



**American Culinary Federation**

**Practical Exam Operations  
Administrative Handbook**

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EXCEL Score sheets can be downloaded from the ACF website

## **Overview**

The purpose of this handbook is to ensure that there is a nation-wide standard for the registration, administration and evaluation of culinary skill proficiency testing required of all levels in the American Culinary Federation (ACF) Certification program. Private and/or corporate food service operations, schools, and chapters which are interested in hosting certification practical testing must follow these guidelines, register their testing site, dates, and times with ACF National Office, and offer a professional testing venue that meets high industry and educational standards.

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

## **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.

## **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 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.

## **Confidentiality**

The nature, format, content and results of examinations administered by the Certification Commission and all application materials are considered confidential information and shall be treated as such in accordance with policies and procedures adopted by the Certification

Commission, unless appropriate permission is obtained 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. Due to ACF confidentiality policy, only a certificant's current certification 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. All certification personnel (hired, contracted or volunteer) shall sign a confidentiality statement prior to service.

### **Non-discrimination Policy**

The Certification Commission does not discriminate among applicants or certificates on any bases that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin or ancestry.

### **Practical Exam Test Site Administration**

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

Please address all questions regarding this handbook or ACF's practical testing component to the Certification Department at the ACF National Office, 180 Center Place Way, St. Augustine, Florida 32095, or call 1-800-624-9458 X 505.

### **Why Practical Testing?**

Practical testing at each certification level adds value to the certification process and validates a candidate's skills proficiency 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 Examinations include four domains with weightings:

- 1) Organizational skills 20%
- 2) Craftmanship skills 40%
- 3) Finished Product skills 40%
- 4) Sanitation skills – Acceptable or Unacceptable

## 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.

To become an ACF approved certification practical examination site, the following criteria **must** be met:

- 1 The test site must adhere to the guidelines as described in the ACF Practical Exam Operations Administrative Handbook, including kitchen components and assessment criteria.
- 2 A minimum of three (3) ACF Approved Certification Evaluators must be available at every exam. Ratio of Practical exam evaluators is 3:6, if more candidates are testing three(3) additional evaluators are required.
- 3 There must be at least one (1) evaluator certified at the same level of the highest candidate testing, unless pre-approved by National Office.
- 4 The appointed Test Administrator shall be a current ACF member in good standing.

Applications to become an ACF approved practical examination site should be submitted at least eight (8) weeks prior to administering the site's first exam.

The Test Administrator shall agree to submit:

- All candidate score sheets
- The exam summary score sheet
- Exam questionnaires
- Sign-in sheets
- ACE Apprentice evaluations (if applicable)
- Any outstanding fees

Above items to ACF National Office within five (5) working days after the exam is given.

This ensures (1) adequate processing time between the Test Administrator, National Office, and the host site/facility; and (2) candidate registration occurs accurately and smoothly, giving the candidate, the Test Administrator, and ACF better control of all critical information.

Once a site has been approved to administer the ACF certification practical examinations, the site may continue to administer practical examinations on a recurring basis as long as the site remains in full compliance with the guidelines described in this manual. 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**. Each session should be registered with the ACF National Office before administering the exam.

All current forms which are used at each exam are provided in this packet or may be downloaded at [www.acfchefs.org](http://www.acfchefs.org).

## Facility Requirements

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

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

At a minimum each test site shall provide the following:

- 4-burner stove with standard oven per candidate (portable burners are not acceptable)
- 45 sq. ft. usable table/counter working space per candidate
- 4 cubic feet refrigeration space per candidate, at a close proximity to the station
- Adequate cubed ice supply
- One (1) hot and cold hand sink per three candidates
- One (1) hot and cold ware washing sink per four 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 five (5) quart mixer per pastry candidate
- Cutting boards
- Evaluator's table should include: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, stapler, digital camera, and copy of Le Guide de Culinare
- 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 the 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 Administrator shall notify the candidate of this requirement upon registration.**

### Individual Equipment:

2	3 qt. mixing bowls	1	rubber spatula
2	small sauce pans	1	solid spoon
1	medium sauce pan	1	slotted spoon
1	large sauté pan	1	2 oz. ladle
1	medium sauté pan	1	6 oz. ladle
2	small sauté pans	1	small whisk
2	small bain marie inserts	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  
portion scales  
microwave  
food mixers

grill  
fryer  
proof box  
balance beam scales

food processors  
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.



## Test Site Administrator Responsibilities

Every event requires an organizational structure. It will generally take more than one (1) person from each facility to organize and administer the exam professionally. Teamwork and communication are the keys to success.

There is no "standard" organizational structure for exam administration. What works for one site may not work for others depending on the knowledge, personalities, talent, and experience available. The suggestions that follow are offered only to assist sites in defining the structure that works best for them.

### Chapter President/Host Director/Test Administrator

- Signs application and authorizes chapter/host sponsorship
- Determines format and extent of examination
- Appoints/directs the Test Administrator
- Ensures post-exam follow-up

### Test Administrator

- Overall responsibility is to conduct the examination
- Main point of contact for both internal and external liaison
- Responsible for coordination and management of all details of the exam between the ACF and the host facility
- Responsible for completing the request to schedule an exam
- Responsible for proper registration of all exam candidates
- Collects all host site fees and refers candidates to ACF to pay registration fees prior to event
- Coordinates Approved Certification Evaluators for test
- Responsible for submitting required documentation to the ACF Office
- Gives candidates who **pass** the exam a Practical Exam Passing Form
- Is familiar with the Practical Exam experience prior to scheduling/administrating an event
- **Should not** be an evaluator on the day of the exam
- Assigns work stations for each candidate
- Coordinates kitchen assistants. They are to be utilized by the Test Administrator to help run a successful event. Assistants are there to assist the evaluators with running an efficient examination
- Kitchen Assistants may be a pot washer- 1 per 4 test candidates (or per kitchen) and/or 1 runner per 4 test candidates (or per kitchen)
- A candidate's assistant can only assist with **loading in** and **breakdown**
- A candidate's assistant may not be in communication with the candidate during the exam or in the kitchen from start to finish
- A candidate's assistants are not allowed in the kitchen until all candidates have completed testing
- The kitchen is free of spectators
- In case of an incident – Test Admin should fill out an Incident Report and submit it with examination paperwork to communicate w/National (i.e., candidate injury, observed harassment, ACE no show, equipment failure, etc.)

### Communications with Test Candidates and Evaluators

- List of equipment in the candidate's station, station area, refrigeration (and how far from station) common equipment. A diagram to scale or a picture of the station is a plus.
- List of smallwares, serviceware food substitutes that will be available to candidates (if applicable)
- Schedule for the exam
- Directions to facility
- Administrator 's contact information on the day of the test
- If there will be pre-test drop off of food &/or equipment on the day prior to the exam

### Test Administrator ensures all Evaluators have:

- Signed agreement form
- Reimbursements (if applicable)
- List of all candidates and levels so that any conflicts of interest can be addressed and the evaluator can review the guidelines for each level.

### Communications with the Lead Evaluator

- List of candidates and levels in order that an exam schedule can be prepared
- List of evaluators
- List of apprentice evaluators (if applicable)

### Communications with Apprentice Evaluators

- Confirmation that their request has been accepted (Apprentices don't need to RSVP with National)
- Assignment and level of the candidate so that the Evaluator can review the guidelines
- Ensure apprentices sign summary score sheet to track their participation

### Kitchen Manager/Kitchen Assistance

- Reports to Test Administrator
- Secures/arranges delivery of all required kitchen equipment
- Safety supervisor for main kitchen. Arranges fire watches and other facility safety requirements
- Monitors and refreshes evaluators' tasting equipment and refreshments
- Keeps examination clear of all unauthorized personnel and all bystanders

### Scoring Assistant/Test Administrator

- Reports to Test Administrator
- Supports testing evaluators during the event
- Assigns score keeping assistants, starters, time keepers
- Provides score sheets, tabulates, and verifies scoring
- Enters final data into electronic spreadsheets (if applicable)

**HOLD HARMLESS AGREEMENT**

1. I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT 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.
2. 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.
3. 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.
4. 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 COVENANT 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*

## Test Planning and Organization

### Evaluator Selection

The Test Administrator is responsible for selecting the Approved Certification Evaluators (ACE). Every practical exam requires three (3) evaluators, per six candidates, to proctor the examination to ensure a fair and comprehensive evaluation.

For an up-to-date listing of possible evaluators refer to the Approved Certification Evaluator webpage. It is highly recommended that the testing be set and evaluators confirmed with ACF before advertising to candidates.

Of the three (3) evaluators, two (2) 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. If there are less than three (3) evaluators present, all practical exam scores will be null and void.

### Selection of Test and Dates

To execute the certification practical test, the ACF approved test site must select a panel of Approved Certification Evaluators, set a test date, and then notify the ACF National Office. Test dates should be convenient for all those involved; however, some guidelines should be followed:

- Submit a Request to Schedule a Practical Examination form to ACF National Office:
  - The date should be set a minimum eight (8) weeks prior to test date.
  - Include the list of the three (3) approved evaluators with signed agreement forms. *(It is suggested that at least one evaluator be pastry, if a pastry candidate is testing).*
  - There must be at least one (1) evaluator certified at the same level of the highest candidate testing, unless pre-approved by the National Office.
  - The request will be approved and added to ACF website, if requested.
  - ACF can send broadcast email to help promote, if requested.
  - Confirm candidates have registered with ACF.
    - Collect host site fees (if applicable)
- ACF provides candidate roster to test site administrator

### Post Exam Procedures

At the completion of the exam, candidates will be given a verbal and written explanation of their scores and performance, regardless of pass or fail, which is used to document the results of the exam. The Test Administrator will give any candidate who **successfully** completed the exam an ACF Practical Exam Passing Form for their records. All candidates, whether they passed or failed, will walk away with a Practical Exam Evaluation Review (feedback) form. Candidates do NOT receive a copy of the score sheet.

The Summary Score Sheet, the Apprentice Evaluators Sign-In Sheet, Candidate Questionnaires and all individual Score Sheets are to be sent to ACF National Office. Test site should retain copies of exam pictures for one (1) year.

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

*Note: Test Administrators should fill out an Incident Report and submit it with examination paperwork to communicate w/National Office about any "questionable" situation/behavior. In some cases an incident report can be filed by a candidate and/or evaluator. 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.*

## **Test Security**

The security of practical exam score sheets is maintained by the approved Test Site Administrator until sealed and mailed to ACF National Office. Each ACE evaluator must sign his/her score sheets for each practical examination. At the conclusion of the examination, all materials are forwarded to the ACF National Office. Once in the office, all score sheets are inputted into ACF's database and scanned into DocRecord. After they are scanned the score sheets are shredded. All photographs of the practical examinations are retained for a year by the Test Administrator at 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 recertification determinations; 2) content of the exam and/or keyed responses to items, 3) alleged inappropriate exam administration procedures; and 4) alleged testing conditions severe enough to cause a major disruption of the examination process. Appeal procedures are detailed in the Policies and Procedures document which are available on the ACF website or can be requested from the ACF National Office.

## **Calibration/Recalibration Visits**

The integrity of ACF's 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 an ACE Trainer. The intention is to observe the assessment practices of the test administrator and evaluators as well as to ensure proper protocols are being followed by each test site and evaluator. Calibration visits and ongoing training of test administrators and evaluators protect the integrity of the practical exam process which relies heavily on the consistent application of approved guidelines and procedures across the board.

A recalibration visit - is a *corrective visit* conducted by an ACE Trainer. The intention is to examine the non-compliance issue(s), make a formal report of findings and then make the necessary corrections to bring the areas of non-compliance back into compliance. The visit utilizes a rubric evaluation form that provides quantitative measurements of the test administrator, evaluator protocol/practices, test security, and/or the facility set-up/requirements.

In the case of a recalibration, a test site, test administrator and/or evaluator(s) may be temporarily suspended from hosting or conducting any practical examinations until a recalibration visit can be scheduled.

A recalibration visit is conducted during a practical examination under the supervision of an ACE Trainer. The trainer is there to observe and make recommendations as well as evaluate their findings. The trainer is not there to evaluate test candidates or to be the administrator.

## Candidate Registration and Fees

### Exam Registration

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

An examination summary sheet shall be completed for each day that the ACF practical exams are administered. The summary score sheet is a recap of all exams administered on a particular date and includes the registered candidates, their score, evaluator and apprentice names and ID numbers.

**Note:** *For candidates with physical challenges, as defined by the American Disabilities Act, they may petition the ACF for special considerations. ACF will do whatever is feasibly possible to accommodate special circumstances.*

### Fee Calculation

Candidates are required to register with ACF and pay a non-refundable practical exam registration fee: \$50 member, \$100 non-member. ACF's registration fee is required regardless of assigned pass/fail score or candidate's number of attempts.

If a candidate needs to cancel an exam after they have registered, they must contact both the ACF office and the test site administrator within two weeks of the test date. The ACF registration fee may be transferred to a new test date within six months or will be forfeited.

Host sites may charge an additional fee that is payable to the test site administrator hosting the exam, if applicable. In order to ensure equity across all examination venues, the ACF national office recommends a maximum host site fee of \$50.00 to \$125.00 for candidates. The actual fee established is at the discretion of the approved examination site. The test fee should cover the actual costs of the site administering the certification practical exam. ACF National Office will not reimburse any site for expenses not covered by fees collected.

It is understood that certain circumstances may arise that requires a higher fee to be charged at certain venues. Under these circumstances, the test site shall remit in writing their cost calculations to the ACF National Office.

Host site fees are separate from the amount due to the American Culinary Federation and may have their own cancelation policy. Candidates are encouraged to contact the test administrator to confirm test time, host site fee and other specifics about the facility and/or test. Test sites should refer candidates to ACF for payment prior to the exam. *However, if a candidate does not register with ACF prior to the exam, the test site is responsible for collecting ACF practical exam fees.*

## **Suggested Host Site Cancellation Policy**

The test site may choose to collect a deposit from each test candidate. The ACF National Office recommends the following policy:

1. A maximum deposit of \$100.
2. Cancels at least two (2) weeks prior to the exam, 100% of the deposit is refunded.
3. Cancels less than two (2) weeks prior to the exam, 50% of the deposit is refunded.
4. Candidate does not notify the test administrator that they are canceling prior to the test date; no portion of the deposit is refunded.
5. Any deposits being refunded will be returned to the test candidate within 30 days.
6. The candidate will receive a copy of the policy and sign it at the time of registration.

