



# Certified Executive Chef® CANDIDATE HANDBOOK



Updated Winter 2014



American Culinary Federation  
The Standard of Excellence for Chefs

# CEC® Candidate Handbook

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## Why become a ACF Certified Executive Chef®?

With thousands of chefs competing in the job market, it is essential to prove your culinary competency. Certification through the American Culinary Federation demonstrates skill, knowledge and professionalism to the food service industry. Certification encourages elevation of culinary career path/position.

Certification shows employers that a Certified Executive Chef® has reached a benchmark of skills and culinary experience with high standards for food preparation. It shows working knowledge of culinary nutrition, food safety and sanitation and supervisory management has been demonstrated. The certificant is in control of their professional development and career. Increased quality with knowledge and motivation is passed on to other staff. Certification reassures consumers that the food they eat is prepared to the highest standard.

### Mission Statement

The Certified Executive Chef® (CEC®) certification is designed to identify those chefs and inform the public of individuals who have demonstrated a standard level of culinary competence and expertise through education, experience, knowledge and skills consistent with the executive chef level.

### CEC® Purpose

ACF awards the title of Certified Executive Chef® and its acronym (CEC®) to individuals meeting the educational, experience and testing requirements for the certification. Only those chefs who have met all of the certification requirements are entitled to use the CEC® credential.

After initial certification, ACF provides recertification to those individuals who document enhanced professional development in compliance with continuing education hour requirements.

### Certification Body

The ACF Certification Commission is working hard to add value and credibility to ACF certifications. The Commission was formed to guide and strengthen the certification program through an accreditation process.

### Certification Commission Mission Statement

The American Culinary Federation Certification Commission, being an autonomous entity within the ACF, is committed to developing, implementing and monitoring a validated process of globally recognized certifications based on skills, knowledge, integrity and equality through an achievable process for all culinary professionals.



## Non-discrimination Policy

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

If you have questions or concerns about certification please contact, the Certification Department at ACF National Office at 1-800-624-9458.

## ADA Compliance

The ACF Certification Commission provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program. The complete ADA policy can be found in the Certification Commission Policies and Procedures document on the ACF Website or can be requested from the ACF National Office.

All requests for accommodations must be submitted by the applicant by completing the Request for Special Accommodation Form. All requests for accommodation should be directed to the ACF National Office, Attn: Certification Department.

## Code of Ethics

The ACF Certification Code of Ethics provides guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors, and attitudes of our members and certificants are consistent with the ACF commitment to hospitality, foodservice and public service. Every individual who is a full member and/or certified by the American Culinary Federation shall abide by this certification code of ethics. Any action that violates the purpose and principles outlined by the certification code of ethics shall be considered unethical.

Ethics enforcement procedures are intended to permit a fair review of alleged violations of the ACF Certification Code of Professional Ethics or other egregious conduct in a manner that protects the rights of 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.

## The Certification Process

### Step 1 Determine Eligibility

Eligibility is based on a chefs work experience and educational background.

- **Documentation of work history**

A candidate should show a minimum of three years work experience as a Chef de Cuisine, Executive Sous Chef, Pastry Chef or chef in charge of food production in a foodservice operation. A candidate should have supervised at least three full time people in the preparation and production of food. A candidate's work history should be current and is limited to the past 10 years.

- **Documentation of education and continuing education hours (CEHs).**

A candidate can take a variety of educational paths to meet the education requirement. A candidate with a High School diploma or GED should also show at least 150 hours of continuing education. If a candidate does not have a High School diploma or GED, they are required to show at least 250 hours of continuing education. A candidate with an Associates Degree in Culinary Arts does not need any additional CEHs to meet the educational requirement. Graduates of ACFEF Apprenticeship programs must have an additional 50 CEHs to meet eligibility requirements. Hours earned for mandatory courses and/or refreshers can be counted towards hours required for continuing education.

