

Certified Evaluator

HANDBOOK



American Culinary Federation
The Standard of Excellence for Chefs

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Overview

The purpose of this handbook is to ensure that there is a nationwide standard for the evaluation of culinary skill proficiency testing required of all levels in the American Culinary Federation (ACF) Certification Program.

It is important that stewards of ACF certification maintain the integrity of the examination process by fully complying with the approved guidelines and requirements outlined in this manual. The approved guidelines and requirements are set forth by the Practical Exam Operations Subcommittee and approved by the Certification Commission on behalf of the American Culinary Federation.

With guidance from the Certification Commission, Certification and the proper functioning of the practical exams are in the capable hands of Test Site Administrators and Certification Evaluators from around the country. Due to the dedication and tireless efforts of these volunteers, this program is successful and relevant to today's culinarians. Together the ACF and its volunteers will continue to work to move certification forward to meet the needs of future culinarians.

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 ACF 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.

Why Practical Testing?

Practical testing at each certification level adds value to the certification process and validates a candidate's skills, proficiency, professional competencies, and knowledge. It is essential that the ACF, as a certification body, verify all professional chef credentials including experience, cognitive knowledge, and practical culinary skills. The mandated competencies are commensurate with the expected level of skill for each level. Practical examinations include four domains with weightings:

- Sanitation Skills (Acceptable or Unacceptable)
- Organizational Skills (20%)
- Craftsmanship Skills (40%)
- Finished Product Skills (40%)

Policies

ACF Certification Code of Professional Ethics

The ACF Certification Code of Professional 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 the ACF Certification Code of Professional Ethics. Any action that violates the purpose and principles outlined by this Code shall be considered unethical.

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

Confidentiality Policy

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 or 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.

Non-Discrimination Policy

The Certification Commission does not discriminate among applicants or certificants on any bases that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin or ancestry. Each candidate is treated with dignity and respect.

ADA Accommodations

Testing candidates with a disability, as defined by the Americans with Disabilities Act, may petition the ACF in writing for reasonable

accommodations. The candidate should submit the Request for Special Examination Accommodations form along with documentation of related disability or need at least 45 days prior to the requested examination date. The ACF in conjunction with the Test Site Administrator will consider all requests and attempt to accommodate reasonable requests for accommodation as it relates to the practical exam.

Allergies

The request for accommodation form may be submitted in the case of severe food ingestion allergies preventing the testing candidate from handling and tasting a required food in the market basket of the level being tested.

Legal Opinion related to ADA Policy

"The Certification Commission of the American Culinary Federation (ACF) provides reasonable accommodations in accordance with the Americans with Disabilities 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.

ACF will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examinations for those candidates whose documentation supports such a determination. The purpose of documentation is to validate that an applicant for test accommodations is covered under the ADA as a disabled individual. Comprehensive information by a qualified professional is necessary to allow ACF to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows ACF to provide appropriate accommodations for such a disability.

In no case will accommodations be provided which would compromise the examination's ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the examination. The ACF practical exam meets the exception as described in Section 36.309 of the ADA Regulations. In sum, a certification exam can require that a certain skill be demonstrated, if necessary to the performance of the profession that is the subject of the certification, even if an applicant's disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification.

ACF strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Arrangements for persons with disabilities will be provided upon approval.

However, for those applicants who, for example, are unable to hold kitchen implements, it is extremely difficult to come up with an auxiliary aid that could potentially assist such an applicant without fundamentally altering what the practical exam is designed to test (i.e., cooking skills). Similarly, while an applicant with a contagious disease such as Hepatitis may be able to physically prepare food, there is simply no way to fully and accurately assess his or her performance without taste testing the food that has been prepared, and this would raise serious health concerns.

In sum, a certification exam can require that a certain skill be demonstrated, if necessary to the performance of the profession that is the subject of the certification, even if an applicant's disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification." Submitted by Pillsbury Winthrop Shaw Pittman, LLP

Process and Procedures

An ACF Certification Evaluator has placed him/herself in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application and having completed required training and apprenticeships. The ACF confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his or her colleagues.

As the culinary profession is constantly updating its trends and standards, a system must also be in place to ensure those who administer the practice exam and scoring remain current. Therefore, the ACF Certification Commission will regularly revise and update the qualifications needed for being an ACF Certification Evaluator. Evaluators are required to meet all of the requirements to maintain active status.

Volunteers are asked to sign a confidentiality agreement and comply with the ACF policy that all volunteers complete including anti-harassment training. A Certification Evaluator has participated in an apprenticeship training program and is a volunteer trained to evaluate practical exam candidates. This training program is not a certification.

Apprentice Evaluator Process

An apprenticeship is defined as the "shadowing" of the evaluation process from start through critique. The Apprentice Evaluator is to observe the evaluation process and utilize skills taught in the training seminar.

Any ACF member certified at the CEC, CEPC, CCE or higher level may apply to become an Apprentice Evaluator by submitting an application. Approved Apprentice Evaluators will be required to attend a full-day training seminar and successfully complete three (3) practical evaluations from start to critique under the supervision of an Approved Mentor.

Apprentice Evaluator Exams in Detail

Apprentice Exam 1

Observe the process with Score Sheets and focus on one individual candidate testing. Take notes and listen to the feedback given by evaluators.

Expected Outcomes

- Observation of the entire session
- Familiarity with all forms required
- Witness critique session
- Score candidate and compare to the scores of the Approved Mentor
 - Discuss the differences and why

Apprentice Exam 2

Observe one candidate (preferably different level from Exam 1) from start to finish. Take detailed notes on one candidate and observe others. Score one candidate and provide passing feedback after exam with Mentor close at hand.

Expected Outcomes

- Apprentice scores in line with all evaluators
- Witness multiple levels
- Deliver Positive Feedback to passing candidate
- Discuss performance of candidates

Apprentice Exam 3

Act as an evaluator for exam but scores will not count. Complete the process from start to finish with Mentor guidance. Deliver constructive feedback, if possible, while under Mentor guidance.

Expected Outcomes

- Apprentice is ready to be evaluator
- Mentor input should all be positive at this point, if not recommend additional apprentice exam to be completed and National Office will communicate

The Apprentice Evaluator must be recommended for approval by the Approved Mentor after completing the required evaluations. Additional CEH training and volunteer training may be required.

Note: Remember that not everyone has the skillset required to be an effective evaluator, refer to the Certification Evaluators' Skills in this section.

In order to receive credit for an apprenticeship, the apprentice must complete three (3) successful practical evaluations from start through critique under the supervision of an Approved Mentor. Attendance is recorded on a sign-in sheet by the Test Site Administrator. The score sheet, critique, and sign-in sheet are returned to ACF for processing. Each apprenticeship is recorded.

After all requirements have been met, the apprentice will become a Certification Evaluator. The new Certification Evaluator will be notified by letter and listed by state on the Certification Evaluator page of the ACF website.

For each apprenticeship:

- Contact the Test Site Administrator to verify that there will be an Approved Mentor available for the exam.
- Write a letter/email of intent of participation to the Test Site Administrator. If for any reason you are unable to attend, you must notify the Test Site Administrator ASAP. Conversely, if the Approved Mentor assigned to the exam is unable to attend, the Test Site Administrator may need to cancel the apprenticeship. Every effort will be made by the Test Site Administrator to replace the Approved Mentor, but under no circumstances will credit be given for an apprenticeship session if an Approved Mentor is not present.
- Apprentice Evaluators are responsible for all personal expenses.
- Before the day of the exam, ask the Test Site Administrator for your assigned candidate's exam level and start time. Review the Exam Guidelines for that level.
- Report to the Approved Mentor at the test site one (1) hour prior to the exam, and bring a pen and notebook.
- Sign-in and list your membership number on the Apprentice Sign-In Form.
- Follow directives of the Approved Mentor, Evaluator in Charge and Test Site Administrator.

