

### Description:

ACF certification is the only culinary program with stackable credentials and is recognized throughout the industry and by the Department of Labor.

ACF certifications validate knowledge, skills and experience in industry-relevant competencies and are earned based on education, experience and successful completion of both a written and practical exam.

The ACF Certified Fundamental Cook and Certified Fundamental Pastry Cook credentials are the first steps on a ladder of certifications and do not require any work experience.

### Eligibility Requirements:

- High school diploma/GED

#### OR

- Enrolled in culinary course(s) covering a minimum of 75 hours in basic food prep, safety and sanitation, culinary nutrition and foodservice management, demonstrating a minimum of 15 hours each in nutrition and safety/sanitation.

### Price:

Price includes certification and exam processing fees. It does not include food costs and any host site exam fees. If you are not eligible for a certification level, you will be refunded the application fee minus a \$30 processing fee for members and a \$40 processing fee for nonmembers.

ACF members/partners:	\$75 per candidate
Non-members:	\$95 per candidate

### Process:

#### Step 1: Determine Eligibility

A candidate can take a variety of educational paths to meet the education requirements. A candidate may apply with a high school diploma or GED. If a candidate does not have a high school diploma or GED, they must show that they have completed or are currently enrolled in culinary courses covering a minimum of 75 hours in basic food prep, safety and sanitation, culinary nutrition and foodservice management, demonstrating a minimum of 15 hours each in nutrition and safety/sanitation. These courses may be through ACF, ACF-approved providers or any academic institution.

#### Step 2: Complete an Initial Application

Complete and submit the initial application, including all required documentation and fees, to [certify@acfchefs.org](mailto:certify@acfchefs.org).

Education documentation can include copies of diplomas, transcripts, certificates of completion (including name, date completed and length of course/program).

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### Step 3: Receive Notification of Eligibility

The ACF Certification Department will review applications and documentation. Once you are notified that your initial application is approved, you can schedule the written and performance exams.

### Step 4: Complete Certification Exams

There are two exams required for the Certified Fundamentals Cook: the written exam evaluates culinary knowledge and the performance exam assesses skill proficiency. Testing documentation will be needed for the final application.

Retake Policy:

Written exam: there is a 14-day waiting period before scheduling any additional exam attempts. Testing fees are assessed for each attempt: \$25 members | \$45 nonmembers

Performance exam: There is no waiting period required for the performance exam.

### Step 5: Submit Final Application

Upon successful completion of the written and performance exams, submit final application with testing documentation.

### Step 6: Receive Notification of Certification

The ACF Certification Department will review the final application and exam documentation before notifying candidates of approval. Please allow 2-3 weeks for processing. Applicants will be notified by email and will receive a digital certificate and digital badge.

The ACF Certified Fundamentals Cook certification is valid for five years. Renewal information

### Written Exam Information:

Candidates will complete the ACF Certificate of Culinary Essentials for the written exam. The ACF Certificate of Culinary Essentials exam covers safety and sanitation, culinary nutrition, fundamental concepts of the culinary arts and food service industry concepts.

The exam consists of 100 questions, with approximately 50 questions in culinary fundamentals, 35 questions in food safety and sanitation, 15 questions in foodservice concepts and 15 questions in culinary nutrition, to be completed within 120 minutes. The exam is completed on the ACF Online Learning Center and proctored by a locally-identified administrator. Proctor to candidate ratio is 1:30.

Applicant must pass the exam with 75 percent to earn the Certificate of Culinary Essentials and satisfy the written exam requirement for the ACF Certified Fundamental Cook credential.

### Written Exam Proctor Requirements:

Proctor must be a “disinterested third party” with no direct family relationship to the applicant. *ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.*

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### 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.

### Required Knowledge Competencies

#### ***Sanitation and Safety***

- Identify major contaminants related to foodborne illness.
- Describe microorganisms including requirements for growth and prevention methods.
- Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
- Demonstrate good personal hygiene and health habits to include handwashing.
- Understand the requirements for proper receiving and storage of both raw and prepared foods.
- Identify the Hazard Analysis Critical Control Point (HAACP) during all food handling processes as a method for minimizing the risk of foodborne illness.
- Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials.
- Demonstrate appropriate emergency policies for kitchen and dining room injuries.
- Discuss appropriate measures for insects, rodents and pest control eradication.
- Describe appropriate types and use of fire extinguishers used in the foodservice area.
- Review and apply the laws and rules of the regulatory agencies governing sanitation and safety in a foodservice operation.

