

Practical Exam Test Administrator

HANDBOOK



American Culinary Federation
The Standard of Excellence for Chefs

Table of Contents

Overview	4
Why Practical Testing?	4
ACF Policies	4-5
ACF Certification Code of Professional Ethics	4
Confidentiality Policy	4
Non-Discrimination Policy	4
ADA Accommodations	5
Allergies	5
Legal Opinion related to ADA Policy	5
Practical Exam Test Site Requirements	5-12
Becoming a Test Site	5
Facility Requirements	6
Station Requirements	6
The Community Kitchen	7
Ingredients	7
Test Site Administrator Responsibilities	7-9
Paperwork	7
Registration/Fees	7
Evaluator Liaison	8
Approved Mentor Liaison	8
Candidate Liaison	9
Scoring Assistant Liaison	9
Certification Evaluator Responsibilities	9-10
Pre-Exam Responsibilities	9
Exam Day Responsibilities	10
Evaluator in Charge Responsibilities	10
Approved Mentor Responsibilities	10
Certification Trainer Responsibilities	11
Exam Scheduling & Registration	11-12
Selection of Test Dates and Promotion	11
Exam Registration	11
Host Site Fee	12
Cancellation Policy	12
Checklists – Orientation, During Exam, Post-Exam	12
Candidate Preparation	12-13
Guidelines for All Savory Levels	12
Guidelines for All Pastry Levels	13
Exam Day Procedures	13-16
Dress Code	13
Pre-exam Candidate Orientation	13
Setup Time	14
Exam Time	14
Evaluation and Critique	14

Post-Exam Procedures	14
Tips for Completing the Score Sheets	15
Incident Reports	15
Reporting Evaluator Behavior Issues	15
Test Security	16
Calibration/Recalibration Visits	16
Appendices	17-21
Practical Exam Site Application	17
Request to Schedule a Practical Exam	17
Conflict of Interest & Confidentiality Agreement	17
Practical Exam Incident Report	17
Certification Apprentice Evaluator Sign-in Sheet & Critique	18
Exam Summary Score Sheet	18
Sample Pass Sheet	18
Practical Exam Candidate Registration Form	18
Waiver of Liability & Hold Harmless Agreement	19
ACF Practical Exam Candidate Written Critique Form	19
Evaluator Guide for CCC Costing	19
Certified Culinarian Score Sheet	19
Certified Sous Chef Score Sheet	20
Certified Chef de Cuisine Score Sheet	20
Certified Executive Chef Score Sheet	20
Certified Pastry Culinarian Score Sheet	20
Certified Working Pastry Chef Score Sheet	21
Certified Working Pastry Chef Score Sheet	21
Personal Certified Chef Score Sheet	21
Personal Certified Executive Chef Score Sheet	21

Overview

The purpose of this handbook is to ensure that there is a nationwide standard for the registration, administration and evaluation of culinary skill proficiency testing required of all levels in the American Culinary Federation (ACF) Certification Program.

It is important that stewards of ACF certification maintain the integrity of the exam process by fully complying with the approved guidelines and requirements outlined in this handbook. The approved guidelines and requirements are set forth by the Practical Exam Operations Subcommittee, approved by the Certification Commission on behalf of the American Culinary Federation.

With guidance from the Certification Commission, Certification and the proper functioning of the practical exams are in the capable hands of the Test Site Administrators and the Certification Evaluators around the country. Due to the dedication and tireless efforts of volunteers this program is successful and relevant to today's culinarians. Together the ACF and its volunteers will continue to work to move certification forward to meet the needs of future culinarians.

In order to facilitate the many cooks and chefs who apply to the ACF for professional recognition through its certification program, testing sites and centers are located throughout the country. ACF standards ensure that the testing sites, test site administrators and test evaluators follow proper protocol and procedures when planning and conducting an ACF practical exam. Ultimately this ensures that the measurements used to validate a candidate's proficiency are consistent, regardless of the time or place the exams are administered.

Please direct all questions regarding this handbook or ACF practical exams to the Certification Department at the ACF National Office, 180 Center Place Way, St. Augustine, Florida 32095 or call **888-817-5344**.

Why Practical Testing?

Practical testing at each certification level adds value to the certification process and validates a candidate's skills, proficiency, professional competencies and knowledge. It is essential that the ACF, as a certification body, verify all professional chef credentials including experience, cognitive knowledge and practical culinary skills. The mandated competencies are commensurate with the expected level of skill for each level.

Practical exams include four domains with weightings:

- Sanitation Skills (Acceptable or Unacceptable)
- Organizational Skills (20%)
- Craftsmanship Skills (40%)
- Finished Product Skills (40%)

ACF Policies

ACF Certification Code of Professional Ethics

The ACF Certification Code of Professional 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 the ACF Certification Code of Professional Ethics. Any action that violates the purpose and principles outlined by this Code shall be considered unethical.

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

Confidentiality Policy

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 or 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.

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. Each candidate is treated with dignity and respect.

ADA Accommodations

Candidates with a disability, as defined by the Americans with Disabilities Act, may petition the ACF in writing for reasonable accommodations. The candidate should submit the Request for Special Accommodations form along with documentation of related disability or need at least 45 days prior to the requested exam date.

The ACF in conjunction with the Test Site Administrator will consider all requests and attempt to accommodate reasonable requests for accommodation as it relates to the practical exam.

Allergies

The request for accommodation form may be submitted in the case of severe food ingestion allergies preventing the testing candidate from handling and tasting a required food in the market basket of the level being tested.

Legal Opinion related to ADA Policy

"The Certification Commission of the American Culinary Federation (ACF) provides reasonable accommodations in accordance with the Americans with Disabilities 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 exams.

ACF will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying exams for those candidates whose documentation supports such a determination. The purpose of documentation is to validate that an applicant for test accommodations is covered under the ADA as a disabled individual. Comprehensive information by a qualified professional is necessary to allow ACF to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its exams. Documentation also allows ACF to provide appropriate accommodations for such a disability.

In no case will accommodations be provided which would compromise the exam's ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the exam. The ACF practical exam meets the exception as described in Section 36.309 of the ADA Regulations. In sum, a certification exam can require that a certain skill be demonstrated, if necessary to the performance of the profession that is the subject of the certification, even if an applicant's disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification.

ACF strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Arrangements for persons with disabilities will be provided upon approval.

However, for those applicants who, for example, are unable to hold kitchen implements, it is extremely difficult to come up with an auxiliary aid that could potentially assist such an applicant without fundamentally altering what the practical exam is designed to test (i.e., cooking skills). Similarly, while an applicant with a contagious disease such as Hepatitis may be able to physically prepare food, there is simply no way to fully and accurately assess his or her performance without taste testing the food that has been prepared, and this would raise serious health concerns.

In sum, a certification exam can require that a certain skill be demonstrated, if necessary to the performance of the profession that is the subject of the certification, even if an applicant's disability prevents the applicant from successfully demonstrating that skill. Thus, it is permissible under the ADA for ACF to institute a policy stating that successful completion of the practical cooking exam is an unequivocal prerequisite for chef certification." Submitted by Pillsbury Winthrop Shaw Pittman, LLP

Practical Exam Test Site Requirements

Becoming a Test Site

In order for the ACF to sanction a certification practical test, the host site/facility must complete and submit a formal application ensuring compliance with the ACF testing criteria outlined in this handbook.

Host Site/Facilities also must meet the following requirements:

- The test site must adhere to the guidelines as described in the ACF Test Administrator Handbook, including kitchen components and assessment criteria.
- The designated Test Site Administrator shall be a current ACF member in good standing.
- Applications to become an ACF approved practical exam site should be submitted at least eight (8) weeks prior to administering the site's first exam.

- Once a site is approved to administer the ACF certification practical exams, the site may continue to administer practical exams on a recurring basis as long as the site remains in full compliance with the guidelines described in this handbook.
- Each subsequent test date must be registered with the ACF National Office to facilitate candidate registration.
- In order to maintain regularity and consistency of the program, the ACF expects each test site to offer at least three (3) test dates per year.

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:

- Ample space to include refrigeration, work area, sinks, ranges and oven space for each candidate;
- Sufficient shared access to fryers and grills;
- A large clock visible in the exam area for accurate time keeping;
- A candidate staging area for ingredient check-in by the evaluators;
- First aid equipment and materials should be available, if needed.
- At the Certification Evaluator's table, the test site shall provide: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, stapler, digital camera and a copy of *Le Guide Culinaire*, 2016.

