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

Why become an ACF Certified Working Pastry Chef® (CWPC®)?
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 Working Pastry Chef® has reached a benchmark of skills and culinary experience with high standards for food preparation. It also shows a 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 Working Pastry Chef® (CWPC®) certification is designed to identify quality pastry 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 pastry chef level.

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

For any questions or concerns about certification, please contact the Certification Department at the ACF National at 1-888-817-5344.

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 five years entry level pastry experience. Candidates with a Culinary Arts/Baking Pastry Program Certificate from an ACFEF accredited program must show a minimum of four years of entry level pastry experience. Candidates with an Associate’s Degree in Culinary Arts/Baking Pastry should show three years of entry level pastry experience. Graduates of an ACFEF Apprenticeship program should document 4000 hours of on-the-job training. All candidates must have two years of experience supervising a shift or food station. A candidate’s work history must be completed within 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 can have 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 150 hours of continuing education. A candidate with an Associate’s Degree in Culinary Arts/Baking Pastry, Culinary Arts/Baking Pastry Program certificate from an ACFEF accredited program or graduates of an ACFEF Apprenticeship program do not need any additional CEH to meet the educational requirement. 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 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 the candidate’s 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@acfchefs.net

Estimated Cost of Certification

Pre-Approval and Final Application Fee
Candidates interested in obtaining their CWPC® certification will pay a $50 non-refundable initial application fee for ACF members or a $100 non-refundable initial application fee for non-members.

Exam 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>
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<tr>
<th>Application Fee</th>
<th>Written Exam Fee</th>
<th>Practical Exam Fee</th>
<th>Final Fee</th>
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<td>$50 Member</td>
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<td>$70</td>
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<td>$100 Non-Member</td>
<td>$75</td>
<td>$100</td>
<td>$170</td>
<td>$445</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 the candidate is notified that their pre-approval application is approved, the candidate is 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 Exams**
There are two exams required for the CWPC® Certification: the written exam evaluates culinary knowledge and the practical exam assesses skill proficiency.

**Purpose of Exams**
The purpose of the CWPC® certification exams 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 CWPC®.

**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 1-800-211-2754 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:**
- 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 CWPC® 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. The candidate 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 contact the ACF National Office to schedule a 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 CWPC® 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 exam 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 exams 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 the confidentiality policy, only a certificant's current status as a CWPC® 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 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 CWPC® 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). Candidates will be notified by email that the application is received. Once certification is approved, a certification letter and certificate will be mailed. CWPC® certifications are valid for five years.

ACF would like to share certification accomplishments in ACF communications. If the candidate would like to share their accomplishment, they should utilize the Brand You! Toolkit available on the ACF website. If the applicant prefers that his information not be shared publicly, please be sure to check box on final application to opt out.

For more information, call us at 1-888-817-5344 or e-mail us at certinfo@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 conducts 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 CWPC® 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 ACF certification, CWPC® applicants 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.

Continuing Education Hours (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 personal 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 the 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 CWPC®, CCE®, CSCE®. When she is ready for recertification, she will need to complete 80 for her first designation, CWPC®, then 40 for her second designation, CCE®, and 20 CEH for her third, CSCE®, which will total 140 CEH.)

Step 3: Complete Recertification Application

Provide the necessary documentation of 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. Payment can either be by credit card information on the application or with a check or money order made payable to the American Culinary Federation. Applicants will be notified by email that the application is received.

Step 4: Recertification Notification

The ACF Certification Department will review the recertification application and CEH documentation, and will notify the applicant of approval (please allow 2-3 weeks for processing). Certified members can print recertification certificates through the member profile page. If you would like your certificate printed and mailed, please check the box on the recertification application. CWPC® Certifications are valid for five years.

ACF would like to share certification accomplishments in ACF communications and industry publications. If the candidate prefers that 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.

Certification Expiration

If a certificant allows their certification to expire, 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 Expiry 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 the 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).

**Upgrade Certification Level**
Candidates have the opportunity to upgrade to the next certification level as they progress in the industry, upon meeting the minimum requirements of work and educational experience.

**CWPC® 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 60 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 1-800-211-2754, Monday through Friday, 7:30 am – 10 pm Eastern Time, Saturday and Sunday 9 am – 5:30 pm 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.
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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
Upon arrival 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 form of photo ID with signature. Acceptable forms 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>
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<td>Multiple Choice</td>
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</tbody>
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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 an official score report. A copy of the candidate’s passing exam results will be submitted with the ACF CWPC® 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 receives 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
Candidate scores have been determined by a scale of 100 possible points. To pass the CWPC® Written Exam, a minimum score of 70 points is required.

