs, relaying necessary details to the staff.

Between the two venues, I manage a staff of ten back of the house and eight front of the house staff. I manage all staff culinary training, including sanitation certification and manager training.

Menu Planning, Cost Control and Inventory

Aside from personnel management, I am constantly monitoring the menu and inventory to stay within the monthly budgeting figures. For all venues, our club runs a 33% food cost and does about \$1.25 million in annual food-and-beverage revenue. The two dining services account for the majority of the food cost as our catering and snack centers count for less than 20% of the budget. The casual dining menu is seasonal, but static, whereas the fine dining offers updated menus monthly and daily specials. The fine dining restaurant opens only at night, but the casual dining is open all day with breakfast, lunch, and dinner menus.

Standard Operating Procedures (SOP) and Cost Accounting

I assist in implementation of Standard Operating Procedures for the culinary retail team. I use Prep and Production sheets, waste logs and inventory catalogs tracking systems via Microsoft Excel, which helps prevention of excess waste, reduction of food costs, increases production volumes, and controls labor budget. Weekly, I present P&L statement and financial forecasting to the Culinary Director.

Experience in the categories listed above helps me develop a more thorough understanding of the necessary requirements of the administrator position in a foodservice operation.



American Culinary Federation

Step 1: Initial Application

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Once completed, either email to certify@acfchefs.org, or mail this form and payment to the address above.

Please make sure to send in supporting documentation.

Personal Information

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Certification Level

Review the requirements on the next page and select the certification level you are applying for:

Note: Once application is approved you are eligible to take the written and practical exam. Certification must be completed within three years of approval. If certification is not complete within three years, reapplication will be required.

Payment Information

Application fee includes: initial and final application fees, written exam fees and practical exam administration fees. It **does not** include the practical exam local host fees. If you are not eligible for a certification level, you will be refunded the application fee minus a \$50 processing fee for members and a \$100 processing fee for nonmembers.

\$250.00 ACF Member Application Fee

\$490.00 Non-Member Application Fee

I have enclosed a check made payable to the American Culinary Federation (ACF).

Please bill my: Visa MasterCard Amex Discover

Credit Card Number: _____ Exp Date: _____ CSC #: _____ Amount: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Account: _____ Signature: _____

Certification Agreement

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for five years and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you **do not** want your certification accomplishments included in ACF communications or shared with media.

Signature: _____ Date: _____

Retention Policy: Certification documents will be retained for seven years after certification expiration.



American Culinary Federation

Step 2: Final Application

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Once completed, either email to certify@acfchefs.org, or mail this form and payment to the address above. Please check with the Certification Department to see if you have a final payment for your certification.

Personal Information

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Name (as it should appear on certificate): _____

Employer: _____ Job Title: _____

Test Requirements

1. Written Exam (score valid for 2 years)

Location: _____ Date: _____ Pass Sheet Included: _____

2. Practical Exam (score valid for 1 year)

Location: _____ Date: _____ Pass Sheet Included: _____

Certification Level

Select the certification level you are applying for:

Certification Agreement

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for five years and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do **not** want your certification accomplishments included in ACF communications or shared with media.

Signature: _____ Date: _____

Retention Policy: Certification documents will be retained for seven years after certification expiration.



American Culinary Federation

Employment Documentation Form

American Culinary Federation, Inc. • certify@acfcchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfcchefs.org

The certification program of American Culinary Federation, Inc. (ACF) recognizes those individuals who have demonstrated that they meet the minimum standards set for each level of certification. Those who earn certification are viewed as highly competent, respected professionals who are knowledgeable in their positions.

Please complete the information below on behalf of the individual applying for certification. Acceptance into the ACF certification program is, in part, contingent on documentation and verification of past and present employment.

Please type or print clearly

To: The ACF Certification Commission Date: _____

This letter will verify that _____ was employed by this establishment from _____ to _____.

His/Her official position/title during this period was _____, and he/she supervised a minimum of _____ full-time personnel in the performance of food preparation responsibilities.

Duties and responsibilities

I attest that the above information is true and understand that any misinformation provided may adversely affect the candidacy of stated certification applicant.

Printed Name: _____

Daytime Phone: _____ Email: _____ Title: _____

Name of Establishment: _____

Address of Establishment: _____

City: _____ State: _____ Zip: _____

Signature: _____

A blank copy of this form should be sent to each employer.