At a minimum each test site shall provide the following:

- 4-burner gas stove with standard oven per candidate (portable burners are not acceptable)
- 45 sq. ft. usable table/counter working space per candidate
- 4 cubic feet refrigeration space per candidate, at a close proximity to the work stations
- Adequate cubed ice supply
- One (1) hot and cold hand sink per three (3) candidates
- One (1) hot and cold ware washing sink per four (4) candidates
- Two (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 (1) 5 qt. mixer per pastry candidate
- Cutting boards
- Ample supply of plastic wrap and foil
- Ample supply of appropriate cleaning equipment including brooms, mops, detergent, sanitizers, buckets and paper towels

Station Requirements

Each station must be provided with a basic set of pots, pans and hand tools as listed below:

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

In the event that a test site is unable to supply all the stations with a full set of station equipment, the candidate may be asked to bring some of the items needed to complete the set. The **Test Site Administrator** shall notify the candidate of this requirement upon registration.

The Community Kitchen

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

- Grill
- Food Processors
- Fryer
- Microwave
- Food Blenders
- Food Mixers
- Proof Box
- Balance Beam Scales
- Portion Scales
- Measuring Containers
- Chinoise

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. The Test Site Administrator shall provide the candidates with a list of common staple and optional items available at the time of registration.

Test Site Administrator Responsibilities

Prior to scheduling/administering a practical exam, the Test Site Administrator should have some familiarity with the exam process, attend any training available and understand the policies and procedures provided in this handbook. The Test Site Administrator's overall responsibility is to conduct the exam and be a non-partial observer. Responsibilities include the following:

Paperwork

- Completes and submits paperwork to schedule exam.
- Responsible for submitting required documentation to ACF National Office. The following documentation must be submitted within five (5) business days:
 - Practical Exam Summary Score Sheet
 - Any Outstanding Registration Fees
 - Practical Exam Score Sheets (for each test candidate)
 - Practical Exam Candidate Critique Form (for each test candidate)
 - Practical Exam Incident Report Form (if applicable)
 - Apprenticeship Sign-in Sheet (if applicable)
 - Apprentice Evaluator Critique (if applicable)
- In case of an incident, the Test Site Administrator should complete an Incident Report and submit it with exam paperwork to the ACF National Office. Examples of incidents include injury, observed harassment, evaluator no show, equipment failure, etc.
- The Test Site Administrator retains at the Test Site the following paperwork:
 - Hold Harmless Agreement
 - Copy of Incident Report, if applicable
 - Photographs (retain for one year)

Registration/Fees

- Ensures proper registration of all exam candidates
- Verifies roster and ensures ACF registration fees have been paid in advance of exam
- Collects host site fees

Evaluator Liaison

- Coordinate Certification Evaluators for exam (Test Site Administrator cannot be an evaluator on the day of the exam). For an up-to-date list of Certification Evaluators, refer to the ACF website.
 - Every practical exam requires three (3) evaluators per six (6) candidates to proctor the exam to ensure a fair and comprehensive evaluation. **If there are fewer than three (3) evaluators present, all practical exam scores will be invalid.**
 - There must be at least one (1) evaluator certified at the same level of the highest level being tested, unless the ACF National Office provides authorization in advance.
 - When a candidate is testing for a pastry level, it is suggested that at least one (1) evaluator be a pastry chef.
- Designate the Evaluator in Charge prior to the exam.
 - Given that all Certification Evaluators are trained, any can serve as the Evaluator in Charge for an exam.
 - In selecting the Evaluator in Charge, the Test Site Administrator should choose the evaluator whom he/she feels will do the best job for the testing candidates as well as allowing for diversity and growth among the evaluators.
Some factors to consider include:
 - Has the evaluator been certified at their current level for several years?
 - Has the evaluator proctored several exams within the last two years?
 - Has the evaluator ever served as a Test Site Administrator?
 - Do you think the evaluator has the best disposition for resolving conflict in a fair and just manner?
 - Are there Approved Mentors or Evaluator Trainers acting as evaluators who are NOT overseeing Apprentice Evaluators?
- Prior to exam, provide the Evaluator in Charge the following:
 - List of Certification Evaluators
 - List of Approved Mentor and Apprentice Evaluators, if applicable
 - Schedule of candidates and testing levels
- Prior to exam, provide all evaluators the following:
 - Contact information.
 - Schedule for the exam along with list of all candidates and testing levels to ensure no potential conflicts of interest and that evaluators have time to review the guidelines for each level being tested.
 - Directions to facility/parking.
 - Information on reimbursement, if applicable.
- Ensure all Certification Evaluators sign the appropriate forms (including Hold Harmless Agreement, Conflict of Interest and Confidentiality Agreement, Summary Score Sheet, Sign-in Sheet).
- Ensure two (2) of the three (3) evaluators are not affiliated with the exam candidates.
 - 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.
- Reconcile any missing or hard to read data with Evaluator in Charge.
- Verify accuracy of data entry of score sheets.
- Provide Evaluator in Charge signed Practical Exam Passing Form for each passing candidate.
- Provides Evaluator in Charge typed critique for all candidates.

Approved Mentor Liaison

- Prior to the exam:
 - Confirm attendance
 - Provide schedule for exam along with list of all candidates and testing levels
- Ensure a ratio of 2:1 for Apprentice Evaluators to Approved Mentor

Candidate Liaison

- Prior to the exam, provide candidates the following information:
 - Contact Information.
 - Directions to the Test Site as well as parking instructions.
 - When and where to drop off food and/or equipment the day prior to or the day of the exam.
 - Specific Exam Schedule.
 - List of equipment at the candidate's station, station area, refrigeration and common area. A diagram to scale or a picture is suggested.
 - List of small wares, service ware, food substitutes, etc. that will be available to candidates.
- Ensures all candidates and assistants sign the Hold Harmless Agreement, and agree to maintain confidentiality of the exam.
- Assigns work stations for each candidate.
- If a candidate brings an assistant:
 - Ensures assistant only assists with loading and breakdown.
 - Ensures no communication between the assistant and testing candidate during the exam from start to finish.
 - Ensures assistant is not in the kitchen for breakdown until all candidates have completed testing.

Scoring Assistant Liaison

- Confirm job responsibilities with Scoring Assistant (Scoring Assistant reports to Test Site Administrator and supports testing evaluators during the event)
- Assign score keeping assistants, starters, time keepers
- Provide score sheets, tabulate and verify scoring
- Enter final data into electronic spreadsheets, if applicable

Certification Evaluator Responsibilities

Certification Evaluator responsibilities include the following:

Pre-Exam Responsibilities

Evaluators are required to commit to participate in exams up to eight (8) weeks in advance. While it is understood that scheduling this far in advance may be difficult, these commitments ease the burden on exam planners who are budgeting travel expenses, printing programs and coordinating a multitude of other commitments. Best efforts should be made to meet exam commitments. If, however, a commitment cannot be met, the evaluator is responsible for finding a suitable replacement.

Additional responsibilities include:

- Complete, sign and return Letter of Commitment to Test Site Administrator.
- Review, sign and return reimbursement form to Test Site Administrator, if applicable.
- Review list of candidate(s), level(s) and schedule from Test Site Administrator.
- For each level tested, review guidelines and score sheets.
- Report any possible conflicts of interest to the Test Administrator and the Evaluator in Charge.
 - If on test day, a Certification Evaluator recognizes that one of the test candidates is someone he/she mentored for the practical exam, the Evaluator must recuse themselves from serving as an evaluator for that candidate and notify the Test Site Administrator and Evaluator in Charge immediately. The Evaluator may participate as a Certification Evaluator for other candidates.
 - If a test candidate works for an Evaluator's employer and there are other evaluators from the employer, the Evaluator must notify the Test Site Administrator and Evaluator in Charge immediately as only one Certification Evaluator may have an employer relationship with a candidate.
 - When scheduled to serve as an Evaluator for an upcoming exam, Evaluators should refrain from offering suggestions, critiques or comments about a candidate's menu, some may perceive it as providing an unfair advantage to one candidate over the others. The Test Site Administrator, who can stay impartial, can help candidates that need this type of assistance.

Exam Day Responsibilities

To be available to observe every portion of the candidate's full program is not possible if there is more than one (1) candidate; however, the Evaluator must be at the candidate's station to observe all protein fabrication & plate up/service.

