Certified Executive Pastry Chef®
CANDIDATE HANDBOOK
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Certification Overview and General Policies

Why become an ACF Certified Executive Pastry Chef® (CEPC®)?
With thousands of chefs competing in the job market, it is essential to prove culinary competency. Certification through the American Culinary Federation demonstrates skill, knowledge, and professionalism to the foodservice industry. Certification encourages elevation of culinary career path and/or position.

Certification shows employers that a Certified Executive Pastry Chef® has reached a benchmark of skills and culinary experience with high standards for food preparation. It shows working knowledge of culinary nutrition, food safety and sanitation, and supervisory management has been demonstrated. The certificant is in control of their professional development and career, and this increased quality, knowledge, and motivation is passed on to other staff. Certification reassures consumers that the food they eat is prepared to the highest standard.

Mission Statement
The Certified Executive Pastry Chef® (CEPC®) certification is designed to identify those chefs and inform the public of individuals who have demonstrated a standard level of culinary competence and expertise through education, experience, knowledge, and skills consistent with the executive chef level.

CEPC® Purpose
ACF awards the title of Certified Executive Pastry Chef® and its acronym (CEPC®) to individuals meeting the educational, experience, and testing requirements for the certification. Only those chefs who have met all of the certification requirements are entitled to use the CEPC® credential.

After initial certification, ACF provides recertification to those individuals who document enhanced professional development in compliance with continuing education hour (CEH) requirements.

Certification Body
The ACF Certification Commission is working hard to add value and credibility to ACF certifications. The Commission was formed to guide and strengthen the certification program through an accreditation process.

Certification Commission Mission Statement
The American Culinary Federation Certification Commission, being an autonomous entity within the ACF, is committed to developing, implementing, and monitoring a validated process of globally recognized certifications based on skills, knowledge, integrity, and equality through an achievable process for all culinary professionals.

Non-Discrimination Policy
The Certification Commission does not discriminate among applicants or certificants on any basis that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin, or ancestry.

If you have questions or concerns about certification, please contact the Certification Department at the ACF National at 800-624-9458.

ADA Compliance
The ACF Certification Commission provides reasonable accommodations in accordance with the Americans with Disability Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program. The complete ADA policy can be found in the Certification Commission Policies and Procedures document on the ACF Website or can be requested from the ACF National Office.

All requests for accommodations must be submitted by the applicant by completing the Request for Special Accommodation Form. All requests for accommodations should be directed to the ACF National Office, attention to the Certification Department.

Code of Ethics
The ACF Certification Code of Ethics provides guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors, and attitudes of our members and certificants are consistent with the ACF commitment to hospitality, foodservice, and public service. Every individual who is a full member and/or certified by the American Culinary Federation shall abide by this certification code of ethics. Any action that violates the purpose and principles outlined by the certification code of ethics shall be considered unethical.

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

Step 1: Determine Eligibility
Eligibility is based on a chef’s work experience and educational background.

- **Documentation of Work History**
  A candidate should show a minimum of five years of work experience as an Executive Pastry Chef or chef in charge of food production in a foodservice operation, supervising people in the preparation and production of baked goods, pastry and/or confection. This work history must be current, completed during the past 10 years.

- **Documentation of Education and Continuing Education Hours (CEH)**
  A candidate can take a variety of educational paths to meet the education requirement. If a candidate does not have a High School diploma or GED, they are required to show at least 250 hours of continuing education. A candidate with an Associate's Degree in Culinary Arts does not need any additional CEH to meet the educational requirement. Graduates of an ACFEF Apprenticeship program must have an additional 50 CEH to meet eligibility requirements. Hours earned for mandatory courses and/or refreshers can be counted toward hours required for continuing education.

- **Completion of Mandatory Education Courses**
  Candidates should provide documentation of five 30 hour courses - Nutrition, Safety and Sanitation, Cost Control Management, Beverage Management and Supervisory Management. If these courses were taken more than five years ago, an 8-hour course is required in each topic, except Cost Control Management and Beverage Management. If these courses were taken more than five years ago, an 8-hour refresher course is required in each topic. These courses are available (online) through ACF approved providers and/or any academic institution.

Step 2: Complete the Initial Pre-Approval Application
Complete and submit pre-approval application, including all required documentation.

- Educational documents may be copies of diplomas, transcripts, certificates of completion (including date and hours), etc.

- Mandatory education course certificates should be included in application. Certificates should include course title, completion date, and number of hours earned.

- Experience documentation may be employment documentation forms or letters from past or present employers on company letterhead. If not available, copies of tax records or W-2 stating time frame of work are acceptable in conjunction with validated letters from former culinary peers attesting to your employment, job title, duties, and number of employees of employees managed.
  - As a business owner, employment documentation may be an official letter on company letterhead from a certified accountant or a copy of either your Schedule C, Schedule S, or Schedule K-1 tax documentation for each year.

Submit application and documentation of completed requirements to ACF for pre-approval.

Submit Application to: American Culinary Federation
180 Center Place Way
St. Augustine, FL 32095
Fax: 904-940-0742
Email: certify@acfchefs.net

Estimated Cost of Certification

**Pre-Approval and Final Application Fee**
Candidates interested in obtaining their CEPC® certification will pay a $50 ACF Member Pre-Approval Fee (fee is non-refundable) or $100 Non-Member Pre-Approval Fee (fee is non-refundable). This fee is deducted from the certification fee of $210 for ACF Members and $360 for non-members. The remainder is due at the time of final application.

**Examination Fees**
Once the candidate’s application is approved, they may register for the written and practical exam.

- The written exam fee is $75 and should be paid directly to PSI.
• The practical exam fee is $50 for ACF Members and $100 for Non-Members.
  - There may be additional practical exam host site fees.
  - Food costs vary and are not included in exam fee. Candidates are responsible for purchasing their own food.

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Written Exam Fee</th>
<th>Practical Exam Fee</th>
<th>Final Fee</th>
<th>Estimated Total</th>
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<td>Member Estimated Costs</td>
<td>$50</td>
<td>$75</td>
<td>$50</td>
<td>$160</td>
</tr>
<tr>
<td>Non-Member Estimated Costs</td>
<td>$100</td>
<td>$75</td>
<td>$100</td>
<td>$260</td>
</tr>
</tbody>
</table>

**Step 3: Notification of Eligibility**

The ACF Certification Department will review applications and documentation (i.e., dates of completion, work history, and mandatory course work). Once you have been notified that your pre-approval application is approved, you are welcome to schedule the written and practical exams. Testing documentation will be needed for final certification approval. Certification must be completed within three years of approval. If certification is not complete within three years, reapplication will be required.

**Step 4: Certification Examinations**

There are two exams required for the CEPC® Certification: the written exam evaluates culinary knowledge and the practical exam assess skill proficiency.

**Purpose of Exams**

The purpose of the CEPC® certification examinations is to objectively measure the knowledge and skills of a candidate to determine if they meet the standards required for an entry level or minimally competent CEPC®.

**Written Exam Parameters**

Candidates have 90 minutes to complete the 100 question multiple-choice exam, which may be taken at any PSI approved test site. Candidates will receive scratch paper and a pencil at the test site. The use of a basic, 4-function calculator is allowed.

**Written Exam Registration:** To schedule the written exam call PSI at 800-211-2754, or register at the PSI Online Registration Site. Advance registration is required and non-refundable. The written exam is $75 paid directly to PSI.

**Written Exam Scoring:**

- Scaled score of 300 is required to pass
- Score is valid for two years.

**Written Exam Retake Policy:** There is a 14 day waiting period required before scheduling any additional exam attempts. Testing fees are assessed for each attempt.

**Practical Exam Parameters:**

The CEPC® practical exam is 4 hours and may be taken at any ACF approved test site.

**Practical Exam Registration:** To schedule the practical exam, contact an ACF approved test site and confirm availability. Contact ACF National Office to register. The test fee due to the ACF is $50 for ACF-members and $100 for non-members. Payment must be made prior to the exam date.

Candidates will receive a registration confirmation after payment is processed.