#### ***Nutrition***

- Identify and discuss dietary guidelines and recommended dietary allowances based on current USDA Food Guideline principles and food groups.
- Describe primary characteristics, functions and major food sources of major nutrients.
- List the primary characteristics, functions and sources of vitamins, water and minerals.
- Interpret food labels in terms of the portion size, ingredients and nutritional value.
- Identify common food allergies and determine appropriate substitutions. (i.e. gluten, sugar, lactose free)
- Evaluate and analyze recipes and menus using dietary guideline recommendations, food guides and food labels.
- Discuss contemporary nutritional issues to include specialty diets, dietary trends, and religious dietary laws (i.e. vegetarianism, heart-healthy menus, food allergies, alternative dieting, vegetarian, etc.)
- Discuss and demonstrate cooking techniques that apply sound nutritional principles and current industry trends.

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### **Introduction to Food Service**

- Define the philosophy of the hospitality industry and its role in providing customer service.
- Trace the growth and development of the hospitality and tourism industry from its birth to its present day. Include names of restaurateurs, chefs, and hospitality entrepreneurs that helped to shape the industry in the past and present day.
- Discuss and evaluate the importance of professional ethics as it applies to the foodservice industry.
- Outline the organization, structure and functional areas in various hospitality organizations as they pertain to the functions of menu planning, purchasing, food production and service, food and beverage controls, management, etc.
- Identify and describe professional organizations associated with the hospitality and foodservice profession, and discuss these organizations role in preparing and advancing ones career in the industry.
- Discuss industry trends as they relate to the various segments of the foodservice and hospitality industry.

### **Basic Food Preparation**

- Discuss proper kitchen safety including knife care.
- Discuss how to maximize food freshness, quality, safety and sanitation when serving hot foods and cold foods.
- Discuss the principles of heat transfer as they relate to cooking methods including roasting and baking, broiling, smoking, grilling, griddling, sautéing, frying, deep-frying, braising and stewing, poaching and steaming.
- Discuss recipe conversions.
- Explain the factors that affect taste, how we perceive those tastes and what we can do to optimize a combination of seasonings and flavors when preparing and cooking food.
- Evaluating the differences in methods to develop flavor through preparation.
- Define the process for making classical stocks, soups, mother and compound sauces.
- Evaluate and analyze a variety of proteins, vegetables, legumes, grains and starches using moist, dry and combination cooking method.

### **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.*

### **Performance Exam Information:**

Candidates will demonstrate their culinary skills in the performance assessment and must prepare a salad course and a main course of sauteed chicken with fine herb sauce, rice pilaf and steamed carrots within 2 hours and 30 minutes. Substitute ingredients may be used as long as the candidate demonstrates the required skills competencies.

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Applicants must pass the exam with 70 percent to satisfy the performance exam requirement for the ACF Certified Fundamental Cook credential.

### Performance Exam Evaluator Requirements:

The evaluator must be a “disinterested third party” and must meet the below requirements:

- ACF certified or meet the requirements of an ACF Certified Sous Chef
- Minimum of three years industry experience within the last five years.
- ACF-approved evaluators preferred. Evaluators not pre-approved must complete the ACF evaluator training session.
- Evaluator to candidate ratio is 1:3.

*ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.*

### Performance Facility Requirements

The facility will provide ample space for the candidate to successfully complete the performance assessment to include refrigeration, work area, sinks, ranges and oven space. Each station must be provided with a basic set of cutting boards, pots, pans and hand tools. Exam candidates are required to bring their own ingredients; however, a facility may choose to provide ingredients. The facility administrator will provide the candidates with a list of available equipment and food.

### Required Skills Competencies

- Demonstrate good personal hygiene and health habits.
- Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
- Demonstrate proficiency in using knives and small wares to fabricate protein.
- Demonstrate use of chef’s knives in preparing classical cuts (minimum of two).
- Demonstrate proper sauté using a protein.
- Demonstrate proper cooking method to prepare a rice or grain.
- Demonstrate a proper vinaigrette.
- Demonstrate effective techniques in presenting food that maximizes the flavor of the products used.

### Exam Day

Candidates will have up to 30 minutes to set up before the designated start time.

### Pre-Exam Orientation Meeting

A 15-minute pre-exam meeting will be held before practical exams begin. The meeting will include:

- Filling out paperwork
- Evaluators will be available to answer last-minute questions

### The Exam

Candidates will adhere to the following guidelines during the practical exam:

- Wait in the designated area until your assigned set-up/start time in which you may begin cooking.
- Expect to see the evaluator walking around with clipboards and taking notes. Also expect them to be talking to each other, asking you questions, looking at your food and looking deep in thought. This is not meant to be a distraction or an intimidation tactic, but what is involved in the evaluation process.
- Remember, you will not be alone in the kitchen while you are preparing your food for the exam. Expect up to three other participants with you in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- The program coordinator may assign a kitchen helper to assist with warewashing and general clean up. They may not assist with cooking.
- Do not forget food safety! Remember, no bare-hand contact with ready to eat foods. This means using the proper utensils for the right job at every opportunity. Remember, the preventative measures for time/temperature abuse and cross contamination.
- You will present your food to the evaluators at your designated time. Be courteous, calm and collected.