Additionally, the Evaluator will review the candidate's program/menu for specific items that need full observation.

On the day of the exam:

- Report to the exam one (1) hour prior to the exam start time.
- Bring notepad and pens.
- Complete Score Sheets with all necessary information.
- Review candidate menus.
- Check that all required ingredients and techniques are included.
- Check for any item on the menu that included pre-exam preparation. These may be used, but the candidate must repeat the technique during the exam, i.e. pre-fabrication/marinating.
- Check for spelling and proper use of classical terms.
- Make note of any menu corrections and address them with the candidate immediately.
- Allow the candidate to rectify their menu prior to their start time. If the candidate requires more time, the Evaluator in Charge or the Test Site Administrator may allow for this or rearrange sequence of candidates. Permission must be granted by any candidate whose start time will be altered. The candidate may choose not to start the exam if unable to grant permission for time or schedule changes.
- It is highly recommended that evaluators take notes, and then transcribe them to the Score Sheet.
- Evaluators should objectively evaluate the exam in accordance with the parameters set by the Certification Commission and the standards for the level of certification the candidate is testing.
- Evaluators must uphold the Certification Code of Ethics. Keep the process transparent.
- Complete the ACF Practical Exam Candidate Written Critique Form for all candidates. (A summarized or bulleted review of candidate's performance).

Evaluator in Charge Responsibilities

Evaluator in Charge responsibilities include the following:

- Discuss, assist and review the scheduling of the candidates with the Test Site Administrator. If you need additional assistance, contact the National Office.
- Determine, prior to the exam, the parameters for issues that may arise such as injury (incident report), service window closing, food tasting, etc.
- Check facilities to ensure that they meet the requirements set forth by the Certification Commission.
- Determine stations and station areas.
- Lead all pre-start meetings with candidates.
- Arbitrate any issues during the exam or contact the Regional Trainer if necessary.
- Lead all critiques with candidates or assign another evaluator to lead critiques.
- Uphold the directives and policies of the exam set forth by the ACF Certification Commission.
- An Evaluator in Charge should not serve as an Approved Mentor for the same exam.

Approved Mentor Responsibilities

Approved Mentor responsibilities include the following:

- Assigned apprentices will be done on a 2:1 ratio.
- Assign only one (1) candidate to each of your apprentices to evaluate during the exam. Apprentices will participate in a portion of the pre-start meeting, participation in food tasting and scoring.

- The Approved Mentor should respond to any issues or questions and advise the Apprentice Evaluator accordingly especially relating to:
 - Food tasting & scoring
 - Reviewing score sheets and providing feedback
 - Practicing the verbal critique and providing feedback
- Approved Mentors must complete an Apprentice Evaluator critique for each participating apprentice. Apprentices do NOT receive a copy of their critique.
- The Approved Mentor should lead a post exam discussion with the Apprentice Evaluator about the exam addressing any areas in need of improvement as well as positives.
- Give critiques to the Test Site Administrator, who will submit with all the exam paperwork to ACF National Office.

Certification Trainer Responsibilities

A Certification Evaluator Trainer is an appointed position made by the Practical Exam Operations Subcommittee acting on behalf of the ACF Certification Commission. By virtue of their appointment, Certification Trainers are tasked with ensuring those who administer scoring and provide evaluations remain in compliance with current practices, policies and procedures. Certification Trainers have the authority to recalibrate, encourage, reinforce, advise and support all aspects of the practical exam process, acting in good faith for the betterment and integrity of the practical exam program. As with all Certification Evaluators they have placed themselves in a position to exhibit the highest level of trust, professionalism, respect and ethical confidence towards his/her peers.

Certification Trainers should attend exams as an observer, whenever possible. While no prior notice to the Test Site Administrator or Evaluator in Charge is required, a courtesy call is recommended. As an observer, the Trainer can take note and report to the Practical Exam Operations Subcommittee both positives and areas in need of improvement that can better the entire practical exam process. In addition, the Certification Trainer should coordinate at least one training session for Apprentice Evaluators per year. Certification Trainers contact local test site administrators in their region to coordinate the Training, and then contact the ACF National Office to schedule officially.

Certification trainer role includes:

- Upholding the transparency of the exam process.
- Upholding the parameters of the exam process.
- Ensuring the quality of the Certification Evaluators, Evaluator in Charge, Test Site Administrators, Apprentice Evaluators and facility.
- Making recommendations to the commission with regard to improving the exam process and training program.

Exam Scheduling & Registration

Selection of Test Dates and Promotion

To schedule a certification practical exam, the ACF approved test site must select a panel of three (3) Certification Evaluators, set a test date convenient for all those involved and notify the ACF National Office.

Here are some guidelines to follow:

- Submit a Request to Schedule a Practical Exam form to the ACF National Office eight (8) weeks prior to test date and include the list of the three (3) Certification Evaluators with signed agreement forms.
- It is highly recommended to host only one exam per day.
- Once approved, the exam information will be added to the ACF website to accommodate online registration, if requested.
- The ACF will send broadcast emails to help promote the exam, if requested.
- ACF provides candidate rosters to the Test Site Administrator to confirm candidates who have registered and to facilitate communication with the test candidate.
- Test Site Administrator should confirm all candidates are registered with the ACF National Office and collect host site fees, if applicable.

Exam Registration

Practical exam candidates are required to register with both the ACF National Office and the host test site. The host test site may collect fees to offset direct expenses related to the exam.

Candidates are required to register with ACF and pay a non-refundable practical exam registration fee regardless of assigned pass or fail score or number of testing attempts.

Current fees are \$50 for ACF members and \$100 for non-members.

Host Site Fee

Host sites may charge an additional fee to offset direct expenses of the site administering the practical exam that is payable to the Test Site Administrator hosting the exam, if applicable. In order to ensure equity across all exam venues, the ACF National Office recommends a range of \$50-\$125 for the host site fee. The actual fee established is at the discretion of the approved exam site. The fee should cover the actual costs of the site administering the exam. The ACF National Office will not reimburse any site for expenses not covered by fees collected.

It is the candidate's responsibility to contact the Test Site Administrator to confirm test time, host site fee and other specifics about the facility and/or exam as well as to pay all fees prior to testing. Test sites should refer candidates to the ACF for payment prior to the exam.

NOTE: On the day of the exam, if a candidate is not on the official roster or does not present a confirmation of registration, the candidate cannot test.

Cancellation Policy

If a candidate needs to cancel an exam after they have registered, they must contact both the ACF National Office and the Host Site Test Administrator as soon as possible, preferably at least two weeks before the test date.

If the candidate reschedules the test within six months of the cancellation, the cancelled registration fee can transfer to the new test date. If not, the fee is non-refundable and forfeited.

Checklists – Orientation, During Exam, Post-Exam

A series of Checklists are available (see Appendix) to assist Test Site Administrators with staying organized and ensuring all details are completed 8-weeks, 4-weeks, 2-weeks, 1-week and the day before the exam. Additionally, organizing the day of exam checklist by pre and post exam, ensures all responsibilities are taken care of and to ensure a well-run exam.

Candidate Preparation

Each level of certification has a candidate handbook or practical exam guide, which provides detailed information about the practical exam for that level. All candidates should be encouraged to download the handbook or guide from the ACF website and to use it as a reference while creating their menu and preparing for the exam.

Guidelines for All Savory Levels

- **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.
- **Menu:** Candidates should present typed menu to the evaluators prior to the start of the exam.
- **Ingredients:** Candidates are responsible for bringing all ingredients for the exam including a list itemizing all ingredients for check-in. Exception would be for test sites that choose to provide ingredients. The candidate may add any supporting or "common kitchen" ingredients to the groceries which are needed.
- **Pre-Marinated Proteins:** Candidates are encouraged to pre-marinate any proteins and serve those proteins at the exam, as long as the butchering and pre-marinating process is demonstrated during the exam. For example, the day before the exam, butcher a chicken and marinate it for the following day. During the exam demonstrate the process on another whole chicken and then properly store the product "for future use".
- **Immersion Circulators:** Immersion circulators will be allowed during the exam, however they do not count as a cooking method and are considered personal equipment.
- **Personal Tools:** Candidates shall bring personal tools, including knives, small wares and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be for test sites that choose to provide china.
- **Sanitation:** Appropriate organization, safety and sanitation skill contribute greatly to each candidate's success. Skills will be monitored at all times for compliance with standard rules and sanitation infractions could lead to a failing grade.