Should the test site administrator deem it necessary to change the above cancellation policy to better fit the needs of their test site, they should submit a copy of their cancellation policy to the ACF National Office.



## Pre-event Checklist

### 8 weeks

- Select test date
- Confirm site availability
- Select and confirm participants:
  - Evaluators (Ratio 3:6)
  - Lead ACE – if apprentices are confirmed
  - Kitchen assistance
- Communicate with interested candidates
- Solicit chapter support
- Turn in Practical Exam Request Form to National Office
  - Post event on website
  - Collect local host site fees
  - Receive periodic rosters from National Office

### 1 month out

- Reconfirm participation of evaluators
  - Possible hotel accommodation recommendations
- Receive Roster of Candidates from National Office
- Communicate with interested candidates
  - List of stores for supplies
  - Possible hotel accommodation recommendations
  - Offer candidates an opportunity to view site prior to testing
    - 360 view of site or provide kitchen layout
- Confirm all equipment is in working order
- Confirm kitchen assistance

### 2 weeks out

- Confirm access to computer and a copy machine
- Download and save any electronic score sheets for data entry

- Send informational letter to evaluators and candidates (directions, contact numbers, etc.)

### **1 week out**

- Send informational letter to candidates (start times, drop-off, etc.)
  - Candidates have ½ hour to set up before their designated start time or before the pre-exam meeting time (if you are starting first).
- Score sheet for all evaluators for each candidate (have extras available)
- Score sheet for each apprentice assignment
- Candidate Questionnaire per candidate
- Examination Summary Score sheet
- Apprentice Sign-in Sheet with critique per apprentice (if applicable)

### **Day before the exam**

- Clipboard or binder for each Evaluator and apprentice Evaluator
  - Level Criteria
  - Time sheet
  - Score sheet
- Digital Camera (take photos; retain photos for one (1) year)
- Pencils and stapler
- Staging of kitchen for candidates
- Ensure there is a common clock visible to all candidates during the exam
- Water, glasses, and utensils for Evaluators to be used when tasting
- Private area provided for critiques

## **Examination Day**

### **Pre-exam meeting (at least 15 minutes)**

- Fill out remaining paperwork
- Collect host site fee, if applicable
- Candidates should present menus to Evaluators
- Test Administrator and/ or ACE Lead reviews details of the day (see below)
- Examiners available to answer last minute questions

### **Other suggestions**

- Explain the procedure in regard to tasting the candidate's food (window). Tasting done at station.
- Explain that once exam is complete, to immediately break down station.
- Hand out Candidate Questionnaires to be filled out up to question # 8.
- Direct the first candidate to begin their ½ hour set-up and immediately check in ingredients.
- Use a thermometer if you are unsure about proper temperature controls.
- Pre-Exam Orientation with Practical Exam Candidate(s) can be conducted by Test Administrator or ACE (see the next page).

### **Post-Event Checklist**

- Passing forms presented to passing candidates.
- Each candidate, regardless of pass or fail, receives a Practical Exam Evaluation Review (feedback form)
- Hold on to photos as they may be requested.
- ACE Apprentice critique (only if applicable). Apprentices do not get the form. It is sent to the ACF National Office as it is an internal tool for approval.
- The following items should be submitted to the ACF National Office within one (1) week after each Practical Exam has taken place:
  - Examination Summary Score Sheet (use as cover sheet)
  - Score Sheets for ALL candidate(s) with all evaluators' handwritten score sheets
  - Candidate(s) Questionnaire(s)
- All fees should be paid in advance; however, if they are not, please send \$50.00 for ACF Member Candidate and 100.00 for Non-member Candidate along with the non-member contact information: address, phone number, and e-mail address to National Office.

**Pre-Exam Orientation with Practical Exam Candidate(s)  
conducted by Test Administrator or ACE**

**Use as a checklist:**

- Welcome and thank candidate for being part of the certification process.
- Introduction of Evaluators and any apprentices, explaining that the apprentices will be functioning as part of the exam but their scores will not be included.
- Show candidate where the common clock is for reference.
- Review the limits of their station, any “common” equipment, refrigeration, etc.
- Explain the importance of proper sanitation, need for hand washing, no hand contact with ready to eat food, etc.
- Caution candidates about time, temperature violations, and cross contamination.
- Point out hand washing sink.
- Explain: Food that is “useable trim” if not being utilized in the menu must be stored as if it were going to be used in some function. A compost container may be utilized, as well as wet and dry waste. All must be visible during the exam. If the container becomes overloaded an Evaluator will instruct the candidate to discard it.
- Review timeline with candidate.
- Explain function of kitchen assistants (if applicable).
- Explain that tasting and questioning from Evaluators will happen during exam.
- Explain that candidate may ask questions of Evaluators but may not receive desired answer.
- Explain what will happen in regard to food replacement.
- Explain what will happen in the event of an injury.
- Explain time checks.
- Explain how additional time requests will be handled.
- Explain to candidates that do not have a service window that they have the option of intermediate presentation of menu items or one large presentation (refer to General Guidelines 7a, 7b).
- Explain to candidate with a service window that food may not be presented prior to window opening.
- Explain the procedure in regard to tasting the candidate’s food if their window has closed and another candidate is ready to present their food.
- Explain that food tasting will be done at station.
- Explain that once exam is complete, to immediately break down station.
- Hand out Candidate Questionnaires to be filled out up to question # 8. During this time, the Evaluators can review the menus/cover sheets.
- Address any issues found in menu.
- Ask if candidate has any questions.
- Direct the first candidate to begin their ½ hour set-up and immediately check in ingredients. Use a thermometer if you are unsure about proper temperature controls.

## Assessment Guidelines and Scoring

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The assessment for certification practical testing is divided into four (4) general areas: Safety and Sanitation Skills; Organization; Craftsmanship Skills; Finished Product Skills.

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

**Domain I – Safety and Sanitation** 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 are assessed as acceptable or unacceptable. An unacceptable score in this area by two (2) or more Evaluators is considered an overall failure regardless of the total points achieved by the candidate. Evaluators are allowed to disqualify any candidate for infractions of these guidelines. Cleanliness of the equipment, both during and after the test, will be the responsibility of the candidate.

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

- A. **Safety and Sanitation Skills:** The prevention of time/temperature abuse and cross contamination are the two (2) most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner has seen a possible infraction of either of these two (2) 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. Sores 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.

**Guidelines on Unacceptable Sanitation Scoring:** A sanitation violation is a lack of organization, knowledge and/or skill, and should be reflected in their score (per the level being tested). A candidate should lose points in organizational procedures and methodologies as well as flavor profile and food integrity depending on cause of violation.

A candidate, who demonstrates a lack of knowledge and/or skill resulting in sanitation violation relating to a time and temperature infraction, making the food unsafe to eat, will cause the candidate to fail. If the food cannot be eaten, it cannot be scored.

**Domain II - Organizational Skills** will be measured using industry standards for the following:

- Mise en place (organization and work flow)
- Proper utilization of all ingredients
- Timing of service and follow-up

**Scoring:** Organizational skills for organization and work habits and utilization of ingredients and use of allotted time for a possible total of 20 points.

Here are two (2) general guidelines on 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 useable waste is stored properly. Floor spills are attended to, quickly. 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; for example, chops herbs or minces garlic at the same time. 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 (2) 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 test, 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 by-product, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.
- D. Timing of service and follow-up** is evaluated on the requisite time given to the candidate for the level of examination attempting. The candidate will be notified of his/her presentation time "window" upon the start of his or her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted. There is no standard deduction for lateness/tardiness. Allow the candidate to finish the exam. Note the time of completion on the score sheet. Evaluators

need to discuss why the candidate was late and the deductions should be documented in the corresponding domains (see guidelines for tardiness below).

**2011 Guidelines on Scoring Tardiness:** If a candidate is running late it could be a lack of organization, knowledge and/or skill and should be reflected in their score (per the level being tested). A candidate could lose points in organizational procedures and methodologies as well as food integrity (served cold due to poor time management) or correlating deficient skill. There is no rule regarding tardiness and the number of points deducted. Accumulative loss of points may or may not result in failing score.

**Domain III – Craftsmanship Skills** will be measured using industry standards for the following:

- Creativity, skills, and craftsmanship are evaluated based on the candidate’s ability to properly execute classical knife cuts and proper cooking techniques while utilizing the correct method of preparation for any given item. In addition, the variety of techniques properly executed shall be factored into this score.
- Serving and portion size is evaluated on the main item and complementary components in the correct size and amounts following the required nutritional standards. When the main item is not within prescribed limits, either under or over, then points may be deducted. Likewise, each accompanying item not within acceptable portion size could result in the loss of points.

**Scoring:** Proper cooking techniques, skills, and fundamentals are assessed as the following: creativity, skills, and craftsmanship and serving and portion size for a possible total of 40 points.

Here are two (2) general guidelines on cooking skills and technique the candidate needs to follow:

- A. Cooking techniques and skills:** The candidate should pay attention to detail as described by the fundamental cooking technique specified. The candidate should use the proper technique as stated in the test criteria, such as properly deglazing a pan rather than simply adding wine or a liquid; properly browning the mirepoix, not just heating it; correctly roasting and basting the product as needed, not just placing the product in the oven; or poaching items rather than simmering them. The candidate uses correct methodology and techniques in preparing forcemeat and demonstrates a variety of different techniques.
- B. Butchery and boning skills:** The candidate is efficient and profitable in the removal of muscle from meat or poultry carcasses or fish from a bone. Sinew and/or fat removal and correct tying methods will be evaluated.

**Domain IV Finished Product Skills** will be measured using industry standards for the following:

- Overall presentation including the use of appropriate garnishes
- Overall nutritional balance
- Ingredient compatibility

- Flavor, taste, texture, and doneness

**Scoring:** Flavor and texture, presentation and ingredient compatibility and nutritional balance for a possible total of 40 points.

Here are four (4) general guidelines on taste and presentation the candidate needs to follow:

- A. Serving methods and presentation: Hot Food Hot! and Cold Food Cold!** (including plates) Presentation is evaluated on correct temperatures of the items served including the dishware, visible seasonings and garnishes, arrangement of items, and overall esthetic appeal of the presented items. Food is fresh and colorful, visibly seasoned, presented with some height, easy to eat, and pleasing to the eye. Meat/fish slices are even, straight, and evenly shingled. Items are placed closely together to help maintain temperature and to keep the plate from resembling a “smiling face” or “party-on-the-plate décor”. The use of white china is strongly suggested.
- B. Portion size and nutritional balance:** Components of the meal are balanced so that the main item is complemented in size/amount by the accompanying garnish (es) and/or sauce(s), the necessary nutritional standards are being adhered to, and the protein weight is within the set limits.
- C. Ingredient compatibility:** Ingredient compatibility and nutritional balance is evaluated on the harmonious use of ingredients, cooking methods, and ingredient colors, which follow guidelines for nutritional balance. Ingredient colors harmonize. Ingredient amounts are correctly portioned to give a perfect harmonization.
- D. Flavor, taste, texture, and doneness:** Flavor and texture is evaluated on the proper use of flavors and seasonings in every menu item and/or component, with a variety of contrasting food textures as presented for judging. The flavors are typically associated with the specific food ingredients in the menu and recipes are profound. For example, the duck broth tastes like duck. Doneness temperatures are correct. Stated vegetable cuts are correct. The stated cooking techniques have been applied correctly. The textures correspond to what was implied in the recipe. The flavor of the sauce or vinaigrette reflects what the recipe states and is of the correct consistency. The correct degrees of caramelization have been shown.



## Practical Exam Preparation for the Certification Candidate

Here are excerpts from the CSC® and CEPC® Candidate Handbooks for each level of certification has a candidate handbook which provides detailed information about their particular practical examination.

### What to Expect

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

### On the Day of Your Exam

You will have up to ½ hour to set up before your designated start time or before the pre-exam meeting time if you are starting first.

### Pre-Exam Orientation Meeting

- The 15 minute pre-exam meeting will be held before the morning exams. The meeting will include:
  - Filling out paper work
  - Making final payment (paying necessary fees: Host Site and ACF)
  - Presenting menus to examiners
  - Examiners will be available to answer last minute questions

### The Exam

The practical exam can be taken at any [ACF approved test site](#). A score of 75% or higher is required to pass. Practical exam scores are valid for one year.

- Wait in the designated area until your assigned set-up/start time in which you may begin cooking.
- Expect to see evaluators and apprentice evaluators walking around with clipboards and taking notes. Also expect them to be talking to each other, asking you questions, looking at your food, and looking deep in thought. This is not meant to be a distraction or an intimidation tactic, but what is involved in the evaluation process.
- Remember, you will not be alone in the kitchen while you are preparing your food for the exam. Expect up to three other participants with you in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- A kitchen helper’s role is to assist in keeping the kitchen clean, clearing dishes, etc. They report directly to the Test Administrator. They may at times be able to get something for you. Only authorized helpers will be allowed in the kitchen during the exam. If in doubt, ask. The test site may assign 1 pot washer and 1 runner per 4 test candidate or per kitchen, but is not required to offer this assistance.
  - Candidate’s assistant can only assist with **load in** 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 preventive measures for time temperature abuse and cross-contamination.
- You will *present your food* to the evaluators at your designated time.
- Be courteous, calm, and collective.

### When You Are Done in the Kitchen

- Expect to wash your own equipment, utensils, and china when you are through with your exam.
- You must clean up and be out of your cooking area within ½ hour 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 scores and performance which is used to document the results of the exam. The Test Administrator will give any candidate who **successfully** completed the exam an ACF Practical Exam Passing Form for their records. The original individual Score Sheets, the Summary Score Sheet and the 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, but he/she must submit a new registration form and payment.

