



American Culinary Federation Certification Matters!





Why Certify?

ACF Certification exhibits a benchmark of excellence by demonstrating professional standards in culinary skills and knowledge of the food service industry. Certified chefs attain the well-deserved recognition and respect of their peers.



Certification Chair Network



- Representatives from each Chapter make up this National Network who are available to assist members with their certification needs.
- This network is in communication with the National Office to keep up-to-date with any current certification news and information to share with you.
- Special forms, presentations, and helpful tips are made available to assist the local chapters.
- We are here to assist you—just ask!



Value of ACF Certification

- **Benefits the Chef**
 - Enhances career opportunities
 - Differentiates you from the competition
 - Shows personal pride
 - Increases job confidence
 - Provides clear career path
- **Benefits the Employer**
 - Affirms competence and expertise
 - Demonstrates professional standards
 - Exhibits benchmarks of excellence
 - Provides consistency among chefs' skill sets
- **Benefits the Public**
 - Ensures safe and nutritious food





Would I qualify?

ACF certification requirements are based on your educational and work experience. These factors will help determine the level of certification in which you can apply.

ACF offers 13 certification designations, each with specific qualifications.

Certifications are open to:

- Cooking Professionals
- Baking and Pastry Professionals
- Culinary Administrators
- Culinary Educators
- Personal Cooking Professionals



Certification Ladder Update

Certified Fundamental Cook® (CFC®) Certified Fundamental Pastry Cook® (CFPC®)

Requirements:

- **Education:** High School diploma **OR** GED **OR** ACFEF Secondary Program Completion **OR** 75 CEH
- **Mandatory Coursework:** 15 hours in each Nutrition and Sanitation.
- **Work Experience:** No culinary work experience is required.
- **Written and Performance Exams:** ACF has partnered with NOCTI testing services to develop exams for these levels.
 - [Written and Performance Exam Information](#)



Savory Certification Levels



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



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



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



Savory Certification Levels



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



[Certified Master Chef® \(CMC®\)](#): The consummate chef. A CMC® possesses the highest degree of professional culinary knowledge, skill and mastery of cooking techniques. A separate application is required, in addition to successfully completing an eight-day testing process judged by peers. Certification as a CEC® or CEPC® is a prerequisite.

Pastry Certification Levels

CPC
Certified Pastry
Culinarian



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

CWPC
Certified Working
Pastry Chef



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

CEPC
Certified Executive
Pastry Chef



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

CMPC
Certified Master
Pastry Chef



[Certified Master Pastry Chef® \(CMPC®\)](#): A CMPC® possesses the highest degree of professional knowledge, skill and mastery of cooking techniques as they apply to baking and pastry. A separate application is required, in addition to successfully completing an 8-day testing process judged by peers. Certification as a CEC® or CEPC® is a prerequisite.



Culinary Educator and Administrator Certifications



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



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

Approval Process

- Step 1:** Determine Eligibility
(based on Education & Experience)
- Step 2:** Initial Pre-Approval Application +
Supporting Documentation
- Step 3:** Certification Examinations
(Written & Practical Exams)
- Step 4:** Final Application





Step 1: Determine Eligibility



American Culinary Federation
The Standard of Excellence for Chefs

American Culinary Federation ACF Certification Requirements

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Certification	Education	30 Hour Course Requirements*	Experience (must be within the past 10 yrs)	Additional Requirements
CFC [®] - Certified Fundamentals Cook [®] CFPC [®] - Certified Fundamentals Pastry Cook [®]	High School Diploma or GED or 75 CEH	Nutrition (15 Hours) Food Safety & Sanitation (15 Hours)	No experience required	NOCTI ACF Written and Performance Certification Assessments (exempt if graduate of an ACFEF accredited program)
	or Graduation from ACFEF Secondary Program			
CC [®] - Certified Culinarian [®] CPC [®] - Certified Pastry Culinarian [®]	High School Diploma or GED plus 100 CEH or Culinary Arts program Certificate (1 yr.) or Associate Degree in Culinary Arts or ACFEF Apprenticeship program	Nutrition Food Safety & Sanitation Supervisory Management	2 years entry level culinarian/pastry 1 year entry level culinarian/pastry No Experience Required	Written Exam Practical Exam (exempt if graduate of an ACFEF accredited program)
CSC [®] - Certified Sous Chef [®] CWPC [®] - Certified Working Pastry Chef [®]	High School Diploma or GED plus 50 CEH or 150 CEH or ACFEF Culinary Arts/Baking Pastry Program Certificate or Associate Degree in Culinary Arts or ACFEF Apprenticeship program	Nutrition Food Safety & Sanitation Supervisory Management	5 years entry level culinarian/pastry* 4 years entry level culinarian/pastry* 3 years entry level culinarian/pastry* Minimum 4,000 hours on the job training* *Must have two years experience supervising a shift or food station.	Written Exam Practical Exam
	High School Diploma or GED plus 100 CEH	Nutrition	3 years as Sous Chef or chef who supervises a	