- **Exam Times** (Includes 15 Minute Service Window):
 - Certified Culinarian – 2.5 Hours
 - Certified Sous Chef – 2 Hours
 - Personal Certified Chef – 3 Hours and 15 Minutes
 - Certified Chef De Cuisine – 3 Hours and 15 Minutes
 - Certified Executive Chef – 3 Hours and 15 Minutes
 - Personal Certified Executive Chef – 3 Hours and 15 Minutes
- **Score Sheets:** See Appendix

Guidelines for All Pastry Levels

- **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.
- **Menu:** Candidates should present typed menu to the evaluators prior to the start of the exam.
- **Ingredients:** Candidates are responsible for bringing all ingredients for the exam including a list itemizing all ingredients for check-in. Exception would be for test sites that choose to provide ingredients. The candidate may add any supporting or “common kitchen” ingredients to the groceries which are needed. Ingredients should be pre-scaled or measured but not combined in any manner. No pre-mixing is allowed.
- **Pre-exam prep:** 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 exam time.
- **Personal Tools:** Candidates shall bring personal tools, including knives, small wares and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be for test sites that choose to provide china.
- **Sanitation:** Appropriate organization, safety and sanitation skill contribute greatly to each candidate's success. Skills will be monitored at all times for compliance with standard rules and sanitation infractions could lead to a failing grade.
- **Exam Times:**
 - Certified Pastry Culinarian – 3 Hours
 - Certified Working Pastry Chef – 4 Hours
 - Certified Executive Pastry Chef – 4 Hours
- **Score Sheets:** See Appendix

Exam Day Procedures

Dress Code

It is important to remember that ACF Certification Evaluators who proctor practical exams, represent the profession of chefs. Therefore, evaluators and apprentices must wear professional chef's attire (clean, pressed chef jacket or lab coat (white preferred), black or black and white checkered pants and closed toe shoes or clogs). It is suggested, but not required, that evaluators wear their Evaluator pin on the day of the exam.

Pre-exam Candidate Orientation

The Test Site Administrator and/or Evaluator in Charge conduct a 15-minute orientation. All candidates receive notification of the time of orientation in advance to ensure attendance.

The Pre-Exam Candidate Orientation Outline (see Appendix) is a general guide, but conveying additional relevant information specific to the Test Site or exam is acceptable. The objectives of the orientation session are:

- Make the candidates feel welcomed.
- Orient them to the various parts of the facility they will use during the exam (stoves, refrigeration, ice machine, community pantry and equipment, lavatory, first aid, etc.).
- Stress key exam rules (sanitation, timing, service window, communications, etc.).

- Explain how the exam will flow.
- Acquaint them with the various personnel in the room (evaluators, apprentices, administrator, kitchen staff, etc.).
- Complete paperwork
- Collect any outstanding fees (Host Site Fee and Registration Fee if not prepaid)
- Candidates present menus to evaluators
- Answer any questions and then dismiss everyone so that the first candidate may begin set-up and ingredient check-in.

Setup Time

Candidates will have up to 30 minutes to setup before their designated start time. Candidates scheduled to go first can be asked to setup before the orientation meeting.

Exam Time

- Candidates will wait in the designated area until assigned setup/start time.
- Evaluators and apprentice evaluators walk around with clipboards taking notes. They observe the candidates work.
- Expect them to be talking with each other, asking candidates questions, looking at food.
- Test Site Administrators should take photographs.
- Kitchen helpers assist in keeping the kitchen clean, clearing dishes, etc. They report directly to the Test Site Administrator.
- The test site may offer the assistance of a pot washer and/or runner at the ratio of one per four test candidates or per kitchen, but this is not required.
- The candidate's assistant can only assist with load-in and breakdown. They may not be in communication with the candidate during the exam and can only enter into the kitchen after all candidates have completed testing.

Evaluation and Critique

- Test Site Administrators give an ACF Practical Exam Passing Form to any candidate that passed the exam. All candidates should leave with a written critique.
- If a candidate fails the exam, the candidate should be encouraged to get a mentor, practice and retake the exam. There is no waiting period, but registration and payment is required.

Post-Exam Procedures

Score Sheet Completion: At the completion of the exam, all Evaluators will complete their score sheets (without comparing notes with the other evaluators). Evaluators will ensure comments are clear, complete and reflect both positive and constructive feedback to support point deductions. After completing the score sheets, Evaluators sign and submit it to the Test Site Administrator.

Summary Score Sheet: The Test Site Administrator will combine all the score sheets to determine the candidate's pass/fail determination and transfer that information onto the Summary Score Sheet, which each Evaluator will also sign. The Summary Score Sheet is a recap of all exams administered on a particular date and includes the names and ACF ID numbers of all registered candidates, evaluators, administrator and apprentices. If applicable, the Summary Score Sheet will also include the candidates' scores, level and pass/fail indication.

Written & Verbal Candidate Critiques: The Test Site Administrator will also transcribe all comments from the score sheets to the written critique form. The written critique will be used by the Evaluator in Charge to provide a detailed critique of both positive comments and areas in need of improvement based on their performance. All candidates receive a written and verbal critique regardless if they pass or fail.

Candidates are NOT to verbally receive, view or be given their score sheet nor their final score.

It is extremely important that the candidate receive clear, objective feedback on their performance while always being treated with dignity and respect. The candidate who did not pass should be encouraged to get a mentor, practice and retake the exam.

Pass Sheet: The Test Site Administrator will give candidates who successfully complete the exam an ACF Practical Exam Passing Form for their records. Any candidate who fails the exam may retake the exam. There is no waiting period between attempts, but a new registration form and payment is required.

Tips for Completing the Score Sheets

All but three levels of ACF Certification use an electronic score sheet. To ensure you have the current scoresheet, please download from the ACF Website. Printed copies are included in the appendix. These electronic scoresheets are structured to do the calculations and reduce arithmetic errors during the process of combining the three evaluator scores. Sometimes, errors can still occur. These tips along with studying the score sheets will help familiarize yourself with the format prior to the exam. In addition, many levels have versions of score sheets intended for evaluators, designed for their clipboards.

- The scoring range for each item is 1-10
- The lowest score is 1
- Never use a score of 0 or leave an item blank
- Never use a score higher than 10
- The forms are weighted, therefore a 5 given in one item does not carry the same weight as a 5 in another area. The weighted values on scoresheets are the small numbers listed to the left of the write-in columns where you enter your score.
- The written critiques are prepared from the written comments on the score sheet. All candidates pass or fail receive a verbal and written critique of their exam performance. This is of utmost importance for candidates who will need to retest. Remember that positive comments should be provided as well. Keep in mind that your point deductions must be clearly explained in the comment area.

An “Unacceptable” Sanitation Score requires specific comments on the critical violations. The candidate can fail the exam based on sanitation infractions substantiated by at least two of the three evaluators regardless of the total score.

Incident Reports

An Incident Report should be used to report any questionable situation, injury, absentee evaluator, conflict of interest, ethical concern or inappropriate behavior. Typically, the Test Site Administrator completes the incident report and submits it to the National Office with the exam paperwork. However, a candidate and/or evaluator, if needed, can file an incident report. It should be submitted within five business days of the exam so that prompt attention to the matter can be given.

An incident report is a written check and balance and may address complaints concerning conduct that is harmful or inappropriate to ensure appropriate treatment and fair decision-making. Filing an incident report does not mean that an action will be taken against an evaluator or site. The incident will be recorded in case of future concerns.

In the case that action is taken based on the incident report, the confidentiality of the reporting party will be maintained. The purpose is to maintain the integrity of the exam and ensure that repeat incidents are addressed in an appropriate manner.

Reporting Evaluator Behavior Issues

Certification Evaluators are required to exhibit the highest level of trust, professionalism, respect and ethical confidence towards peers. In order to maintain the integrity of the practical exams, any incidents involving unacceptable behavior by an Evaluator will be investigated.

Any evaluator or site administrator that witnesses unacceptable or questionable conduct of an evaluator can report the evaluator. Evaluators can be reported by submitting an incident report or a formal letter to the National Office. Submit the incident report or formal letter within five business days of the exam. All reported incidents remain confidential.