- **Completion of mandatory education courses**

Candidates should provide documentation of three 30-hour courses—one in Nutrition, one in Food Safety and Sanitation, and one in Supervisory Management. If these courses were taken more than five years ago, an eight hour refresher course is required in each topic. These courses are available (online) through ACF approved providers and/or any academic institution.

### Step 2 Complete the Initial Pre-Approval Application

Complete the application and include the necessary documentation required.

- Educational documents may be copies of diplomas, transcripts, certificates of completion (including date and hours), etc.
- Experience documentation may be employment documentation forms or letters from past or present employers on company letterhead. If not available, copies of tax records or W-2 stating time frame of work are acceptable in conjunction with validated letters from former culinary peers attesting to your employment, job title, duties and number of employees managed.

- Mandatory education course certificates should be included in application. Certificates should include course title, completion date and number of hours earned.

Submit application and documentation of completed requirements to ACF for pre-approval.

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

### Estimated Cost of Certification

#### **Pre-Approval and Final Application Fee**

Candidates interested in obtaining their CEC<sup>®</sup> certification will pay a \$50.00 non refundable initial application fee. This fee is deducted from the certification fee of \$210 for ACF Member and \$310 for non-members. The remainder is due at time of final application.

#### **Examination Fees**

Once the candidate's application has been approved, they may register for the written and practical exam.

- The written exam fee is \$75 and should be paid directly to Comira.
- The practical exam fee is \$50 for ACF Members and \$100 for Non-members.
  - There may be additional practical exam host site fee.
  - Food costs vary and are not included in exam fee. Candidates are responsible for purchasing their own food.

**Step 1: Initial CEC® Pre-Approval Application**  
 (Education and Experience Documentation)  
**Certified Executive Chef®**



**Return this cover sheet and appropriate documentation by:**  
**Email (preferred):** certify@acfchefs.net  
**Fax:** (904) 940-0742  
**Mail:** American Culinary Federation, Inc.  
 Attn: Certification Department  
 180 Center Place Way  
 St. Augustine, FL 32095

**PERSONAL INFORMATION**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ ACF #: \_\_\_\_\_

**MANDATORY REQUIREMENTS**

**Include proof of education and work experience with application. Acceptable documents include copies of official transcript, diplomas and employment verification letters on company letterhead. Do not send originals.**

1. Education	Date Completed	Documentation Included
High School Diploma / GED plus *150 CEH or	_____	<input type="checkbox"/>
*250 Continuing Education Hours or	_____	<input type="checkbox"/>
Associate's Degree in Culinary Arts or	_____	<input type="checkbox"/>
ACFEF Apprenticeship Program plus 50 CEH	_____	<input type="checkbox"/>
<b>Courses</b>		
30-Hour Culinary Nutrition	_____	<input type="checkbox"/>
30-Hour Food Safety & Sanitation	_____	<input type="checkbox"/>
30-Hour Culinary Supervisory Management	_____	<input type="checkbox"/>
<i><b>Eight hour refresher course required if initial 30-hour courses are older than five years.</b></i>		
8-Hour Refresher Culinary Nutrition	_____	<input type="checkbox"/>
8-Hour Refresher Food Safety & Sanitation	_____	<input type="checkbox"/>
8-Hour Refresher Supervisory Management	_____	<input type="checkbox"/>
<i><b>*30 hour courses in Nutrition, Food Safety and Sanitation, &amp; Supervisory Management counts toward the 150 or 250 hours of continuing education.</b></i>		

**2. Work Experience:** Three years as a Chef de Cuisine, Executive Sous Chef or chef in charge of food production in a foodservice operation. Must have supervised at least three full time people in the preparation of food. Experience must be within the past 10 years.

Place of Employment	Title	mm/dd/yy	mm/dd/yy	Documentation Included
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>





# ACF Employment Documentation Form



**American Culinary Federation**  
The Standard of Excellence for Chefs

The certification program of American Culinary Federation, Inc. (ACF) recognizes those individuals who have demonstrated that they meet the minimum standards set for each level of certification. Those who earn certification are viewed as highly competent, respected professionals who are knowledgeable in their positions.