- Test sites may charge an additional fee that is payable to the organization holding the exam.
- Payment for applicable host site fees is separate from the amount due to ACF and is coordinated by the test site administrator.

To facilitate the certification process, the American Culinary Federation (ACF) has exam sites throughout the country. You must contact the test administrator to confirm test time, host site fee, and specific details about the testing facility. For most exams, online registration is available, or you can contact the ACF National Office to schedule your practical exam.
Practical Exam Scoring:
- Score of 75% or higher is required to pass
- Score is valid for one year.

Practical Exam Retake Policy: There is no waiting period required for the CEPC® practical exam. Practical exam retakes are unlimited. Testing fees are assessed for each attempt and paid to both the ACF National Office and the test site.

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 certificate 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.

Appeals procedures are detailed in the Policies and Procedures document, which is available on the ACF website or can be requested from the ACF National Office.

Confidentiality
The nature, format, content, and results of 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, where otherwise mandated by valid and lawful court or government order, or by an authorized administrative body. The full confidentiality policy can be found on the ACF website or requested from the ACF National Office. Due to confidentiality policy, only a certificant’s current status as a CEPC® can be verified. This can be done by the certification verification tool available on the ACF website under Resources or by calling the ACF National Office.

Step 5: Final Application
Upon successful completion of the written and practical exams, submit final application, along with appropriate documentation (written and practical exam passing forms) and remaining certification fee. Include all back-up documentation, no originals (copies only).

Mandatory education courses (i.e., nutrition, food safety and sanitation, and supervisory management) must be current at time of final application; if not, a refresher course may be required before CEPC® certification is finalized and approved.

Step 6: Official Announcement of Certification
The ACF Certification Department will review final application and exam documentation, before notifying candidates of approval (please allow 2-3 weeks for processing). You will be notified by email that the application is received. Once certification is approved, your certificate letter and certificate will be mailed. CEPC® certifications are valid for five years.

ACF would like to share your certification accomplishments in ACF communications. If you would like to share your accomplishment, please feel free to utilize the Brand You–Certification Toolkit available on the ACF website. If you prefer this information not be shared, please be sure to check box on final application to opt out.

For more information, call us at 800-624-9458, or mail us at certify@acfchefs.net

Designation Usage Policy
ACF has a Designation Usage policy that certificants must follow. Each certificant accepts and assumes all, and the sole, responsibility for understanding and satisfying legal requirements of the ACF Designation Usage Policy, and any Procedural requirements of ACF Designation usage, including those requirements applying to the use, display, and/or advertising of any ACF Designation. It is the responsibility of such certificants to ensure that the use of any ACF Designation on professional and business related materials (e.g., stationary, signs, business cards, flyers, chef coats, yellow pages, or other advertisements and marketing materials) is NOT in conflict with this Policy and Procedure, or with the laws of the nation, state, or territory in which that individual or entity conduct business. A complete Designation Usage Policy can be found on the ACF website or requested from the ACF National Office.
The Recertification Process

The purpose of the CEPC® recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation, nutrition, and supervisory management. ACF recertification is required every five years. To maintain your ACF certification, you are required to earn a minimum of 80 continuing education hours (CEH) during the five-year certification period. The requirement of 80 CEH over a five-year period was determined so that, on average, a chef would complete 16 CEH per year, keeping them current and up-to-date on culinary trends and practices.

CEH are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual’s professional occupation. We recommend you maintain a folder or copies of your official certificates and letters, conference registrations, transcripts, etc. in order to keep track of your progress.

ACF-Certified Members may also take advantage of the CEH Tracking program. Fill out the CEH Submittal form for each professional development opportunity, and submit official certificates, letters, conference registrations, etc. Once recorded, the hours will be available online through personal member profiles. When it is time for recertification, simply print out the member profile CEH list, and attach it to the recertification application.

Step 1: Complete Required Refresher Courses

On the first recertification cycle, the three mandatory refreshers in sanitation, nutrition, and supervisory management are required as part of your 80 CEH requirement.

On subsequent recertification cycles, candidates are only required to complete the sanitation refresher. The remaining 72 CEH required are self-directed toward a chef’s specific professional development plan.

Step 2: Determine Remainder of CEH Needed

If a candidate holds multiple certifications, their CEH requirement is 80 CEH for the first, or primary, certification, 40 CEH for the second certification, and 20 CEH for each subsequent certification designation. (Example: Chef Jones currently holds a CEPC®, CCE®, CCA®. When she is ready for recertification, she will need to complete 80 for her first designation, CEPC®, then 40 for her second designation, CCE®, and 20 CEH for her third, CCA®, which will total 140 CEH.)

Step 3: Complete Recertification Application

Provide the necessary documentation of your Continuing Education Hours (CEH). Documentation must include the number of hours taken, completion date, and educational topic. Please do not send original certificates. Complete the application, secure all paperwork together, and include payment, either by credit card information on the application or with a check or money order made payable to the American Culinary Federation.

Step 4: Recertification Notification

The ACF Certification Department will review the recertification application and CEH documentation, and will notify you of approval (please allow 2-3 weeks for processing). You will be notified by email that the application has been received. Once the recertification is approved, you will be notified by email. Recertification certificates can be printed through the member profile page. If you would like your certificate printed and mailed, please check the box on the recertification application. CEPC® Certifications are valid for five years.

ACF would like to share your certification accomplishment in ACF communications and industry publications. If you prefer this information not be shared, please be sure to check box on recertification application.

How to Earn Continuing Education Hours (CEH)

CEH can be earned through a variety of professional development activities. General categories of approved professional development activities are listed on the ACF Approved Continuing Education Hours (CEHs) flyer. In addition, the ACF website provides a service to certificants, which lists approved CEH providers and courses. ACF does not require any specific course or vendor to be used for CEH. CEH activities and courses offered by ACF approved CEH providers are varied in nature to allow professional development based on professional and culinary needs.

Approved CEH must enhance the competence of a CEPC® in one of the domains as outline in the CEPC® Job Analysis. This links enhanced competence to the core knowledge and skills required to earn the CEPC® credential. Approved CEH enhance one of the following areas:

- Food, equipment, and food products
- Culinary team management and leadership
- Food safety and sanitation
- Marketing, merchandising, and public relations
• Finance and ethics, professional and legal issues
• Organization, craftsmanship and finished product skills

Certification Expiration
If a certificant allows their certification to expired, they are granted a 90-day grace period to finalize and submit their payment. If a candidate’s expiration surpasses the grace period, they must adhere to the Recertification after Expiration Policy. The policy has provisions in place to allow chefs to recertify if their certifications have expired 36 months in the past or less. If certification expiration date is past 37 months, candidates must certify based on all current eligibility requirements, including education, mandatory courses/refreshers and relevant work history (within the previous ten years), as well as the current testing requirements (written and practical examinations).

CEPC® Written Exam At-A-Glance

Description of Exam
The written exam was developed based on domains, tasks, and knowledge areas determined during a job analysis with a group of ACF Subject Matter Experts (SMEs). Candidates have 90 minutes to complete the 100 question multiple choice exam. Candidates will receive scratch paper and a pencil at the test site. The use of a basic, 4-function calculator is allowed. Candidates will receive a scaled score.

Exam Administration
Written exams are administered by PSI. Candidates can register for the exam by calling 800-211-2754, Monday through Friday, 7:30 a.m. – 10 p.m. Eastern Time, Sat 9 a.m.- 5:30 p.m. Eastern Time, or register online at the PSI Online Registration Site.

• The written exam fee is $75 and is paid directly to PSI.
• PSI has a 24-hour cancellation policy.
• An ACF number is required at the time of registration. To request an ACF identification number, contact certify@acfchefs.net prior to registration.
• Written exam scores are valid for two years.