Examples of incidents to report:

- Unacceptable behavior of an evaluator towards a candidate or an evaluator
- Collusion with another evaluator towards a candidate
- Unfit to administer/evaluate a practical exam

Upon receipt of an incident report or formal letter, the Practical Exam Subcommittee Chair and National Office will attempt to obtain corroborating statements from other evaluators or administrators who were at the same evaluation. There must be at least one corroborating statement to move forward with the investigation.

If a decision is made to move forward with the investigation, the National Office will mail a letter informing the Evaluator that there is an investigation underway as to their conduct at the specific practical exam. In addition, the letter will notify the evaluator he/she has thirty days from receipt of the letter to submit a written response. The letter will not detail the specifics of the complaint.

At the conclusion of the investigation, a decision will be made by the Practical Exam Subcommittee Chair about which action(s) will be taken. The action(s) may include any of the following:

- **No Response** - The incident did not warrant a complaint or there was no corroborating statement forthcoming to support the initial complaint.
- **Mandatory Retraining** – Evaluator will be notified of specific areas that require retraining and the amount of time to complete the training.
- **Mandatory Evaluator Recertification** – Eight-hour class completed within 12 months.
- **Suspension of Certified Evaluator Status** – Length of time will be determined on a case-by-case basis.

The Practical Exam subcommittee chair will communicate his decision to the National Office. The National Office will mail a letter within fourteen days to the evaluator detailing the decision. The letter will also notify the evaluator he/she can appeal the decision of the PE Subcommittee Chair.

If an evaluator decides to submit an appeal, the appeal must be in writing to the Certification Commission Executive Committee and submitted within thirty days of receiving the decision. In order for the appeal to be reviewed, new evidence must be submitted.

To reach a determination, the Executive Committee will review both the decision of the PE Subcommittee Chair and the new evidence submitted. All appeals will be handled on a case-by-case basis.

Each case is limited to one appeal. All decisions made by the Executive Committee are final. The evaluator will be notified in writing within fourteen days of the final decision made by the Executive Committee.

Test Security

The security of practical exam score sheets is maintained by the approved Test Site Administrator until sealed and mailed to the ACF National Office.

The following documents are to be sent to the ACF National Office within five (5) business days of the exam: Summary Score Sheet, all Score Sheets, copies of Critique Forms, Apprentice Evaluators' sign-in sheet, Evaluation Form, Incident Reports and any other applicable exam paperwork. Each evaluator must sign their score sheets for each practical exam along with the Summary Score Sheet.

At the conclusion of the exam, test sites should retain copies of exam photos along with the Hold Harmless Forms for one (1) year.

Designated Certification Staff, process and record in the ACF database, documents received for each candidate, evaluator and administrator according to established policies and procedures. The exam paperwork is scanned into the ACF electronic filing system and originals are shredded. If a score sheet is turned in and is not completed to the expectation of the Certification Commission, the privilege to participate in future practical exam evaluations may be suspended.

Calibration/Recalibration Visits

The integrity of the ACF Certification Program lies solely on our ability to administer cognitive and skill assessments consistently and under the highest levels of security and standard protocol. Therefore, from time to time a calibration visit or a recalibration visit may be required to evaluate the practical exam process.

A **calibration visit** is an *exploratory visit* conducted by a designated Certification Trainer. The intention is to observe the assessment practices of the Test Site Administrator and Certification Trainer to ensure proper protocols are followed.

Calibration visits and ongoing training of Test Site Administrators and Certification Evaluators protect the integrity of the practical exam process, which relies heavily on the consistent application of approved guidelines, policies and procedures.

A **recalibration visit** is a *corrective visit* conducted by a designated Certification Trainer. The intention is to examine the non-compliance issues and make a formal report of findings. The Certification Trainer will identify the necessary corrections required to bring the areas of non-compliance back into compliance. The visit utilizes a rubric evaluation form providing quantitative measurement of the Test Site Administrator, evaluator protocol/practices, test security and/or the facility set-up/requirements.

In the case of a recalibration visit, the test site, designated Test Site Administrator and/or designated Certification Evaluators may face temporary suspension from hosting or conducting any practical exams until a revisit determines the site is in compliance.

A recalibration visit happens during a practical exam under the supervision of a designated Certification Trainer. The designated Certification Trainer is there to observe and make recommendations as well as evaluate their findings. This designated Certification Trainer is not there to evaluate the testing candidates or to be the Test Site Administrator.

Appendices

**American Culinary Federation
Practical Exam Site Application**

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32085 • Toll-free (800) 624-9458 • Fax: (904) 940-0761 • www.acfchefs.org

The information given below will be used for all related correspondence and publicity of the practical examination. All phone numbers and contact information listed will be made available to the public.

Host Information
Sponsoring Chapter/Host Site: _____
Chapter President/Host Site Director: _____
Phone: _____ Email: _____ Chapter ID: _____
Test Site Name (as shown on website): _____
Street Address: _____
City: _____ State: _____ ZIP code: _____
Phone: _____ Email: _____
Are you interested in becoming a written exam test site? Yes No

Test Site Administrator Information
Contact information will be posted on the website; please remember to contact the ACF to update regularly.
Name: _____ Certification Level: _____ Member ID: _____
Address: _____
City: _____ State: _____ ZIP code: _____
Phone: _____ Email: _____

Essential Site Data
Maximum number of candidates able to test: _____
Please indicate any assets/limitations pertaining to this site, such as additional kitchens or limited space for pastry candidates:

Acknowledgement
To the best of my knowledge, all of the information in this application is true and accurate. We affirm that our test site applying meets site requirements as specified in the ACF Practical Exam Operations Administrative Handbook and is responsible for maintaining the site to meet these guidelines. Our chapter/host site agrees to meet all financial obligations related to this event and to administer the ACF certification practical examinations in accordance with the guidelines specified in the ACF Practical Exam Operations Administrative Handbook. The Test Site Administrator agrees to submit a Request to Schedule an Exam at least eight (8) weeks prior to administering a practical exam.

Signature of Test Site Administrator: _____ Date: _____
Signature of Chapter President/Host Director: _____ Date: _____

Practical Exam Site Application

[Click here](#)

www.acfchefs.org/download/documents/certify/Practical_Test_Site_Application.pdf

**American Culinary Federation
Request to Schedule a Practical Exam**

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32085 • Toll-free (800) 624-9458 • Fax: (904) 940-0761 • www.acfchefs.org

Submit to ACF National Office **8 weeks prior to exam**. Please complete application and email to certify@acfchefs.net or mail this form and payment to the address above.

Exam Site Information
Exam Site Name: _____
Street Address: _____
City: _____ State: _____ ZIP code: _____
Test Site Administrator: _____
Phone: _____ Email: _____

Exam Information
Date of Exam: _____ Maximum # of Candidates: _____
Host Site Exam Fee: _____
The host site fee is in addition to the ACF practical exam registration fee.
Promote on ACF Website: Yes No
Promote through Email: Yes No

Evaluator Information
Three (3) evaluators are required for every six (6) candidates. If you have more than six (6) candidates, three (3) additional evaluators must be approved. List Evaluators:
1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

If Certification Evaluator Apprentices are participating in this practical exam, list the name of the Approved Mentor or Trainer: _____
Approved Mentor or Trainer: _____
Are you interested in hosting Apprentice Evaluators? Yes No
Are you interested in hosting an Evaluator Training? Yes No
**The National Office will contact you to coordinate.*

Acknowledgement
As Test Site Administrator of the host site mentioned above, I will serve as liaison for the practical exam and confirm receipt of the ACF Practical Exam Operations Administrative Handbook. I agree to uphold the standards established and described in the above-mentioned handbook regarding American Culinary Federation's testing objectives, guidelines, facility requirements, registration, and post-exam follow-up.

Signature: _____ Date: _____
Print Name: _____ Member ID: _____

Request to Schedule a Practical Exam

[Click here](#)

www.acfchefs.org/download/documents/certify/prc_request.pdf

**Confidentiality and Conflict of Interest Policies and
Conflict Disclosure Form**

Approved by the Board of Directors January 25, 2016

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32085 • Toll-free (800) 624-9458 • Fax: (904) 940-0761 • www.acfchefs.org

Please check all that apply:
 American Culinary Federation (ACF) - Email to administration@acfchefs.net.
 American Culinary Federation Education Foundation (ACFEF) - Email to kabqier@acfchefs.net.