Please complete the information below on behalf of the individual applying for certification. Acceptance into the ACF certification program is, in part, contingent on documentation and verification of past and present employment.

**PLEASE TYPE OR PRINT CLEARLY**

To: The ACF Certification Commission Date: \_\_\_\_\_

This letter will verify that \_\_\_\_\_ was employed by this establishment from \_\_\_\_\_ to \_\_\_\_\_. His/Her official position/title during this period was \_\_\_\_\_, and he/she supervised a minimum of \_\_\_\_\_ full-time personnel in the performance of food preparation responsibilities.

**DUTIES AND RESPONSIBILITIES**

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I attest that the above information is true and understand that any misinformation provided may adversely affect the candidacy of stated certification applicant.

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

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

Title: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

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

A BLANK COPY OF THIS FORM SHOULD BE SENT TO EACH EMPLOYER.

### Step 3 Notification of Eligibility

The ACF Certification Department will review applications and documentation (i.e., dates of completion, work history and mandatory course work). Once the candidate's application is approved he or she will be approved to take the CEC<sup>®</sup> written and CEC<sup>®</sup> practical exam. Testing documentation will be needed for final certification approval.

Only after ACF approval may a candidate register for the written or practical exam.

### Step 4 Certification Examinations

There are two exams required for the CEC<sup>®</sup> certification: the written exam tests culinary knowledge and the practical exam assess skill proficiency.

#### Purpose of Exams

The purpose of the CEC<sup>®</sup> certification examinations is to assess and objectively measure the knowledge and skills of a candidate to determine if they meet the standards required for an entry level or minimally competent CEC<sup>®</sup>.

**Written Exam Parameters:** Candidates have 1 ½ hours to complete the 100 multiple choice question exam. No support materials other than pens, pencils, and calculators are permitted.

**Written Exam Registration:** To schedule the written exam call Comira at (800) 947-4228, or register 24/7 at the ACF/Comira Online Registration Site. Advance registration is required and the fee is non-refundable. The written exam fee is \$75.00 paid directly to Comira.

#### Written Exam Scoring:

- Scaled score of 300 is required to pass
- Score is valid for two years.

#### Written Exam Retake Policy

There is a 30 day waiting period required before taking the CEC<sup>®</sup> exam a second time if the candidate fails the first exam. If the candidate fails the second exam, they must wait a period of 90 days before their third attempt. Written exam retakes are limited to three attempts per year. Testing fees are assessed for each attempt.

**Practical Exam Parameters:** The CEC<sup>®</sup> practical exam is 3 hours and 15 minutes and can be taken at any ACF approved test site.

**Practical exam Registration:** To schedule the practical exam contact an ACF approved test site and confirm availability. Contact ACF to register. The test fee due to ACF is \$50 for ACF members and \$100 for non-members. Payment must be made prior to the exam date.

Candidates will receive a testing voucher after payment is processed.

- Test sites may charge an additional host site fee that is payable to the organization hosting the exam.
- Payment for applicable host site fees is separate from the amount due to ACF and is coordinated by the test site administrator.

To facilitate the certification processes, the American Culinary Federation (ACF) has exam sites throughout the country. You must contact the test administration to confirm test time, host site fee and specific details about the testing facility. Test site can be located on our website by state or chronological order at ACF approved test site.

#### **Practical Exam Scoring:**

- Score of 75% or higher is required to pass.
- Score is valid for one year.

#### **Practical Exam Retake Policy**

There is no waiting period required for the CEC<sup>®</sup> practical exam. Practical exam retakes are unlimited. Testing fees are assessed for each attempt and paid to both ACF National and 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 certificant recertification determinations; 2) content of the exam and/or keyed responses to items, 3) alleged inappropriate exam administration procedures; and 4) alleged testing conditions severe enough to cause a major disruption of the examination process. Appeals procedures are detailed in the Policies and Procedures document which are available on the ACF website or can be requested from the ACF National Office.