Written Exam Facility Requirements
To ensure consistency throughout the certification testing program, all testing facilities will offer candidates a high-level testing venue which includes appropriate equipment and space configurations as specified in the guidelines below:

General
• Test Center must conform to local building, sanitation & health codes, as well as meet ADA requirements
• Building and grounds must be clean and in good condition
• Exits must be clearly marked and unobstructed
• Fire extinguishers required and in working order, location well marked and easily accessible
• Emergency exits must be clearly identified and clear of obstructions
• First-Aid kits must be stocked and easily accessible
• Restrooms must be located in the same building as the testing center
• Restrooms must be clean, supplied with necessary items, and in working order
• Adequate parking must be available near the testing center location

Test Room Physical Space
• Test room must be large enough to comfortably place testing stations and chairs
• Testing terminals must be arranged so that an applicant cannot view a computer monitor at one of the other work stations. Partitions are required between each workstation.
• Test station table surface must be large enough to accommodate the monitor, keyboard, mouse pad and applicable testing materials. A recommended size would be 42” x 36”.
• Testing area must be located so candidate will not be disturbed by foot traffic, loud conversation or outside noise.
• Testing room shall be free from any other activity during testing sessions; during non-testing time, the testing room may be available for other uses.

Test Room Environment
• Temperature must be consistent and comfortable
• Test room must be well-ventilated, with continuous air circulation
• Test room must be lit so that each candidate can read all diagrams, charts, etc., and read the computer screen with no glare.

Security and Surveillance
• Testing must take place in a separate room with a closable door
• Proctor station and printer must be located outside of the testing room
• Video surveillance system must provide 100% surveillance during testing session and include a DVR w/30 day retention
• Testing room door must be lockable, restricting any unauthorized access
• All testing material must be secured when not in use
• The testing room may be used for other purposes when not being used for testing

Equipment and Supplies
• Copy machine or scanner to provide copies of candidate IDs and test eligibility documents
• A locking file cabinet to secure test materials and candidate documents
• Ream of clean paper to be issued to candidate, if applicable, and pencils

Test Administration
PSI conducts training of all written exam proctors. Each test site/proctor has been issued a proctor ID code and a Proctor Manual.

What to Expect
When you arrive at the PSI written exam test center, the written exam proctor will:
• Ask for the candidates to provide photo identification.
• Have the candidate sign-in on a daily log sheet.
• Issue scratch paper and pencil.

Candidate should bring:
• Acceptable forms of photo ID with signature are: Driver’s license, Government ID card, Passport, or Alien residency card.
  - Candidates that do not produce a valid ID at the scheduled appointment will not be allowed to take the test.

Taking the Written Exam
The proctor can explain the use of computer hardware and run Demo Test if requested. The proctor will review the candidate's personal information on the screen with candidate. All items must be correct, if not, make the necessary changes. The proctor will select candidate’s test. If the candidate has two or more exams, select the exam the candidate has scheduled to take first.

Candidate will be asked to:
• Verify the type of exam.
• Complete a survey with comment section at the end of the exam.
• Stay in examination room. The proctor will monitor the test and candidate at all times.
• Take a break, if necessary; however, time given for the exam continues uninterrupted.

The proctor is available to answer any candidate questions pertaining to the software. The proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.
Exam Results
The proctor will print out the candidate’s exam results at the conclusion of the exam, as well as collect the scratch paper and pencils. The candidate will be asked to sign out on daily log sheet.

The printed results will serve as your official score report. A copy of the candidate’s passing exam results will be submitted with the ACF CEPC® Final Application. The passing score is 300.

For failing candidates, in addition to providing the overall score, the score report also provides a breakdown of how the candidate performed in each of the exam content areas to assist them in refreshing in the event they choose to retest. The candidate who received a failing score will be allowed to retest per the retesting policy.

Retesting Policy
There is a 14 day waiting period required before scheduling any additional exam attempts. Testing fees are assessed for each attempt.

Passing Score Determination
The methodology to determine the cut score or passing point used in this examination is a criterion referenced approach called a modified Angoff Technique. The testing profession considers this technique to be one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: “What is the probability that a ‘minimally acceptable’ candidate will answer the question correctly?” This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the “minimally acceptable” score. The final passing score for this examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Understanding your ACF Written Exam Scaled Score
Assessment programs use different types of scaled scores. ACF uses a scaled score that is between 200-400 with 300 being the passing score.

What are Scaled Scores?
Scaled scores provide useful measurement tools for assessment programs and are particularly useful in providing a basis for long-term comparisons of examination results. Scaled scores are transformed raw scores that use a numeric procedure that involves the overall test mean, the standard deviation, and the original raw score. For every possible raw score on a test form, there is a corresponding scaled score. When multiple forms of a test are used, or when results are compared from year to year, scaled scores are needed to adjust for possible differences in test forms.

Why eliminate raw scores?
Scaled scores are intended to make scores more meaningful by defining a scale of measurement that is not tied to a particular form of a test. Scaled scores help resolve confusion among users of score reports when there are changes in the testing program.

Optional Practice Exams
Optional practice exams are available for purchase. Purchase or completion of the practice exams is not required for certification. The practice exam resembles the actual exams in style and composition, but they are not the actual exams. Passing the practice exam does not guarantee success in passing the actual ACF certification exams, but should give you a good indication of your readiness to take those exams.
Recommended Reference Materials

*Elements of Dessert*
Author: Migoya, F.
Publisher: John Wiley & Sons
Pub. Date: 2012

*How Baking Works (3rd Edition)*
Author: Figoni, P.
Publisher: John Wiley & Sons
Pub. Date: 2010

*NRAEF ManageFirst: Controlling Foodservice Cost (2nd Edition)*
Author: National Restaurant Association Education Foundation
Publisher: Pearson
Pub. Date: 2013

*NRAEF ManageFirst: Human Resources Hospitality Human Resources Management and Supervision (2nd Edition)*
Author: National Restaurant Association Education Foundation
Publisher: Pearson
Pub. Date: 2013

*Professional Baking (7th Edition)*
Author: Gisslen, W.
Publisher: John Wiley & Sons
Pub. Date: 2017

*ServSafe Coursebook (7th Edition)*
Author: National Restaurant Association
Publisher: Pearson
Pub. Date: 2018

*Successful Restaurant Management: From Vision to Execution*
Author: Wade, D.
Publisher: Cengage Learning
Pub. Date: 2006

*The Art of the Confectioner Sugarwork and Pastillage*
Author: Notter, E.
Publisher: John Wiley & Sons
Pub. Date: 2012

*The Advanced Professional Pastry Chef*
Author: Friberg, B.
Publisher: John Wiley & Sons
Pub. Date: 2003
CEPC® Written Exam Specifications

The written exam was developed based on domains, tasks and knowledge areas determined during a job analysis with a group of ACF subject matter experts.

As there are 100 multiple choice questions on the exam, the percentages also reflect the number of questions there are in each area.

<table>
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<th>1. Baking Basics</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow production guidelines of</td>
<td></td>
</tr>
<tr>
<td>yeast products</td>
<td></td>
</tr>
<tr>
<td>quick breads products</td>
<td></td>
</tr>
<tr>
<td>pies</td>
<td></td>
</tr>
<tr>
<td>cookies/cake batters</td>
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</tr>
<tr>
<td>Use baker’s percentages and conversion factors to scale formulas for baked products</td>
<td></td>
</tr>
<tr>
<td>Assess formulations and recipes for baked products</td>
<td></td>
</tr>
<tr>
<td>Use baker's percentages and conversion factors to scale formulas for baked products</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired baked products</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired baked products</td>
<td></td>
</tr>
<tr>
<td>Select measurement tools and corresponding methods</td>
<td></td>
</tr>
<tr>
<td>Fill, manipulate, and manage piping bags and use of tips</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Pastry Fundamentals</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastry Doughs and Batters</td>
<td>3</td>
</tr>
<tr>
<td>Follow production guidelines for</td>
<td></td>
</tr>
<tr>
<td>laminated pastry doughs</td>
<td></td>
</tr>
<tr>
<td>tart and pastry doughs</td>
<td></td>
</tr>
<tr>
<td>pâte à choux</td>
<td></td>
</tr>
<tr>
<td>foam or specialty cakes</td>
<td></td>
</tr>
<tr>
<td>Assess formulations and recipes for pastry products</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired pastry products</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired pastry products</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creams, Custards, Mousses and Sauces</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine production guidelines for creams, custards, mousses and sauces.</td>
<td></td>
</tr>
<tr>
<td>Assess formulations and recipes for creams, custards, mousses and sauces.</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired creams, custards, mousses and sauces.</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired creams, custards, mousses and sauces.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meringues, Buttercreams, Icings and Glazes</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow production guidelines for meringues, buttercreams, icings, glazes</td>
<td></td>
</tr>
<tr>
<td>Follow proper mixing, cooking, and baking methods for meringues</td>
<td></td>
</tr>
<tr>
<td>Assess formulations and recipes for meringues, buttercreams, icings, and glazes</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired meringues, buttercreams, icings, and glazes</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired meringues, buttercreams, icings, and glazes</td>
<td></td>
</tr>
<tr>
<td>Assemble simple cakes from prepared cake layers, cake fillings, and icings</td>
<td></td>
</tr>
<tr>
<td>Demonstrate ability to pipe, design decorative features, and write with piping bag</td>
<td></td>
</tr>
</tbody>
</table>
### 3: Specialty Pastry, Desserts, and Advanced Baking Techniques

