Certified Pastry Culinarian®
CANDIDATE HANDBOOK
# Certified Pastry Culinarian® CANDIDATE HANDBOOK

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Certification Overview and General Policies

Why become an ACF Certified Pastry Culinarian® (CPC®)?
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 Pastry Culinarian® 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 Pastry Culinarian (CPC®) certification is designed to identify quality 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 pastry culinarian level.

CPC® Purpose
ACF awards the title of Certified Pastry Culinarian and its acronym (CPC®) 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 CPC® 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 888-817-5344.

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 two years of work experience as an entry level culinarian. Candidates with a Culinary Arts certificate or diploma should show a minimum of one year of experience as an entry level culinarian. Candidates with an Associate’s Degree in Culinary Arts or who have completed an ACFEF Apprenticeship program are exempt from the work experience requirement. Work experience is limited to 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. A candidate may apply with a High School Diploma or GED. If a candidate does not have a High School diploma or GED, they are required to show at least 100 hours of continuing education. A candidate with a Certificate, Diploma or Associate’s Degree in Culinary Arts does not need any additional CEH to meet the educational requirement. Graduates of an ACFEF Apprenticeship program also do not need any additional 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 three 30 hour courses in each of the following: Nutrition, Food Safety and Sanitation and Supervisory 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 with the 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 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, K-1, or Form 1120-S 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@acfc chefs.net

Estimated Cost of Certification

<table>
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<tr>
<th>Examination Fees</th>
<th>Application Fee</th>
<th>Written Exam Fee</th>
<th>Practical Exam Fee</th>
<th>Final Fee</th>
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<td><strong>Member Estimated Costs</strong></td>
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<td>$50</td>
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<td>$175</td>
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<tr>
<td><strong>Non-Member Estimated Costs</strong></td>
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<td>$75</td>
<td>$100</td>
<td>$35</td>
<td>$310</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 CPC® Certification: the written exam evaluates culinary knowledge and the practical exam assesses skill proficiency.

Purpose of Exams
The purpose of the CPC® 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 CPC®.

Written Exam Parameters
Candidates have 60 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 70 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 CPC® practical exam is 3 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 CPC® 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 CPC® 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 CPC® 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. CPC® certifications are valid for one year.

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! 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 888-817-5344, 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.

Graduates from ACFEF Accredited Programs
Students who have graduated from an ACFEF Accredited Program qualify for ACF Certification. Graduates from ACFEF Accredited Associate’s Degree or Bachelor’s Degree programs must submit the application and documentation within one year of graduation from the program to be exempt from the written and practical exams. If an applicant’s graduation date is more than one year old, the applicant must complete certification through the traditional certification pathway, including fees and exams.

Documentation includes:

• ACFEF Accredited Program Graduate Certification Application
• Final transcript verifying applicant’s name, school, graduation date and program of study (i.e. Associate’s in Culinary Arts)
• Documentation that applicant was an ACF member at the time of graduation, current ACF membership or $85 non-member fee.

Graduates from ACFEF Certificate/Diploma programs must submit the application and documentation within two years of graduation from the program to be exempt from the written and practical exams. If an applicant’s graduation date is more than one year old, the applicant must complete certification through the traditional certification pathway, including fees and exams.

Documentation includes:
• ACFEF Accredited Program Graduate Certification Application

• Final transcript verifying the applicant’s name, school, graduation date and program of study (i.e. Diploma in Culinary Arts)

• Documentation that applicant was an ACF member at the time of graduation, current ACF membership or $85 non-member fee.

• Documentation of one year of entry-level culinary work experience. 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 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, K-1 or Form 1120-S tax documentation for each year.

The Recertification Process

The purpose of the CPC® 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 annually for the CPC®. To maintain ACF certification, CPC® applicants are required to earn a minimum of 15 continuing education hours (CEH) annually. The requirement of 15 CEH annually was determined so that certificants would remain 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 that Recertification applicants maintain a folder or copies of 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

Food Safety and Sanitation must be current (completed no more than five years ago) for every recertification. An 8 hour refresher, state issued sanitation card or ServSafe can be used to fulfill the requirement.

Nutrition and Supervisory Management refreshers (8 hour minimum) are only submitted one time for recertification once original 30 hour courses are more than five years old.

Step 2: Determine Remainder of CEH Needed

If a candidate holds multiple certifications, their CEH requirement is 15 CEH for the first, or primary, certification, 5 CEH for the second certification. Example: Chef Jones currently holds a CC® and a CPC®. When she is ready for recertification, she will need to complete 15 for her first designation, CPC®, then 5 for her second designation.)

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. Applicants will be notified by email when the application is received and approved. 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. CPC® Certifications are valid for one year.

ACF would like to share your certification accomplishment in ACF communications and industry publications. If the candidate prefers that his 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 website. 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.
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 12 months in the past or less. If certification expiration date is past 12 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).

CPC® 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.

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, Saturday and Sunday 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.
- 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, including 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 exam 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.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
<th>Duration of Exam</th>
<th>Number of Questions</th>
<th>Passing Score</th>
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<tbody>
<tr>
<td>Certified Pastry Culinarian®</td>
<td>Multiple Choice</td>
<td>60 minutes</td>
<td>100</td>
<td>70</td>
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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 CPC® Final Application. The passing score is 70.

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.