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 a good indication of readiness to take those exams.

Certified Working Pastry Chef® (CWPC®)

Written Exam Question Make-up:
40% Basic Baking
20% Advanced Baking 10% Basic Cooking
10% Sanitation
10% Nutrition
10% Supervision

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. Nutrition
11. Food Safety and Sanitation
12. Food Costing and Inventory
13. Supervisory Management
14. Problem Solving, Time Management, and Decision Making
15. Communications and Leadership
16. Discipline, Motivation, and Morale
17. Cooking Methodology
18. Basic Knife Cuts & Skills

Recommended Reference Materials

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

*Baking Fundamentals*
Author: American Culinary Federation, Masi N., Carolos, 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
CWPC® 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 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.

The candidate shall prepare and present the following:
• Choux Pastry – Prepare three variations of Choux pastry products, no filling required (present 4 portions of each variation on a suitable platter):
  - Eclair
  - Swan
  - Paris-brest
• Strawberry Fruit Flan – Prepare Pate Sucree’ and produce an 8” round fruit flan (dough and filled with pastry cream). Pastry cream must be made and prepared during the exam time. Present on a suitable platter and finish with apricot glaze.
• Decorated Cake – Prepare and decorate one 8” cake of candidate’s choice demonstrating skills through application of medium and the utilization of the proper tools. Cake should be cut into third, macerated and decorated with medium using a minimum of two piping techniques. Present on suitable platter, plate a cut portion to present.
• Chemical Leavened Product – Present 12 portions of Banana Nut Quickbread arranged for buffet service on a suitable platter.

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.

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 exam 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 exam 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 the 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 CWPC® 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 assigned set-up/start time to 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 questions, looking at each candidate’s 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 in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- A kitchen helper 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. 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.
  - A 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 Finished in the Kitchen
Expect to wash your own equipment, utensils and china when you are finish 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 completes 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 is 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 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 CWPC® 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 several 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 the 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.
- If you have questions prior to the exam, contact the ACF Certification Department at 1-888-817-5344 or visit 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 exam period through frequent monitoring by the evaluators. Notes are made during the exam as references to the evaluation. The practical exam 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:

**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 saw 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 exam 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. **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

Initial Pre-approval Application
Click here

Employment Documentation Form
Click here

Practical Exam Registration Form
Click here

Final (Step 2) Application
Click here
Appendices

Certified Working Pastry Chef® CANDIDATE HANDBOOK

Recertification After Expiration Policy

Click here


CEH Submittal Form

Click here


American Culinary Federation
Continuing Education Hour (CEH) Submission Form

As an ACF certified member, you can monitor your continuing education hours (CEHs) for recertification on your ACF Member Profile Page. Log in at www.acfchefs.org.

CEHs can be scanned, faxed, or mailed to ACF Certification Department. Electronic submissions are preferred. Please include one (1) CEH Submission Form for each activity/document to insure proper recording. Upon approval, these CEHs will be added to your member profile. Please allow 3-4 weeks for processing.

CEH Activity Information

First Name: ____________________________
MI: ____________________________
Last Name: ____________________________
ACF #: ____________________________
Number of CEHs requested: ____________________________
Date of CEH Activity: ____________________________
type of Activity (please select one)
- Refresher Course - minimum of 8 CEHs for Nutrition, Sanitation (i.e., ServSafe certificate), or Supervision
- Chapter Meeting Education
- Employer In-Service Training
- Seminar/Conference
- Presentation/Demonstration (other than place of employment)
- Online Education
- NCR Quiz
- Other: ____________________________

Description of CEH Activity: ____________________________

Please Note
- We are unable to award CEHs for volunteered time.
- Transcripts should be submitted at time of Recertification (these cannot be uploaded).
- If submitting CEH documents with your Recertification application, a CEH Submittal Form is not required.
- Forms are not required for the following CEHs as ACF uploads this information directly:
  - ACF Competitions (Participation, Medaling, Coaching, Judging)
  - Practical Exam Evaluators & Administrators
  - ACF National & Chapter Officers members terms
  - Accreditation Site Visits
  - Attendance at ACF Regional Conferences or National Convention

American Culinary Federation
Recertification After Expiration Policy

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