#### Gateaux, Tortes, Entremets, Petits Fours Glacé, and Traditional Cakes

- Follow production guidelines for gateaux, tortes, entremets, petits fours glacé, and traditional cakes
- Determine conversion factors for gateaux, tortes, entremets, petits fours glacé, and traditional cakes
- Select ingredients for desired gateau, torte, entremet, petits fours glacé, and traditional cake recipes
- Select equipment for desired gateau, torte, entremet, petits fours glacé, and traditional cake recipes
- Assemble gateaux, tortes, entremets, petits fours glacé, and traditional cakes from prepared cake layers, cake fillings, and icings
- Decorate gateaux, tortes, entremets, petits fours glacé, and traditional cakes with desired decorative components

#### Special Occasion Cakes

- Follow production guidelines for assembling special occasion cakes
- Assemble tiered cakes from prepared cake layers, cake fillings and icings
- Assemble sculpted cakes from prepared cake and cake fillings
- Cover with marzipan, rolled fondant, or modeling chocolate
- Enrobe with ganache or glaze
- Create edible decorative components (e.g., gum paste, modeling chocolate, buttercream)
- Create tiered cakes with piped or other decorative components

#### Chocolates, Confections, and Sugar Work

- Follow production guidelines for:
  - confections and sugar work
  - tempering, handling, and storage of chocolates
- Assess formulations and recipes for chocolates, confections, and sugar work
- Select ingredients for desired chocolates, confections, and sugar work
- Select equipment for desired chocolates, confections, and sugar work
- Execute proper mixing and cooking methods for chocolates, confections, and sugar work
- Assemble amenities and showpieces (e.g., modeling chocolate, pastillage, marzipan)

#### Plated Desserts

- Follow production guidelines for plated desserts
- Assess formulations and recipes for plated desserts
- Select ingredients for desired plated desserts
- Select equipment for desired plated desserts
- Select serviceware for desired presentation
- Select finishing and garnishing elements for desired presentation
### Dessert Presentation

- Determine layout and design of
  - dessert buffets
centerpieces

- Determine selection of dessert and pastry items

- Select finishing and decorative elements for buffet presentation or station

### Bread, Viennoiserie, and Other Yeast Products

- Follow production guidelines for bread, viennoiserie, and other yeast products
- Assess formulations and recipes for bread, viennoiserie, and other yeast products
- Select ingredients for desired bread, viennoiserie, and other yeast products
- Select equipment for desired bread, viennoiserie, and other yeast products

- Execute proper mixing and cooking methods for bread, viennoiserie, and other yeast products

### 4. Production Guideline Development

- Determine production guidelines for
  - Baked goods (e.g., yeast products, quick breads products, pies, cookies, cake batters)
  - Pastry doughs and batters (e.g., laminated pastry doughs, tart and pastry doughs, pâte à choux, foam or specialty cakes)
  - Creams, custards, mousses, sauces, and frozen desserts
  - Meringues, buttercreams, icings, and glazes
  - Gateaux, tortes, entremets, petits fours glacé, and traditional cakes
  - Special occasion cakes
  - Chocolates, confections, and sugar work
  - Plated desserts
  - Dessert presentation
  - Bread, viennoiserie, and other yeast products

### 5. Safety and Sanitation

- Develop safety and sanitation plan to prevent contamination in baking and pastry production and distribution
- Monitor production practices to minimize cross-contact of food allergens
- Develop and communicate a safety plan for facility, equipment, chemicals, disasters, emergencies, and employees and customers
- Implement an integrated pest control management system
- Receive, store, and manage baking and pastry ingredients and products according to food safety guidelines
- Develop policies for recycling food waste and disposables
- Cover, label, date, and store baking and pastry items according to food safety guidelines
- Monitor and record food temperatures throughout the production, storage, and distribution process
- Monitor staff's adherence to standard food handling practices
- Monitor and enforce safety, personal hygiene, and sanitation plan for employees
- Clean and sanitize all relevant tools, equipment, and work stations related to baking and pastry production
## 6. Business Management

### Supervision

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain adequate baking and pastry staffing level (e.g., assess staffing needs, develop job descriptions, recruit, onboard)</td>
<td>10</td>
</tr>
<tr>
<td>Provide training and cross-training to the baking and pastry staff</td>
<td></td>
</tr>
<tr>
<td>Facilitate communication between the baking and pastry team and other departments</td>
<td></td>
</tr>
<tr>
<td>Supervise, schedule, and delegate duties of the baking and pastry team in baking production</td>
<td></td>
</tr>
<tr>
<td>Provide leadership by evaluating, motivating, and empowering the baking and pastry team</td>
<td></td>
</tr>
</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop thematic, regional, seasonal, or sustainable menus to reflect current industry trends</td>
<td>10</td>
</tr>
<tr>
<td>Create menus for special dietary restrictions (e.g., religion, culture, allergies, health concerns, dietary choices)</td>
<td></td>
</tr>
<tr>
<td>Select appropriate packaging for merchandise</td>
<td></td>
</tr>
<tr>
<td>Establish price points for menu items</td>
<td></td>
</tr>
<tr>
<td>Use proper terminology and descriptors for menu items</td>
<td></td>
</tr>
<tr>
<td>Prepare requisitions to procure items needed for production</td>
<td></td>
</tr>
<tr>
<td>Control food and labor costs according to budget constraints</td>
<td></td>
</tr>
<tr>
<td>Manage inventories of baked goods, pastry ingredients and products</td>
<td></td>
</tr>
<tr>
<td>Evaluate profit and loss statement to manage expenses of baking and pastry department</td>
<td></td>
</tr>
</tbody>
</table>

### Ethics, Legal, and Professionalism

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolve guest complaints in a professional manner</td>
<td>5</td>
</tr>
<tr>
<td>Resolve employee conflicts based on establishment policies and procedures</td>
<td></td>
</tr>
<tr>
<td>Adhere to ethical and professional standards set forth by American Culinary Federation and employer</td>
<td></td>
</tr>
<tr>
<td>Ensure new hires are supplied with handbooks, policies, and procedures</td>
<td></td>
</tr>
<tr>
<td>Adhere to laws relating to safety, recruitment, hiring, harassment, and termination</td>
<td></td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>25</td>
</tr>
<tr>
<td>Administration</td>
<td>10</td>
</tr>
<tr>
<td>Ethics, Legal, and Professionalism</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
Knowledge Topics Supporting the Tasks

1. Culinary Terminology
2. Baking Math and Methodology
3. Basic Knife Cuts and Skills
4. Kitchen Equipment
5. Kitchen Utensils & Tools
6. Bakery Ingredients
7. Yeast Products
8. Pies and Tarts
9. Cakes and Quick Breads
10. Cookies and Pastries
11. Creams, Custards, Mousses, Sauces, and Frozen Desserts
12. Chocolates, Confections, and Sugar Work
13. Decorations and Icing
14. Milk and Dairy Products
15. Nutrition and Special Diets
16. Food Safety and Sanitation
17. Food Costing and Inventory Management
18. Management, Communication, and Leadership
19. Problem Solving, Time Management, and Decision Making
20. Discipline, Motivation, and Morale

* Each test form will include 100 scored items.
1.5 hours (90 mins) of testing time.
Initial base form passing point by Angoff method to be approved by January 2020.
Future passing points established through pre-equating.
## CEPC® Job Analysis - Domain, Task and Knowledge Statements

### Domain 1: Baking Fundamentals  
**Task**
- Determine production guidelines for yeast products.
- Determine production guidelines for quick breads products.
- Determine production guidelines for cookies.
- Determine production guidelines for cake batters.
- Assess formulations and recipes for baked products.
- Determine baker’s percentages and conversion factors for baked products.
- Select ingredients for desired baked products.
- Select equipment for desired baked products.

