



Step 1: Initial CCA[®] Pre-Approval Application

Certified Culinary Administrator[®]

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • Fax: (904) 940-0741 • www.acfchefs.org

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

Personal Information

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

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

LinkedIn: _____ Facebook: _____ Twitter: _____ Instagram: _____

By providing your social media account information, you are agreeing to allow ACF to contact you via these channels.

Mandatory Requirements

Include proof of education, courses and work experience with application. Acceptable documents include copies of transcripts, diplomas, certificates of completion and employment verification letters on company letterhead. Do not send originals.

1. Education	Date Completed	Documentation Included
High School Diploma /GED plus *150 CEHs or	_____	
*250 Continuing Education Hours or	_____	
Associate's Degree in Culinary Arts or	_____	
ACFEF Apprenticeship Program plus 50 CEHs	_____	
Courses		
30-Hour Culinary Nutrition	_____	
30-Hour Food Safety & Sanitation	_____	
30-Hour Culinary Supervisory Management	_____	
30-Hour Advanced Sanitation (HACCP)	_____	
30-Hour Human Resource Management	_____	
Eight hour refresher course required if initial 30-hour courses are older than five years.		
8-Hour Refresher Culinary Nutrition	_____	
8-Hour Refresher Food Safety & Sanitation	_____	
8-Hour Refresher Supervisory Management	_____	

***30 hour courses in Nutrition, Food Safety and Sanitation, Supervisory Management, Advanced Sanitation and Human Resource Management counts toward continuing education.**

2. Work Experience: Three years as an Executive Chef with fiscal responsibility over foodservice operations. Must have supervised at least three full-time people. Experience must be within the past 10 years.

Place of Employment	Title	mm/dd/yy	mm/dd/yy	Documentation Included
_____	_____	_____	_____	
_____	_____	_____	_____	

3. CCC[®], CEC[®] or CEPC[®] Status: (Must be current CCC[®], CEC[®] or CEPC[®]) Renewal date: _____

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4. Written Narrative: Include a 400 word narrative of your job duties and responsibilities.

Narrative Included

Include: size of operation, departments and people supervised, and daily, monthly and yearly responsibilities.

CCA Sample Narrative can be found below, as well as the wording in the attached word document to match the wording on website.

A 400 word type-written narrative detailing your job duties and responsibilities, particularly as they relate to administrative and fiscal responsibilities. Include such items as operations, departments and people supervised, direct reports and daily, monthly, yearly responsibilities. A CCA® is a culinary professional who demonstrates proficiency in culinary knowledge, leadership, human resources, operational management and business planning skills.

The key knowledge areas are listed below, and the narrative should expand on experience in some of these topic areas:

Knowledge Areas:

- Labor Laws- Federal
- Personnel Management
- Leadership
- Communication Skills
- Computer Skills
- Purchasing
- Inventory
- Cost Accounting
- Standard Operating Procedures
- Financial Management
- Marketing
- Public Relations
- Strategic Planning
- Concept Engineering

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

Payment Information

\$50.00 ACF Member Pre-Approval Fee (fee is non-refundable)

\$100.00 Non-Member Pre-Approval Fee (fee is non-refundable)

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

Please bill my: Visa MasterCard Amex Discover

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

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Account: _____ Signature: _____

Certification Agreement

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

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

Signature: _____ Date: _____

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



American Culinary Federation
The Standard of Excellence for Chefs

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

Administrative Responsibilities

By: **John Doe, CCC**

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

Personnel Management, Leadership, and Human Resources

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

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

Menu Planning, Cost Control and Inventory

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

Standard Operating Procedures (SOP) and Cost Accounting

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

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