- Apprentices will observe, taste, make notes, score, complete score sheet with critique comments for one candidate, and participate in a post-exam review with their Approved Mentor.
- Apprentices do NOT receive a copy of their critique, and all paperwork is collected and returned to the Test Site Administrator for exam security.
- Apprentices will only be given credit for one (1) exam session per day, and only if the Approved Mentor and Evaluator in Charge approve, may they observe additional exams on the same day.
- The ACF Certification Office will record your participation, but it is also recommended that you keep track of your apprentice sessions.

Evaluator Application Process

The ACF Certification Evaluator program provides a nationwide pool of qualified evaluators for evaluating practical exam candidates. Definitive prerequisites for approval have been established along with criteria to ensure that all qualifications remain current. Please refer to the chart for current Evaluator prerequisites:

ACF Certified		ACF Member		Practical Exam		ACF Judge		Teaching Experience
Certified Master Chef [®] (CMC [®])	+	✓						
Certified Master Pastry Chef [®] (CMPC [®])	+	✓						
Certified Executive Chef [®] (CEC [®])	+	✓	+	CEC [®]	or	✓		
Certified Executive Pastry Chef [®] (CEPC [®])	+	✓	+	CEPC [®]	or	✓		
Certified Culinary Educator [®] (CCE [®])	+	✓	+	CEC [®] , CEPC [®]	or	✓	or	Five years

Follow the below instructions to become a Certification Evaluator:

- Step 1 - Complete New Evaluator Application
 - Applicant Completes Application and submits to the National Office
 - Notified of upcoming training options by National Office
- Step 2 - Attend New Evaluator Training
 - 8 hour Classroom Training conducted by Approved Trainers
 - First Practical Apprentice Evaluation Conducted in conjunction with training
- Step 3 - Participate in three exams as an Apprentice Evaluator with an Approved Mentor who provides instruction, reviews your scores, and assesses your readiness. This includes the apprenticeship completed in conjunction with your Training course, if applicable.
 - 1 mentor for 2 apprentice evaluators
- Step 4 - Receive Approval Status from the Certification Department at the ACF National Office.

Applications must be sent to the ACF National Office for review and approval prior to attending the Evaluator Training. If you were certified prior to the practical exam requirement, you may take a practical exam free of charge for the level you are already certified (CEC or CEPC). By experiencing a practical exam first-hand, you will become a better evaluator. All potential evaluators must attend an eight (8) hour training seminar.

The evaluator is solely responsible for coordinating his/her assignment and all funding requirements. All potential evaluators must apprentice three (3) practical exams. If Apprenticeships are not completed within 24 months, candidate must retake training and/or apprenticeships. An apprentice critique will be completed by the Approved Mentor for each apprenticeship; recommending whether an Apprentice Evaluator should move forward.

If a critique indicates a concern, a Certification Evaluator candidate may be asked to complete an additional apprenticeship or training. If the concern is great enough, a candidate status may be suspended.

Evaluator Skills

- **Be a good observer** – This is your primary function during the exam. You will be looking for a number of benchmarks prior to tasting the candidate's food.

- **Able to be objective** – disregarding any personal/professional knowledge of the candidate and only assessing the candidate's performance on the day of the exam.
- **Able to write clearly and concisely** – the score sheet comments, both positive and negative, are the most important back-up information to the candidate's score. **Using one or two-word descriptions will not work in this instance.**
- **Able to give a professional critique** – stay-on-topic, be supportive, constructive, positive, refer back to the standards and not your opinion. Focus on the skillset you are evaluating. Candidates must be provided meaningful information on their performance. Such information should enable failing candidates to understand their strengths and weaknesses.
- **Be respectful** – of the certification process and the testing candidate. Remain professional at all times. All candidates, regardless of gender, should be referred to as Chef.
- **Be capable** – an evaluator must be capable to properly evaluate the entire exam and must be free of any limitation that may prohibit a full and complete evaluation.

Dress Code

It is important to remember that ACF Certification Evaluators who proctor practical exams, represent the profession of chefs. Therefore, evaluators and apprentices must wear professional chef's attire (clean, pressed chef jacket or lab coat (white preferred), black or black and white checkered pants, and closed toe shoes or clogs). It is suggested, but not required, that evaluators wear their Evaluator pin on the day of their examination.

Maintaining Evaluator Status

Certification Evaluators are responsible for complying with the following to maintain their approved status:

- Maintain ACF membership and certification status.
- Comply with any continuing education requirements necessary to maintain their evaluator status including attending a refresher course via a webinar (typically a 1.5 hour annual class).
- Comply with any continuing education requirements necessary to maintain their volunteer status including attending an anti-harassment webinar (typically a 1-hour class once every two years) and any other requirements as set by the ACF for serving as an ACF volunteer.
- Evaluate at least one (1) practical exam every two (2) calendar years.
- Failure to comply with these requirements will render the evaluator status inactive until they have completed an eight (8) hour Training Seminar and have met all of the requirements as required above.

Selection of Evaluator in Charge

Given that all Certification Evaluators are trained, any can serve as the Evaluator in Charge for an exam. The Test Site Administrator should designate the Evaluator in Charge prior to the exam.

In selecting the Evaluator in Charge, consideration may be given to various factors, but ultimately the Test Site Administrator should choose the evaluator whom he/she feels will do the best job for the testing candidates as well as allowing for diversity and growth among the evaluators. Some factors to consider include:

- Has the evaluator been certified at their current level for several years?
- Has the evaluator proctored several exams within the last two years?
- Has the evaluator ever served as a Test Site Administrator?
- Do you think the evaluator has the best disposition for resolving conflict in a fair and just manner?
- Are there Approved Mentors or Evaluator Trainers acting as evaluators who are NOT overseeing an Apprentice Evaluator?

Note: An Approved Mentor or Trainer is preferred to be the Evaluator in charge, except for cases when they are supervising Apprentice Evaluators.

Statement of Authority for Evaluator in Charge

The Evaluator in Charge for each exam is designated by the Test Site Administrator and shall act on behalf of the Certification Commission. By virtue of this designation, the Evaluator in Charge is tasked with ensuring that the Test Site Administrator and Certification Evaluators remain in compliance with current practices, policies, and procedures. Therefore, the Evaluator in Charge has the responsibility to recalibrate, encourage, reinforce, advise and support all aspects of the practical exam process, acting in good faith for the betterment and integrity of the practical exam process.

As with all Certification Evaluators, the Evaluator in Charge will exhibit the highest level of trust, professionalism, and respect toward his/her peers. The Evaluator in Charge is expected to take immediate steps necessary for the betterment of the practical exam and the candidates

participating in said exam. If the Evaluator in Charge identifies any inappropriate actions taken by anyone involved in the practical exam, he/she is to take immediate corrective action.

Failure of a test site to allow the Evaluator in Charge to serve in this capacity will result in a suspension of the privilege of hosting a practical exam in the future.

Requirements of Approved Mentors

To become an Approved Mentor, Certification Evaluators must meet the following requirements:

- Certification evaluator in good standing:
 - Maintain their ACF membership and certification status.
 - Comply with any continuing education requirements necessary to maintain their evaluator status including attending a refresher course via a webinar (typically a 1.5 hour annual class).
 - Comply with any continuing education requirements necessary to maintain their volunteer status including attending an anti-harassment webinar (typically a 1-hour class once every two years) and any other requirements as set by the ACF for serving as an ACF volunteer.
- Evaluate at least one practical exam every one calendar year.
- Active CE for 2 years min.
- Attend 4-hour CE Mentor Training.
- Pass a written CE mentor exam (proving knowledge in all levels savory as well as sweet).
 - At the conclusion of training
- Has acted as a Practical exam administrator for two exams in the past five years.
- Dependable – maintain a history of no last minute cancellations.
- Have experience in evaluating a minimum of 2 pastry (or savory pending certification) exams in the past five years.
- Have submitted accurate and timely paperwork for previous exams.

The National Office will review the candidates that meet the above qualifications and extend an invite to them to attend the 4-hour training course. Those chefs that successfully pass the exam conducted at the conclusion of the training will earn CE Mentor status. CE Mentor status will be evaluated by the national office on an annual cycle and mentors will be notified of their failure to meet the qualifications.

Selection of Certification Trainers

Please contact the ACF Certification Department at certify@acfchefs.net or 888-817-5344 for more information.