**Knowledge**
- Steps for yeast dough production including preferments on yeast dough production.
- Procedures for calculating baker’s percentages and conversion factors.
- Methods to control dough temperature throughout the fermentation process.
- The standard tools and bakeshop equipment.
- Procedures for various types of quick breads.
- Procedures for various types of cookie production.
- Procedures for various types of cake production.

### Domain 2: Pastry Fundamentals  
**Task**

#### Pastry Doughs and Batters  
- Determine production guidelines for laminated pastry doughs.
- Determine production guidelines for pie and tart doughs.
- Determine production guidelines for pâte à choux.
- Assess formulations and recipes for pastry fundamentals.
- Select ingredients for desired pastry recipe.
- Select equipment for desired pastry recipe.

#### Creams, Custards, Mousses and Sauces  
- Determine production guidelines for creams, custards, mousses and sauces.
- Assess formulations and recipes for creams, custards, mousses and sauces.
- Select ingredients for desired creams, custards, mousses and sauces.
- Select equipment for desired creams, custards, mousses and sauces.
## European Classical and American Traditional

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine production guidelines for European classical and American traditional cakes.</td>
<td>6%</td>
</tr>
<tr>
<td>Determine conversion factors for European classical and American traditional cakes.</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired European classical and American traditional cake recipes.</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired European classical and American traditional cake recipes.</td>
<td></td>
</tr>
<tr>
<td>Assemble European classical and American traditional cakes from prepared cake layers, cake fillings and icings.</td>
<td></td>
</tr>
<tr>
<td>Decorate European classical and American traditional cakes with desired decorative components.</td>
<td></td>
</tr>
</tbody>
</table>

## Meringues, Buttercreams, Icings and Glazes

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine production guidelines for meringues, buttercreams, icings and glazes.</td>
<td>5%</td>
</tr>
<tr>
<td>Determine proper mixing, cooking and baking methods for meringues.</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired meringues, buttercreams, icings and glazes.</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired meringues, buttercreams, icings and glazes.</td>
<td></td>
</tr>
</tbody>
</table>

## Knowledge

Tasks include procedures and ingredients for:
- Laminated dough production
- Pâte à choux makeup and production
- Pastry dough production
- Creams, custards, mousses and sauces
- European classical and American traditional cakes
- Meringues, buttercreams, icings and glazes

## Domain 3: Specialty Pastry and Desserts

### Special Occasion Cakes

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assemble tiered cakes from prepared cake layers, cake fillings and icings.</td>
<td>8%</td>
</tr>
<tr>
<td>Assemble sculpted cakes from prepared cake and cake fillings.</td>
<td></td>
</tr>
<tr>
<td>Enrobe cakes with marzipan, rolled fondant or modeling chocolate.</td>
<td></td>
</tr>
<tr>
<td>Create edible decorative components.</td>
<td></td>
</tr>
<tr>
<td>Decorate tiered cakes with desired decorative components.</td>
<td></td>
</tr>
<tr>
<td>Determine production guidelines for chocolates and confections.</td>
<td></td>
</tr>
</tbody>
</table>

### Chocolates and Confections

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execute proper mixing and cooking methods for chocolate and confections.</td>
<td>9%</td>
</tr>
<tr>
<td>Assess formulations and recipes for chocolates and confections.</td>
<td></td>
</tr>
<tr>
<td>Select ingredients for desired chocolates and confections.</td>
<td></td>
</tr>
<tr>
<td>Select equipment for desired chocolates and confections.</td>
<td></td>
</tr>
<tr>
<td>Determine tempering, handling and storage of chocolates.</td>
<td></td>
</tr>
<tr>
<td>Determine handling and storage of confections.</td>
<td></td>
</tr>
</tbody>
</table>
### Plated and Frozen Desserts 7%
- Determine production guidelines for plated and frozen desserts.
- Assess formulations and recipes for plated and frozen desserts.
- Select ingredients for desired plated and frozen desserts.
- Select equipment for desired plated frozen desserts.
- Select serviceware for desired presentation.
- Select finishing and garnishing elements for desired presentation.

### Dessert Presentation 4%
- Determine layout and design of dessert buffets.
- Determine layout and design of centerpieces.
- Determine production guidelines for petits fours/mini pastries.
- Select finishing and decorative elements for buffet presentation or station.

### Knowledge
- Techniques to assemble layered or sculpted cakes.
- Techniques to assemble tiered cakes.
- Techniques to create fondant embellishments.
- Techniques to enrobe cakes in marzipan, fondant or other rolled icings.
- Cake decorating methods to pipe borders, flowers, sprays and writing with icings and frostings.
- Cake decorating methods to pipe filigrees, writing, cutouts and plaques with tempered chocolate.
- Techniques to assemble and/or enrobe tortes and other specialty cakes.
- Ingredients and production of European classical cakes.
- Ingredients and production of American traditional cakes.
- Methods to create flowers, sprays and leaves from modeling chocolate.
- Methods to create plaques, ruffles, cigarettes, fans, bands, and shavings from tempered chocolates.
- Techniques to make ganaches and fillings for confections.
- Methods to troubleshoot problems with chocolate and couverture.
- Proper techniques to temper and handle chocolate.
- Storage methods that maintain integrity of chocolate and chocolate products.
- Procedures for frozen dessert production.
- Appropriate serviceware for plating of pastry products.
- Techniques to balance flavor, texture, color and height of pastry presentation.
- Ingredients and production for dessert sauces.
- Ingredients and procedures for production of creams, custards, mousses and soufflés.
- Techniques to mold and unmold mousses and soufflés.
- Ingredients and production of different types of meringues.
- Ingredients and production of buttercreams, icings and glazes.
- Design principles and assembly for edible centerpieces.
- Layout and design principles for dessert buffets.
## Domain 4: Team Management

### Task
- Provide training for members of the baking/pastry team.
- Provide opportunities for cross-training to members of the baking/pastry and culinary team.
- Facilitate communication between the baking/pastry team and other departments.
- Supervise, schedule, and delegate duties of the baking/pastry team in baking production.
- Maintain policies for recycling food waste and disposables.
- Provide leadership by evaluating, motivating and empowering the baking/pastry team.
- Develop job descriptions in specific areas of the baking/pastry department.

### Knowledge
- Roles of baking/pastry and culinary team members.
- Effect of technologies on modern food service operations.
- Management skills to successfully operate the baking/pastry team.
- Methods to recycle food and disposables.

## Domain 5: Safety and Sanitation

### Task
- Develop safety and sanitation plan to prevent contamination in baking and pastry production and distribution.
- Develop and communicate a safety plan for facility, equipment, chemicals, disasters, emergencies, and, employee and customer safety.
- Manage all baking ingredients and products associated with baking and pastry production.
- Receive and store all baking and pastry production ingredients and products according to food safety guidelines.
- Receive and store chemical and hazardous supplies according to food safety guidelines.
- Cover, label, date and store baking and pastry production ingredients and products associated with baking according to food safety guidelines.
- Monitor food temperatures throughout the baking and pastry production and distribution process.
- Monitor food temperatures in food storage areas to ensure food safety.
- Monitor culinary team's adherence to standard food handling practices.
- Monitor and enforce safety, personal hygiene, and sanitation plan for employees.
- Clean and sanitize all relevant tools, equipment and work stations related to baking and pastry production.