The American Culinary Federation and/or Foundation ("Federation and/or Foundation") anticipates that directors, officers, committee and task force chairs, and other specified volunteers, including but not limited to Federation Certification Commission members, Foundation Accrediting Commission members, and site visit evaluators (collectively, "Volunteers") are dedicated to serving the interests of the Federation and/or Foundation in the most honorable and ethical manner possible, will devote time and attention to expanding the activities of Federation and/or Foundation and acting to further the goals of the culinary industry, will act in the best interests of Federation and/or Foundation, and will conduct themselves so as to reflect well on the Federation and/or Foundation. Volunteers owe fiduciary duties to the Federation and/or Foundation. Therefore, they must act in good faith and in the best interests of the Federation and/or Foundation, including confidentiality obligations and the duty to avoid conflicts of interest and not for the financial enrichment or personal benefit of themselves or others outside of Federation and/or Foundation. Volunteers also have duties to the Federation and/or Foundation to keep confidential the business, financial, and other information relating to the affairs of the Federation and/or Foundation, including that of its members, and to deal with others fairly and not out of favoritism or for personal advantage. These are very serious obligations, which if breached can cause harm and damage to the Federation and/or Foundation, its members, and others.

CONFIDENTIALITY POLICY
Maintaining confidentiality of the Federation and/or Foundation's affairs is of paramount importance. The Volunteer acknowledges that he/she may receive or have access to information relating to the Federation and/or Foundation which the Federation and/or Foundation does not publicly disseminate, including information relating to its activities, services, programs, plans, membership lists and information, vendor lists and information, sponsor lists and information, vendor and service-provider relationships, finances, technical data, software, and any and all information relating to discussions at meetings of the Board of Directors, committees, or task forces, including any and all meeting materials, such as correspondence, reports, etc., as well as Federation Certification Commission and Foundation Accrediting Commission confidential information, including information related to any candidates, confidential, school or program, information concerning exams, site visits, or exam or site visit results, and Certification Commission or Accrediting Commission decisions and actions, including disciplinary actions ("Confidential Information"). The Volunteer understands that if he or she fails to abide by this Confidentiality Policy, the Board of Directors may censure the Volunteer, or the Volunteer may be removed from his or her Volunteer position, in accordance with the Federation and/or Foundation Bylaws and applicable New York Not-for-Profit law.

Obligations (Confidentiality)
To protect the Federation and/or Foundation's Confidential Information, Volunteers of the Federation and/or Foundation shall:
1. not disclose Confidential Information to any third party, including Federation and/or Foundation employees and members without a need to know;
2. not remove Confidential Information from the Federation and/or Foundation's offices, except in the performance of Volunteer's duties on behalf of the Federation and/or Foundation;
3. not use Confidential Information for personal benefit or for the benefit of any third party;
4. deliver to the Federation and/or Foundation all documents and records (including electronic storage media) immediately upon request of the President or Board of Directors; and
5. not disclose any information regarding Board, committee, or task force meeting discussions, except action items adopted, in order to foster open and candid discussion at meetings.
The confidentiality obligations shall be governed by the laws of the State of Florida.

Conflict of Interest & Confidentiality Agreement

**American Culinary Federation
Practical Exam Incident Report**

American Culinary Federation, Inc. • 180 Center Place Way • St. Augustine, FL 32085 • Toll-free (800) 624-9458 • Fax: (904) 940-0761 • www.acfchefs.org

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

Site Information
Exam Site: _____ Date: _____ Time: _____
Test Site Administrator: _____
Evaluators Present: _____

Individuals Involved

Name	Contact Information	Role (reason for attending exam)

Type of Incident:
 Injury Conflict of Interest Conflict (physical/verbal) Other: _____

How did it affect the exam process?
 Delayed 1 exam Delayed all exams Stopped 1 exam Stopped all exams No change

Events leading up to incident:

Details of incident (names, specific actions, time, witnesses, area, etc.):

Resolution:

Is follow-up necessary? Yes No

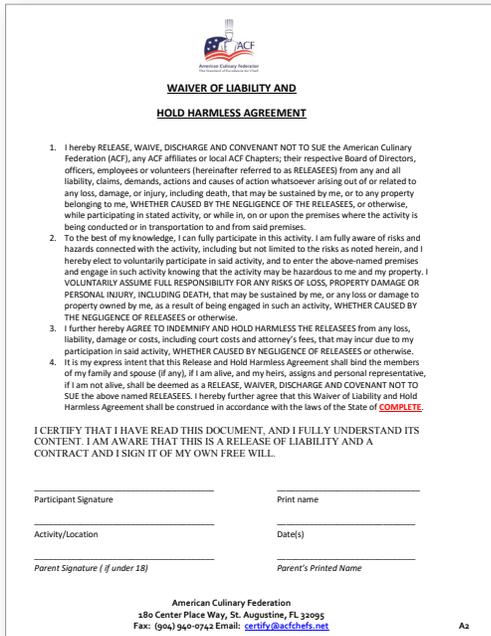
Recommendations for follow-up and/or prevention of future incident:

Practical Exam Incident Report

[Click here](#)

www.acfchefs.org/download/documents/certify/certification/practical_exam_incident.pdf

Appendices



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

I hereby RELEASE, WAIVE, DISCHARGE AND CONVEY NOT TO SUE the American Culinary Federation (ACF), any ACF affiliates or local ACF Chapters; their respective Board of Directors, officers, employees or volunteers (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in stated activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.

To the best of my knowledge, I can fully participate in this activity. I am fully aware of risks and hazards connected with the activity, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND CONVEY NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of **COMPLETE**.

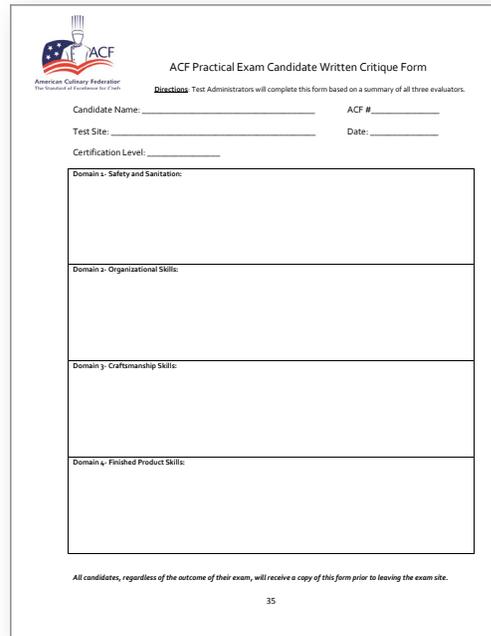
I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Participant Signature _____ Print name _____
 Activity/Location _____ Date(s) _____
 Parent Signature (if under 18) _____ Parent's Printed Name _____

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

A2

Waiver of Liability & Hold Harmless Agreement



ACF Practical Exam Candidate Written Critique Form

Directions: Test Administrators will complete this form based on a summary of all three evaluators.

Candidate Name: _____ ACF # _____
 Test Site: _____ Date: _____
 Certification Level: _____

Domain 1 - Safety and Sanitation:
 Domain 2 - Organizational Skills:
 Domain 3 - Craftsmanship Skills:
 Domain 4 - Finished Product Skills:

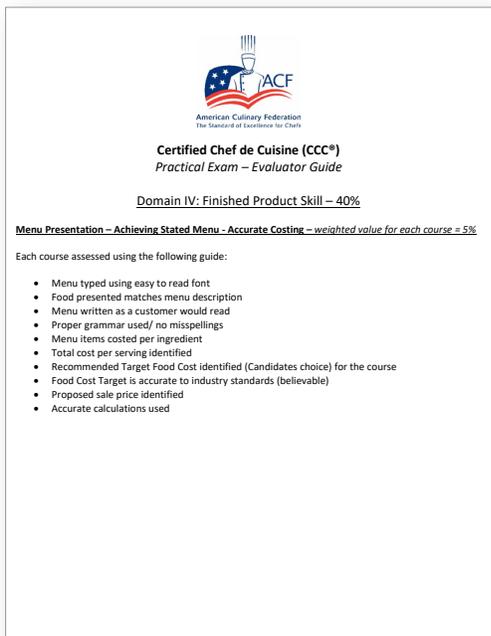
All candidates, regardless of the outcome of their exam, will receive a copy of this form prior to leaving the exam site.