Responsibilities

Test Site Administrator Responsibilities

Certification and the proper functioning of the practical exams are in the capable hands of the Test Site Administrators and the Certification Evaluators around the country with guidance from the Certification Commission. The Test Site Administrator is responsible for selecting the Certification Evaluators. The following guidelines should be followed:

- Every practical exam requires three (3) evaluators per six (6) candidates to proctor the examination to ensure a fair and comprehensive evaluation.
- There must be at least one (1) evaluator certified at the same level of the highest level being tested, unless authorization is provided in advance by the ACF National Office.
- When a candidate is testing for a pastry level, it is suggested that at least one (1) evaluator be a pastry chef.
- A testing candidate cannot be left alone; a minimum of one (1) evaluator must be in the kitchen at all times.
- Of the three (3) Certification Evaluators, two (2) must be unaffiliated with the exam candidates. 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.
- If there are fewer than three (3) evaluators present, all practical exam scores will be null and void.

For an up-to-date list of Certification Evaluators, refer to the ACF website. It is highly recommended that the testing date be established and the evaluators be confirmed and communicated to the ACF National Office before advertising the exam.

Evaluator Responsibilities

Evaluators are required to commit to participate in exams up to eight (8) weeks in advance. While it is understood that scheduling this far in advance may be difficult, these commitments ease the burden on exam planners who are budgeting travel expenses, printing programs, and coordinating a multitude of other commitments. Best efforts should be made to meet exam commitments. If, however, a commitment cannot be met, the evaluator is responsible for finding a suitable replacement. Administrators may request evaluators sign a letter of commitment to affirm that they will accept the responsibilities.

Certification Evaluator Responsibilities include the following:

- Complete, sign, and return agreement form to Test Site Administrator.
- Review, sign, and return reimbursement form to Test Site Administrator, if applicable.
- Review list of candidate(s), level(s), and schedule from Test Site Administrator.
- Review guidelines and score sheets for each level being tested.
- Any possible conflicts of interest must be reported to the Test Administrator and the Evaluator in Charge.
 - If on test day, you recognize that one of the test candidates is someone who you have mentored for the practical exam, you must recuse yourself from serving as evaluator for that candidate and notify the Test Site Administrator and Evaluator in Charge immediately. You may participate as a Certification Evaluator for other candidates.
 - If a test candidate works for your employer and there are other evaluators from your employer, you must notify the Test Site Administrator and Evaluator in Charge immediately as only one Certification Evaluator may have an employer relationship with a candidate.
 - If you are scheduled to serve as an Evaluator for an upcoming exam, refrain from offering suggestions, critiques or comments about a candidate's menu as it may be perceived as providing an unfair advantage to one candidate over the others. Candidates asking for this type of assistance should be referred to the Test Site Administrator who can stay impartial.
- Report to the Test Site Administrator at the test site one (1) hour prior to the exam, and bring a pen and notebook.
- Objectively evaluate the exam in accordance with the parameters set by the Certification Commission and the standards for the level of certification being tested.
- Uphold the Certification Code of Ethics.
- Complete the yearly refresher course via Webinars to keep apprised of updates in policies and procedures from the ACF Certification Commission.

Evaluator in Charge Responsibilities

- Discuss, assist, and review the scheduling of the candidates with the Test Site Administrator. If additional assistance is needed, the National office should be contacted.
- Determine, prior to the exam, the parameters for issues that may arise such as injury (incident report), service window closing, food tasting, etc.
- Check facilities to ensure that they meet the requirements set forth by Certification Commission.
- Determine stations and station areas.
- Lead all pre-start meetings with candidates.
- Arbitrate any issues during the exam or contact the Regional Trainer if necessary.
- Lead all critiques with candidates or assign another evaluator to lead critiques.
- Uphold the directives and policies of the exam set forth by the ACF Certification Commission.

Approved Mentor Responsibilities

- Assigned apprentices will be done on a 2:1 ratio.
- Assign only one (1) candidate to each of your apprentices to evaluate during the exam. Apprentices will participate in a portion of the pre-start meeting, participation in food tasting and scoring.
- The Approved Mentor should respond to any issues or questions and advise the Apprentice Evaluator accordingly especially relating to
 - Food tasting & scoring

- Reviewing score sheets and providing feedback
- Practicing the verbal critique and providing feedback
- Approved Mentors must complete an Apprentice Evaluator critique for each participating apprentice. Apprentices do NOT receive a copy of their critique.
- The Approved Mentor should lead a post exam discussion with the Apprentice Evaluator in regard to the exam addressing any areas in need of improvement as well as positives.
- The critique should be given to the Test Site Administrator to be turned in with all the exam paperwork to ACF National Office.

Certification Trainer Responsibilities

A Certification Evaluator Trainer is an appointed position made by the Practical Exam Operations Subcommittee acting on behalf of the ACF Certification Commission. By virtue of their appointment, Certification Trainers are tasked with ensuring those who administer scoring and provide evaluations remain in compliance with current practices, policies, and procedures. Certification Trainers have the authority to recalibrate, encourage, reinforce, advise and support all aspects of the practical exam process, acting in good faith for the betterment and integrity of the practical exam program. As with all Certification Evaluators they have placed themselves in a position to exhibit the highest level of trust, professionalism, respect, and ethical confidence towards his/her peers.

Certification Trainer should attend exams as an observer, whenever possible. While no prior notice to the Test Site Administrator or Evaluator in Charge is required, a courtesy call is recommended. As an observer, the Trainer can take notes and report back to the Practical Exam Operations Subcommittee both positives and areas in need of improvement that can better the entire practical exam process.

In addition, the Certification Trainer should coordinate at least one training session for Apprentice Evaluators per year. Contact local test site administrators in your region to coordinate the Training, and then contact the ACF National Office to schedule officially.

Certification Trainer role includes:

- Upholding the transparency of the exam process.
- Upholding the parameters of the exam process.
- Ensuring the quality of the Certification Evaluators, Evaluator in Charge, Test Site Administrators, Apprentice Evaluators and facility.
- Making recommendations to the Commission with regard to improving the exam process and training program.

Evaluator Assessment Guidelines and Scoring

Evaluator Responsibilities on Exam Day

To be available to observe every portion of the candidate's full program is not possible if there is more than one (1) candidate; however, the Evaluator must be at the candidate's station to observe all protein fabrication & plate up/service. Additionally, the Evaluator will review the candidate's program/menu for specific items that must be fully observed.

On the day of the exam:

- Report to the exam one (1) hour prior to the exam start time.
- Bring notepad and pens.
- Complete Score Sheets with all necessary information.
- Review candidates menus
- Check that all required ingredients and techniques are included.
- Check for any item on the menu that included pre-examination preparation. These may be used, but the candidate must repeat the technique during the exam, i.e. pre-fabrication/ marinating.
- Check for spelling and proper use of classical terms.
- Make note of any menu corrections and address them with the candidate immediately.
- Allow the candidate to rectify their menu prior to their start time. If the candidate requires more time, the Evaluator in Charge or the Test Site Administrator may allow for this or rearrange sequence of candidates. Permission must be granted by any/all candidates whose start time will be altered. In the event that time or schedule changes cannot be made, the candidate may choose not to start the exam.
- It is highly recommended that evaluators take notes, and then transcribe them to the Score Sheet.
- Each candidate's decision to participate in the certification process is personal.

- There may be a great deal of pressure behind taking the practical exam.
- A career may be at stake.
- The candidate may be taking the exam to validate their position or prove their readiness for the next level.
- Each candidate will be going into the exam from a different perspective.
- The practical exam is not a competition, and the Evaluator is not judging a candidate. The purpose is to evaluate to a specific industry standard or benchmark.
- The candidate has to demonstrate 75% at the level they are testing.
- Keep the process transparent.
- Complete the ACF Practical Exam Candidate Written Critique Form for all candidates. (A summarized or bulleted review of candidate's performance).
- An Evaluator in Charge should not serve as an Approved Mentor for the same exam.