### Knowledge
- Methods to create a hazard analysis critical control point (HACCP) system.
- Procedures to clean and sanitize tools and work surfaces.
- Procedures to avoid cross contamination.
- Methods to receive and store foods safely.
- Methods to receive and store chemicals and hazardous supplies safely.
- Methods to control correct time and temperature in all steps of food preparation.
- Methods to thaw frozen foods safely.
- Prevention techniques for biological, chemical, and physical contamination.
- Material safety data sheet (MSDS).
- Personal hygiene programs for employees in foodservice establishments.
### Domain 6: Marketing and Merchandising 6%

**Task**
- Develop theme, regional, seasonal, and/or sustainable menus to reflect current industry trends.
- Create menus for special dietary restrictions.
- Select appropriate packaging for merchandising.
- Establish price points for menu items.
- Use proper terminology and descriptors for menu items.

**Knowledge**
- Techniques for menu development.
- Strategies for using seasonal and sustainable ingredients for menus.
- Techniques for writing menus.
- Ingredients to accommodate dietary restrictions.
- Methods for cost control of menu items.
- Merchandising product displays and packaging.

### Domain 7: Finance 7%

**Task**
- Prepare requisitions to procure items needed for production.
- Control food/labor costs according to budget constraints.
- Manage inventories of baked goods, pastry ingredients and products.
- Evaluate profit and loss statement to manage expenses of baking/pastry department.
- Develop a schedule for long term capital expenditures.

**Knowledge**
- Methods to convert recipe measurements to purchase units.
- Guidelines for purchasing and storage of nonperishable goods (dry goods).
- Basic guidelines for purchasing, receiving and pastry production products.
- Techniques to control food costs through waste, purchasing, storing, and standard portions.
- Profit and loss statements.
- Methods to schedule long term capital expenditures.

### Domain 8: Ethics, Legal and Professional Issues 5%

**Task**
- Resolve guest complaints in a professional manner.
- Resolve employee conflicts based on establishment policies and procedures.
- Adhere to ethical and professional standards set forth by American Culinary Federation and employer.
- Adhere to employment laws relating to recruitment, hiring, and termination.

**Knowledge**
- Laws regarding workplace injury and accidents.
- Human resource employment laws.
- ACF code of professional ethics.
Sample CEPC® Written Exam Questions

1. What are the main ingredients in baking powder?
   a. Baking soda and salt
   b. Baking soda and dry acid
   c. Silica powder and salt
   d. Silica powder and dry acid

2. Which of the following doughs would be used to make palmiers?
   a. Puff
   b. Croissant
   c. Danish
   d. Brioche

3. What is the barrier that prevents eggs from scrambling when making a pastry cream?
   a. Butter
   b. Milk
   c. Sugar
   d. Starch

4. What is the traditional liqueur used in the Schwarzwälder torte?
   a. Cherry Brandy
   b. Kahlua
   c. Grand Marnier
   d. Calvados

5. What are the ingredients used in making modeling chocolate?
   a. Chocolate, gum tragacanth
   b. Chocolate,glucose
   c. Chocolate,water,powdered sugar
   d. Chocolate,gelatin,water

6. Which of the following development methods describes the process under which a restaurant pastry chef could learn the duties of the salad station?
   a. Mentoring
   b. Coaching
   c. Self Training
   d. Cross Training

7. Crème anglaise is cooled to 70°F within four hours. What is the maximum additional time allowed to cool the product to 41°F to avoid pathogen growth?
   a. 3 hours
   b. 4 hours
   c. 2 hours
   d. 6 hours

8. Which of the following marketing strategies would enable a pâtisserie to set higher selling prices based on their marketing of the use of organic fruits?
   a. Concept
   b. Base pricing method
   c. Markup
   d. Volatility of raw cost

9. On what basis are individuals protected against discrimination under the provisions of the ADA?
   a. Religion
   b. Sexual orientation
   c. Age
   d. Physical impairment

10. Given the following data, what is the total cost of goods?
    Food purchases $10,000
    Food sales $22,000
    Beverage purchases $3,000
    Beverage sales $5,000
    Beginning food inventory $1,000
    Ending food inventory $2,200
    Beginning beverage inventory $1,500
    Ending beverage inventory $2,000
    Labor expense $5,000
    a. $11,300
    b. $13,200
    c. $14,000
    d. $13,000

Answers to sample test questions: 1. b; 2. a; 3. d; 4. a; 5. b; 6. d; 7. c; 8. a; 9. d; 10. a
CEPC® Practical Exam At-A-Glance

Description of Exam
The test site selects the date and schedules the test. Candidates are responsible for registering with ACF and contacting the host site regarding additional fees (if applicable). The Test Administrator is responsible for selecting three Certification Evaluators from a current list of evaluators posted on the website. Three Certification Evaluators are required per every six candidates; of the three evaluators, two must be unaffiliated with the exam candidate.

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.

Exam Registration and Fees
Practical exam registration is required for both test site and ACF National Office. The test site administrator may collect appropriate host site fees from candidates to cover direct expenses related to the exam. The host site fee is established at the discretion of the approved examination site. Candidates are required to register with the ACF and pay a practical exam fee of $50 if the candidate is a member and $100 if the applicant is a non-member. The host site may also require a cancellation fee at their discretion.

Candidates will receive a registration confirmation from the ACF National Office by mail or email, after payment is processed. This will confirm registration to the Test Administrator.

Prior to the exam date, the test site administrator will contact candidates about testing time and other exam details.

Practical Exam Facility Requirements
To ensure consistency throughout the certification testing program, all testing facilities will offer candidates a high-level testing venue, which includes appropriate equipment and space configurations as specified in the guidelines below.

The test site must be able to provide ample space to include refrigeration, work area, sinks, ranges, and oven space for each candidate. Sufficient access to fryers and grills must be provided, although candidates may share this equipment. A large clock must be visible in the examination area for accurate time keeping. There should be a candidate staging area for ingredient check-in by the evaluators. First aid equipment and materials should be available if needed.

At a minimum, each test site shall provide the following:
- 4-burner stove with standard oven per candidate (portable burners are not acceptable)
- 45 sq. ft. usable table/counter working space per candidate
- 4 cubic ft. of refrigeration space per candidate at a close proximity to the station
- adequate cubed ice supply
- one hot and cold hand sink per three candidates
- one hot and cold ware washing sink per four candidates
- 2 power outlets per candidate, located at their work station
- ample garbage receptacles placed at every station, and a community receptacle within the testing facility
- portion/measuring scales to be available for candidates, balance scale for pastry, measuring in ounces and pounds
- marble slab and microwave oven required for pastry candidates
- one five-quart mixer per pastry candidate
- cutting boards
- evaluator’s table should include: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, stapler, digital camera, and a copy of Le Guide de Cuilinaire
- ample supply of appropriate cleaning equipment including brooms, mops, and paper towels
- plastic wrap, foil, detergent, sanitizers, and buckets
Each station must be provided with a basic set of pots, pans, and hand tools (see list). Additional kitchen equipment is to be supplied in a common area. In the event that a test site is unable to supply all stations with a full set of station equipment, the candidate may be asked to bring along some of the items needed to complete the set. The Test Site Administrator shall notify the candidate of this requirement upon registration.

**Individual Equipment:**

- (2) 3 quart mixing bowls
- (2) small sauce pans
- (1) medium sauce pan
- (1) large sauté pan
- (1) medium sauté pan
- (2) small sauté pans
- (2) small bain marie inserts
- (1) rubber spatula
- (1) solid spoon
- (1) 2 oz. ladle
- (1) 6 oz. ladle
- (1) small whisk
- (1) wooden spoon

**The Community Kitchen:**

The community kitchen should include small appliances which can be shared by all candidates. Safety and sanitation supplies must be furnished by the test site. Candidates are expected to bring their own plastic gloves, if needed, for production or service. At a minimum, each test site shall provide the following in the community kitchen:

- Chinoise
- Proof box
- Food processors
- Balance beam scales
- Microwave
- Fryer
- Food mixers
- Measuring containers
- Grill
- Food blenders
- Portion scales

**Ingredients**

Exam candidates are required to bring all of their own ingredients; however, a test site may choose to provide common staples and optional items to the candidates. This list of common staple and optional items is to be made available to all registered candidates at the time of registration.