### When You Are Finished in the Kitchen

- Expect to wash your own equipment, utensils and china when you finish the exam. You must clean up and be out of your cooking area within 30 minutes of completion. There may be another participant waiting to set-up for his or her exam.

### Practical Exam General Guidelines

- No advance preparation or cooking is allowed with the exception of the following: vegetables can be peeled; salads may be cleaned and washed, but not cut or shaped in any form and beans may be pre-soaked.
- Candidates are allowed to bring in only the whole and raw materials. No finished sauces are allowed; however, basic stocks (beef, veal, chicken, vegetable or fish) may be brought in as necessary for the assignment. No commercially produced stocks or bases are permitted. No clarified consommés are allowed.
- Candidates shall bring their personal tools, including knives, small wares and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be made for test sites that choose to provide china.
- Dry and wet garbage receptacles, as well as trim receptacles, must be maintained and presented to evaluators upon completion of the exam.
- Sanitation skills will be monitored at all times for compliance with standard rules.
- Sanitation infractions could lead to a failing grade.

- Professional Uniform: All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs and have clean apron and side towels.
- Candidates should inform evaluators 10 minutes before beginning to plate foods for final presentation.
- Appropriate organization, safety and sanitation skills contribute greatly to each candidate's success.

### Certified Fundamental Cook Exam Requirements

#### Exam Time: 2 hours and 30 minutes

The candidate shall exhibit two plates, one plate for tasting by evaluator and one plate for photos and later evaluation:

- Two classical cuts properly executed (in any of the dishes)
- Salad course: with a properly made vinaigrette
- Main course:
  - starch or grain properly cooked
  - vegetable properly cooked
  - protein properly trimmed for cooking and cooked utilizing a proper sauté method. Preferred protein is chicken.
    - Poultry must be from a properly fabricated whole chicken
    - Meat must be portion cut from a sub primal
    - Fish must be fabricated from a whole fish
  - appropriate sauce

### Assessment Criteria

The assessment for certification practical testing is divided into four general areas: Safety and Sanitation Skills; Organization; Craftsmanship Skills and Finished Product Skills. The candidate's skills are evaluated during the exam period through frequent monitoring by the evaluator. Notes are made during the exam as references to the evaluation.

The practical exam is scored overall as pass or fail. Points are calculated in various areas and a total numerical score is calculated. A total average score of 75% (75 points) or better is considered passing.

**Domain 1: Safety and Sanitation** Skills will be measured using required industry standards. The candidate is evaluated on their ability to work within established guidelines for safety and sanitation at all times.

Safety and sanitation skills are assessed as acceptable or unacceptable. An unacceptable score in this area is considered an overall failure, regardless of the total points achieved by candidate.

Evaluators are allowed to disqualify any candidate for infractions of these guidelines. Cleanliness of the equipment, both during and after the test, will be the responsibility of the candidate.



Here is a general guideline on safety and sanitation skills the candidate needs to follow:

- The prevention of time/temperature abuse and cross contamination are the two most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner sees a possible infraction of either of these two areas, the candidate may be questioned as to their knowledge of these concepts. Infraction(s) of either time/ temperature abuse or cross contamination could cause the candidate to fail the exam.
- The cutting boards must be scrupulously sanitary.
- Knives must be sharp. The toolbox/knife bag must be clean and sanitary inside.
- Sanitizing solution must be correctly titrated, and used properly to sanitize hands and equipment in-between uses.
- Candidates must be using towels correctly, not wiping debris off a table and then wiping a knife or a plate with the same towel. Candidates must not be using their aprons as hand wipes.
- Products must be stored at the correct temperature.
- Gloves must be used when the last contact with food is occurring, for example, plating up. Scores and cuts must be properly treated and covered.
- Areas must be kept sanitized, particularly during fish to meat to vegetable or dairy transitions.
- Frequent hand washing and sanitizing must take place.