### Study 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 with the exception of the following: vegetables can be peeled; salads may be cleaned and washed, but not cut or shaped in any form; and beans may be pre-soaked.
3. Items that require long marinating times may be brought in pre-marinated; however the candidate must demonstrate the entire marinating and/or fabrication process during the exam.
4. Candidates are allowed to bring in only the whole and raw materials. No finished sauces are allowed; however, basic stocks (beef, veal, chicken, vegetable, or fish) may be brought in as necessary for the assignment. No commercially produced stocks or bases are permitted. No clarified consommés are allowed.
5. Candidates shall bring his/her personal tools, including knives, small wares and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be made for test sites that choose to provide china. (*check with Test Administrator*)
6. Dry & wet garbage receptacles, as well as usable trim receptacles, must be maintained and presented to evaluators upon completion of the test.
7. Basic nutritional balance in recipe development means the candidate should use the following guidelines in formulating a balanced, nutritionally sound recipe. Daily caloric intake should range between 1300 to 3000 calories *per day* with:

- 45% - 65% of calories from carbohydrates.
- 20% - 35% of calories from fat with less than 10% from saturated fat.
- 10% - 35% of calories from protein.
- 300 mg or less of cholesterol.
- 2400 mg or less of sodium.

### Savory Guidelines

- Ingredients and garnishes should harmonize with the main part of the dish and conform to contemporary standards of nutritional values.
- Unnecessary ingredients should be avoided and practical, acceptable cooking methods should be applied.
- Dressing the rims of the plate results in an unacceptable appearance.
- Meat and vegetable juices should not make a dish look unappetizing.
- Vegetables must be cut or turned uniformly.
- Plate arrangement and decoration should be practical yet appealing and should comply with daily standards.
- In general, portion weight should be in keeping with the norms of accepted practice and nutritional balance.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A typed-written menu describing each dish to be prepared must be given 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.

### Pastry Guidelines

- Candidate's choice of decorating medium to be prepared during the test are: Buttercream, frosting, whipped cream, icing, 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 test 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 is of consistent shading, using color that is balanced, 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, small drying cracks.
- Apply flowers and leaves that have definite shaped petals with proper form, correct number of petals, coloring, and detail as close to nature as possible.
- For each item, create a decorative design that is balanced, proportioned, appropriate to techniques or theme, not 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 can be writing.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A type-written menu describing each dish to be prepared must be given 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.



American Culinary Federation

## AMERICAN CULINARY FEDERATION Practical Test Site Application

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

Sponsoring Chapter/Host Site \_\_\_\_\_  
Chapter President or Host Site Director \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Email \_\_\_\_\_

Test Site Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Test Administrator Information *(contact information will be posted on website)*

Name \_\_\_\_\_ Certification Level \_\_\_\_\_ ACF# \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Email: \_\_\_\_\_

### Acknowledgement:

To the best of my knowledge, all of the information in this application is true and accurate. Our chapter/test 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 Administrator agrees to submit a Request to Schedule an Exam at least eight (8) weeks prior to administering a practical exam.

\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter President/Host Director

\_\_\_\_\_  
Date

Submit this form via fax, email or mail to:  
American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095  
Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)



American Culinary Federation

# AMERICAN CULINARY FEDERATION Practical Exam Candidate Registration Form

Please complete this registration form and submit to ACF prior to the scheduled practical exam date.

Name \_\_\_\_\_ ACF# \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

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

Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Indicate the certification level you are testing for:

CC<sup>®</sup> \_\_\_ CSC<sup>®</sup> \_\_\_ CCC<sup>®</sup> \_\_\_ CEC<sup>®</sup> \_\_\_  
CPC<sup>®</sup> \_\_\_ CWPC<sup>®</sup> \_\_\_ CEPC<sup>®</sup> \_\_\_ PCC<sup>™</sup> \_\_\_ PCEC<sup>™</sup> \_\_\_

### Practical Exam fee due to ACF:

ACF Member Fee - \$50 (non-refundable registration fee)     Non-Member Fee - \$100 (non-refundable registration fee)

If you need to cancel an exam after you have registered, you must contact both the ACF office and the test site administrator within two weeks of the test date. The ACF registration fee may be transferred to a new test date within six months or will be forfeited. Host sites may charge an additional fee that is payable to the test site administrator hosting the exam, if applicable. Host site fees are separate from the amount due to the American Culinary Federation. Contact the test administrator to confirm test time, host site fee and other specifics about the facility and/or test.

Method of Payment: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

1) Check Mailed \_\_\_\_\_

2) Credit Card: VISA/ MC/ AMEX/ DISCOVER (circle one)

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Submit this form with payment via fax, email or mail to:  
American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095  
Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)



**AMERICAN CULINARY FEDERATION**  
**Request to Schedule a Practical Exam**  
(Submit to ACF National Office 8 weeks prior to exam)

Name of Test Site \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Test Administrator \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Test Information**

Date of Test \_\_\_\_\_ Max # of Candidates \_\_\_\_\_

Host Site Test Fee \$ \_\_\_\_\_

*(This fee is in addition to the **ACF practical exam registration fee of: \$50 member, \$100 non-member.** Each candidate is required to register with both ACF and Test Site. If a candidate does not register with ACF prior to exam, the test site will be responsible for collecting ACF practical exam fees, as indicated above)*

ACF Approved Certification Evaluator #1 \_\_\_\_\_

ACF Approved Certification Evaluator #2 \_\_\_\_\_

ACF Approved Certification Evaluator #3 \_\_\_\_\_

If ACE apprentices are participating in practical exam evaluation a Lead Evaluator or ACE Trainer must be present. Lead ACE or ACE Trainer \_\_\_\_\_

Would you like this test date announced on the ACF website? \_\_\_Yes\_\_\_No

As Test 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.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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



## Sample Approved Certification Evaluator (ACE) Agreement Form

Chapter/Host Site Name:

Address:

Date:

Dear Test Administrator:

By this notice, I hereby confirm that I will be available to proctor your scheduled ACF certification practical examination(s) at (location) on (dates).

Should an unforeseen circumstance preclude my participation, I will do my best to notify the test administrator immediately, and I will coordinate the assignment of a qualified replacement.

Sincerely,





## ACF Practical Exam Passing Form

Test Date \_\_\_\_\_

Name \_\_\_\_\_ ACF Member # \_\_\_\_\_

Test Site \_\_\_\_\_

Test Administrator \_\_\_\_\_

Level of Certification for which this candidate ***passed***:

- Certified Culinarian<sup>®</sup>
- Certified Pastry Culinarian<sup>®</sup>
- Certified Sous Chef<sup>®</sup>
- Certified Working Pastry Chef<sup>®</sup>
- Certified Chef De Cuisine<sup>®</sup>
- Certified Executive Chef<sup>®</sup>
- Certified Executive Pastry Chef<sup>®</sup>
- Personal Certified Chef<sup>™</sup>
- Personal Certified Executive Chef<sup>™</sup>

Congratulations! You have successfully completed the requirements for this exam. This form serves as your official record of participation in the ACF Certification Practical Examination. This practical exam score is valid for one (1) year from the test date listed above. When you apply for certification, please send a copy of it with your certification application.

\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Date

# Examination Summary Score Sheet

**\*\* A SCORE OF 75 OR BETTER IS REQUIRED FOR PASSING.**

Host Chapter/Site: \_\_\_\_\_

Examination Date: \_\_\_\_\_

Candidate Name	Evaluator 1	Evaluator 2	Evaluator 3	Total Points	Average Points	Exam Level	**Pass/Fail	Member ID #	Member Phone #

*Please make sure all fields above are completed.*

**Evaluator's Verification Signatures**

Evaluator 1:

\_\_\_\_\_  
 Printed Name/Certification Level      Signature      Member Number

Evaluator 2:

\_\_\_\_\_  
 Printed Name/Certification Level      Signature      Member Number

Evaluator 3:

\_\_\_\_\_  
 Printed Name/Certification Level      Signature      Member Number

**Acknowledgement**

To the best of my knowledge, all of the information in this document is true and accurate. The above listed examinations were conducted in strict compliance as specified in the ACF Certification Practical Testing Guide.

\_\_\_\_\_  
 Signature of Test Administrator      Date      Member Number

**Approved Certification Evaluator Apprentices:**

Apprentice 1:

\_\_\_\_\_  
 Printed Name/Certification Level      Member Number

Apprentice 2:

\_\_\_\_\_  
 Printed Name/Certification Level      Member Number

## ACF Practical Exam Evaluation Review

Candidate Name: \_\_\_\_\_ ACF ID #: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_  
Certification Level: \_\_\_\_\_

**Domain I - Safety and Sanitation**

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**Domain II - Organizational Skills**

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**Domain III - Craftsmanship Skills**

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**Domain IV - Finished Product Skills**

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## ACF Practical Test Candidate Questionnaire

Please complete the questions below to help us refine our testing procedure:

1. How many times did you practice the testing scenario?
2. What reference materials did you use to prepare for the test?
3. Have you ever participated in an ACF Practical Exam, and if so, how many times?
4. Have you ever competed, and if so, in which categories?
5. On average, how many days per week do you actively cook?
6. What type of facility (fine dining, corporate feeding, casual dining, etc.) do you work in?  
(Please be specific.)
7. Why do you want to be certified?
8. Did you find the exam to be fair?
9. On a scale of 1 to 10, if 1 is easy and 10 is extremely difficult; please rate the difficulty of the exam.

Comments:

Name \_\_\_\_\_ Date \_\_\_\_\_

Submit this form with examination paperwork

American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095

Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)



**AMERICAN CULINARY FEDERATION  
Practical Exam Incident Report Form**

American Culinary Federation

Date and Time \_\_\_\_\_

Test Site \_\_\_\_\_

Test Site Administrator \_\_\_\_\_

Other Evaluator(s) involved \_\_\_\_\_

Candidate(s) or Evaluator(s) name \_\_\_\_\_

Description of incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue (i.e., stress point) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What follow-up is recommended? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action(s) should ACF take to prevent a recurrence of a similar incident? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Submit this form via fax, email or mail to:  
American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095  
Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)

## Approved Certification Evaluator (ACE) Program

### Evaluator Program: Process and Procedures

An Approved Certification Evaluator (ACE) has placed him or her self in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application and have completed required training and apprenticeships. ACF confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers.

As the culinary profession is constantly updating its trends and standards, a system must also be in place to ensure those who administer the evaluator and scoring remain current in an evolving world. Therefore, the ACF National Certification Committee will regularly revise and update the qualifications needed for being an Approved Certification Evaluator. As an ACE, you will be required to meet all of the requirements, as mandated, in order to maintain status as an Approved Certification Evaluator.

An Approved Certification Evaluator is a volunteer trained to evaluate practical examination candidates. ACE is not a certification.

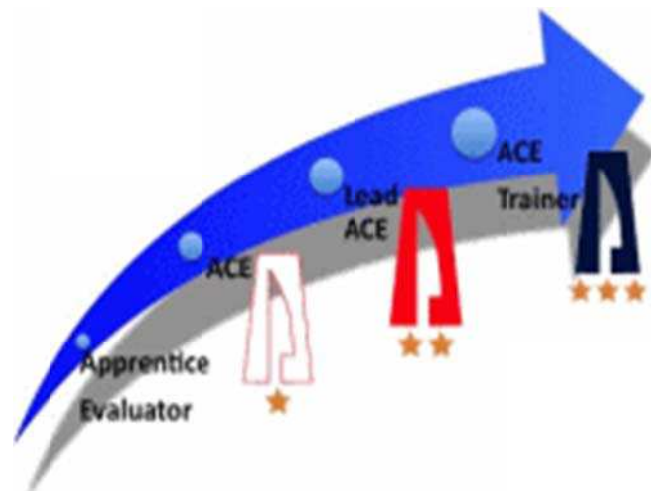
### Levels of ACE Status

**Apprentice Evaluator** – Is a candidate for ACE going through the ACE training/apprenticeship process.

**ACE** – Approved Certification Evaluator serves as proctor for the ACF Practical Examination

**Lead ACE** – Approved Certification Evaluator who supervises/mentors ACE apprentice(s) through the examination process ensuring full understanding of proper protocols and evaluation techniques.

**ACE Trainer** – An ACE Trainer is an appointed position made by the Practical Exam Operations Subcommittee acting on behalf of ACF Certification Commission. By virtue of their appointment, ACE Trainers are tasked with ensuring those who administer scoring and provide evaluations remain in compliance with current practices, policies, and procedures; therefore, they 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 Approved Certification Evaluators (ACE) they have placed themselves in a position to exhibit the highest level of trust, professionalism, respect, and ethical confidence towards his/ her peers.



## ACE Application Process

The ACF Approved Certification Evaluator (ACE) program has been established to provide a nationwide pool of qualified evaluators for evaluating practical exam candidates. Definitive prerequisites for approval have been established along with criteria to ensure that all qualifications remain current.

They are as follows:

1. All potential evaluators must be current members in good standing with the American Culinary Federation.
2. All potential evaluators must be ACF certified as a Certified Culinary Administrator<sup>®</sup> (CCA<sup>®</sup>), Certified Executive Chef<sup>®</sup> (CEC<sup>®</sup>), Certified Executive Pastry Chef<sup>®</sup> (CEPC<sup>®</sup>), Certified Master Chef<sup>®</sup> (CMC<sup>®</sup>), Certified Master Pastry Chef<sup>®</sup> (CMPC<sup>®</sup>), or a Certified Culinary Educator<sup>®</sup> (CCE<sup>®</sup>).
  - Applicants that are culinary educators must have at least five (5) years teaching experience or take and pass the CEC<sup>®</sup> or CEPC<sup>®</sup> practical exam.
3. All potential evaluators must take the practical exam **unless** they have earned a silver or gold medal in Category F-1, F-4, F-5, G, P-1, or P-2 **or** they have been a culinary instructor for more than five (5) years- documentation required.
4. ACE applications must be sent to the ACF National Office for review and approval prior to attending the ACE Training.
5. All potential evaluators must attend an eight (8) hour ACE Training seminar. The evaluator is solely responsible for coordinating his/her assignment and all funding requirements.
6. All potential evaluators must apprentice four (4) practical exams with a Lead ACE. An apprentice critique will be completed by a Lead ACE for each apprenticeship; recommending whether an apprentice evaluator should move forward to ACE.