Assessment, Domains & Scoring

The assessment for certification practical testing is divided into the four domains listed below:

- Safety and Sanitation Skills
- Organizational Skills
- Craftsmanship Skills
- Finished Product Skills

Sanitation

It is recommended that upon the first minor incident of sanitation abuse, the infraction point should be pointed out to the candidate. Then observe how the candidate reacts and handles the incident. Remind the candidate of the importance of proper sanitation and that there will be no additional warnings.

Tasting

- Tasting is to be done at the candidate's station in the kitchen.
- Have a copy of the menu readily available for reference.
- Photograph the critique plate.
- Tasting is to be accomplished with no discussion with the other Certification Evaluators, Approved Mentors, Test Site Administrator, Apprentice Evaluators, Kitchen Assistants, etc.
- Record your comments and score; thank the candidate, and move on to the next. Refrain from making comments or gestures in the candidate's presence.

Assessment

- Take into account the level of the exam and the standards for each level.
- Focus on good score sheet documentation.
- Avoid starting critiques when other candidates are still testing so you can fairly assess all candidates' practical exam from start to finish.
- Comments on the Candidate Practical Exam Review should assist the candidate with making improvements regarding skills/knowledge that would assist in their second practical exam attempt, or in upgrading their current skills/knowledge.

Domain I: Safety & Sanitation Skills – Acceptable/Unacceptable

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.

Time/Temperature Abuse and Cross Contamination Prevention

The prevention of time/temperature abuse and cross contamination are the two (2) most important areas in which the candidate needs to demonstrate a thorough working knowledge.

During the exam, if an evaluator has seen a possible infraction of either of these two (2) 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.

A major sanitation infraction(s) can result in a candidate failing the exam. A critical violation can be defined as:

- Bare hand contact with ready to eat foods.
- Time and temperature abuse; PHF in danger zone for longer than 1.5 - 2 hours, without being cooked to proper internal temperatures.
- Food not cooked to proper internal temperatures (unless noted on menu).
- Cross contamination that cannot be eliminated via additional cooking/reheating.
- Pre-cooked items not held at 135° F for more than 1.5 - 2 hours, unless re-heated to a minimum of 165° F for 15 seconds.

The infraction(s) are to be a critical violation(s), substantiated by two (2) evaluators, and must be well documented. Failure to fully understand the difference between “best practices” and “within legal limits” on the part of an Evaluator can result in an appeal from the candidate or further legal ramifications for the Evaluator and the ACF.

For further information, reference The FDA Food Code, 2015, 8th Edition.

Sanitation Tips

Cleanliness of the equipment, both during and after the test, is the responsibility of the candidate:

- 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.
- Frequent hand washing and sanitizing must take place.
- Towels must be used correctly (e.g., not used to wipe debris from a table and then used to wipe a knife or plate).
- Aprons must be used correctly (e.g., not used as hand wipes).
- Products must be stored at the correct temperature.
- Gloves must be used when the last contact with food is occurring (e.g., plating).
- Sores and cuts must be properly treated and covered.
- Areas must be kept sanitized, particularly during transitions in preparation of fish, meat, vegetables and dairy.

Scoring

Safety and sanitation are assessed as acceptable or unacceptable. An unacceptable score in this area by two (2) or more evaluators is considered an overall failure regardless of the total points achieved by the candidate. Evaluators are allowed to disqualify any candidate for infractions of these guidelines. An unacceptable score must be accompanied by detailed evaluator comments on the score sheet.

Guidelines on Unacceptable Sanitation Scoring

A sanitation violation is a lack of organization, knowledge and/or skill, and should be reflected in the score (per the level being tested). A candidate should lose points in organizational procedures and methodologies as well as flavor profile and food integrity depending on cause of violation.

A candidate, who demonstrates a lack of knowledge and/or skill resulting in sanitation violation relating to a time and temperature infraction, making the food unsafe to eat, will be scored unacceptable. If the food cannot be eaten, it cannot be assessed.

Domain II: Organizational Skills – 20% of Total Score

Organizational skills will be measured using industry standards for the following:

- Mise en place (organization and work flow)
- Proper utilization of all ingredients
- Timing of service and follow-up

Organization

- 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.
- Table is kept clear of nonessentials, such as equipment not needed for the task at hand.
- Candidate understands how the useable waste is stored properly.
- Floor spills are attended to, quickly.
- Candidate is not using the dish area as a storage dump.
- Candidate has an organized withdrawal from the kitchen leaving it as clean as it was found.

Work Flow

- Candidate practices smooth transitions from one job to another.
- Candidate has a logical progression of jobs (e.g., chops herbs or minces garlic at the same time).
- Candidate maintains proper timing of the menu items.

Proper Utilization of All Ingredients

- Candidate efficiently uses products.
- Two (2) separate containers are to be maintained by candidate: 1) food refuse, and 2) non-food refuse.
 - All food and non-food refuse will be kept at the station with the candidate until the completion of the test.
 - The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by an evaluator.
 - Upon completion of the test, an 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 by-product, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.

Timing of Service

- Candidate is evaluated on the requisite time given for the level of examination attempted.
- Candidate is notified of presentation "window" time at the beginning of the exam.
 - If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted.
 - There is no standard deduction for lateness/tardiness.
 - Evaluators should allow candidates to finish the exam and note the time of completion on the score sheet.
 - Evaluators need to discuss why the candidate was late and the deductions should be documented in the corresponding domains (see Guidelines on Scoring Tardiness below).

Scoring

Evaluation of organizational skills is based on the candidate's organization, work flow, proper utilization of all ingredients and timing of service for a possible total of 20 points.

Guidelines on Scoring Tardiness

If a candidate is running late it could be a lack of organization, knowledge and/or skill and should be reflected in the score. A candidate could lose points in organizational procedures and methodologies as well as food integrity (served cold due to poor time management) or correlating deficient skill. There is no rule regarding the number of points deducted for tardiness. Accumulative loss of points may or may not result in failing score.

Domain III: Craftsmanship Skills – 40% of Total Score

Creativity and craftsmanship skills will be measured using industry standards for 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. As a general guideline, candidates need to follow:

Cooking Techniques and Skills

- The candidate pays attention to details as described by the fundamental cooking technique specified.
- The candidate uses 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 needed, not just placing the product in the oven; or poaching items rather than simmering them.
- The candidate uses correct methodology and techniques in preparing forcemeat and demonstrates a variety of different techniques.

Butchery and Boning Skills

- 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 demonstrates correct tying methods.

Serving and Portion Size

- The main item and complementary components must be 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.

Knife Skills

- Approved: Oblique, Julienne, Fine Julienne, Brunoise, Fine Brunoise, Batonnet, Small Dice, Medium Dice, Large Dice, Lozenges, Paysanne and Tourner
- Not Approved: Chiffonade, Rondelles, Mince, Chop and Vertical slice

Scoring

Evaluation of proper cooking techniques, skills, and fundamentals is based on the candidate's creativity, skills, and craftsmanship as well as serving and portion size for a possible total of 40 points.

Domain IV: Finished Product Skills – 40% of Total Score

Finished product skills are measured by using industry standards for the following:

- Flavor, taste, texture, and doneness
- Ingredient compatibility
- Overall nutritional balance
- Overall presentation including the use of appropriate garnishes

Flavor, Taste, Texture, and Doneness

- Flavor and texture is evaluated on the proper use of flavors and seasonings in every menu item and/or component, with a variety of contrasting food textures as presented.
- The flavors are typically associated with the specific food ingredients in the menu and recipes are profound (e.g., the duck broth tastes like duck).
- Doneness temperatures are correct.
- Menu stated vegetable cuts are correct.
- Menu stated cooking techniques have been applied correctly.
- The textures correspond to what was implied in the recipe.
- The flavor of the sauce or vinaigrette reflects what the recipe states and is of the correct consistency.
- The correct degrees of caramelization have been shown.

Ingredient Compatibility

- Ingredient compatibility and nutritional balance is 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.