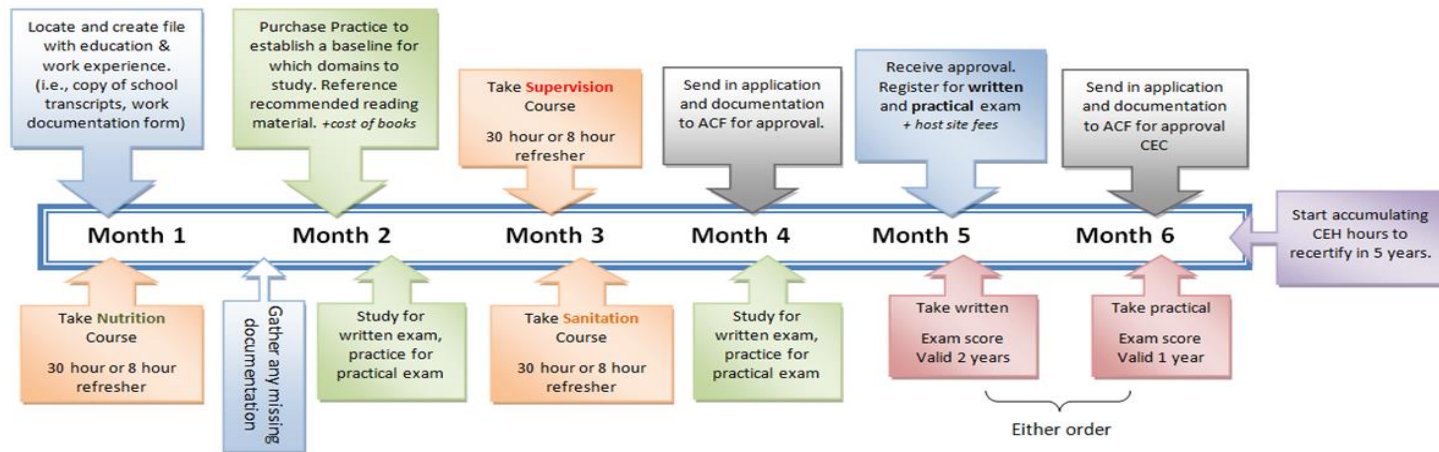
Step 2: Initial Pre-Approval Application and Supporting Documents

Establish Timeline



American Culinary Federation

ACF Certification Timeline



Certification can be achieved between 3 to 6 months; depending on a candidate's readiness (required courses completed and current).



Step 2: Initial Pre-Approval Application and Supporting Documents

Establish Budget

ACF member: \$250

-This includes the initial application, one attempt at the written exam, one attempt at the practical exam, and the final application.

Non-member: \$490

-This includes the initial application, one attempt at the written exam, one attempt at the practical exam, and the final application.

*Not included in the above fees are costs for written practice exams, any required courses, host site fees (if applicable), and groceries for the practical exam.



Step 2: Initial Pre-Approval Application and Supporting Documents

- **Documentation of education and continuing education hours (CEHs).**
 - A candidate can take a variety of educational paths to meet the education requirement. Hours earned for mandatory courses and/or refreshers can be counted towards hours required for continuing education.
- **Completion of mandatory education courses**
 - Candidates should provide documentation of three 30-hour courses—one in **Nutrition**, one in **Food Safety and Sanitation**, and one in **Supervisory Management**.
 - CFC/CFPC Certifications do not have the **Supervisory Management** requirement.
 - If these courses were taken more than five years ago, an eight-hour refresher course is required in each topic. These courses are available online or may be taken at a school or another authorized source.
- **Documentation of work history**
 - A candidate's eligible work history is limited to the past 10 years.
- **Initial Application**
 - Documentation should be included with the Step 1 Pre-Approval Application.