35

ACF Practical Exam Candidate Written Critique Form

[Click here](#)

www.acfchefs.org/download/documents/certify/certification/practical_exam_review.pdf



**Certified Chef de Cuisine (CCC*)
 Practical Exam - Evaluator Guide**

Domain IV: Finished Product Skill - 40%

Menu Presentation - Achieving Stated Menu - Accurate Costing - weighted value for each course = 5%

Each course assessed using the following guide:

- Menu typed using easy to read font
- Food presented matches menu description
- Menu written as a customer would read
- Proper grammar used/ no misspellings
- Menu items costed per ingredient
- Total cost per serving identified
- Recommended Target Food Cost identified (Candidates choice) for the course
- Food Cost Target is accurate to industry standards (believable)
- Proposed sale price identified
- Accurate calculations used

Evaluator Guide for CCC Costing

[Click here](#)

www.acfchefs.org/download/documents/certify/certification/evaluator_ccc_costing.pdf

Score Recap: Domain I - Safety and Sanitation				Total Score:
	0	EVAL 1		
Mise en place/Work flow	5	0	0.0	Organization
Use of time/Use of area	5	0	0.0	Points Received
Food storage	5	0	0.0	
Use of ingredients	5	0	0.0	
Julienne: Weighing and measuring	5	0	0.0	Craftsmanship
Knife skills/Uniformity	5	0	0.0	Points Received
Batonnet: Weighing and measuring	5	0	0.0	
Knife skills/Uniformity	5	0	0.0	
Chopped: Weighing and measuring	5	0	0.0	
Knife skills/Uniformity	5	0	0.0	
Mirepoix: Weighing and measuring	5	0	0.0	
Knife skills/Uniformity	5	0	0.0	
Stock: Maintaining food integrity	5	0	0.0	Chicken
Flavor profile	5	0	0.0	Points Received
Fundamental cooking procedures/methodologies	5	0	0.0	
Fabricate: Maintaining food integrity	5	0	0.0	
Knife skills/Butchering	5	0	0.0	
Fundamental cooking procedures/methodologies	5	0	0.0	
Carcass: Maintaining food integrity	5	0	0.0	
Fundamental cooking procedures/methodologies	5	0	0.0	
Maintaining food integrity	10	0	0.0	Main Course
Flavor profile	10	0	0.0	Points Received
Determining doneness	15	0	0.0	
Presentation technique/choosing vessels	5	0	0.0	Domain I
Use of garnishes and appropriate accompaniments/sauces	5	0	0.0	Domain II
Achieving nutritional balance/Portion size	5	0	0.0	Domain III
Serving food at the desired temperature	10	0	0.0	Chicken
				Main Course

Certified Culinarian Score Sheet

[Click here](#)

https://www.acfchefs.org/download/documents/certify/prc_exam_score_sheet_CC.xls

Score Recap: Domain I - Safety and Sanitation				Total Score:	0.0
Eval 1	0	0.0	0.0		
Mise en place/Work flow	5	0	0.0	Organization	20.0
Use of time/Use of area	5	0	0.0	Points Received	0.0
Food storage	5	0	0.0		
Use of ingredients and menu development	5	0	0.0		
Use of equipment/Weighing and measuring	5	0	0.0	Craftsmanship	40.0
Knife skills/Butchering	5	0	0.0	Points Received	0.0
Preparing sauces/Emulsification	5	0	0.0		
Fundamental cooking	20	0	0.0		
Malignon: Maintaining food integrity	20	0	0.0	Finished Product	100.0
Flavor profile	10	0	0.0	Points Received	0.0
Achieving desired texture and colors	5	0	0.0		
Determining doneness	5	0	0.0		
Artichokes: Maintaining food integrity	20	0	0.0		
Flavor profile	10	0	0.0		
Achieving desired texture and colors	5	0	0.0		
Determining doneness	5	0	0.0		
Fish/Steak: Maintaining food integrity	20	0	0.0		
Flavor profile	10	0	0.0		
Achieving desired texture and colors	5	0	0.0		
Determining doneness	5	0	0.0		
Salad: Emulsification/use of dressing	5	0	0.0	Salad Course	50.0
Maintaining food integrity	15	0	0.0	Points Received	0.0
Flavor development	10	0	0.0		
Achieving desired textures and colors	5	0	0.0		
Serving food at the desired temperature	10	0	0.0		
Presentation technique/choosing vessels	5	0	0.0		
Rice Pilaf: Maintaining food integrity	20	0	0.0	Main Course	100.0
Flavor profile	10	0	0.0	Points Received	0.0
Achieving desired texture and colors	5	0	0.0		
Determining doneness	5	0	0.0		
Fish/Steak: Maintaining food integrity	20	0	0.0		
Flavor profile	10	0	0.0		
Achieving desired texture and colors	5	0	0.0		
Determining doneness	5	0	0.0	Domain I	0.0
Main Course: Achieving the stated menu/co	5	0	0.0	Domain II	0.0
Presentation technique/choosing vessels	5	0	0.0	Domain III	0.0
Use of garnishes and appropriate accompan	5	0	0.0	Malignon	0.00
Achieving nutritional balance/Portion size	5	0	0.0	Salad Course	0.00
Serving food at the desired temperature	10	0	0.0	Main Course	0.00

Certified Sous Chef Score Sheet

[Click here](#)

www.acfchefs.org/download/documents/certify/certification/csc_score_sheet.xls

Score Recap: Domain I - Safety and Sanitation				Total Score:	0.0
Eval 1	0	0.0	0.0		
Mise en place/ Work flow	5	0	0.0	Organization Ski	20.0
Use of time/ Use of area	5	0	0.0	Points Received	0.0
Food storage	5	0	0.0		
Identifying	5	0	0.0		
Use of	5	0	0.0	Craftsman Skills	40.0
Knife handling/ Butchering	5	0	0.0	Points Received	0.0
Preparing	10	0	0.0		
Fundamental cooking	20	0	0.0		
Fish Course: Menu	5	0	0.0	Fish Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures	10	0	0.0		
Determining doneness	10	0	0.0		
Salad Course: Menu	5	0	0.0	Salad Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures	10	0	0.0		
Determining doneness	10	0	0.0		
Main Course: Menu	5	0	0.0	Main Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0	Domain II	0.0
Serving food at the desired	10	0	0.0	Domain III	0.0
Constructing profiles	10	0	0.0	Domain IV	0.0
Developing flavor profiles	40	0	0.0	Fish Course	0.0
Achieving desired textures	10	0	0.0	Salad Course	0.0
Determining doneness	10	0	0.0	Main Course	0.0

Certified Chef de Cuisine Score Sheet

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Score Recap: Domain I - Safety and Sanitation				Total Score:	0.0
Eval 1	0	0.0	0.0		
Mise en place/ Work flow	5	0	0.0	Organization Ski	20.0
Use of time/ Use of area	5	0	0.0	Points Received	0.0
Food storage	5	0	0.0		
Identifying	5	0	0.0		
Use of	5	0	0.0	Craftsman Skills	40.0
Knife handling/ Butchering	5	0	0.0	Points Received	0.0
Preparing	10	0	0.0		
Fundamental cooking	20	0	0.0		
Fish Course: Menu	5	0	0.0	Fish Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures	10	0	0.0		
Determining doneness	10	0	0.0		
Salad Course: Menu	5	0	0.0	Salad Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures	10	0	0.0		
Determining doneness	10	0	0.0		
Main Course: Menu	5	0	0.0	Main Course	100.0
Food Placement/	5	0	0.0	Points Received	0.0
Achieving nutritional	5	0	0.0		
Choosing vessels	5	0	0.0	Domain II	0.0
Serving food at the desired	10	0	0.0	Domain III	0.0
Constructing profiles	10	0	0.0	Domain IV	0.0
Developing flavor profiles	40	0	0.0	Fish Course	0.0
Achieving desired textures	10	0	0.0	Salad Course	0.0
Determining doneness	10	0	0.0	Main Course	0.0