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(s), the necessary nutritional standards are being adhered to, and the protein weight is within the set limits.
- Basic nutritional balance in recipe development means the candidate should use the following guidelines in formulating a balanced, nutritionally-sound recipe. Daily caloric intake should range between 1300 to 3000 calories per day with:
 - 45%-65% of calories from carbohydrates
 - 20%-35% of calories from fat with less than 10% from saturated fat
 - 10%-35% of calories from protein
 - 300 mg or less of cholesterol
 - 2400 mg or less of sodium

Serving Methods and Presentation

- Serve hot food hot; Serve cold food cold
- Presentation is evaluated on correct temperatures of the items served including the dishware, visible seasonings and garnishes, arrangement 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 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.

Scoring

Evaluation of proper finished cooking skills is based on flavor and texture; ingredient compatibility; nutritional balance; and presentation for a possible total of 40 points.

Note: *The candidate's skills are evaluated during the examination period through frequent monitoring by the evaluators. The evaluators will take notes throughout the exam to assist in their assessment. Points are calculated in various areas and a total numerical score is calculated. The practical examination is scored overall as pass or fail. A total score of 75% or better is considered passing.*

Post-Exam Procedures

Score Sheet Completion: At the completion of the exam, all Evaluators will complete their score sheets (without comparing notes with the other evaluators). Evaluators will ensure comments are clear, complete and reflect both positive and constructive feedback to support point deductions. After completing the score sheet, Evaluators sign and submit it to the Test Site Administrator.

Summary Score Sheet: The Test Site Administrator will combine all the score sheets to determine the candidate's pass/fail determination and transfer that information onto the Summary Score Sheet, which each Evaluator will also sign. The Summary Score Sheet is a recap of all exams administered on a particular date and includes the names and ACF ID numbers of all registered candidates, evaluators, administrator, and apprentices. If applicable, the Summary Score Sheet will also include the candidates' scores, level and pass/fail indication.

Written & Verbal Candidate Critiques: The Test Site Administrator will also transcribe all comments from the score sheets to the written critique form. The written critique will be used by the Evaluator in Charge to provide a detailed critique of both positive comments and areas in need of improvement based on their performance. The written and verbal critique will be given to all candidates regardless if they pass or fail. **Candidates are NOT to verbally receive, view, or be given their score sheet nor their final score.**

It is extremely important that the candidate receive clear, objective feedback on their performance while always being treated with dignity and respect. The candidate who did not pass should be encouraged to get a mentor, practice, and retake the exam.

Practicing your delivery is extremely important as no professional enjoys hearing how poorly they performed at their chosen career. To assist in developing your critiquing skills, tips have been included in the Appendix.

Remember that nerves, being in a foreign kitchen, and other distractions can get in the way on exam day. Be empathetic and compassionate as well as supportive and encouraging.

Pass Sheet: The Test Site Administrator will give candidates who successfully complete the exam an ACF Practical Exam Passing Form for their records. Any candidate who fails the exam may retake the exam. There is no waiting period between attempts, but a new registration form and payment is required.

Incident Reports

An Incident Report should be used to report any questionable situation, injury, absentee evaluator, or inappropriate behavior. Typically, the incident report will be completed by the Test Site Administrator and submitted to National with the exam paperwork.

However, an incident report can be filed by a candidate and/or evaluator, if needed. It should be submitted within 5 business days of the exam so that prompt attention to the matter can be given. An incident report is a written check and balance and may address complaints concerning conduct that is harmful or inappropriate to ensure appropriate treatment and fair decision-making practices.

Filing an incident report does not mean that an action will be taken against an evaluator or site. The incident will be recorded in case of future concerns. In the case that action is taken based on the incident report, the confidentiality of the reporting party will be maintained. The purpose is to maintain the integrity of the exam and ensure that repeat incidents are addressed in an appropriate manner.

Reporting Evaluator Behavior Issues

Certification Evaluators are required to exhibit the highest level of trust, professionalism, respect and ethical confidence towards peers. In order to maintain the integrity of the practical exams, any incidents involving unacceptable behavior by an Evaluator will be investigated.

Any evaluator or site administrator that witnesses unacceptable or questionable conduct of an evaluator can report the evaluator. Evaluators can be reported by submitting an incident report or a formal letter to the National Office. The incident report or formal letter must be submitted within five business days of the exam. All reported incidents will remain confidential. Examples of incidents to report:

- Unacceptable behavior of an evaluator towards a candidate or an evaluator

- Collusion with another evaluator towards a candidate
- Unfit to administer/evaluate a practical exam

Upon receipt of an incident report or formal letter, the Practical Exam Subcommittee Chair and National Office will attempt to obtain corroborating statements from other evaluators or administrators who were at the same evaluation. There must be at least one corroborating statement to move forward with the investigation.

If a decision is made to move forward with the investigation, a letter will be mailed by the National Office informing the Evaluator that there is an investigation underway as to their conduct at the specific practical exam. In addition, the letter will notify the evaluator he/she has thirty days from receipt of the letter to submit a written response. The letter will not detail the specifics of the complaint.

At the conclusion of the investigation, a decision will be made by the PE Subcommittee Chair about which action(s) will be taken. The action(s) may include any of the following:

- **No Response** - The incident did not warrant a complaint, or there was no corroborating statement forthcoming to support the initial complaint.
- **Mandatory Retraining** – Evaluator will be notified of specific areas that require retraining and the amount of time to complete the training.
- **Mandatory Evaluator Recertification** – Eight hour class must be completed within 12 months.
- **Suspension of Certified Evaluator Status** – Length of time will be determined on a case by case basis.

The PE subcommittee chair will communicate his decision to the National Office. The National Office will mail a letter within fourteen days to the evaluator detailing the decision. The letter will also notify the evaluator he/she can appeal the decision of the PE Subcommittee Chair.

If an evaluator decides to submit an appeal, the appeal must be in writing to the Certification Commission Executive Committee and submitted within thirty days of receiving the decision. In order for the appeal to be reviewed, new evidence must be submitted. To reach a determination, the Executive Committee will review both the decision of the PE Subcommittee Chair and the new evidence submitted. All appeals will be handled on a case by case basis. Each case is limited to one appeal. All decisions made by the Executive Committee are final. The evaluator will be notified in writing within fourteen days of the final decision made by the Executive Committee.

Test Security

The security of practical exam score sheets is maintained by the approved Test Site Administrator until sealed and mailed to the ACF National Office. The following documents are sent to the ACF National Office within five (5) business days of the exam: Summary Score Sheet, all Score Sheets, copies of Critique Forms, Candidate Questionnaires, Apprentice Evaluators' sign-in sheet, Evaluation Form, Incident Reports, and any other applicable exam paperwork. Each evaluator must sign his/her score sheets for each practical examination along with the Summary Score Sheet.

At the conclusion of the examination, test sites should retain copies of exam photos along with the Hold Harmless Forms for one (1) year.

Documents are received by designated Certification Staff, processed and recorded in ACF database for each candidate, evaluator, and administrator according to established policies and procedures.

The exam paperwork is scanned into the ACF electronic filing system and originals are shredded. If a score sheet is turned in and is not completed to the expectation of the Certification Commission, the privilege to participate in future practical exam evaluations may be suspended.

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; and 4) alleged testing conditions severe enough to cause a major disruption of the examination process. Appeal procedures are detailed in the ACF Certification Policies and Procedures, which are available on the ACF website or can be requested from the ACF National Office.

Calibration/Recalibration Visits

The integrity of the ACF Certification Program lies solely on our ability to administer cognitive and skill assessments consistently and under the highest levels of security and standard protocol. Therefore, from time to time a calibration visit or a recalibration visit may be required to evaluate the practical exam process.

A **calibration visit** is an *exploratory visit* conducted by a designated Certification Trainer. The intention is to observe the assessment practices of the Test Site Administrator and Certification Trainer to ensure proper protocols are being followed. Calibration visits and ongoing training of Test Site Administrators and Certification Evaluators protect the integrity of the practical exam process, which relies heavily on the consistent application of approved guidelines, policies, and procedures.

A **recalibration visit** is a *corrective visit* conducted by a designated Certification Trainer. The intention is to examine the non-compliance issues and make a formal report of findings. The Certification Trainer will identify the necessary corrections required to bring the areas of non-compliance back into compliance. The visit utilizes a rubric evaluation form providing quantitative measurement of the Test Site Administrator, evaluator protocol/practices, test security, and/or the facility set-up/requirements.