Step 3: Certification Exams

Written Exams

- **Important notice:** The ACF certification written exams are now available through the ACF Online Learning Center and can no longer be scheduled with PSI. *The CFC/CFPC exams will continue to be scheduled through NOCTI.*
- Once the applicant has been pre-approved for ACF certification, they will need to identify a proctor and [submit the proctor form](#).
- Please contact the ACF certification team at certify@acfchefs.org if you need help finding a proctor. Examples of proctors include: school administrator, HR manager, ACF chapter officer, local librarian.
- The ACF certification team will send the proctor additional forms to complete. Once verified, the proctor will receive the PIN to release the exam and the applicant can schedule a time and location with the proctor to take the exam.
- The applicant can re-test after 14 days should he or she not pass the first time.
- Proctor Requirements
- The proctor must be a “disinterested third party” with no direct family relationship to the applicant.
- The proctor must not be going for the same level of certification as the testing candidate at the same time nor in the near future.

Step 3: Certification Exams



Written Exam

- Use the [optional practice exams](#) to guide you toward areas you may want to study.
 - The purchase or completion of the practice exam(s) is not required for certification nor does it guarantee a candidate's success in passing, but should be a good indicator of the candidate's readiness to test.
- The ACF website has study materials for your level for review. Some levels have more detailed information in the Candidate Handbooks.
- Study in a quiet place with minimal distractions.
- Before your exam, get a solid night's sleep if possible.
- Eat a solid, nutritious breakfast on the morning of the test. Studies show food stimulates the brain.
- Arrive early and bring all materials you will need.
- Take your time through the test.
- If you don't know an answer, skip it and return later.
- If you are struggling with a question, eliminate answers that you know are incorrect first.



Step 3: Certification Exams

Practical Exams

When you are ready to take the practical exam for your [ACF Certification](#), complete the Practical Exam Candidate Registration form and return to the ACF national office.

- You must contact the test administration to confirm test time, host site fee and specific details about the testing facility.
- Test sites may charge an additional host site fee that is payable to the organization hosting the exam.
- Payment for any host site fees are separate from the amount due to ACF and are coordinated by the test site administrator.

Step 3: Certification Exams



Practical Exams

- The assessment for certification practical testing is divided into four general areas: Safety & Sanitation Skills; Organization; Craftsmanship Skills; Finished Product Skills
- The candidate's skills are evaluated during the examination period through frequent monitoring by the evaluators.
- The practical examination is scored overall as pass or fail.

Step 3: Certification Exams



Practical Exams

- Review the Practical Exam Candidate Manual for general guidelines, processes and the skills that will be evaluated.
- Ask a certified chef for advice and to watch one of your practices and offer suggestions.
- Conduct a self-assessment of your strengths and weaknesses. It is important to practice “correct” techniques.
- Prepare a checklist containing every tool, item, ingredient and task.
- Develop a timeline. Break down tasks and calculate the minutes necessary to successfully complete each one.
- Practice your complete routine until it becomes second nature.



Step 4: Final Applications



Step 2: Final CC[®] Application Certified Culinarian[®]

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Upon successful completion of the written and practical exam, submit final application along with appropriate documentation: written and practical exam passing forms along with remaining certification fee.

Approved Certifications

The ACF Certification Department will review final application, exam documentation and will notify candidates of approval.

- Please allow 2–3 weeks for processing
- You will be notified by email that application is received.
- Once certification is approved your certificate will be mailed.





ACF Recertification

ACF requires certification renewal every five years* to remain current with present-day trends in the culinary industry.

To maintain your certification:

- Fill out a [Recertification Application](#)
- Show documentation of a minimum of 80 [Continuing Education Hours \(CEHs\)](#) during the five-year* certification period.
- 8 Hour refreshers in Food Safety and Sanitation, Nutrition, and Culinary Supervisory Management are included in the 80 hours.
- CEHs are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation.

*[Lifetime Certification](#) can be achieved when one of the following criteria has been reached: 62 years of age, 55 years of age and fully retired from the industry, or if you are retired due to permanent disability.



ACF Recertification

ACF Approved Continuing Education Hours (CEHs)



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[ABOUT ACF](#) [MEMBERSHIP](#) [EDUCATION](#) [CERTIFY](#) [EVENTS](#)

Sign In

TAKE 16 CEHS EVERY YEAR TO MEET YOUR RECERTIFICATION GOALS

* 1 semester credit = 16 CEHs
1 quarter credit = 10 CEHs
1 CEU = 10 CEHs

Continuing Education Hours (CEHs) Required for Recertification:

- For CCA or CPCs: 48 hours of professional development required for your first designation; 24 hours for subsequent designations, if applicable.
- For all other levels of certification: 80 hours of professional development for your first designation; 40 hours for your second; and 20 for each subsequent designation, if applicable.