**What to Expect**

The practical exam can be a rewarding experience if properly prepared. ACF wants to let you know “what to expect.” We wish you much success!

**On the Day of Your Exam**

You will have up to 30 minutes to set up before your designated start time or before the pre-exam meeting time if you are starting first.

**Pre-Exam Orientation Meeting**

The 15-minute pre-exam meeting will be held before the morning exams. The meeting will include:

- Filling out paperwork
- Making final payment (paying necessary fees: host site and ACF)
- Presenting menus to evaluators
- Evaluators will be available to answer last minute questions
The Exam
The CEPC® practical exam is 4 hours, which may be taken at any ACF approved test site. A score of 75% or higher is required to pass. Practical exam scores are valid for one year.

- Wait in the designated area until your assigned set-up/start time in which you may begin cooking.
- Expect to see evaluators and apprentice evaluators walking around with clipboards and taking notes. Also expect them to be talking to each other, asking you questions, looking at your food, and looking deep in thought. This is not meant to be a distraction or an intimidation tactic, but what is involved in the evaluation process.
- Remember, you will not be alone in the kitchen while you are preparing your food for the exam. Expect up to three other participants with you in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- A kitchen’s helper’s role is to assist in keeping the kitchen clean, clearing dishes, etc. They report directly to the Test Administrator. They may, at times, be able to get something for you. Only authorized helpers will be allowed in the kitchen during the exam. If in doubt, ask. The test site may assign 1 pot washer and 1 runner per 4 test candidates or per kitchen, but is not required to offer this assistance.
- Candidate’s assistant can only assist with load and breakdown, they may not be in communication with the candidate during the exam and are not allowed in kitchen until all candidates have completed testing.
- Do not forget food safety! Remember, no bare-hand contact with ready to eat foods. This means using the proper utensils for the right job at every opportunity. Remember, the preventative measures for time/temperature abuse and cross contamination.
- You will present your food to the evaluators at your designated time. Be courteous, calm, and collected.

When You Are Finished in the Kitchen
Expect to wash your own equipment, utensils, and china when you are through with the exam. Examinees must clean up and be out of the cooking area within 30 minutes of completion. There may be another participant waiting to set-up for his or her exam.

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

Any candidate who fails the exam is welcome to take it again. There is no waiting period, but he/she must submit a new registration form and payment.

Evaluator Training
An approved Certification Evaluator has been placed in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application, and completion of required training and apprenticeships. ACF confirms that this individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers.

Practical Exam General Guidelines
1. Candidates must provide all ingredients for use during their certification practical exam as outlined in the exam components for each level. Exception would be allowed for test sites that choose to provide ingredients. (Check with Test Administrator.)
2. No advance preparation or cooking is allowed unless otherwise stated.
3. Candidates are allowed to bring in only the whole and raw materials. No finished sauces are allowed. No commercially produced bases are permitted; however, phyllo dough is permitted.
4. Candidates shall bring his/her personal tools, including knives, small wares, and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be made for test sites that choose to provide china. (Check with Test Administrator.)
5. Dry and wet garbage receptacles, as well as trim receptacles, must be maintained and presented to evaluators upon completion of the exam.
Pastry Guidelines

- Candidate's choice of decorating medium to be prepared during the test are as follows: Buttercream, frosting, whipped cream, icing, and Ganache, unless otherwise stated.
- For items involving cake, prepare cakes and tiers that are level on top with straight sides, logical height, and proportional.
- For each item, cover cakes with a decorating medium that is smooth and flawless, with no air bubbles, water spots, knife marks, sanding, patches, or crumbs.
- Prepare colored decorating medium that are of consistent shading, using color that is balance, harmonized, and appropriate to the theme or decorative motif.
- Apply borders, writing, central decorations, and trims that are uniform, smooth, precise, and neat; free of air bubbles or small drying cracks.
- Apply flowers and leaves that have definite shaped petals with proper form, correct number of petals, coloring, and details as close to nature as possible.
- For each item, create a decorative design that is balanced, proportioned, appropriate to techniques or theme, no over-decorated, and structurally stable.
- Decorations for cakes cannot be brought in and should be created from the raw materials available.
- Ingredients for recipes can be pre-scaled and measured; however, no pre-mixing is allowed.
- No finished sauces are allowed.
- Piping technique may be writing.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A typed menu describing each dish to be prepared must be provided to the evaluators.
- All items presented will be evaluated based on cooking methodology, taste, presentation, degree of doneness, and measured to the acceptable industry standards.
- Execution of cooking fundamentals and kitchen management will generate the primary factors for evaluation; see the score sheets for a clear understanding of what will be evaluated.

Study Tips and Helpful Hints

- Read this CEPC® Practical Exam At-A-Glance section carefully.
- Develop a plan and timeline, and then follow it closely.
- Study applicable written material for:
  - Processes mandated
  - Processes you decide to do
- Practice numerous times.
- See guidelines for items that you can and cannot bring
- Remember, you are in control of selecting your ingredients, so make sure they meet your needs and the needs of the exam.
- The basic equipment will be provided as described in the ACF Practical Exam Administration Guide; however, if you have been practicing with your own pots and pans, small wares, etc., then bring those with you and use them. This way you know the nuances already and do not have to deal with any last minute surprises.
- Bring your own china. *(Check with Test Administrator.)*
- Sanitation skills will be monitored at all times for compliance with standard rules and that sanitation infractions could lead to a failing exam.
- All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs, and have a clean apron and side towels.
- Ask questions prior to the exam, be prepared! When in doubt, ask. Contact ACF National Office Certification Department at 800-624-9458 or check out www.acfchefs.org and contact a Certification Evaluator or Certification Evaluator Trainer in your region, who will tell you to practice.
Assessment Criteria

The assessment for certification practical testing is divided into four general areas: Safety and Sanitation Skills; Organization; Craftsmanship
Skills; and Finished Product Skills.

The candidate's skills are evaluated during the examination period through frequent monitoring by the evaluators. Notes are made during the examination as references to the evaluation. The practical examination is scored overall as pass or fail. Points are calculated in various areas and a total numerical score is calculated. A total average score of 75% (75 points) or better is considered passing.

Domain 1: Safety and Sanitation Skills (Pass/Fail) 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.

Scoring: Safety and sanitation skills are assessed as acceptable or unacceptable. An unacceptable score in this area by two or more evaluators is considered an overall failure, regardless of the total points achieved by candidate. Evaluators are allowed to disqualify any candidate for infractions of these guidelines. Cleanliness of the equipment, both during and after the test, will be the responsibility of the candidate.

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

a. Safety and Sanitation Skills: The prevention of time/temperature abuse and cross contamination are the two most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner has seen a possible infraction of either of these two areas, the candidate may be questioned as to their knowledge of these concepts. Infraction(s) of either time/temperature abuse or cross contamination could cause the candidate to fail the exam.

The cutting boards must be scrupulously sanitary. Knives must be sharp. The toolbox/knife bag must be clean and sanitary inside. Sanitizing solution must be correctly titrated, and used properly to sanitize hands and equipment in-between uses. Candidates must be using towels correctly and not wiping debris off a table and then wiping a knife or a plate with the same towel. Candidates must not be using their aprons as hand wipes. Products must be stored at the correct temperature. Gloves must be used when the last contact with food is occurring, for example, plating up. Scores and cuts must be properly treated and covered. Areas must be kept sanitized, particularly during fish to meat to vegetable or dairy transitions. Frequent hand washing and sanitizing must take place.

Domain 2: Organization Skills (20%) will be measured using industry standards for the following:

- Organization and work flow
- Assessing formulations
- Selecting of ingredients and equipment
- Management of ingredients and product inventories

Scoring: Organizational skills are assessed based on mise en place, recipe formation, utilization of ingredients/equipment, and use of allotted time, for a possible total of 20 points.