In the case of a recalibration visit, the test site, designated Test Site Administrator and/or designated Certification Evaluators may be temporarily suspended from hosting or conducting any practical examinations until a revisit can be scheduled to determine the site is in compliance.

A recalibration visit is conducted during a practical examination under the supervision of a designated Certification Trainer. The designated Certification Trainer is there to observe and make recommendations as well as evaluate their findings.

This designated Certification Trainer is not there to evaluate the testing candidates or to be the Test Site Administrator.

Appendix

Evaluator Training Forms

Certification Evaluator Application

Certification Evaluator Training Registration Form

Certification Evaluator Training Host Site Agreement

Electronic Score Sheet Tips

Critique Tips

Test Site Forms

Evaluator Commitment Form

Conflict of Interest & Confidentiality Agreement

Practical Exam Incident Report

Certification Apprentice Evaluator Sign-in Sheet

Certification Apprentice Evaluator Critique



American Culinary Federation
Certification Evaluator Application

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

Please complete application and email to certify@acfchefs.net or mail this form to the address above.

PERSONAL INFORMATION

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

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Certification Level(s)/Recertification Date(s): _____

Have you taken a practical exam? Yes No

If yes, list date: _____

If no, have you met any of the following exemptions?

Competition Experience: If within five years, a gold or silver medal was awarded in an ACF-sanctioned **F-3** or **F-4** three or four-course individual mystery basket competition (formerly known as an F-1) or **FP-1** pastry individual mystery basket competition (formerly known as an F-5).

Culinary Instructor for five (5) or more years (documentation required)

ACF-Certified Culinary Judge

CMC®/CMPC®

Have you attended the required Certification Evaluator Training? Yes No

If yes, list date: _____

I hereby apply for approval as an ACF approved Certification Evaluator. I understand it is my responsibility to complete all requirements within two (2) years of application date. By signing below I agree to abide by the Certification Code of Ethics and I authorize my contact information being listed on the ACF website as an approved evaluator.

Signature: _____ Date: _____



American Culinary Federation

Certification Evaluator Training Registration Form

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Please complete and email to certify@acfchefs.net or mail this form and payment to the address above.

PERSONAL INFORMATION

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

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Certification Evaluator Training

Exam Location: _____ Exam Date: _____

A Certification Evaluator Application form must be on file at the National Office prior to your registration for this training being confirmed. There is no fee to attend this training seminar, but pre-registration is required. The training seminar is a requirement for those obtaining their Certification Evaluator designation.

If you are already certified, but need to take a practical exam to meet the Certification Evaluator requirements, the exam fee will be waived. Please complete the Practical Exam Candidate Registration Form to register for the exam.

Please download the [Certification Evaluator Application form here](#) or the [Practical Exam Candidate Registration Form](#) or you may download both from www.acfchefs.net.



American Culinary Federation

Host a Certification Evaluator Training Seminar Two Day Outline

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

Thank you for your interest in hosting a Certification Evaluator (CE) Training seminar and practical exam. As the culinary industry grows, the American Culinary Federation remains the leader in industry certification and professional growth for culinarians, with a national network of practical testing facilities and approved CEs. ACF appreciates your interest in providing this program to further educate culinarians and assist with our mission.

The CE Training mission is to populate our network with suitably trained evaluators, particularly in the more rural areas. CE Training Seminars provide a venue for new evaluators to gain experience from those more seasoned and to create a network of approved test sites across the country for candidates desiring certification.

Hosting a CE Training Seminar at your site is a two day commitment.

Day 1 Training Seminar

The first day will cover:

- Evaluation philosophies
- Cooking standards required by the exam
- Logistical planning
- Review of the scoring system
- Required competencies as they relate to the exams at each level
- Evaluator's roundtable

The facility will need to provide lecture space to seat a maximum of 50 people and a LCD projector and screen, as well as lunch for evaluators and candidates. An all day beverage service is suggested.

Day 2 Practical Exam

The second day allows the CE candidates the opportunity to apprentice the practical exam. Certification candidates will need to register in advance to take the practical exam. If a CE candidate has not taken a practical exam they must meet exemptions or register to take and pass the practical exam. If a CE candidate needs to complete a practical exam to meet CE requirements, they may register to take the exam but will not have a fee. Their only cost is for the food supplies which they must provide.

In addition, this is a great opportunity for culinarians in your area to complete a practical. Practical Exam Candidates will be charged a \$ 50 fee for ACF members and \$100 for non-members to be collected in advance by ACF National. Candidate should register with both ACF and the test site. The test site may charge an additional registration fee for any direct operational fees or expenses.

The following items are required of the host facility for the practical exam:

- Cooking stations for 8 simultaneous candidates.
- A listing of small equipment which is available for use by the candidates, including pots and pans.
- A listing of convenient accommodations for overnight attendees.

The ACF National Office will promote the CE Training to its local chapters and surrounding area, as well as advertise the practical exam to potential certification candidates via the website and publications (if appropriate time is available).

ACF will provide:

- A Regional Certification Evaluator Trainer with fully covered travel expenses.
- Email notification to local chapters, evaluators, CMCs and Judges in the vicinity of the training.
- A liaison to support the host facility/organization as needed.

Please complete [Request to Schedule an ACE Training Form](#) to continue.



American Culinary Federation

Certification Evaluator Training Host Site Agreement

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

Please complete application and email to certify@acfchefs.net or mail this form to the address above.

Host Site Name: _____

Confirmed Date of CE Training and Practical: _____

ADMINISTRATOR INFORMATION

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

Signature: _____ Date: _____

As representative of the host site mentioned above, I agree on their behalf to host the two day CE Training seminar and practical exam. I will assist in coordinating the events that surround the workshop and serve as liaison to the facility/organization and to the American Culinary Federation.

As in agreement, I also confirm receipt and comprehension of the American Culinary Federation Practical Exam Administrator Guide. We agree to uphold the standards established and described in the above mentioned guide regarding American Culinary Federation's: practical testing objectives, testing guidelines, facility requirements, registration, and post exam follow-up.

For the seminar, the facility/organization will:

1. Provide three Approved Certification Evaluators.
2. Provide meeting space, AV needs (LCD projector/screen).
3. Provide breakfast and lunch for CE candidates and evaluators for both days.
4. Provide beverage service during seminar to include coffee, soda, ice and water.
5. Pay any facility invoices/bills (if applicable).

For the practical exam, the facility/organization will:

1. Ensure any outstanding examination payments be submitted to ACF National.
2. Provide cooking stations for at least eight simultaneous candidates.
3. Provide a list of small appliances available for use by the candidates, including pots and pans.
4. Provide kitchen help to clean stations, wash dishes and help candidates locate items during the exam.
5. Provide a list of convenient and inexpensive overnight accommodations.



American Culinary Federation

Certification Evaluator Training Host Site Agreement

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

For assistance email certify@acfchefs.net or call the toll-free number above.

Are you ready to host a CE Training?

Minimum of 90 days for planning and submittal of training request form.

Location is an approved Practical Test Site or an ACF accredited school?

If not, request Practical Test Site Application

Confirm financial arrangements (see host site agreement form).

Indicate dates preferred but provide a range of possible dates in order to secure a CE Trainer.

Confirm that site has eight interested CE Candidates.

Confirm that site has six interested Practical Exam Candidates.

Confirm that site has three Approved Evaluators, per six candidates for Practical Exam.

Confirm that site has an Approved Mentor. (Ratio of 2:1 for apprentices)

ACF will put Host Site Administrator in contact with a regional CE Trainer.

Complete Planning Worksheet.

Once the above is confirmed ACF will send out additional advertising, per your request.

ACF National Office will:

1. Broadcast email to members in surrounding areas/chapters.
2. Publish test date on ACF website and/or Culinary Insider.
3. Process registrations for the practical exam and provide the test site with rosters.
4. Keep a roster of candidates attending CE Training.
5. Be available to answer any questions/ concerns you may have.