## Maintaining ACE Status

Approved Certification Evaluators must maintain their ACF membership and certification status. Failure to comply with these provisions shall invalidate an evaluator's status.

Evaluators are also responsible for complying with any continuing education requirements necessary to maintain their evaluator status. To maintain your ACE status, evaluators agree to attend an ACE refresher course via a webinar (typically a 1.5 hour course) and evaluate at least one (1) practical exam each calendar year. Failure to comply with will render the evaluator status inactive until they have completed an eight (8) hour ACE Training Seminar.

## Approved Certification Evaluator Skills

- Be a good observer – This is your primary function during the exam. You will be looking for a number of benchmarks prior to tasting the candidate's food.

- Ability to be objective – disregarding any personal/professional knowledge of the candidate and only assessing the candidate’s performance **on the day of the exam**.
- Ability to write clearly and concisely – the score sheet comments, both positive and negative, are the most important back-up information to the candidate’s score. Using one or two-word descriptions will not work in this instance.
- Ability to give a professional critique – stay-on-topic, be supportive, constructive, positive, refer back to the standards and not about your opinion. Candidates must be provided meaningful information on their performance. Such information should enable failing candidates to understand their strengths and weaknesses.
- Be respectful of the certification process and the testing candidate

### **Upgrade Evaluator Status to Lead ACE**

Approved Certification Evaluators may seek Lead ACE status to serve as coach and mentor for ACE apprentices. In order to be considered for Lead ACE status, candidates must submit an application. All applications will be reviewed and considered based on the information provided. Submission does not constitute approval.

Requirements are as follows:

1. All potential Lead ACE must be a CEC<sup>®</sup>, CEPC<sup>®</sup> and/or CCE<sup>®</sup> for at least five (5) years with current status
2. Be an ACF member in good standing
3. Have taken a practical exam (*request for waivers will not be approved*)
4. Attended an 8-hour ACE Training class
5. Been an ACE for at least two (2) years
6. Served as a Test Administrator

Applicants are also asked to complete a Practical Exam Testing Resume and provide two (2) letters of recommendation from either a Chapter President, Chapter Certification Chair, ACE Trainer and/or Lead ACE.



## Roles and Responsibilities of Each Evaluator Status

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.**

### Dress Code

It is important to remember that ACF Approved Certification Evaluators (ACE), who proctors practical exams, represent the profession of chefs. Therefore, when proctoring a practical test, chefs must wear professional chef's attire (clean, pressed chef jacket or lab coat, black or black and white checkered pants, and closed toe shoes or clogs).

### Apprentice Evaluator

An ACE apprenticeship is defined as the "shadowing" of the evaluation process from start through critique. The apprentice is to observe the evaluation process and utilize skills taught in the ACE Training Seminar. A candidate must complete an ACE application and the ACE Training Seminar **before attempting an apprenticeship.**

In order to receive credit for an apprenticeship, the ACE candidate must complete four (4) successful practical evaluations from start through critique. Attendance is recorded on a sign-in sheet by the onsite administrator. The score sheet and/or sign-in sheet are returned to ACF for processing.

Each apprenticeship is recorded. Once all requirements are met, each ACE will be listed by state on the Approved Certification Evaluator page of the ACF website. The ACE will be notified by email and receive a congratulatory letter with ACE card

For each apprenticeship:

- Contact the Exam Administrator to see if there will be a qualified Lead ACE Evaluator or ACE Trainer available for the exam.
- Write a letter/email of intent to the Test Administrator in regard to participating in the exam. If for any reason you are unable to attend, you must notify the Test Administrator ASAP. Conversely, if the evaluator assigned to apprentices is not able to attend, the Test Administrator will notify all apprentices. Every effort should be made by the Evaluator and Administrator to find an equally qualified evaluator. Under no circumstances will credit be given for an apprentice session if an unqualified evaluator is present.
- Apprentice evaluators are responsible for all personal expenses.
- Find out from the Test Administrator your assigned candidate's exam level and start time.
- Report to the test site one (1) hour prior to the exam. Bring a pen and notebook.
- Report to the Lead Evaluator.
- Sign the Apprentice form (have your membership number available).

- Follow directives of the Evaluator.
- Observe, taste, make notes, score, and complete score sheet comments.
- Participate in meetings or critiques.
- Return your completed score sheet to your training evaluator.
- Participate in post exam review with your training evaluator.
- Apprentice proctors will only be given credit for one (1) exam session per day. If the Lead Evaluator approves, you may participate/observe additional exams.
- The ACF Certification Office will record your participation. It is recommended that you keep track of your own apprentice sessions.
- Apprentices do NOT receive a copy of their critique.

### Approved Certification Evaluator

- Complete, sign, and return agreement form to Test Administrator.
- Review, sign, and return reimbursement form to Test Administrator, if applicable.
- Review list of candidate(s), level(s), and schedule from Test Administrator.
- Any possible conflicts of interest must be reported to the Test Administrator and the Lead Evaluator.
- Review guidelines and score sheets for each level being tested.
- Refrain from offering suggestions, critiques of, or comments on the candidate's menu prior to the exam. Questions may be asked.
- You may not mentor an exam candidate(s) that you may be evaluating.
- Report to the exam prior to the exam start time and prepared.
- Objectively evaluate the exam in accordance with the parameters set by the Certification Commission and the standards for the level of certification being tested.
- Uphold the [Certification Code of Ethics](#).
- Complete the yearly refresher course via Webinars to keep apprised of updates in policies and procedures from the ACF Certification Commission.
- Each candidate's decision to participate in the certification process is personal. Looking at their cover sheet of their menu packet will give you this information.
  - There may be a great deal of pressure behind taking the practical exam.
  - A career may be at stake.
  - The candidate may be taking the exam to validate their position or prove their readiness for the next level.
  - Each candidate will be going into the exam from a different perspective.
- The practical exam is not a competition.
- The bottom line is that the candidate has to demonstrate 75% at the level they are testing.
- Keep the process transparent.
- Fill out the Candidate Practical Exam Evaluation Review (feedback form) for all candidates. A summarized or bulleted review of candidate's performance.
- There may be an occasion when neither a Lead Evaluator nor an ACE Trainer is available for an exam. In this case, the evaluator with seniority will take "lead" at the particular exam; however, they may not supervise apprentices.

## **Lead ACE Evaluator**

- Assign an Apprentice Evaluator if there is a qualified Lead ACE or ACE Trainer at the exam. Assignments will be made prior to the exam and the Test Administrator will notify the apprentices. Ratio is 2:1, unless an ACE Trainer is present and not evaluating.
- Discuss, assist, and review the scheduling of the candidates with the Test Administrator. If additional assistance is needed, the Regional ACE Trainer should be contacted.
- 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 Certification Commission.
- Determine stations and station areas.
- Lead all pre-start meetings with candidates.
- Arbitrate any issues during the exam or contact the Regional ACE 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.
- Fill out an Apprentice Critique for each participating ACE apprentice. The Critique needs to be sent to ACF National Office to be recorded. Apprentices do NOT receive a copy of their critique.

## **Lead Evaluator that is Supervising Apprentice(s)**

- Apprentices will be assigned only one (1) candidate to evaluate during the exam.
- Apprentice will participate in a portion of the pre-start meeting.
- Respond to any issues or questions and advise accordingly.
- Participate in food tasting & scoring.
- Practice critique with the apprentice and provide feedback whenever possible.
- Review score sheets with the apprentice and provide feedback.
- Lead a post exam discussion in regard to the exam and any issues that need to be rectified.

## **ACE Trainer**

- To uphold the transparency of the exam process.
- To uphold the parameters of the exam process.
- To ensure the quality of the evaluators, exam administrators, and facility.
- Training of new ACE evaluators and apprentices.
- To continue educating evaluators.
- To make recommendations for lead evaluators.
- To make recommendations to the commission with regard to improving the exam process.
- To attend exams as an observer whenever possible. While no prior notice to the test administrator or evaluator is required, a courtesy call should be given.

## Evaluator Responsibilities during a Practical Exam

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 must be fully observed.

On the day of the exam

- Report to the exam one (1) hour prior to the exam start time.
- Bring notepad and pens.
- Fill out Score Sheets with all necessary information.
- Review candidates menu:
  - Check that all required ingredients and techniques are included.
  - Check for any item on menu that included pre-examination preparation. These may be used, but the candidate must repeat 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 Lead Evaluator or the Exam Administrator may allow for this or rearrange sequence of candidates. Permission must be granted by any/all candidates whose start time will be altered. In the event that time or schedule changes cannot be made, the candidate may choose not to start the exam.
  - It is highly recommended that evaluators take notes, and then transcribe them to the Score Sheet.

## Sanitation

- A major sanitation infraction(s) can result in a candidate failing the exam.
- The infraction(s) are to be a critical violation(s), substantiated by two (2) proctors, and must be well documented.
- Failure to fully understand the difference between "best practices" and "within legal limits" on the part of an Evaluator can result in an appeal from the candidate or further legal ramifications for the Evaluator and the ACF.
- The Evaluator understands that different states/counties may have different sanitation regulations.
- Keep in mind time and temperature violations and cross-contamination (see below).

### **A critical violation can be defined as:**

- Bare hand contact with ready to eat foods.
- Time and temperature abuse; PHF in danger zone for longer than 1.5 - 2 hours, depending on country, without being cooked to proper internal temperatures.
- Food not cooked to proper internal temperatures (unless noted on menu).
- Cross contamination that cannot be eliminated via cooking/reheating.
- Pre-cooked items not held at 135 degrees for more than 1.5 - 2 hours, depending on state/county, unless re-heated to a minimum of 165 degrees.

**It is recommended that upon the first minor incident of sanitation abuse, the infraction point should be pointed out to the candidate.** Then observe how the candidate reacts and handles the incident. Remind the candidate of the importance of proper sanitation and that there will be no additional warnings.

### **Tasting**

- Tasting is to be done at the candidate's station in the kitchen.
- Have a copy of the menu readily available for reference.
- Photograph the critique plate.
- **Tasting is to be accomplished with no discussion with the other evaluators, kitchen assistants, exam administrator, apprentice, etc.**

Record your comments and score. Thank the candidate and move on to the next. **Refrain from making comments or gestures in the candidate's presence.**

### **Assessment**

- Take into account the level of the exam and the standards for each level.
- Focus on good score sheet documentation.
- Avoid starting critiques when other candidates are still testing so you can fairly assess all candidates' practical exam from start to finish.
- Comments on the Candidate Practical Exam Review should assist the candidate with making improvements regarding skills/knowledge that would assist in their second practical exam attempt, or in upgrading their current skills/knowledge.



American Culinary Federation

# AMERICAN CULINARY FEDERATION Approved Certification Evaluator (ACE) Application

Name \_\_\_\_\_ Certification Level \_\_\_\_\_ ACF# \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Email \_\_\_\_\_

ACF Certification Levels/Expiration Dates: \_\_\_\_\_

Have you taken a practical exam? Yes \_\_\_\_\_ Date \_\_\_\_\_ No \_\_\_\_\_

No, but I met the following exemption:

Competition Experience: ACF and/or WACS silver or higher medals won in one of the following individual Categories: F-1, F-4, F-5, G, P-1, or P-2 in the past five years.

<u>Medal Type</u>	<u>Competition</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____

- Culinary Instructor for 5 or more years (provide documentation)
- ACF approved competition judge
- CMC®/CMPC®

Have you attended the required ACE Training? Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

I hereby apply for approval as an ACF Approved Certification Evaluator. I understand it is my responsibility to complete all requirements within two (2) years of application date. By signing below I agree to abide by the Certification Code of Ethics and I approve my contact information to be used on the ACF website as an approved evaluator.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this form via mail, email or fax:  
American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095  
Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)



American Culinary Federation

## AMERICAN CULINARY FEDERATION Lead ACE Application

Name \_\_\_\_\_ Certification Level \_\_\_\_\_ ACF# \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Email \_\_\_\_\_

Candidate must meet requirements listed below:

### Requirements:

- CEC, CEPC and/or CCE for at least 5 years with current status
- ACF member in good standing
- Taken a practical exam
- Attended an 8 hour ACE Training
- Been an ACE for at least two years
- Served as a Test Administrator

All applications will be reviewed and considered based on the information provided. Submission does not constitute approval. In support of your application please provide:

- A completed Practical Exam Testing Resume
- Two letters of recommendation from either a Chapter President, Chapter Certification Chair, ACE Trainer and/or Lead ACE.

I hereby apply for approval as a LEAD ACE. By signing below I agree to abide by the Certification Code of Ethics and will stay current of Practical Exam Policies and Procedures to maintain consistence and quality of testing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this completed form via mail, email or fax:

**American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095**

**Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)**



American Culinary Federation

## Practical Exam Testing Resume

Name: \_\_\_\_\_ ACF # \_\_\_\_\_

How many evaluations have you conducted over the last two years: \_\_\_\_\_

How have you demonstrated leadership qualities while serving as an ACE?

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---

Briefly describe your evaluation/critique style?

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Attach 3 candidate evaluation score sheets:

- date: \_\_\_\_\_
- date: \_\_\_\_\_
- date: \_\_\_\_\_

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





American Culinary Federation

## Host an Approved Certification Evaluator (ACE) Training Seminar

Thank you for your interest in hosting an ACE Training Seminar and Practical Exam. As the culinary industry grows, the American Culinary Federation remains the leader in industry certification and professional growth for culinarians, with a national network of practical testing facilities and approved certification evaluators. ACF appreciates your interest in providing this program to further educate culinarians and assist with our mission.

