



# ACF Sponsor Site Guidelines for Certification Written Exams

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

With special arrangements with PSI, the ACF's computer based testing company, ACF can establish "ACF Sponsor Sites" to administer all certification written exams.

## Testing Center Requirements

### 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

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## 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

## Process

Return the ACF Sponsor Site for Written Exam application and the PSI Testing Agreement to the ACF National Office. You will be notified upon approval and your information will be sent to PSI.

## Proctor Training

After ACF approval, PSI will contact you to arrange PSI's standard introductory training.

## Accounting

The current fee for ACF Written Certification Written Exams is \$75.00 for all candidates. Candidates must pay by credit card at time of registration with PSI.

## Revenue Sharing

As an ACF Sponsor Site you will receive a monthly revenue share of \$10 per ACF Certification Exam from the ACF. This is intended to assist in defraying overhead costs for the testing center. Becoming an ACF Sponsor Site should be considered as providing a service to the industry and not as a revenue source. You must complete an ACF Authorization for Direct Deposit to participate in the revenue sharing program. All shares will be handled via direct deposit; no hard copy checks will be mailed.

Please refer any questions regarding the ACF Sponsor Site Program to the Certification Department at [certinfo@acfchefs.net](mailto:certinfo@acfchefs.net) or 800-624-9458 x505.



# Written Exam Sponsor Site Application

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Once completed either email to [certify@acfchefs.net](mailto:certify@acfchefs.net), mail or fax this form and the PSI Test Center Agreement to the address or fax number above.

## Test Site Information

Test Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Test Site Contact Name: \_\_\_\_\_ ACF #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Initial each item confirming your site meets the requirements.

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## Certification Agreement

By signing I attest that the test site location listed above meets all the stated requirements and that I will contact ACF if elements change which will no longer meet the physical requirements. I agree to follow all procedures as outlined in the PSI Testing Center Agreement and to treat all testing information confidential. I agree to abide by the ACF Certification Code of Ethics and understand any breach will result in remedies as outlined in the Code of Ethics.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_