**Domain 2: Organization Skills** will be measured using industry standards for the following:

- Organization and work flow
- Proper utilization of all ingredients
- Timing of service and follow-up

Here are general guidelines for organization and work flow the candidate needs to follow:

- **Organization:** Table is kept clear of nonessentials, such as equipment not needed for the task at hand. Candidate is working systematically on one job at a time, using correct cutting motions and the correct knife for the job, organizing products properly in a refrigerator, rack, cart, knife or other equipment storage. Candidate understands how the usable waste is stored properly. Floor spills are quickly handled. The candidate is not using the dish area as a storage dump. The candidate has an organized withdrawal from the kitchen, leaving it as clean as it was found.
- **Work Flow:** The candidate practices smooth transitions from one job to another. The candidate has a logical progression of jobs; for example, chops herbs or minces garlic at the same time. The candidate maintains proper timing of the menu items.
- **Proper Utilization of all Ingredients** is evaluated on the candidate's efficient use of products. All food and non-food refuse will be kept at the station with the candidate until the completion of the test. Two separate containers are to be maintained: one for food refuse and the other for non-food refuse. The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by the evaluator. Upon the completion of the exam, the evaluator shall review the food refuse container to determine efficiency of the candidate's work. Points may be deducted from the candidate's score if serious infractions concerning product usage are witnessed. In the case of cooked byproduct, such as roasted



chicken, only an appropriate portion should be presented. The cooked byproduct should be properly handled and stored as if it were to be intended for another use.

- Timing of service and follow-up is evaluated on the requisite time given to the candidate for the level of certification attempting. The candidate will be notified of his/her presentation time “window” upon the start of his/her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted. Exceeding a reasonable allotted time can result in loss of points and may or may not result in a failing grade.

**Domain 3: Craftsmanship Skills** will be measured using industry standards for the following:

- Creativity, skills and craftsmanship are evaluated based on the candidate’s ability to properly execute classical knife cuts and proper cooking techniques, while utilizing the correct method of preparation for any given item. In addition, the variety of techniques properly executed shall be factored into this score.
- Serving and portion size is evaluated on the main item and complementary components in the correct size and amounts following the required nutritional standards. When the main item is not within prescribed limits, either under or over, then points may be deducted. Likewise, each accompanying item not within acceptable portion size could result in the loss of points.

Here are some general guidelines on cooking skills and techniques the candidate needs to follow:

- **Cooking Techniques and Skills:** The candidate should pay attention to detail, as described by the fundamental cooking technique specified. The candidate should use the proper technique as stated in the test criteria, such as properly deglazing a pan, rather than simply adding wine or a liquid; properly browning the mirepoix, not just heating it; correctly roasting and basting the product as it needs, not just placing the product in the oven; or poaching items, rather than simmering them. The candidate should use correct methodology and techniques in preparing forcemeat and demonstrates a variety of different techniques.
- **Butchery and Boning Skills:** The candidate is efficient and profitable in the removal of muscle from meat or poultry carcasses or fish from a bone. Sinew and/or fat removal and correct tying methods will be evaluated.

**Domain 4: Finished Product Skills** will be measured using industry standards for the following:

- Overall Presentation, including the use of appropriate garnishes
- Overall Nutritional Balance
- Ingredient Compatibility
- Flavor, Taste, Texture and Doneness

Here are some general guidelines on finished product skills the candidate needs to follow:

- **Serving Methods and Presentation: Hot Food Hot and Cold Food Cold!** (including plates) Presentation is evaluated on correct temperatures of the items served, including the dishware, visible seasonings and garnishing, arrangements of items and overall aesthetic appeal of the presented items. Food is fresh and colorful, visibly seasoned, presented with some height, easy to eat and pleasing to the eye. Meat/fish slices are even, straight and evenly shingled. Items are

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placed closely together to help maintain temperature and to keep the plate from resembling a “smiling face” or “party-on-the-plate décor.” The use of white china is strongly suggested.

- **Portion Size and Nutritional Balance:** Components of the meal are balanced so that the main item is complemented in size/amount by the accompanying garnish(es) and/or sauce. The candidate adheres to nutritional standards. The protein weight is within the set limits.
- **Ingredient Compatibility:** Ingredient compatibility and nutritional balance are evaluated on the harmonious use of ingredients, cooking methods and ingredient colors, which follow guidelines for nutritional balance. Ingredient colors harmonize. Ingredient amounts are correctly portioned to give a perfect harmonization. Have any of the ingredients been duplicated?
- **Flavor, Taste, Texture, and Doneness:** Flavor and texture are evaluated on the proper use of favors and seasonings in every menu item and/or component, with a variety of contrasting food textures as presented for judging. The favors are typically associated with the specific food ingredients in the menu and recipes are profound. For example, the duck broth tastes like duck. Doneness temperatures are correct. Stated vegetable cuts are correct. Stated cooking techniques have been correctly applied. The textures correspond to what was implied in the recipe. The flavor of the sauce or vinaigrette reflect what the recipe states and has the correct consistency.