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.
Certified Pastry Culinarian\textsuperscript{®} (CPC\textsuperscript{®})

Written Exam Question Make-up

- 60% Basic Baking
- 10% Sanitation
- 10% Nutrition
- 10% Supervisory Management
- 10% Basic Cooking

Topics Include:

1. Culinary Terminology
2. Kitchen Equipment
3. Kitchen Utensils & Tools
4. Bakery Ingredients
5. Yeast Products and Quick Breads
6. Pies and Pastries
7. Cakes and Cookies
8. Custards and Other Desserts
9. Milk and Milk Products
10. Food Safety & Sanitation
11. Nutrition
12. Supervisory Management
13. Problem Solving, Time Management, and Decision Making
Recommended Reference Materials

Culinary Fundamentals
Author: American Culinary Federation
Publisher: Pearson-Prentice Hall
Pub. Date 2006

Baking Fundamentals
Author: American Culinary Federation, Masi, N.; Carolors B.R.
Publisher: Pearson-Prentice Hall
Pub. Date 2007

Supervision in the Hospitality Industry:
Applied Human Resources, 5th Edition
Author: Miller, J.; Walker, J; Drummond, K.
Publisher: John Wiley & Sons, Inc.
Pub. Date 2002

Nutrition for Foodservice and Culinary Professionals, 6th Edition
Author: Drummond, B.
Publisher: John Wiley & Sons, Inc.
Pub. Date 2004

Food Safety Fundamentals: Essentials of Food Safety & Sanitation
Author: McSwane, R.; Linton, W.
Publisher: Pearson-Prentice Hall
Pub. Date 2002

Author: Frigberg, B.
Publisher: John Wiley & Sons
Pub. Date 2002
CPC® Practical Exam At-A-Glance

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 decoration 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 calculators 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 Uniforms: 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: 3 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.

The Candidate should exhibit the following:

- **Genoise** - Prepare and bake one 8" Genoise cake. Do not fill, ice or finish the cake. Score will be based on the quality of the Genoise itself. Present on suitable platter, cut and plate a portion for tasting.
- **Cookies** - Prepare and bake the following:
  - 1 dozen chocolate chip cookies utilizing the drop method.
  - Display on suitable platter for tasting.
  - 1 dozen butter cookies utilizing the piped method
  - Display on suitable platter for tasting.
- **Bavarian Cream** - Prepare four portions of molded Bavarian cream and invert on a suitable platter for evaluation based on texture, flavor and consistency (no garnished or sauces are required).

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

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

On the Day of Your Exam
Anyone taking the exam will have up to 30 minutes to set up before the designated start time or before the pre-exam meeting time, if scheduled to begin 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 CPC® practical exam is 3 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, no applicant will be alone in the kitchen while preparing 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 candidates. Only authorized helpers will be allowed in the kitchen during the exam. 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 finished 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 passed 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 their 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 CPC® 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 888-817-5344 or check out www.acfchefs.org and contact a Certification Evaluator or Certification Evaluator Trainer in your region.

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 evaluator. 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.
## Appendices

### ACFEFE Apprenticeship Program Graduate Certification Application

Congratulations, you have graduated from an ACFEFE Apprenticeship Program!

As a graduate you are eligible to ACF Membership. Please complete all information and other steps below to establish your certification and print all pages included. This page is to be entered into the ACF website under the Certification tab.

**Personal Information**

- Full Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- Email:

**Program Information**

- Program Name: ACFEFE Apprenticeship Program
- Program Start Date: [Start Date]
- Program Duration: [Duration]

**Mandatory Requirements**

1. **Education:**
   - High School Diploma/GED
   - Associate’s Degree in Culinary Arts
   - Bachelor’s Degree in Culinary Arts
   - Master’s Degree in Culinary Arts
   - Doctorate Degree in Culinary Arts

2. **Certification:**
   - Certified Personal Certified Chef (CPC®)
   - Certified Executive Chef (CEC®)
   - Certified Pastry Culinarian (CPC®)
   - Certified Chef de Cuisine (CCC®)

3. **Apprenticeship Program:**
   - ACFEFE Accredited Apprenticeship Program

**Work Experience:**

- Total years of experience in the culinary arts
- Years employed in the past 10 years

**Proposed Certification:**

- Certified Pastry Culinarian (CPC®)
- Certified Executive Chef (CEC®)
- Certified Personal Certified Chef (CPC®)
- Certified Chef de Cuisine (CCC®)

**Employment Verification:**

- Company Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- Email:

**Signature:**

[Sign here]

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### Employment Documentation Form

This certification program is based on the following requirements:

1. **Education:**
   - High School Diploma
   - Associate’s Degree in Culinary Arts
   - Bachelor’s Degree in Culinary Arts
   - Master’s Degree in Culinary Arts

2. **Certification:**
   - Certified Personal Certified Chef (CPC®)
   - Certified Executive Chef (CEC®)
   - Certified Pastry Culinarian (CPC®)
   - Certified Chef de Cuisine (CCC®)

3. **Apprenticeship Program:**
   - ACFEFE Accredited Apprenticeship Program

**Personal Information**

- Full Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- Email:

**Program Information**

- Program Name: ACFEFE Apprenticeship Program
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   - ACFEFE Accredited Apprenticeship Program

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- Certified Executive Chef (CEC®)
- Certified Personal Certified Chef (CPC®)
- Certified Chef de Cuisine (CCC®)

**Employment Verification:**

- Company Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- Email:

**Signature:**

[Sign here]

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### Initial Application

**Click here**


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### Practical Exam Candidate Registration Form

**Click here**

Certified Pastry Culinarian® CANDIDATE HANDBOOK

Appendices

Final Application
Click here

Example Score Report – Comira Written Exam

Practical Exam Passing Form

Click here

Practical Exam Passing Form

Approved CEH
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Appendices

Certified Pastry Culinarian® CANDIDATE HANDBOOK

Recertification Application
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Recertification After Expiration Policy
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CEH Submittal Form
Click here