For assistance contact Jean McElwain 1-800-624-9458 x249 jmcelwain@acfchefs.net



American Culinary Federation

New Certification Evaluator Training Planning Worksheet (Registration confirmation for attendees)

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

For assistance email certify@acfchefs.net or call the toll-free number above.

Thank you for registering to attend the eight hour CE Training Seminar being held on _____ at _____ which is located at _____.

Directions

The training will take place _____

The building entrance is located at _____

Enter through _____

Parking is located _____

CE Training Seminar Agenda (Day One): Certification Evaluator candidates will receive eight (8) hours of classroom training (8 CEHs) detailing the evaluation process.

Chef _____, Certification Evaluator Trainer, will be the presenter for Day One.

The CE Training Seminar will begin promptly at _____ and will end at _____.

Practical Exam Apprentices (Day Two): Certification Evaluator candidates apprentice actual practical exams. Apprentice opportunities may be limited. Certification Evaluator candidates will be accepted on a first-come, first-serve basis.

Apprentice Opportunities will begin promptly at _____ followed by the practical exam candidate orientation, practical exams, and critiques. The day will end around _____.

As to not overwhelm the candidates and/or pollute the testing environment, Certification Evaluator candidate apprentices will be accepted on a first-come, first-serve basis.

The _____ will be hosting the continental breakfast and lunch.

We would like to recommend the following hotel accommodations:

If you have any more questions, please feel free to contact the test administrator or Certification Evaluator Trainer.

Test Administrator

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

Home Phone: _____ Cell Phone: _____ Email: _____

Certification Evaluator Trainer

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

Home Phone: _____ Cell Phone: _____ Email: _____

ACF CEC® Practical Exam Evaluation Scoresheet

Name: Type Candidate Name ACF ID#: Type ID number from roster

Location: Type Test Location Name Date: Type Date of Exam

Domain I - Safety and Sanitation Acceptable Unacceptable

Comments: Required if unacceptable.

Rating Scale	
Score competencies on a scale of 1-10	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

For the final score sheet, type in the handwritten scores from the evaluator's sheets. All three together on one report.

For the final score sheet, the comment boxes can be left blank, but the handwritten sheets must be submitted to the national office.

Domain II - Organizational Skills - 20%	vw	Score (1-10)	Score (1-10)	Score (1-10)	Value (calculated)	COMMENT
Mise en place/ Work flow	5				#DIV/0!	
Use of time/ Use of area	5				#DIV/0!	
Food storage	5				#DIV/0!	
Identifying ingredients/Using ingredients and recipe development	5				#DIV/0!	
Domain II Possible Points					20.0	
Points Received					#DIV/0!	

Domain III - Craftsmanship Skills - 40%	vw	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Use of equipment/Weighing and measuring	5				#DIV/0!	
Knife handling/ Butchering	5				#DIV/0!	
Preparing sauces/Emulsification	10				#DIV/0!	
Fundamental cooking procedures & methodologies	20				#DIV/0!	
Domain III Possible Points					40.0	
Points Received					#DIV/0!	

- 3 course menu of 4 portions of each course:
- 4 classic vegetable cuts
 - 4 different cooking methods
 - Appropriate vegetable and starch accompaniments for main course
 - Emulsified vinaigrette
 - 2 different sauces using different methods

- Check list of basket ingredients:
- 1 pc. 10 oz. salmon filet
 - 2 whole chickens
 - 1 lb. fresh spinach
 - 1 piece Belgian endive
 - 3 Russet or Yukon potatoes
 - 2 Bartlett pears or Granny Smith apples
 - 2 ea 1.25 lb. live Maine lobster
 - 2 oz. smoked bacon
 - 2 heads Boston lettuce
 - 1 lb. carrots
 - 2 artichokes
 - 1 pt. grape tomatoes

For the final score sheet this can be left blank; please have the handwritten ones completed

Candidate Name: 0

This is an automatic fill from typing the name on the first sheet

Rating Scale	1 - 2.5	Unacceptable
	2.6 - 5	Major Deficiencies
	5.1 - 7.4	Minor Deficiencies
	7.5 - 10	Acceptable

Domain IV - Finished Product Skill - 40%

Fish Course	wv	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Menu Presentation/Achieving stated menu	5				#DIV/0!	
Food Placement/ Presenting food					#DIV/0!	
ae	5				#DIV/0!	
Ac	5				#DIV/0!	
Ch					#DIV/0!	
Se	10				#DIV/0!	
Co					#DIV/0!	
M	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
Possible Points - Fish Course					100.0	
Points Received					#DIV/0!	

Do not leave blanks or use 0. They throw-off the calculations for pass/fail. The scores are 1-10 in all areas.

As you fill-in each of the evaluator's handwritten score, the spreadsheet will automatically calculate the weighted value and carry the values to the total score

Salad Course	wv	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Menu Presentation/ Achieving the stated menu	5				#DIV/0!	
Food Placement/ Presenting food					#DIV/0!	
aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels	5				#DIV/0!	
	10				#DIV/0!	
	10				#DIV/0!	
	40				#DIV/0!	
	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
Possible Points - Salad Course					100.0	
Points Received					#DIV/0!	

Be careful not to use the "weighting column" as the scale-all categories are 1-10 with 10 being the highest.

Evaluator: _____

Candidate Name:

0

Domain IV - Continued - Finished Product Skill - 40%

Main Course	wv	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Menu Presentation/Achieving the stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels	5				#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Constructing profiles Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
Possible Points - Main Course					100.0	
Points Received					#DIV/0!	

Exam Time: 3 hours plus 15 minute service window

Set-up time: _____
 Start time: _____
 Window closed: _____

Score Recap: Domain I - Safety and Sanitation
 Domain II - Organizational Skills
 Domain III - Craftsmanship Skills
 Domain IV - Finished Product Skills
 Fish Course (Weighted)
 Salad Course (Weighted)
 Main Course (Weighted)

Pass/Fail

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

The total score needs to be added to the Exam Summary Sheet in the Total Average box for this candidate.

Total Score:

Score of 75 or greater is passing

Evaluator Signature:

Evaluator ACF ID#:

Evaluator's Printed Name:

Evaluator Signature:

Evaluator ACF ID#:

Evaluator's Printed Name:

Evaluator Signature:

Evaluator ACF ID#:

Evaluator's Printed Name:

Each evaluator must sign the Final Score Sheet here. You can type who they are on the second line and their ID # on the third line

ACF CEC® Practical Exam Evaluation Review

Candidate Name: _____ 0 _____ ACF ID #: _____

Location: _____ Date: _____

Domain I - Safety and Sanitation

Domain II - Organizational Skills

Domain III - Craftsmanship Skills

Domain IV - Finished Product Skills

Evaluation review should support the candidates test results (outcome).

This review is to be given to the candidate at the conclusion of the Practical Exam.

Tips for Completing the Score Sheets

All but three levels of ACF Certification use an electronic score sheet, which are available for download from the ACF Website. Printed copies are included in the appendix. These electronic scoresheets are structured to do the calculations and reduce arithmetic errors during the process of combining the three evaluator scores. Sometimes, errors can still occur. These tips along with studying the score sheets will help familiarize yourself with the format prior to the exam.

- The scoring range for each item is 1-10
 - The lowest score is 1
 - Never use a score of 0 or leave an item blank
 - Never use a score higher than 10
- The forms are weighted, therefore a 5 given in one item does not carry the same weight as a 5 in another area. The weighted values are the small numbers listed to the left of the write-in columns where you enter your score.
- The written critiques are prepared from the written comments on the score sheet. All candidates pass or fail receive a verbal and written critique of their exam performance. This is of utmost importance for candidates who will need to retest. Remember that positive comments should be provided as well. Keep in mind that your point deductions must be clearly explained in the comment area.
- An "Unacceptable" Sanitation Score requires specific comments on the critical violations. The candidate can fail the exam based on sanitation infractions substantiated by at least two of the three evaluators regardless of the total score.

Tips for Evaluator Critiques

The ACF Certification Commission believes it is of the utmost importance that every candidate regardless of whether they pass or fail, receive clear and objective feedback about their practical exam performance in a manner that fosters respect and professionalism. A candidate, who does not pass the exam, must be encouraged to get a mentor, practice, and retake the exam.