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

a. Organization: Table is kept clear of nonessentials, such as equipment not needed for the task at hand. Candidate is working systematically on one job at a time, using correct cutting motions and the correct knife for the job, organizing products properly in a refrigerator, rack, cart, knife or other equipment storage. Candidate understands how the usable waste is stored properly. Floor spills are quickly handled. The candidate is not using the dish area as a storage dump. The candidate has an organized withdrawal from the kitchen, leaving it as clean as it was found.

b. Work Flow: The candidate practices smooth transitions from one job to another. The candidate has a logical progression of jobs. The candidate maintains proper timing of the menu items.

c. Proper Utilization of all Ingredients is evaluated on the candidate's efficient use of products. All food and non-food refuse will be kept at the station with the candidate until the completion of the test. Two separate containers are to be maintained: one for food refuse and the other for non-food refuse. The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by the elevator. Upon the completion of the exam, the evaluator shall review the food refuse container to determine efficiency of the candidate's work. Points may be deducted from the candidate's score if serious infractions concerning product usage are witnessed. In the case of cooked byproduct, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.

d. Timing of service and follow-up is evaluated on the requisite time given to the candidate for the level of examination attempting. The candidate will be notified of his/her presentation time "window" upon the start of his/her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted.

Exceeding a reasonable allotted time can result in loss of points and may or may not result in a failing grade.
Domain 3: Craftsmanship Skills (40%) will be measured using industry standards for the following:

- Use of production guidelines
- Execution of mixing, baking, and cooking methods
- Handling and storage of ingredients
- Production of baked products, pastry products, and desserts
- Production of decorative elements and other garnishes

a. Creativity, skills, and craftsmanship are evaluated based on a candidate’s ability to properly execute classical knife cuts and proper cooking techniques while utilizing the correct method of preparation for any given item.

b. The candidate should use the proper technique as stated in the test criteria. The candidate uses correct method of preparation for any given item.

Scoring: Craftsmanship skills are assessed by execution of proper techniques, skills, and fundamentals through creativity, skills, and craftsmanship, for a possible total of 40 points.

Domain 4: Finished Product Skills (40%) will be measured using industry standards for the following:

- Overall Presentation, including design
- Assembly and decoration of cakes and desserts
- Selection of service ware, finishing, and garnishing elements
- Flavor, Texture, Color, and Doneness

Scoring: Finished product skills are assessed by flavor, texture, presentation, ingredient compatibility, and decorating methods, for possible total of 40 points.

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

**Serving Methods and Presentation**: Presentation is evaluated on correct temperatures of the items served, including the dishware, visible garnishes, arrangement of items, and overall esthetic appeal of the presented items. The use of white china is strongly suggested.

**Flavor, Taste, Texture, and Doneness**: Flavor and texture is evaluated on the proper use of flavors in every menu item and/or component. The flavors are typically associated with the specific food ingredients in the menu and recipes are thoughtful; and the techniques have been applied correctly.
CEPC® Practical Exam Specifications

The practical exam is based on domains and skills determined during a job analysis with a group of ACF subject matter experts.

Domain 1: Safety and Sanitation Skills
Sanitation skills are observed and evaluated in the course of the performance of the skills performed in Domains 2, 3 and 4. Failure to meet the sanitation skills standard shall result in a failure despite the degree of Organizational, Craftsmanship and Finished Product skills demonstrated.

Skills:
- Working and managing a sanitary environment
- Food handling that avoids time/temperature violations and cross-contamination

Domain 2: Organizational Skills 20%

| Skill 1: Mise en place |
| Skill 2: Food storage |
| Skill 3: Work flow |
| Skill 4: Use of time |
| Skill 5: Use and selection of ingredients |
| Skill 6: Use and selection of equipment |
| Skill 7: Assessing formulations and recipes |
| Skill 8: Weighing and measuring |
| Skill 9: Product inventories |

Domain 3: Craftsmanship Skills 40%

| Skill 10: Executing fundamental cooking procedures and methodologies |
| Skill 11: Butchering |
| Skill 12: Knife handling |
| Skill 13: Deconstructing groceries |
| Skill 14: Use of heat and cold |
| Skill 15: Emulsification |
| Skill 16: Preparing sauces |

Domain 4: Finished Product Skills 40%

| Skill 17: Developing flavor profiles |
| Skill 18: Constructing profiles |
| Skill 19: Determining doneness |
| Skill 20: Achieving desired textures |
| Skill 21: Achieving desired colors |
| Skill 22: Maintaining food integrity |
| Skill 23: Achieving nutritional balance |
| Skill 24: Serving food at the desired temperature |
| Skill 25: Presenting food esthetically |
| Skill 26: Presenting food colorfully |
| Skill 27: Choosing vessels |
| Skill 28: Food placement |
Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam. Ingredients should be pre-scaled or measured, but not combined in any manner.
- No pre-mixing is allowed. Pre-baked cake may be brought in already cooked; however, fillings, icing, and decorations and/or decorating mediums such as butter cream, frosting, icing whipped cream, Ganache, etc. must be made during the allotted time.
- Do not bring in finished sauces. All sauces must be completely prepared on site.
- Immersion circulators are allowed during the exam; however, they do not count as a cooking method and are considered personal equipment.
- Sanitation skills will be monitored at all times for compliance with standard rules.
- Sanitation infractions could lead to a failing grade.
- Professional Uniform: All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs, and have clean apron and side towels.
- Candidates should present a typed menu to the examiners prior to the start of the exam.
- Candidates must bring plates and/or platters unless the test site has agreed to provide them.

Exam Time: 4 hours

During the time allotted for the exam, candidates must prepare the following list of items, finish each item according to industry standards, and present final products to the evaluators. All items should be displayed in a buffet setting at the completion of allotted time.

- Decorated Cake – Prepare and decorate two cakes demonstrating the following:
  a. Cake enrobed with chocolate Ganache and decorated 12 ganache rosettes
     - Present on a suitable plating vessel, cut and plate one portion.
  b. A celebration themed cake utilizing Italian buttercream
     - Torta a single cake into three layers
     - Present on a suitable plating vessel, cut and plate one portion.
- Cold Plated Dessert – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture, and visual appeal). Present four portions finished on suitable platter.
- Warm Dessert – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture, and visual appeal). Present four portions finished on suitable platter.
- Yeast Leavened Rolls – Prepare two dozen of the same type of bread/rolls utilizing three types of make-up (8 of each) and present on a suitable vessel for buffet service.

Exam Results:

At the conclusion of a practical exam, candidates will receive both a verbal and written critique of their performance in each of the exam content areas. The lead evaluator for the exam will facilitate the review and will make written comments on the Practical Exam Candidate Written Critique Form. This will be provided to all candidates, both passing and failing. This will allow the candidates to review areas for development in the event they choose to retest. Candidates who do not pass the practical exam are allowed to retest per the retesting policy.

In addition to the Practical Exam Candidate Written Critique Form, which all candidates receive, those candidates who pass will receive an ACF Practical Exam Passing Form, which they will include with their final application form and written exam passing form to the ACF National Office.
Certified Executive Pastry Chef® CANDIDATE HANDBOOK

Practical Exam

ACF CEC® Practical Exam Evaluation Review

Candidate Name: ____________________________
Location: ____________________________

Domain I - Safety and Sanitation

Domain II - Organizational Skills

Domain III - Craftsmanship Skills

Domain IV - Finished Product Skills

Evaluation forms should support the candidate test results (outcome).
This review is to be given to the candidate at the conclusion of the Practical Exam.

Practical Exam Candidate Written Critique Form

Click here


Practical Exam CEPC® Score Sheet

Click here to download

www.acfchefs.org/download/documents/certify/certification/CEPC_score_sheet.xls
This report represents official documentation of your examination score. You may use this report for future employment or to re-examine. Your score is recorded and maintained by the ACF. If you have any questions about ACF certification, please contact the ACF National Office at 1-800-624-9458.

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Example Score Report – PSI Written Exam

Practical Exam Passing Form

American Culinary Federation Education Foundation
ACP-Approved
Continuing Education Hours (CEHs) Activities

Professional Development Activities

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Approved CEH

Click here

Recertification Application

Click here
Appendices

Recertification After Expiration Policy
Click here

CEH Submittal Form
Click here