The ACE Training mission is to populate our network with suitably trained evaluators and provide a venue for new evaluators to gain experience, as well as to create a network of approved test sites across the country for candidates desiring to certify.

To host an ACE Training Seminar your site is committing to two (2) days.

### **Day 1 Training Seminar**

The first day will cover:

- Evaluation philosophies
- Cooking standards required by the exam
- Logistical planning
- Review of the scoring system
- Required competencies as it relates to the exams at each level
- Evaluator's roundtable

The facility will need to provide lecture space to seat 50 people max, a LCD projector and screen, as well as lunch for evaluators and candidates. An all day beverage service is suggested.

### **Day 2 Practical Exam**

This will allow the ACE candidates the opportunity to apprentice the practical exam. Certification candidates will need to register in advance to take the practical exam. If an ACE candidate has not taken a practical exam, they must meet exemptions or register to take and pass the practical exam. If an ACE candidate needs to complete a practical exam to meet ACE requirements, they may register to take the exam but will not be charged a fee. Their only cost is for their food supplies, which they must provide.

In addition, this is a great opportunity for culinarians in your area to complete a practical exam. Practical Exam Candidates will be charged a \$50 fee for ACF members, and \$100 for non-members, to be collected by the ACF National Office. Each candidate should register with both ACF and the test site.

The following are items required from the host facility for the practical exam testing:

- Cooking stations for eight (8) simultaneous candidates
- A listing of small equipment which is available for use by the candidates, including pots and pans
- Kitchen assistance to clean stations, wash dishes, and be available to help candidates locate items during the exam
- The facility should provide a listing of convenient accommodations for overnight attendees

The ACF National Office will promote the ACE Training to its local chapters and surrounding area, as well as advertise the practical exam to potential certification candidates via the website and publications (if appropriate time is available).

ACF will provide:

- A Regional ACE Trainer and will fully cover their travel expenses
- A liaison to support host as needed
- Communication announcing the upcoming training to members in the area.

Please complete *Request to Schedule an ACE Training Form* to continue.



# AMERICAN CULINARY FEDERATION

## ACE Training Host Site Agreement

American Culinary Federation

Host Site Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

Proposed Date of ACE Training and Practical \_\_\_\_\_

As representative of the host site mentioned above, I agree on their behalf to host the two (2) day ACE Training seminar and practical exam. I will assist in coordinating events that surround the training seminar and serve as liaison to the facility/organization and to the American Culinary Federation (ACF).

As in agreement, I also confirm receipt and comprehension of the *American Culinary Federation Practical Exam Operations Administrative Handbook and the Host Site ACE Training Manual*. We agree to uphold the standards established and described in the above mentioned handbook regarding American Culinary Federation's: Practical Testing Objectives, Testing Guidelines, Facility Requirements, Registration, and Post Exam Follow-up.

For the seminar, the facility/organization will:

- 1) Provide three (3) Approved Certification Evaluators per six (6) candidates
- 2) Provide meeting space, AV needs (LCD projector/screen)
- 3) Provide breakfast and lunch for ACE candidates and evaluators for both days
- 4) Provide beverage service during seminar to include coffee, soda, ice and water
- 5) Pay any facility invoices/bills (if applicable)

For the practical exam, the facility/organization will:

- 1) Ensure any outstanding examination payments be submitted to ACF National
- 2) Provide cooking stations for at least eight (8) simultaneous candidates
- 3) Provide a list of small appliances available for use by the candidates
- 4) Provide kitchen help to clean stations, wash dishes, and locate equipment/items
- 5) Provide a list of convenient and inexpensive overnight accommodations

Administrator Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to with other signature forms and request to schedule training  
American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095**



American Culinary Federation

## Host Site Worksheet

### *Are you ready to host an ACE Training?*

- Minimum of 90 days for planning and submittal of training request form
  - Location is an approved Practical Test Site or an ACF accredited school (If not, request practical test site application)
  - Confirm financial arrangements (see Host Site Agreement Form)
  - Indicate dates preferred but provide a range of possible dates to secure ACE Trainer
  - Confirm that site has eight (8) *interested* ACE Candidates
  - Confirm that site has eight (8) *interested* ACE Practical Exam Candidates
  - Confirm that site has three (3) Approved Evaluators, per six (6) candidates for Practical Exam
  - ACF will put Host Site Administrator in contact with an ACE Regional Trainer
- 

Once the above is confirmed ACF will send out *additional* advertising, per your request:

- 1) Publish test date on ACF website if applicable

ACF will also:

- 2) Process registrations for the practical exam and provide the test site with rosters (periodically)
- 3) Keep a roster of candidates attending ACE Training
- 4) Be available to assist and answer any questions



American Culinary Federation

# AMERICAN CULINARY FEDERATION

## Request to Schedule an ACE Training with Practical (submit to ACF National Office 90 days prior to Exam)

Host Site Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Email \_\_\_\_\_

Test Administrator \_\_\_\_\_

Range of Dates \_\_\_\_\_

Host Site Fee for practical exam, if applicable \_\_\_\_\_

Would you like this test date advertised on the ACF website? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you like this test date broadcasted to chapters? \_\_\_\_\_ Yes \_\_\_\_\_ No

ACF Approved Certification Evaluator: #1 \_\_\_\_\_

ACF Approved Certification Evaluator: #2 \_\_\_\_\_

ACF Approved Certification Evaluator: #3 \_\_\_\_\_

### Interested ACE Training Candidates

1# \_\_\_\_\_

2# \_\_\_\_\_

3# \_\_\_\_\_

4# \_\_\_\_\_

5# \_\_\_\_\_

6# \_\_\_\_\_

7# \_\_\_\_\_

8# \_\_\_\_\_

### Interested Practical Exam Candidates

1# \_\_\_\_\_

2# \_\_\_\_\_

3# \_\_\_\_\_

4# \_\_\_\_\_

5# \_\_\_\_\_

6# \_\_\_\_\_

7# \_\_\_\_\_

8# \_\_\_\_\_

I confirm receipt of the *ACE Training Manual* which will assist in the planning and implementation of the above mentioned ACE Training and Practical Exam.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095

Fax: (904) 940-0742 Email: [certify@acfchefs.net](mailto:certify@acfchefs.net)



American Culinary Federation

## AMERICAN CULINARY FEDERATION

### ACE Training Registration Form

Please complete this registration form and submit to ACF prior to the scheduled ACE Training date.

Name \_\_\_\_\_ ACF# \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Email \_\_\_\_\_

**Date of ACE Training:** \_\_\_\_\_

**Location of ACE Training:** \_\_\_\_\_

There is no fee to attend the ACE Training Seminar. The ACE Training Seminar is a requirement for those obtaining their ACE designation but is open to test candidates as well. **Please complete an ACE Application (found at [www.acfchefs.org](http://www.acfchefs.org)) prior to attending the seminar, if you are attending as part of your ACE requirement.**

If you are already certified but need to take a Practical Exam to meet ACE requirements, the exam fee is waived. Complete the Practical Exam Candidate Registration Form (found at [www.acfchefs.org](http://www.acfchefs.org)) if this applies to you.

Submit this via fax, email, or mail to:

**American Culinary Federation**

180 Center Place Way

St. Augustine, FL 32095

**Email:** [certify@acfchefs.net](mailto:certify@acfchefs.net)

**Fax:** 904-940-0742

**Phone:** 800-624-9458 x 505





American Culinary Federation

# AMERICAN CULINARY FEDERATION

## ACE Apprenticeship Sign-in Sheet

An ACE apprenticeship is defined as the "shadowing" of the evaluation process from start through critique. The ACE candidate is to observe the evaluation process and utilize skills taught in the ACE Training Seminar. A candidate must complete four (4) apprenticeships under the direction of a Lead Evaluator or ACE Trainer to count as apprenticeship per ACE requirements.

Host Chapter/Site \_\_\_\_\_

Examination Date \_\_\_\_\_

Qualifying Evaluator: \_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #

\_\_\_\_\_  
Printed Name/Certification Level                      Signature                      Member #





**AMERICAN CULINARY FEDERATION**  
**Approved Certification Evaluator (ACE) Apprentice Critique**

American Culinary Federation

ACE apprentices are required to have critiques completed during all four (4) of their required apprenticeships. The critique will serve as an evaluation of their performance, approval, and recommendation to ACE status. The Lead ACE should send all critiques to the Certification Department for processing.

Apprentice ACE \_\_\_\_\_ Member ID# \_\_\_\_\_

Test Site \_\_\_\_\_ Date \_\_\_\_\_

Please provide comments and your evaluation of the apprentice listed above. All comments will be held in confidence and released only to the ACE Training Subcommittee for review. Attach additional sheets if needed.

Apprenticeship:      1      2      3      4      (please circle one)

**Professionalism:** \*proper attire and demeanor

**Score Sheet:** \*proper and thorough documentation

**Judgment:** \*thorough understanding of expectations as related to success and failure

**Communication Skill:** \*able to deliver negative feedback in an encouraging fashion

**Critique:** \*foundation on factual (text-book) cooking standards, not personal opinion

**Other Comments/Recommendations:**

Would you recommend this apprentice for continuation of ACE status?    \_\_\_\_ YES \_\_\_\_ NO

Is this session credited as an apprenticeship for this candidate?.        \_\_\_\_ YES \_\_\_\_ NO

Signature: \_\_\_\_\_ Member ID# \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Must be completed by: Lead ACE/ACE Trainer*

## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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/ list of all items to the examiners prior to the start of the exam.
- Candidates must bring their own plates unless the test site has agreed to provide them.

## Exam Time: 2.5 hours

During the time allotted for your exam, prepare the following list of items; finish each according to industry standards, and present final products to the evaluators. As items are completed, you may present them at that time either by setting them on finished plates at the end of your work station or by approaching the evaluators directly.

### The candidate shall exhibit the following:

- Julienne carrot, 2 ounces
- Batonnet carrot, 4 ounces (may also be cooked and used below for the chicken course preparation)
- Fine chopped parsley, 4 T (rinsed and readied for use)
- Standard mirepoix, 1 lb. (may be used to make chicken stock; reserve enough in a side plate to show the examiners as they grade your progress)
- Prepare and begin to cook 1.5 gallons chicken stock. (Bones need to be brought in. Do not use trimmed carcass from the main course chicken.) Examiners will observe for proper techniques during the entire exam. Taste will not weigh high in the grade unless overly seasoned with salt, pepper, or other seasoning, in which case a negative score could result.
- Fabricate 1 whole chicken (2.5 – 3.5 pounds) into:
  - 2 drumsticks
  - 2 thighs
  - 1 wing
  - 1 chicken breast, first joint of the wing bone is attached. It is clean. Skin is on. Cartilage and rib bones are removed.
  - 1 skinless, boneless chicken breast, tenderloin or filet is removed.
- Prepare chicken carcass for stock (to be presented, not for use in the chicken stock); carcass must be free of usable meat.
- Sauté one of the chicken breasts, applying appropriate seasonings and methodology, and serve as a main course with appropriate vegetable and starch accompaniments. (Batonnet of carrots from above may be used.)

### Notes:

- Candidates should inform proctors 10 minutes before they begin plating foods for final presentation.
- Appropriate organization, safety, and sanitation skills contribute greatly to each candidate's success.



### Taste and Presentation Skills (40 Points)

Exhibit the following:

- |                                     |                 |                   |
|-------------------------------------|-----------------|-------------------|
| Julienne carrot, 2 ounces           | _____Acceptable | _____Unacceptable |
| Batonnet carrot, 4 ounces           | _____Acceptable | _____Unacceptable |
| Fine chopped parsley, 4 Tablespoons | _____Acceptable | _____Unacceptable |
| Standard mirepoix, 1 pound          | _____Acceptable | _____Unacceptable |

COMMENTS/EXPLANATIONS:

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Prepare and begin to cook 1.5 gallons chicken stock \_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Fabricate 1 whole chicken into: 2 drumsticks, 2 thighs, 1 wing, 1 French breast, and 1 supreme  
\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Prepare chicken carcass for stock \_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Sauté one of the chicken breasts applying appropriate seasonings and methodology and serve as main course with appropriate vegetable and starch accompaniments.

COMMENTS/EXPLANATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flavor & Texture (0-30) \_\_\_\_\_

Presentation and Nutritional Balance (0-10) \_\_\_\_\_

**Total Test Score (0-100)** \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Printed Name: \_\_\_\_\_

ACF Member #: \_\_\_\_\_

## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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 their own plates unless the test site has agreed to provide them.

### Exam Time: 2 hours

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators. As items are completed, a candidate may present them at that time either by setting them on finished plates at the end of their work station or by approaching the evaluators directly.

### The candidate shall exhibit the following:

- Prepare ½ recipe matignon vegetable
- Prepare 2 fresh globe artichokes to a cooked state suitable for finishing depending on various menu descriptions
  - Display whole cooked artichokes to the examiners
  - Plates do not need garnish or sauce
- Prepare 2 cups of cooked rice pilaf and use in final main course presentation
- Prepare at least one 6-ounce seasoned strip steak to medium rare
  - If steak is not used as main course, display on a clean plate for the examiners to check doneness and proper cooking technique.
  - Fillet and poach one seasoned whole flat fish (*Dover Sole or flounder*)
  - If fish is not used as main course protein, display on clean plate for the examiners to check doneness and proper cooking technique.
- Prepare 4 servings of one salad with an emulsified vinaigrette dressing
  - Tossed with extra dressing on the side
  - Ingredients must be brought in and prepared on site.
- Choose one of the preceding proteins and serve a main course (4 portions) of that item along with appropriate sauces and accompaniments.
  - Additional ingredients may be brought in and prepared on site for the accompanying vegetables
  - Rice pilaf must be used as part of the final presentation.

### Notes:

1. Candidates should inform examiners 10 minutes before they begin plating foods for final presentations.
2. The candidate may add any supporting or “common kitchen” ingredients to the groceries which are needed.
3. Appropriate organization, safety, and sanitation skill contribute greatly to each candidates success
4. Candidates may not present their food outside of the service window unless specifically instructed by the proctor or test administrator.
5. 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”.