ACTIVITY	CEHS EARNED	DOCUMENTATION REQUIRED
Attendance / Participation		
Formal educational courses from an accredited institution / school (including online and distance learning)	Approved hours *	Transcript / Certificate of Completion / Official Letter
Seminar, Workshop, Class, or Presentation	Approved hours	Certificate of Completion
Chapter approved educational seminars	Approved hours	Certificate of Completion
Employer in-service training	Approved hours	Certificate of Completion
National Culinary Review Quiz	4 hours	Certificate of Completion
ACF Tradeshow	4 hours	Conference Registration
Other Industry-related tradeshow	3 hours (MAX 1 / year)	Conference Registration

[Home](#) → [Certify](#) → [Continuing Education](#) → [CEH Opportunities](#)

CEH Opportunities - Online Courses

* schedule subject to change

To find upcoming CEH opportunities in your area, select your region below. Online courses are also available and ongoing in all regions. Schedules are subject to change.

[View All](#) | [Central](#) | [Northeast](#) | [Southeast](#) | [Western](#) | [Online Courses](#) | [Free CEH Opportunities](#)

Sort by [Date/Title](#) | [Category](#)

The following courses and events have been approved for ACF CEHs. Contact the CEH Provider for more information and registration details.

Date	Location	Program Name	CEHs
April 1, 2016–March 31, 2018	Online	Curriculamb - Culinary Education Program on American Lamb	4.5
September 13, 2016–August 19, 2017	Online	The Nutrition Facts Label: What's Changed and Why It Matters - FREE	1
November 16, 2016–October 17, 2017	Online	Nutrition Strategies for Managing Diabetes in Healthcare 2.0	1
March 17, 2017–March 17, 2018	Online	Comfort Food and the Dining Experience	1



CONTINUING-EDUCATION QUIZ

April 2017



As you read through this month's issue of The National Culinary Review, simply print out a copy of this quiz and answer the questions appropriately to test your knowledge. In order to earn continuing education hours (CEHs) from the American Culinary Federation (ACF), the test must be completed online through the ACF Foundation eCulinary Professional Development Institute (<http://www.acfchefs.org/eculinary>). The cost for taking the quiz online is \$25, plus tax (based on your state of residence). Seventy-five-percent accuracy is required to earn four hours of continuing education credits toward professional certification.

- What organization provides a Processed Red Raspberry Flavor Guide and other downloadable resources that optimizes frozen red raspberry usage on menus?
 - National Berry Growers
 - National Processed Raspberry Council
 - Washington Red Raspberry Commission
 - North American Raspberry and Blackberry Association
- What organization launched a newly revamped 'Beef University,' a free online training program for the latest information, insights and research on marketing and selling beef?
 - Beef Checkoff
 - American Association of Meat
 - North American Meat Institute
 - National Cattlemen's Beef Association
- According to Johnny Livanos, after how many years should a restaurant undertake a minor renovation after opening?
 - 3-5 years
 - 7-10 years
 - 15-16 years
 - 15-20 years
- What U.S. region is home of the Corn Belt and is often called America's breadbasket?
 - Central
 - Midwest
 - Northeast
 - Southeast
- What traditional dish from Kansas is made from the lips of beef or pork brisket cut from the flat side of a
 - ...
- By what percentage did wholesale beef prices drop in 2015?
 - 15 percent
 - 20 percent
 - 25 percent
 - 30 percent
- What steak cut comes from the diaphragm muscle that is attached to the back section of the last rib?
 - Hanger
 - Flat iron
 - Sirloin bavette
 - Chuck tail flap
- What steak cut is a small triangular-shaped muscle that is frequently processed into marinated steaks or fajita strips?
 - ...



Upgrading your Certification

What if I would rather upgrade my certification than recertify?

We encourage you to consider upgrading your certification as you develop professionally.

ACF has developed the only “stackable industry credentials” in the US for the culinary industry to encourage this professional growth.

How do I upgrade?

Choose the level which best fits your current experience.

- Submit certification application for pre-approval with documentation.
- Complete written and practical exams.
- Submit final application with documentation

Remember: ACF keeps your information in a digital archive that could help you with this documentation.

Any Questions?

Call the Certification **HOTLINE!**

The ACF Certification Department is here to assist in any way we can.

We are ready to help you...

- Navigate the Certification process
- Determine your appropriate Certification level
- Provide your next steps
- Update your application status
- Become a test site, Certification Evaluator, or Test Administrator
- And much more...