Certified Executive Chef Score Sheet

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Score Recap: Domain I - Safety and Sanitation				Acceptable	Total Score	0.0
Eval 1	0	0.0	0.0			
Mise en place/Work flow/Use of area	5	0	0.0	Organization	20.0	
Assessing formulations / Recipes / Weight /	5	0	0.0	Points Receiv	0.0	
Management of ingredients/Storage method	5	0	0.0			
Selecting ingredients/Equipment	5	0	0.0			
Handling and use of ingredients / Equipment	10	0	0.0	Craftsmanship	40.0	
Proper execution of mixing, baking and cook	15	0	0.0	Points Receiv	0.0	
Proper techniques/methodologies for produ	15	0	0.0			
Genoise: Achieving balanced flavor, texture a	20	0	0.0	Genoise	40.0	
Determining doneness	5	0	0.0	Points Receiv	0.0	
Construction of baking/pastry product	10	0	0.0			
Presenting product esthetically/choosing ves	5	0	0.0			
Cookies: Achieving balanced flavor, texture a	20	0	0.0	Cookies	40.0	
Determining doneness	5	0	0.0	Points Receiv	0.0	
Construction of baking/pastry product	10	0	0.0			
Presenting product esthetically/choosing ves	5	0	0.0			
Bavarian: Achieving balanced flavor, texture	20	0	0.0	Bavarian	40.0	
Determining doneness	5	0	0.0	Points Receiv	0.0	
Construction of baking/pastry product	10	0	0.0			
Presenting product esthetically/choosing ves	5	0	0.0			
				Domain II	0.00	
				Domain III	0.00	
				Domain IV	0.00	
				Genoise	0.00	
				Cookies	0.00	
				Bavarian	0.00	

Certified Pastry Culinarian Score Sheet

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Score Recap: Domain I - Safety and Sanitation				Acceptable	Total Score	0.0
0	0	0.0	0.0	0.0	0.0	0.0
Mise en place/Work flow/Use of area	5	0	0.0	Organization	20.0	
Assessing formulations / Recipes / Weight / Management of ingredients/Storage method	5	0	0.0	Points Received	0.0	
Selecting ingredients/Equipment	5	0	0.0			
Handling and use of ingredients / Equipment	10	0	0.0	Craftsmanship	40.0	
Proper execution of mixing, baking and cooking techniques/methodologies for production	15	0	0.0	Points Received	0.0	
Choux: Achieving balanced flavor, texture and appearance	15	0	0.0	Choux	35.0	
Determining doneness	5	0	0.0	Points Received	0.0	
Construction of baking/pastry product	10	0	0.0			
Maintaining food integrity	5	0	0.0			
Chemical: Achieving balanced flavor, texture and appearance	20	0	0.0	Chemical	40.0	
Determining doneness	5	0	0.0	Points Received	0.0	
Construction of baking/pastry product	10	0	0.0			
Presenting product esthetically/choosing vessels	5	0	0.0			
Strawberry: Achieving balanced flavor, texture and appearance	20	0	0.0	Strawberry	40.0	
Maintaining and serving food at the desired temperature	5	0	0.0	Points Received	0.0	
Presenting product esthetically/choosing vessels	5	0	0.0			
Production construction/maintaining food integrity	10	0	0.0			
Cake: Achieving stated menu/design	5	0	0.0	Cake	50.0	
Assembly technique	5	0	0.0	Received	0.0	
Decorating methods/garnishing elements	5	0	0.0			
Production construction/maintaining food integrity	10	0	0.0	Domain II	0.00	
Achieving balanced flavor, texture and color	20	0	0.0	Domain III	0.00	
Presenting product esthetically/choosing vessels	5	0	0.0	Domain IV	0.00	
				Choux	0.00	
				Chemical	0.00	
				Strawberry	0.00	
				Cake	0.00	

Score Recap: Domain I - Safety and Sanitation				Acceptable	Total Score	0.0
0	0	0.0	0.0	0.0	0.0	0.0
Mise en place/Work flow/Use of area/Time	5	0	0.0	Organization	20.0	
Assessing formulations/Recipes	5	0	0.0	Points Received	0.0	
Management of ingredients/Storage method	5	0	0.0			
Selecting ingredients/Equipment	5	0	0.0			
Proper execution of mixing, baking and cooking techniques/methodologies for production	10	0	0.0	Craftsmanship	40.0	
Handling of ingredients	5	0	0.0	Points Received	0.0	
Use of production guidelines	5	0	0.0			
Techniques/Methodologies for product development	20	0	0.0			
Cake #1: Achieving stated menu	5	0	0.0	Cakes	100.0	
Assembly/Enrobing	5	0	0.0	Points Received	0.0	
Decorating methods/Garnishing elements	5	0	0.0			
Balanced flavor, texture and color	30	0	0.0			
Presentation technique	5	0	0.0			
Cake #2: Achieving stated menu	5	0	0.0			
Assembly technique	5	0	0.0			
Decorating methods/Garnishing elements	5	0	0.0			
Balanced flavor, texture and color	30	0	0.0			
Presentation technique	5	0	0.0			
Yeast Rolls: Achieving stated menu	5	0	0.0	Yeast Rolls	50.0	
Assembly	5	0	0.0	Points Received	0.0	
Production/Controlling Temperatures	5	0	0.0			
Balanced flavor, texture and color	30	0	0.0			
Presentation technique	5	0	0.0			
Warm Dessert: Achieving stated menu/Design	5	0	0.0	Desserts	100.0	
Decorating methods/Garnishing elements	10	0	0.0	Received	0.0	
Balanced flavor, texture and color	30	0	0.0	Domain II	0.0	
Presentation technique	5	0	0.0	Domain III	0.0	
Cold Dessert: Achieving stated menu/Design	5	0	0.0	Domain IV	0.0	
Decorating methods/Garnishing elements	10	0	0.0	Cakes	0.00	
Balanced flavor, texture and color	30	0	0.0	Rolls	0.00	
Presentation technique	5	0	0.0	Desserts	0.00	

Certified Working Pastry Chef Score Sheet

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Certified Executive Pastry Chef Score Sheet

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Score Recap: Domain I - Safety and Sanitation				Total Score:	0.0
Eval 1	0	0.0	0.0	0.0	0.0
Mise en place/ Work flow	5	0	0.0	Organization Skills	20.0
Use of time/ Use of area	5	0	0.0	Points Received	0.0
Food storage	5	0	0.0		
Identifying ingredients/Using	5	0	0.0		
Use of equipment/Weighing and	5	0	0.0	Craftsman Skills	40.0
Knife Handling/ Butchering	5	0	0.0	Points Received	0.0
Preparing sauces/Emulsification	10	0	0.0		
Fundamental cooking procedures	20	0	0.0		
Fish Course: Menu	5	0	0.0	Fish Course	100.0
Food Placement/ Presenting food	5	0	0.0	Points Received	0.0
Achieving nutritional balance	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures and	10	0	0.0		
Determining doneness	10	0	0.0		
Salad Course: Menu Presentation/	5	0	0.0	Salad Course	100.0
Food Placement/ Presenting food	5	0	0.0	Points Received	0.0
Achieving nutritional balance	5	0	0.0		
Choosing vessels	5	0	0.0		
Serving food at the desired	10	0	0.0		
Constructing profiles	10	0	0.0		
Developing flavor profiles	40	0	0.0		
Achieving desired textures and	10	0	0.0		
Determining doneness	10	0	0.0		
Main Course: Menu	5	0	0.0	Main Course	100.0
Food Placement/ Presenting food	5	0	0.0	Points Received	0.0
Achieving nutritional balance	5	0	0.0		
Choosing vessels	5	0	0.0	Domain II	0.0
Serving food at the desired	10	0	0.0	Domain III	0.0
Constructing profiles	10	0	0.0	Domain IV	0.0
Developing flavor profiles	40	0	0.0	Fish Course	0.0
Achieving desired textures and	10	0	0.0	Salad Course	0.0
Determining doneness	10	0	0.0	Main Course	0.0

Personal Certified Chef Score Sheet

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Personal Certified Executive Chef™ (PCEC™) Practical Exam Score Sheet

Candidate: _____ ACF Member #: _____
 Facility/Site: _____ Date: _____

Certification level tested: _____

Exam Time 4 Hours – Set up Time _____ Start Time _____
15 minute service Window Closed _____

Safety & Sanitation Skills _____ Acceptable _____ Unacceptable

COMMENTS/EXPLANATIONS:

Organizational Skills (20 Points)
 Mise en Place/ Work Habits (0-10) _____
 Utilization of Ingredients & Use of Allotted Time (0-10) _____

COMMENTS/EXPLANATIONS:

Craftsmanship Skills (40 Points)
 Cooking Skills and Culinary Techniques (0-30) _____
 Serving & Portion Size (0-10) _____

COMMENTS/EXPLANATIONS:

Personal Certified Executive Chef Score Sheet

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