# ACF CSC® Practical Exam Evaluation Scoresheet

Name: \_\_\_\_\_

ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_

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

## Domain I - Safety and Sanitation

Acceptable

Unacceptable

Comments: *Required if unacceptable.*

Rating Scale	
Score competencies on a scale of 1-10	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

## Domain II - Organizational Skills - 20%

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Mise en place/Work flow	5			#DIV/0!	
Use of time/Use of area	5			#DIV/0!	
Food storage	5			#DIV/0!	
Use of ingredients and menu development	5			#DIV/0!	
<b>Possible Points</b>				<b>20.0</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

## Domain III - Craftsmanship Skills - 40%

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Use of equipment/Weighing and measuring	5			#DIV/0!	
Knife skills/Butchering	10			#DIV/0!	
Preparing sauces/Emulsification	5			#DIV/0!	
Fundamental cooking procedures/methodologies	20			#DIV/0!	
<b>Possible Points</b>				<b>40.0</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

### Exam Time 2 hours

Set-up time: \_\_\_\_\_

Start time: \_\_\_\_\_

Window closed: \_\_\_\_\_

Evaluator: \_\_\_\_\_

1

- ½ recipe matignon vegetable.
- 2 fresh globe artichokes to a cooked state suitable for finishing depending on various menu descriptions (display whole cooked artichokes to the evaluators; plates do not need garnish or sauce).
- 2 cups of cooked rice pilaf and use in final main course presentation.
- At least one 6-ounce seasoned strip steak to medium rare (if not used as main course, display on a clean plate for the evaluators to check doneness and proper cooking technique).
- Fillet and poach one whole seasoned flat fish (if not used as main course protein, display on clean plate).
- 4 servings of one salad with an emulsified vinaigrette dressing (tossed with extra dressing on the side); ingredients must be brought in.
- Choose one of the preceding proteins and serve a main course (4 portions) of that item along with appropriate sauces and accompaniments; additional ingredients may be brought in and prepared on site for the accompanying vegetables (rice pilaf must be used as part of the final presentation).

Candidate Name:

Rating Scale	1 - 2.5 Unacceptable	2.6 - 5 Major Deficiencies	5.1 - 7.4 Minor Deficiencies	7.5 - 10 Acceptable
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**Domain IV - Finished Product Skill - 40%**

Matignon	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Maintaining food integrity	10				#DIV/0!	
Flavor profile	10				#DIV/0!	
Achieving desired texture and colors	5				#DIV/0!	
Determining doneness	5				#DIV/0!	
<b>Globe Artichokes</b>						
Maintaining food integrity	10				#DIV/0!	
Flavor profile	10				#DIV/0!	
Achieving desired texture and colors	5				#DIV/0!	
Determining doneness	5				#DIV/0!	
<input type="checkbox"/> <b>Whole Flat Fish OR <input type="checkbox"/> Strip Steak - Check protein which is NOT part of main course</b>						
Maintaining food integrity	10				#DIV/0!	
Flavor profile	10				#DIV/0!	
Achieving desired texture and colors	5				#DIV/0!	
Determining doneness	15				#DIV/0!	
<b>Possible Points</b>					<b>100.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

Salad Course	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Emulsification/use of dressing	5				#DIV/0!	
Maintaining food integrity	15				#DIV/0!	
Flavor development	10				#DIV/0!	
Achieving desired textures and colors	5				#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Presentation technique/choosing vessels	5				#DIV/0!	
<b>Possible Points</b>					<b>50.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

Evaluator:





## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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 their own plates unless the test site has agreed to provide them.

## Exam Time: 3 hours

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators. As items are completed, a candidate may present them at that time either by setting them on finished plates at the end of their work station or by approaching the evaluators directly.

## The candidate shall exhibit the following:

- Prepare 60 ounces of chicken consommé, using ground chicken for the raft, to be served with a garnish of the candidate's choice, derived from a classical preparation (un-clarified stocks may be brought in)
- Prepare 1 quart of velouté sauce; strain for final presentation (un-clarified stock may be brought in)
- Prepare 1 quart of espagnole sauce; cook as long as time allows, and strain for presentation (un-clarified stock may be brought in).
- Prepare two (2) portions of one chicken (2.5 – 3.5 pounds) for main course using at least two (2) cuts of the bird (whole chicken pounds must be used at the start, assuming chicken is cut into eight (8) pieces) with appropriate accompaniments (*fabricate to your menus specifications during the exam*)
- Prepare two (2) portions of one (1) first course using part of the Dover Sole or flounder (whole fish butchery must be demonstrated) and one (1) of the other seafood basket components (*or any flat fish*)

## Seafood Basket:

- 1 each 1.5 lb. live whole lobster
- 2 each live crabs (any edible variety)
- 12 each live oysters
- 12 each live clams
- 12 each rope cultivated mussels
- 1 pound live crawfish
- 1 pound green shrimp
- 1 each 16-20 ounce Dover sole or flounder

## Notes:

1. Candidates should inform examiners 10 minutes before they begin plating foods for final presentations.
2. The candidate may add any supporting or "common kitchen" ingredients to the groceries which are needed.
3. Appropriate organization, safety, and sanitation skill contribute greatly to each candidates success

4. Candidates may not present their food outside of the service window unless specifically instructed by the proctor or test administrator.
5. 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".

# ACF CCC® Practical Exam Evaluation Scoresheet

Name: \_\_\_\_\_ ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## Domain I - Safety and Sanitation

Acceptable

Unacceptable

*Comments: Required if unacceptable.*

Rating Scale	
<i>Score competencies on a scale of 1-10</i>	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

Domain II - Organizational Skills - 20%	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Mise en place/Work flow	5				#DIV/0!	
Use of area/Use of time	5				#DIV/0!	
Use/selection of ingredients and menu development	5				#DIV/0!	
Management of ingredients/food storage	5				#DIV/0!	
<b>Possible Points</b>					<b>20.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

Domain III - Craftsmanship Skills - 40%	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Use of equipment/Weighing and measuring	5				#DIV/0!	
Knife skills/Butchering	10				#DIV/0!	
Preparing sauces/Emulsification	10				#DIV/0!	
Executing fundamental cooking procedures/methodologies	15				#DIV/0!	
<b>Possible Points</b>					<b>40.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

**Exam Time 3 hours**

Set-up time: \_\_\_\_\_

Start time: \_\_\_\_\_

Window closed: \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**1**

- Prepare 60 ounces of chicken consommé, using ground chicken for the raft, to be served with a garnish of the candidate's choice, derived from a classical preparation (unclarified stocks may be brought in)
- Prepare 1 quart of velouté sauce; strain for final presentation (unclarified stock may be brought in)
- Prepare 1 quart of espagnole sauce; cook as long as time allows, and strain for presentation (unclarified stock may be brought in)
- Prepare two (2) portions of one chicken (2.5 – 3.5 pounds) for main course using at least two (2) cuts of the bird (whole chicken pounds must be used at the start, assuming chicken is cut into eight (8) pieces) with appropriate accompaniments (*fabricate to your menus specifications during the exam*)
- Prepare two (2) portions of one (1) first course using part of the Dover Sole or flounder (whole fish butchery must be demonstrated) and one (1) of the other seafood basket

Candidate Name:

<b>Rating Scale</b>	1 - 2.5	Unacceptable
	2.6 - 5	Major Deficiencies
	5.1 - 7.4	Minor Deficiencies
	7.5 - 10	Acceptable

**Domain IV - Finished Product Skill - 40%**

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Consommé</b>	wv				
Maintaining food integrity	5			#DIV/0!	
Flavor profile	10			#DIV/0!	
Achieving desired texture and colors	10			#DIV/0!	
Presentation technique/choosing vessels	5			#DIV/0!	
<b>Velouté Sauce</b>					
Maintaining food integrity	wv				COMMENTS (required if score is 7.4 or less)
Flavor profile	5			#DIV/0!	
Achieving desired texture and colors	15			#DIV/0!	
Presentation technique/choosing vessels	10			#DIV/0!	
	5			#DIV/0!	
<b>Espagnole Sauce</b>					
Maintaining food integrity	wv				COMMENTS (required if score is 7.4 or less)
Flavor profile	5			#DIV/0!	
Achieving desired texture and colors	15			#DIV/0!	
Presentation technique/choosing vessels	10			#DIV/0!	
	5			#DIV/0!	
<b>Possible Points</b>				<b>100</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

Evaluator:

Candidate Name: \_\_\_\_\_

**Domain IV - Continued - Finished Product Skill - 40%**

**Main Course Elements**

WV	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Chicken - Main Course</b>					
5				#DIV/0!	
5				#DIV/0!	
5				#DIV/0!	
10				#DIV/0!	
15				#DIV/0!	
40				#DIV/0!	
10				#DIV/0!	
10				#DIV/0!	
<b>Seafood - First Course</b>					
5				#DIV/0!	
5				#DIV/0!	
5				#DIV/0!	
10				#DIV/0!	
15				#DIV/0!	
40				#DIV/0!	
10				#DIV/0!	
10				#DIV/0!	

**Possible Points**  
**Points Received**

**100**  
**#DIV/0!**

Score Recap: Domain I - Safety and Sanitation  
 Domain II - Organizational Skills  
 Domain III - Craftsmanship Skills  
 Domain IV - Finished Product Skills  
 Consomme/Veloute/Espagnole (Weighted)  
 Chicken/Seafood (Weighted)

Pass/Fail  
**#DIV/0!**  
**#DIV/0!**  
**#DIV/0!**

\_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:

**#DIV/0!**  
**#DIV/0!**

\_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:

**Total Score**  
**Score of 75 or higher is passing**

**#DIV/0!**

\_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:

## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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 their own plates unless the test site has agreed to provide them.

**Exam Time: 3 hours plus 15 minute service windows (for total of 3 hours 15 minutes)**

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators.

### The candidate shall exhibit the following:

Utilizing all the ingredients in this Market Basket, prepare a three-course menu including a fish, salad and main course, all with appropriate accompaniments. Four portions of each course will be prepared and plated. Submit a written copy of your menu to the examiner prior to the start of the exam. Each ingredient must be used at least once. The amounts given are only suggested as a guideline. You may not need to use all the amounts that are listed.

### Market Basket:

- 1 each 10 ounce salmon filet
- 2 each 1.25 pound live Maine lobster
- 2 each whole chickens, 2.5 – 3.5 pounds each (*fabricate to your menus specifications during the exam*)
- 2 ounces smoked bacon
- 1 pound fresh spinach
- 2 heads Boston lettuce
- 1 piece Belgian endive
- 1 pound carrots
- 3 each Russet or Yukon potatoes
- 2 each Globe artichokes
- 2 each Bartlett pears or Granny Smith apples
- 1 pint grape tomatoes

The three courses shall include:

- Fish course (including both seafood items) presented as appetizer portion
- Salad course (tossed, with extra dressing served on the side) as part of a 3 course meal
- Main course (with two or more accompanying vegetables and starch) utilizing approximately 6-7 ounces protein

The meal must include at least:

- 4 classical vegetable cuts (i.e. Julienne, Tourné, Brunoise, Alumette, small dice, Paysanne, and Batonette)
- 4 different cooking methods must be shown (i.e., fry, broil, sauté, roast, boil, poach, steam or grill)

- Appropriate vegetable and starch accompaniment for the main course (may bring in additional ingredients and prepare them for plate accompaniments) prepared and presented during the exam.
- An emulsified vinaigrette (ingredients must be brought in)
- 2 different sauces using different methods (i.e., roux based, reduction, or butter)

**Notes:**

1. The candidate may add any supporting or “common kitchen” ingredients to the groceries which are needed.
2. Appropriate organization, safety, and sanitation skill contribute greatly to each candidate’s success
3. Candidates may not present their food outside of the service window unless specifically instructed by the proctor or test administrator.
4. 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”.



# ACF CEC® Practical Exam Evaluation Scoresheet

Name: \_\_\_\_\_ ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## Domain I - Safety and Sanitation

Acceptable  Unacceptable

Comments: Required if unacceptable.

