



# ACF Practical Exam Test Site Administration Frequently Asked Questions (FAQs)

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## Who is best suited to be the Test Site Administrator?

The ACF is looking for someone who is well acquainted with the site, organized, and available for communications with candidates and the National Office.

## Should I charge a host site fee?

Host site fees are at the discretion of the site. Most sites ask \$50 of their candidates to cover any extra materials brought in by the site for the exam or costs associated with hosting Certification Evaluator volunteers. Often, these fees cover hotel or food for traveling Evaluators.

## What should I have available for the candidate and what should they bring?

Test Site Requirements are shown online: [Site Requirements](#).

Candidates should refer to the handbook at their certification level to see what is needed.

## What are my main responsibilities?

The test site administrator is the main contact and administrator for any exam. We look for people who are responsive both with the ACF and the local candidates. You will locate evaluators, schedule exams, schedule candidates, and submit all completed practical exam paperwork.

## How do I find Certification Evaluators for my test site?

The ACF lists all current Certification Evaluators by state on the [ACF website](#) or you can contact the ACF for confirmations.

## How do I get started?

As an ACFEF Accredited Program, you are already approved. Please fill out the [Test Site Application](#) for confirmation of contact information.

If you are not an ACFEF-Accredited program, you can still start up a test site. It does not have to be a school kitchen, but it does need to meet all requirements for an ACF Practical Exam Test site. On the [Test Site Application](#), ACF requires a signature from someone on site for coordination and a signature from someone unaffiliated to the site, verifying that the site meets all [Site Requirements](#).

## How do I schedule my first test?

Set your date, confirm your evaluators, and send [Request to Schedule](#) to national office.

## Need more detailed information?

Check out the [Practical Exam Administration Handbook](#).