As an Evaluator, providing clear and objective feedback is not always easy. Practice is required. Remember that a candidate, who just learned that he has failed the exam, may become emotional and may not hear all that is being said. That is why providing the verbal and written critique is so important. The written critique is transcribed from the comments section of the score sheet. It should clearly state areas of point deduction. We want every candidate to have a good experience, walk away feeling motivated to try again, equipped with the knowledge of what they learned from the experience.

Here are some tips to keep in mind:

- **Keep it Focused, Honest, and Compassionate:** The verbal critique should only last 5-10 minutes per candidate and provide clear, honest, compassionate and focused comments that the candidate can learn from. Your role is not to 'judge' or make comments that would suggest 'your opinion'. Instead, the critique should stick to the strengths and weaknesses witnessed during the exam.
- **Balance your Comments:** Although most written comments are going to be about point deductions, make sure to include the positive comments on what the chef did well. If positive comments are lacking on the form, remember the Rate Scale. While 5.1 – 7.4 reflects minor deficiencies (Candidate meets the criteria for scoring), a 7.5 or higher demonstrates exceptional work and attention to detail.
- **Give Encouragement:** Sometimes good chefs let nerves get the best of them during the exam. Critical mishaps do happen, but they are embarrassing for the chef. The best way to handle would be to address the specific critical issue, the point deduction and the ramification that the critical cross-contamination prevented the evaluators from being able to taste his prepared food. An understanding tone and sincere invitation back to retest can provide the encouragement the candidate needs to try again.
- **Offer A Mentor:** Sometimes the candidate could benefit from a more regular critique regarding knife cuts, flavor compositions, etc. State the point deduction in the vegetable and protein cuts due to knife cuts and recommend more practice and perhaps a mentor for guidance. The candidate should be encouraged to find a mentor, practice and retest. A mentor can help improve the outcome by improving the chef's eye of his own work.
- **Stay Objective:** Avoid asking how the candidate felt he or she did on the exam. This type of question may lead to disappointment if the candidate opinion differs from the evaluators.
- **Tardiness or Missed Window:** Comments and point deductions should clearly explain what caused the poor time management. It could be poor skillset such as knife skills, a broken sauce, or some other mishap. Some candidates practice segments at a time and never practice the whole menu all the way through. Encouraging them to practice, get a mentor and retest is recommended.
- **Dish vs Menu:** Any disagreement between the dish prepared and the menu presented should be explained in the comments and reflected in the point deductions. When a candidate questions why this matters, a good example would be when consumers with health or allergy concerns order from a menu, they must be assured that the dish will match the menu.

Remember:

- All candidates are to leave the test site with an ACF Practical Exam Written Critique Form.
- All passing candidates will leave the test site with both an ACF Practical exam Written Critique form and a Pass Sheet.
- There is no waiting period to retake the practical exam, but registration is required.



ACF- CERTIFICATION EVALUATOR LETTER OF COMMITMENT

Dear Exam Administrator,

By this notice, I hereby confirm that I will be available to evaluate the practical exam held on _____ at -
_____.

Should an unforeseen circumstance preclude my participation, I will notify the exam administrator immediately, and will help to coordinate the assignment of a qualified replacement.

I agree to confirm travel arrangements communicate them to the exam administrator. I agree to communicate with the exam administrator in a timely fashion any concerns relating to the exam, travel or evaluating.

Evaluator Level (i.e. Approved Mentor): _____

Arrival Time and Date: _____

Departure Time and Date: _____

Sincerely,

Certification Evaluator's Signature

Date

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____



Conflict of Interest and Confidentiality Agreement

As a member of the ACF Certification Commission, one of its sub-committees, or a contributor to its activities, I agree to the following terms:

1. I will not disclose or cause to be disclosed to anyone outside of the Certification Commission, its sub-committees, or hired or contracted personnel any confidential information related to any candidate or certificant; information about examination results that is discovered through participation in Certification Commission activities; Certification Commission decisions and actions related to such applications (including disciplinary actions); Certification Commission finances; and other related information. This obligation shall apply at all times and in any circumstance, unless otherwise directed by the Certification Commission or required by law, and shall survive after my term or involvement expires.
2. I will keep all such confidential information in my possession a safe and secure place, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information. If I discover a breach of security, I will immediately contact the certification manager and relay complete and detailed information regarding the incident.
3. Upon expiration of term with the Certification Commission or one of its sub-committees or upon ending my involvement with other Commission activities, I will promptly return to the staff the confidential information received or acquired relating to the certification programs.
4. I assign to the Certification Commission all right, title, and interest in any information or material developed, conceived, modified, or created relating to the certification program.
5. I agree not to engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the Certification Commission and will disclose to the Certification Commission any such conflicts of interest and any business, financial, personal, and organizational interests and affiliations that are or could be construed to be a conflict of interest. I further agree to recuse myself from participation and deliberation on any matter for which I have any significant conflict of interest and agree that the Certification Commission has the ultimate authority to make decisions regarding conflicts of interest and recusal from deliberation or voting.
6. I will not in a false, misleading, or deceptive manner reference participation in the Certification Commission's activities.
7. I will not, for a period of at least two years, be directly involved in any preparation or delivery of exam preparation information beyond what the ACF Certification Commission shares with the general public (i.e., that which would be considered "insider knowledge"). This statement does not preclude the normal faculty activities of academic instruction.

By signing this form, I hereby agree that I have read and agree to the terms listed above.

Name: _____

Signature: _____

Date: _____



AMERICAN CULINARY FEDERATION Practical Exam Incident Form

Date and Time: _____

Exam Site: _____

Test Site Administrator: _____

Evaluator(s) Present: _____

Names of Individuals Involved: _____

Description of incident:

Issue (i.e., stress point):

Resolution:

Follow-up Recommendations:

What action(s) should ACF take to prevent a recurrence of a similar incident?

Signature/Printed Name

Date



American Culinary Federation

Certification Apprentice Evaluator Sign-in Sheet

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

Please complete and email to certify@acfchefs.net or mail this form to the address above.

The Certification Apprentice Evaluator Program is defined as the “shadowing” of the evaluation process from start through critique. The Apprentice Evaluator is to observe the evaluation process and use skills taught in the Certification Evaluator Training Seminar. An Apprentice Evaluator must train three (3) times under the direction of an Approved Mentor or Certification Trainer to meet this requirement. The recommended ratio of Apprentices to Mentor is 2:1. All mentors and Apprentices must sign-in to receive credit for this requirement.

Host Chapter/Site: _____ ACF #: _____

Examination Date: _____

Please provide comments and your evaluation of the apprentice listed above. All comments will be held in confidence and released only to the National Office for review. Attach additional sheets, if needed.

Approved Mentor/Trainer

Printed Name/Certification Level: _____

Signature: _____ ACF #: _____

Apprentice Evaluators in Attendance

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____

Printed Name: _____

Signature: _____ ACF #: _____



American Culinary Federation

Certification Apprentice Evaluator Critique

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0742 • www.acfchefs.org

Please complete and email to certify@acfchefs.net or mail this form to the address above.

Certification Apprentice Evaluators are required to have critiques completed during all three of their required apprentices. The critique will serve as an evaluation of their performance and recommendation to approved ACF Certification Evaluator status. The Approved Mentor/Trainer should send all critiques to the Certification Department within five days of the exam for processing. They may be sent directly or given to the Test Site Administrator to submit with the exam paperwork.

APPRENTICE EVALUATOR INFORMATION

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

Test Site: _____ Date: _____

Please provide comments and your evaluation of the apprentice listed above. All comments will be held in confidence and released only to the National Office for review. Attach additional sheets, if needed.

Professionalism (proper attire and demeanor)

Score Sheet (proper and thorough documentation)

Judgment (thorough understanding of expectations as related to success and failure)

Communication Skill (able to deliver negative feedback in an encouraging fashion)

Critique (foundation on factual (textbook) cooking standards, not personal opinion)

Other Comments/Recommendations

Would you recommend this apprentice for Certification Evaluator status? Yes No Please explain below.

Signature: _____ ACF #: _____

Approved Mentor Name: _____