Rating Scale	
<i>Score competencies on a scale of 1-10</i>	
<b>1 - 2.5</b>	<b>Unacceptable</b>
<b>2.6 - 5</b>	<b>Major Deficiencies</b>
<b>5.1 - 7.4</b>	<b>Minor Deficiencies</b>
<b>7.5 - 10</b>	<b>Acceptable</b>

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain II - Organizational Skills - 20%</b>					
Mise en place/ Work flow	5			#DIV/0!	
Use of time/ Use of area	5			#DIV/0!	
Food storage	5			#DIV/0!	
Identifying ingredients/Using ingredients and recipe development	5			#DIV/0!	
<b>Domain II Possible Points</b>					
<b>Points Received</b>					<b>20.0</b>
					<b>#DIV/0!</b>

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain III - Craftsmanship Skills - 40%</b>					
Use of equipment/Weighing and measuring	5			#DIV/0!	
Knife handling/ Butchering	5			#DIV/0!	
Preparing sauces/Emulsification	10			#DIV/0!	
Fundamental cooking procedures & methodologies	20			#DIV/0!	
<b>Domain III Possible Points</b>					
<b>Points Received</b>					<b>40.0</b>
					<b>#DIV/0!</b>

- 3 course menu of 4 portions of each course:
- 4 classic vegetable cuts
  - 4 different cooking methods
  - Appropriate vegetable and starch accompaniments for main course
  - Emulsified vinaigrette
  - 2 different sauces using different methods

- Check list of basket ingredients:
- 1 pc. 10 oz. salmon filet
  - 2 whole chickens
  - 1 lb. fresh spinach
  - 1 piece Belgian endive
  - 3 Russet or Yukon potatoes
  - 2 Bartlett pears or Granny Smith apples
  - 2 ea 1.25 lb. live Maine lobster
  - 2 oz. smoked bacon
  - 2 heads Boston lettuce
  - 1 lb. carrots
  - 2 artichokes

Evaluator: \_\_\_\_\_

Candidate Name:

<b>Rating Scale</b>	1 - 2.5 Unacceptable
	2.6 - 5 Major Deficiencies
	5.1 - 7.4 Minor Deficiencies
	7.5 - 10 Acceptable

**Domain IV - Finished Product Skill - 40%**

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Fish Course</b>						
Menu Presentation/Achieving stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels					#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Constructing profiles					#DIV/0!	
Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
<b>Possible Points - Fish Course</b>					<b>100.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

74

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Salad Course</b>						
Menu Presentation/ Achieving the stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels	5				#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Constructing profiles					#DIV/0!	
Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
<b>Possible Points - Salad Course</b>					<b>100.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

Evaluator:

Candidate Name: \_\_\_\_\_

**Domain IV - Continued - Finished Product Skill - 40%**

<b>Main Course</b>	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Menu Presentation/Achieving the stated menu	5			#DIV/0!	
Food Placement/ Presenting food aesthetically	5			#DIV/0!	
Presenting food colorfully	5			#DIV/0!	
Achieving nutritional balance	5			#DIV/0!	
Choosing vessels	5			#DIV/0!	
Serving food at the desired temperature	10			#DIV/0!	
Constructing profiles					
food integrity	10			#DIV/0!	
Developing flavor profiles	40			#DIV/0!	
Achieving desired textures and colors	10			#DIV/0!	
Determining doneness	10			#DIV/0!	
<b>Possible Points - Main Course</b>				<b>100.0</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

**Exam Time: 3 hours plus 15 minute service window**

- Score Recap: Domain I - Safety and Sanitation
- Domain II - Organizational Skills
- Domain III - Craftsmanship Skills
- Domain IV - Finished Product Skills
  - Fish Course (Weighted,
  - Salad Course (Weighted,
  - Main Course (Weighted,

Set-up time: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 Window closed: \_\_\_\_\_

Pass/Fail
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

**Score of 75 or greater is passing**

**Total Score:**

**Evaluator Signature:**

**Evaluator ACF ID#:**

**Evaluator's Printed Name:**

**Evaluator Signature:**

**Evaluator ACF ID#:**

**Evaluator's Printed Name:**

**Evaluator Signature:**

**Evaluator ACF ID#:**

**Evaluator's Printed Name:**

## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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 their own plates unless the test site has agreed to provide them.

## Exam Time: 3 hours plus 15 minute service windows (for total of 3 hours 15 minutes)

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators.

### The candidate shall exhibit the following:

Utilizing all the ingredients in this Market Basket, prepare a three-course menu including a fish, salad and main course, all with appropriate accompaniments. Four portions of each course will be prepared and plated. Submit a written copy of your menu to the examiner prior to the start of the exam. Each ingredient must be used at least once. The amounts given are only suggested as a guideline. You may not need to use all the amounts that are listed.

### Market Basket:

- 1 each 10 ounce salmon filet
- 2 each 1.25 pound live Maine lobster
- 2 each whole chickens, 2.5 – 3.5 pounds each (*fabricate to your menus specifications during the exam*)
- 2 ounces smoked bacon
- 1 pound fresh spinach
- 2 heads Boston lettuce
- 1 piece Belgian endive
- 1 pound carrots
- 3 each Russet or Yukon potatoes
- 2 each Globe artichokes
- 2 each Bartlett pears or Granny Smith apples
- 1 pint grape tomatoes

The three courses shall include:

- Fish course (including both seafood items) presented as appetizer portion
- Salad course (tossed, with extra dressing served on the side) as part of a 3 course meal
- Main course (with two or more accompanying vegetables and starch) utilizing approximately 6-7 ounces protein

The meal must include at least:

- 4 classical vegetable cuts (i.e. Julienne, Tournee, Brunoise, Alumette, small dice, Paysanne, and Batonette)
- 4 different cooking methods must be shown (i.e., fry, broil, sauté, roast, boil, poach, steam or grill)

- Appropriate vegetable and starch accompaniment for the main course (may bring in additional ingredients and prepare them for plate accompaniments) prepared and presented during the exam.
- An emulsified vinaigrette (ingredients must be brought in)
- 2 different sauces using different methods (i.e., roux based, reduction, or butter)

**Notes:**

1. The candidate may add any supporting or “common kitchen” ingredients to the groceries which are needed.
2. Appropriate organization, safety, and sanitation skill contribute greatly to each candidates success
3. Candidates may not present their food outside of the service window unless specifically instructed by the proctor or test administrator.
4. 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”.

# ACF PCC Practical Exam Evaluation Scoresheet

Name: \_\_\_\_\_ ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## Domain I - Safety and Sanitation

Acceptable  Unacceptable

*Comments: Required if unacceptable.*

Rating Scale	
<i>Score competencies on a scale of 1-10</i>	
<b>1 - 2.5</b>	<b>Unacceptable</b>
<b>2.6 - 5</b>	<b>Major Deficiencies</b>
<b>5.1 - 7.4</b>	<b>Minor Deficiencies</b>
<b>7.5 - 10</b>	<b>Acceptable</b>

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain II - Organizational Skills - 20%</b>					
Mise en place/ Work flow	5			#DIV/0!	
Use of time/ Use of area	5			#DIV/0!	
Food storage	5			#DIV/0!	
Identifying ingredients/Using ingredients and recipe development	5			#DIV/0!	
<b>Domain II Possible Points</b>					
<b>Points Received</b>					<b>20.0</b>
					<b>#DIV/0!</b>

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain III - Craftsmanship Skills - 40%</b>					
Use of equipment/Weighing and measuring	5			#DIV/0!	
Knife handling/ Butchering	5			#DIV/0!	
Preparing sauces/Emulsification	10			#DIV/0!	
Fundamental cooking procedures & methodologies	20			#DIV/0!	
<b>Domain III Possible Points</b>					
<b>Points Received</b>					<b>40.0</b>
					<b>#DIV/0!</b>

- 3 course menu of 4 portions of each course:
- 4 classic vegetable cuts
  - 4 different cooking methods
  - Appropriate vegetable and starch accompaniments for main course
  - Emulsified vinaigrette
  - 2 different sauces using different methods

- Check list of basket ingredients:
- 1 pc. 10 oz. salmon filet
  - 2 whole chickens
  - 1 lb. fresh spinach
  - 1 piece Belgian endive
  - 3 Russet or Yukon potatoes
  - 2 Bartlett pears or Granny Smith apples
  - 1 pt. grape tomatoes
  - 2 ea 1.25 lb. live Maine lobster
  - 2 oz. smoked bacon
  - 2 heads Boston lettuce
  - 1 lb. carrots
  - 2 artichokes

Evaluator: \_\_\_\_\_

Candidate Name:

0

<b>Rating Scale</b>	1 - 2.5 Unacceptable
	2.6 - 5 Major Deficiencies
	5.1 - 7.4 Minor Deficiencies
	7.5 - 10 Acceptable

**Domain IV - Finished Product Skill - 40%**

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Fish Course</b>						
Menu Presentation/Achieving stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels					#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Constructing profiles					#DIV/0!	
Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
<b>Possible Points - Fish Course</b>						
<b>Points Received</b>						<b>100.0</b>
						<b>#DIV/0!</b>

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Salad Course</b>						
Menu Presentation/ Achieving the stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels	5				#DIV/0!	
Serving food at the desired temperature	10				#DIV/0!	
Constructing profiles					#DIV/0!	
Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
<b>Possible Points - Salad Course</b>						
<b>Points Received</b>						<b>100.0</b>
						<b>#DIV/0!</b>

Evaluator:

Candidate Name:

0

**Domain IV - Continued - Finished Product Skill - 40%**

Main Course	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Menu Presentation/Achieving the stated menu	5				#DIV/0!	
Food Placement/ Presenting food aesthetically	5				#DIV/0!	
Presenting food colorfully	5				#DIV/0!	
Achieving nutritional balance	5				#DIV/0!	
Choosing vessels	10				#DIV/0!	
Serving food at the desired temperature						
Constructing profiles						
Maintaining food integrity	10				#DIV/0!	
Developing flavor profiles	40				#DIV/0!	
Achieving desired textures and colors	10				#DIV/0!	
Determining doneness	10				#DIV/0!	
<b>Possible Points - Main Course</b>					<b>100.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

**Exam Time: 3 hours plus 15 minute service window**

Set-up time: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 Window closed: \_\_\_\_\_

Score Recap: Domain I - Safety and Sanitation	Pass/Fail
Domain II - Organizational Skills	#DIV/0!
Domain III - Craftsmanship Skills	#DIV/0!
Domain IV - Finished Product Skills	#DIV/0!
Fish Course (Weighted)	#DIV/0!
Salad Course (Weighted)	#DIV/0!
Main Course (Weighted)	#DIV/0!
<b>Total Score:</b>	<b>#DIV/0!</b>

**Score of 75 or greater is passing**

**Evaluator Signature:** \_\_\_\_\_  
**Evaluator ACF ID#:** \_\_\_\_\_  
**Evaluator's Printed Name:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_  
**Evaluator ACF ID#:** \_\_\_\_\_  
**Evaluator's Printed Name:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_  
**Evaluator ACF ID#:** \_\_\_\_\_  
**Evaluator's Printed Name:** \_\_\_\_\_



## Practical Exam Guidelines

- Candidates are responsible for bringing all ingredients for the exam.
- 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 their own plates unless the test site has agreed to provide them.

**Exam Time: 4 hours plus 15 minute service windows (for total of 4 hours 15 minutes)**

During the time allotted for the exam, candidates must prepare and exhibit the following skills, finish each according to industry standards, and present final products to the evaluators.

### The candidate shall exhibit the following:

Utilizing all the ingredients in this Market Basket, prepare two (2) different three-course menus including a fish, salad and main course, all with appropriate accompaniments. All ingredients need not be used in both menus; however they may be, and any additional groceries are permitted. Two (2) portions of each course will be prepared and plated. Each ingredient must be used at least once. The amounts given are only suggested as a guideline; you may not need to use all the amounts that are listed.

- 1 each 10 ounce Salmon filet
- 2 each 1.25 pound live Maine Lobster
- 2 each Whole chickens 2.5 – 3.5 pounds each (fabricate to your menu's specifications during the exam)
- 2 ounces smoked bacon
- 1 pound fresh spinach
- 2 heads Boston lettuce
- 1 piece Belgian endive
- 1 pound Carrots
- 3 each Russet or Yukon potatoes
- 2 each Globe Artichokes
- 2 each Bartlett pears or Granny Smith apples
- 1 pint Grape Tomatoes

The three (3) courses shall include (need two (2) separate menus):

- Fish course (including both seafood items): appetizer side
- Salad course (tossed, with extra dressing served on the side) as part of a three-course meal
- Main course (with two or more accompanying vegetables and starch): approximately 6-7 ounces protein

The meal must include at least:

- Four (4) classical vegetable cuts (i.e. Julienne, Tournee, Brunoise, Alumette, Small dice, Paysanne, and Batonette)
- Four (4) different cooking methods must be shown (i.e., fry, broil, sauté, roast, boil, poach, steam or grill)

- Appropriate vegetable and starch accompaniment for the main course (may bring in additional ingredients and prepare then for plate accompaniments)
- An emulsified vinaigrette (ingredients must be brought in)
- Four (4) different sauces using different methods (i.e., roux based, reduction, or butter)

**Notes:**

1. The candidate may add any supporting or “common kitchen” ingredients to the groceries which are needed.
2. Appropriate organization, safety, and sanitation skill contribute greatly to each candidate’s success.
3. 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”.

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

Candidate \_\_\_\_\_ ACF Member # \_\_\_\_\_

Facility/Site \_\_\_\_\_ Date \_\_\_\_\_

Certification level tested \_\_\_\_\_

**Exam Time 4 Hours – Set up Time \_\_\_\_\_ Start Time \_\_\_\_\_**

**15 minute service Window Closed \_\_\_\_\_**

**Food Safety & Sanitation \_\_\_\_\_ Acceptable \_\_\_\_\_ Unacceptable**

COMMENTS/EXPLANATIONS:

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**Mise en Place (20 Points)**

Organization/ Work Habits (0-10) \_\_\_\_\_

Utilization of Ingredients & Use of Allotted Time (0-10) \_\_\_\_\_

COMMENTS/EXPLANATIONS:

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**Cooking Skills and Culinary Techniques (40 Points)**

Skills and Craftsmanship (0-30) \_\_\_\_\_

Serving & Portion Size (0-10) \_\_\_\_\_

COMMENTS/EXPLANATIONS:

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### Taste and Presentation Skills (40 Points)

Prepare two (2) different three-course menus including a fish, salad, and main course, all with appropriate accompaniments. Two (2) portions of each course will be prepared and plated. The meal must include four (4) classical vegetable cuts, four (4) different cooking methods must be shown, appropriate vegetable and starch accompaniment for the main course, an emulsified vinaigrette, and four (4) different sauces using different methods.

Each ingredient must be used at least once:

- |  |                                      |
|--|--------------------------------------|
| 1 each 10 ounce Salmon Filet                 | 2 each 1.25 pound live Maine lobster |
| 2 each whole chickens                        | 2 ounces smoked bacon                |
| 1 pound fresh spinach                        | 2 heads Boston lettuce               |
| 1 piece Belgian endive                       | 1 pound carrots                      |
| 3 each Russet or Yukon potatoes              | 2 each Globe artichokes              |
| 2 each Bartlett pears or Granny Smith apples | 1 pint grape tomatoes                |

The three (3) courses shall include (need two (2) separate menus):

Fish Course One (Including both seafood items): appetizer portion.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Fish Course Two (Including both seafood items): appetizer portion.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Salad Course One (tossed, with extra dressing served on the side: as part of three-course meal.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Salad Course Two (tossed, with extra dressing served on the side: as part of three-course meal.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Main Course One: two (2) or more accompanying vegetables and starch; approximately 6-7 ounces protein.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Main Course Two: two (2) or more accompanying vegetables and starch; approximately 6-7 ounces protein.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Flavor & Texture (0-30)

\_\_\_\_\_

Presentation and Nutritional Balance (0-10)

\_\_\_\_\_

**Total Test Score (0-100)**

\_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Printed Name: \_\_\_\_\_

ACF Member #: \_\_\_\_\_

## Practical Exam Guidelines

- Candidates are responsible for bringing in all ingredients for the exam. Ingredients should pre-scaled or measured, but not combined in any manner.
- No finished sauces may be brought in. All sauces must be completely prepared on site.
- 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 must have clean apron and side towels.
- Candidates should bring plates and/or platters unless the test site has agreed to provide them.
- Candidates should submit a typed menu of items to be prepared to the examiners prior to starting

## Exam Time: 3 hours

During the time allotted for your exam: prepare the following list of items, finish each according to industry standards, and present final products to the evaluators. As items are completed, you may present them at that time either by setting them on finished plates at the end of your work station or by approaching the evaluators directly.