### Evaluation and Critique

At the completion of the exam, the evaluator will give the candidates a verbal explanation of their performance, which is used to document the results of the exam. The program coordinator will give any candidate who successfully completes the exam an ACF Practical Exam Passing Form for their records. The original individual Score Sheets, Summary Score Sheet and Candidate Questionnaires are to be sent to the Certification Department at the ACF National Office.

Any candidate who fails the exam is welcome to take it again. The process for this will be at the discretion of the program coordinator.

### Recertification

The purpose of the recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation and nutrition. ACF recertification is required every five years for the CFC.

To maintain your ACF certification, you are required to earn a minimum of 80 continuing education hours (CEH) during the five-year certification period. The requirement was determined so that, on average, a certificant would complete 16 CEH per year, keeping them current and up-to-date on culinary trends and practices. CEH are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual’s professional occupation. These courses may be through ACF, ACF-approved providers or any educational institution.

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

### **Certification Expiration**

If a certificant allows their certification to expire, they are granted a 90-day grace period to finalize and submit their payment and CEH requirement. If a candidate's expiration surpasses the grace period, they must adhere to the Recertification after Expiration 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).

### **Upgrade Certification Level**

Candidates can upgrade to the next certification level as they progress in the industry, upon meeting the minimum requirements of work and educational experience.

## **General Policies**

### **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.

If you have questions or concerns about certification, please contact the Certification Department at the ACF National at [certify@acfchefs.org](mailto: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

### **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 recertification determinations;
2. content of the exam and/or keyed responses to items;
3. alleged inappropriate exam administration procedures;
4. alleged testing conditions severe enough to cause a major disruption of the exam 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 exams 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 can be verified. This can be done by the certification verification tool available on the ACF website under Resources or by calling the ACF National Office.

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ACF CFC® Practical Exam Evaluator Scoresheet		
ACF ID # (Candidate):		<b>Rating Scale</b> Score competencies on a scale of 1-10 (increments of 0.5 only)
Candidate Name:		
ACF ID # (Evaluator):		<b>1 - 2 Unacceptable</b> did not meet minimum quality expectations
Evaluator Name:		<b>3 - 4 Major Deficiencies</b> displayed major mistakes or many minor mistakes with little or no recovery
Location:		<b>5 - 6 Minor Deficiencies</b> displayed few mistakes and/or had a quick recovery
Date:		<b>7 - 10 Acceptable</b> displayed minimal/no mistakes with quick recovery

DOMAIN I: Safety and Sanitation	
Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>
COMMENTS (REQUIRED if Unacceptable)	

DOMAIN II: Organizational Skills (20%)			
Criteria	Score (1-10)	COMMENTS (Required if 7 and under)	
Mise en place/ <u>Work flow</u> / Use of Time		:01-4:59 (9 pts) 5:00-9:59 (8 pts) 10:00-14:59 (7 pts) 15:00-19:59 (6 pts)	20:00-24:59 (5 pts) 25:00-29:59 (4 pts) 30:00+ Failure <input type="checkbox"/>
Food storage			
Selecting ingredients/equipment			

DOMAIN III: Craftsmanship Skills (40%)		
Criteria	Score (1-10)	COMMENTS (Required if 7 and under)
Knife Skill 1 - Uniformity		
Knife Skill 2 - Uniformity		
Protein Fabrication - Knife Skills		

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		Rating Scale
Candidate Name:		1 - 2 Unacceptable
Evaluator Name:		3 - 4 Major Deficiencies
		5 - 6 Minor Deficiencies
		7 - 10 Acceptable
Proper execution of preparation and cooking methods		
DOMAIN IV: Finished Product Skill (40%)		
Criteria	Score (1-10)	COMMENTS (Required if 7 and below)
<b>Vinaigrette -</b> Flavor Profile		
Proper execution of preparation methods		
<b>Rice/Grain Preparation -</b> Flavor Profile		
Proper execution of cooking method		
Proper doneness		
<b>Protein Preparation Using Saute -</b> Flavor Profile		
Proper execution of cooking method		
Proper doneness		
<b>Salad presentation</b> Achieve nutritional balance/portion size		
Proper use of appropriate sauce accompaniments/Sauces		
Serve food at the desired temperature		
<b>Main course presentation</b> Achieve nutritional balance/portion size		
Proper use of garnishes & appropriate sauce accompaniments/Sauces		