## The Candidate Shall Exhibit the Following:

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

**ACF Certification Practical Exam Score Sheet**  
**Certified Pastry Culinarian® (CPC®)**

Candidate \_\_\_\_\_ ACF Member # \_\_\_\_\_

Facility/Site \_\_\_\_\_ Date \_\_\_\_\_

Certification level tested \_\_\_\_\_

**Exam Time: 3 Hours Set Up Time** \_\_\_\_\_ **Start Time** \_\_\_\_\_

**Food Safety & Sanitation** \_\_\_\_\_ Acceptable \_\_\_\_\_ Unacceptable

COMMENTS/EXPLANATIONS:

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**Mise en Place (20 Points)**

Organization/ Work Habits (0-10) \_\_\_\_\_

Utilization of Ingredients & Use of Allotted Time (0-10) \_\_\_\_\_

COMMENTS/EXPLANATIONS:

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**Cooking Skills and Culinary Techniques (40 Points)**

Skills and Craftsmanship (0-30) \_\_\_\_\_

Serving & Portion Size (0-10) \_\_\_\_\_

COMMENTS/EXPLANATIONS:

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**Taste and Presentation Skills (40 Points)**

Prepare and bake one 8" Genoise cake. Do not fill, ice, or finish the cake. Score will be based on the quality of the Genoise itself. Present on suitable platter, cut and plate a portion for tasting  
\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Prepare and bake the following: A dozen chocolate chips cookie utilizing the drop method and a dozen butter cookie utilizing the piped method. Present one (1) dozen of each on a suitable platter for tasting.

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Prepare four (4) portions of molded Bavarian cream and invert on to a suitable platter for evaluation based on texture, flavor, and consistency (no garnishes or sauces are required).

\_\_\_\_\_Acceptable \_\_\_\_\_Unacceptable

COMMENTS/EXPLANATIONS:

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Flavor & Texture (0-30) \_\_\_\_\_

Presentation and Nutritional Balance (0-10) \_\_\_\_\_

**Total Test Score (0-100)** \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Printed Name: \_\_\_\_\_

ACF Member #: \_\_\_\_\_

### Practical Exam Guidelines

- Candidates are responsible for bringing in all ingredients for the exam. Ingredients should pre-scaled or measured, but not combined in any manner.
- A pre-baked cake may be brought in, 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.
- No finished sauces may be brought in. All sauces must be completely prepared on site.
- 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 must have clean apron and side towels.
- Candidates should bring plates and/or platters unless the test site has agreed to provide them.
- Candidates should submit a typed menu of items to be prepared to the examiners prior to starting

### Exam Time: 4 hours

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

### The candidate shall prepare and present the following:

- **Choux Pastry** - Prepare three (3) variations of Choux pastry products, no filling required (present four (4) portions of each variation on a suitable platter):
  - **Éclair**
  - **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 fruit prepared during the exam time. Present on a suitable platter and finish with apricot glaze. Apricot glaze can be brought in.
- **Decorated Cake** - Prepare and decorate one (1) 8" cake of candidate's choice demonstrating skills through application of medium and the utilization of the proper tools. Cake should be cut into thirds (3<sup>rds</sup>), macerated, and decorated with medium using a minimum of two (2) piping techniques. Present on suitable platter, plate a cut portion to present.
- **Chemical Leavened Product** - Present 12 portions of Banana nut Quick bread arranged for buffet service on a suitable platter.

**ACF CWPC® Practical Exam Evaluation Scoresheet**

Name: \_\_\_\_\_ ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Domain I - Safety and Sanitation  Acceptable  Unacceptable

Comments: *Required if unacceptable.*

Rating Scale	
Score competencies on a scale of 1-10	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

Domain II - Organizational Skills - 20%	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
ww				#DIV/0!	
Mise en place/Work flow/Use of area	5			#DIV/0!	
Assessing formulations/Recipes/Weight/Measurement	5			#DIV/0!	
Management of ingredients/Storage methods	5			#DIV/0!	
Selecting ingredients/Equipment	5			#DIV/0!	
<b>Possible Points</b>				<b>20</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

Domain III - Craftsmanship Skills - 40%	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
ww				#DIV/0!	
Handling and use of ingredients/Equipment/Tools	10			#DIV/0!	
Proper <b>execution</b> of mixing, baking and cooking	15			#DIV/0!	
Proper techniques/methodologies for <b>production</b> of products/decorative elements	15			#DIV/0!	
<b>Possible Points</b>				<b>40</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

**Exam Time 4 hours**

Set-up time: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 Window closed: \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

Candidate Name:

0

<b>Rating Scale</b>	1 - 2.5 Unacceptable
	2.6 - 5 Major Deficiencies
	5.1 - 7.4 Minor Deficiencies
	7.5 - 10 Acceptable

**Domain IV - Finished Product Skill - 40%**

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Choux Pastry</b>					
Achieving balanced flavor, texture and color	wv 15			#DIV/0!	
Determining doneness	5			#DIV/0!	
Construction of baking/pastry product	10			#DIV/0!	
Maintaining food integrity	5			#DIV/0!	
<b>Possible Points</b>				<b>35</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Chemical Leavened Product</b>					
Achieving balanced flavor, texture and color	wv 20			#DIV/0!	
Determining doneness	5			#DIV/0!	
Construction of baking/pastry product	10			#DIV/0!	
Presenting product esthetically/choosing vessel	5			#DIV/0!	
<b>Possible Points</b>				<b>40</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Strawberry Fruit Flan</b>					
Achieving balanced flavor, texture and color	wv 20			#DIV/0!	
Maintaining and serving food at the desired temp	5			#DIV/0!	
Presenting product esthetically/choosing vessel	5			#DIV/0!	
Production construction/maintaining food integrity	10			#DIV/0!	
<b>Possible Points</b>				<b>40</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

Evaluator:

Candidate Name:

0

Rating Scale	
Score competencies on a scale of 1-10	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

**Domain IV - Continued - Finished Product Skill - 40%**

Decorated Cake	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
Achieving stated menu/design	wv			#DIV/0!	
Assembly technique	5			#DIV/0!	
Decorating methods/garnishing elements	5			#DIV/0!	
Production construction/maintaining food integrity	10			#DIV/0!	
Achieving balanced flavor, texture and color	20			#DIV/0!	
Presenting product esthetically/choosing vessel	5			#DIV/0!	
<b>Possible Points</b>				<b>50</b>	
<b>Points Received</b>				<b>#DIV/0!</b>	

Score Recap: Domain I - Safety and Sanitation  
 Domain II - Organizational Skills  
 Domain III - Craftsmanship Skills  
 Domain IV - Finished Product Skills  
     Choux Pastry (Weighted)  
     Chemical Leavened Bread (Weighted)  
     Strawberry Fruit Flan (Weighted)  
     Decorated Cake (Weighted)

\_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:  
 \_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:  
 \_\_\_\_\_  
 Evaluator Signature:  
 Evaluator ACF ID#:  
 Evaluator's Printed Name:  
 \_\_\_\_\_

**Total Score** #DIV/0!  
**Score of 75 or higher is passing**

### Practical Exam Guidelines

- Candidates are responsible to bring 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 exam time.
- No finished sauces may be brought in. All sauces must be completely prepared on site.
- 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 they must have clean apron and side towels.
- Candidates should bring plates and/or platters unless the test site has agreed to provide them.
- Candidates should submit a typed menu of items to be prepared to the examiners prior to starting the exam.

### Testing Time: 4 hours

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

- **Decorated Cake** - Prepare and decorate two cakes, 8" or 9", demonstrating the following:
  - A. Cake with chocolate Ganache and 12 rosettes.
    - a. Present on suitable platter, plate a cut portion to present.
  - B. A celebration themed cake utilizing Italian buttercream.
    - a. Present on suitable platter, plate a cut portion to present.
- **Cold Plated Dessert** – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture and visual appeal). Present four portions finished on suitable platter.
- **Warm Dessert** – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture and visual appeal). Present four portions finished on suitable platter.
- **Yeast Leavened Rolls** – Prepare two dozen of the same type of bread/rolls utilizing three types of makeup (8 of each) and present on a suitable vessel for buffet service.

**ACF CEPC® Practical Exam Evaluation Scoresheet**

Name: \_\_\_\_\_ ACF ID#: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Domain I - Safety and Sanitation**       Acceptable       Unacceptable

*Comments: Required if unacceptable.*

Rating Scale	
Score competencies on a scale of 1-10	
1 - 2.5	Unacceptable
2.6 - 5	Major Deficiencies
5.1 - 7.4	Minor Deficiencies
7.5 - 10	Acceptable

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain II - Organizational Skills - 20%</b>					
Mise en place/Work flow/Use of area/Time	5			#DIV/0!	
Assessing formulations/Recipes	5			#DIV/0!	
Management of ingredients/Storage methods	5			#DIV/0!	
Selecting ingredients/Equipment	5			#DIV/0!	
<b>Possible Points</b>					
<b>Points Received</b>					<b>20.0</b>
					<b>#DIV/0!</b>

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Domain III - Craftsmanship Skills - 40%</b>					
Proper execution of mixing, baking and cooking	10			#DIV/0!	
Handling of ingredients	5			#DIV/0!	
Use of production guidelines	5			#DIV/0!	
Techniques/Methodologies for product development and creation of decorative elements	20			#DIV/0!	
<b>Possible Points</b>					
<b>Points Received</b>					<b>40.0</b>
					<b>#DIV/0!</b>

**Exam Time 4 hours**

Set-up time: \_\_\_\_\_

Start time: \_\_\_\_\_

Window closed: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Candidate Name:

0

<b>Rating Scale</b>	1 - 2.5 Unacceptable
	2.6 - 5 Major Deficiencies
	5.1 - 7.4 Minor Deficiencies
	7.5 - 10 Acceptable

**Domain IV - Finished Product Skill - 40%**

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Cake #1 Chocolate Ganache Cake</b>						
Achieving stated menu	5				#DIV/0!	
Assembly/Enrobing	5				#DIV/0!	
Decorating methods/Garnishing elements	5				#DIV/0!	
Balanced flavor, texture and color	30				#DIV/0!	
Presentation technique	5				#DIV/0!	
<b>Cake #2 Celebration Themed Cake</b>						
Achieving stated menu	5				#DIV/0!	
Assembly technique	5				#DIV/0!	
Decorating methods/Garnishing elements	5				#DIV/0!	
Balanced flavor, texture and color	30				#DIV/0!	
Presentation technique	5				#DIV/0!	
		<b>Possible Points</b>		<b>100.0</b>		
		<b>Points Received</b>		<b>#DIV/0!</b>		

96

	ww	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Yeast Leavened Rolls</b>						
Achieving stated menu	5				#DIV/0!	
Assembly	5				#DIV/0!	
Production/Controlling Temperatures	5				#DIV/0!	
Balanced flavor, texture and color	30				#DIV/0!	
Presentation technique	5				#DIV/0!	
		<b>Possible Points</b>		<b>50.0</b>		
		<b>Points Received</b>		<b>#DIV/0!</b>		

Evaluator:

2



Candidate Name:

0

**Domain IV - Continued - Finished Product Skill - 40%**

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	COMMENTS (required if score is 7.4 or less)
<b>Hot or Warm Plated Dessert</b>					
Achieving stated menu/Design	wv 5			#DIV/0!	
Decorating methods/Garnishing elements	10			#DIV/0!	
Balanced flavor, texture and color	30			#DIV/0!	
Presentation technique	5			#DIV/0!	
<b>Cold Plated Dessert</b>					
Achieving stated menu/Design	wv 5			#DIV/0!	
Decorating methods/Garnishing elements	10			#DIV/0!	
Balanced flavor, texture and color	30			#DIV/0!	
Presentation technique	5			#DIV/0!	

**Possible Points**  
**Points Received**

**100.0**  
**#DIV/0!**

Evaluator Signature:  
Evaluator ACF ID#: \_\_\_\_\_  
Evaluator's Printed Name: \_\_\_\_\_  
  
Evaluator Signature:  
Evaluator ACF ID#: \_\_\_\_\_  
Evaluator's Printed Name: \_\_\_\_\_  
  
Evaluator Signature:  
Evaluator ACF ID#: \_\_\_\_\_  
Evaluator's Printed Name: \_\_\_\_\_

Score Recap: Domain I - Safety and Sanitation  
Domain II - Organizational Skills  
Domain III - Craftsmanship Skills  
Domain IV - Finished Product Skills  
Cakes (Weighted)  
Yeast Leavened Rolls (Weighted)  
Warm/Cold Desserts (Weighted)

Pass/Fail  
#DIV/0!  
#DIV/0!  
#DIV/0!  
  
#DIV/0!  
#DIV/0!  
#DIV/0!  
  
**Total Score**  
**Score of 75 or higher is passing**

**#DIV/0!**  
**#DIV/0!**  
**#DIV/0!**  
**#DIV/0!**

## **Certified Secondary Culinary Educator®**

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### **Practical Exam Guidelines, Exam Time, and Requirements:**

Same as either CCC® or CWPC® depending on the concentration of subjects taught.

## **Certified Culinary Educator®**

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### **Practical Exam Guidelines, Exam Time, and Requirements:**

Same as either CCC® or CWPC® depending on the concentration of subjects taught.