### **Confidentiality**

The nature, format, content and results of examinations administered by the Certification Commission and all application materials are considered confidential information and shall be treated as such in accordance with policies and procedures adopted by the Certification Commission, unless appropriate permission is obtained 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 status as a CEC can be verified. This can be done by the certification verification tool available on the ACF website under Resources or by calling the ACF National Office.

## Step 5 Final Application

Upon successful completion of the written and practical exam, submit final application along with appropriate documentation: written and practical exam passing forms along with remaining certification fee. Include all back-up documentation, no originals (copies only).

**Mandatory education courses (i.e., nutrition, sanitation and safety and supervisory management) must be current at time of final application; if not a refresher course may be required before CEC® certification is finalized and approved.**

## Step 6 Official Announcement of Certification

The ACF Certification Department will review final application, exam documentation and will notify candidates of approval (please allow 2–3 weeks for processing). You will be notified by email that application is received. Once certification is approved your certification letter and certificate will be mailed.

ACF would like to share your certification accomplishment in ACF communications and with local newspapers and industry publications. If you prefer this information not be shared please be sure to check box on final application.

- CEC® certifications are valid for five years.

For more information, call us at (800) 624-9458, or mail us at [certify@acfchefs.net](mailto:certify@acfchefs.net).

## Designation Usage Policy

ACF has a Designation Usage policy that certificants must follow. Each certificant accepts and assumes all, and the sole, responsibility for understanding and satisfying legal requirements of the ACF Designation usage, and any Procedure requirements of ACF Designation usage, including those requirements applying to the use, display and/or advertising of any ACF Designation. It is the responsibility of such certificant to ensure that the use of any ACF Designation on professional and business related materials (e.g., stationary, signs, business cards, flyers, chef coats, yellow page or other advertisements and marketing materials) is NOT in conflict with this Policy and Procedure, or with the laws of the nation, state or territory in which that individual or entity conducts business. A complete Designation Usage Policy can be found on the ACF website or can be requested from the ACF National Office.

**Step 2: Final CEC® Application**  
(Written and Practical Exam Documentation)  
**Certified Executive Chef®**



**Return this cover sheet and appropriate documentation by:**  
**Email (preferred):** certify@acfchefs.net  
**Fax:** (904) 940-0742  
**Mail:** American Culinary Federation, Inc.  
Attn: Certification Department  
180 Center Place Way  
St. Augustine, FL 32095

**PERSONAL INFORMATION**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ ACF #: \_\_\_\_\_  
Name (as it should appear on certificate): \_\_\_\_\_  
Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

**TEST REQUIREMENTS**

	Location	Date	Score Sheet Included
<b>1. Written Exam</b> (Score valid for 2 years)	_____	_____	<input type="checkbox"/>
<b>2. Practical Exam</b> (Score valid for 1 years)	_____	_____	<input type="checkbox"/>

*Exempt from taking Practical Exam if awarded a Gold or Silver Medal in either an ACF F-1 or F-5 Individual Competition or WACS Hot Food Competition within the past 5 years. Documentation required.*

**PAYMENT INFORMATION**

\$160.00 ACF Member     \$260.00 Non-Member  
 I have enclosed a check made payable to the American Culinary Federation (ACF).  
 Please bill my:     Visa     MasterCard     Amex     Discover  
Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name on Account: \_\_\_\_\_ Signature: \_\_\_\_\_

**CERTIFICATION AGREEMENT**

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for five years and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do **not** want your certification accomplishments included in ACF communications or shared with media.

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

**Retention Policy:** Certification documents will be retained for seven years after certification expiration.



American Culinary Federation  
The Standard of Excellence for Chefs



# American Culinary Federation Certified Executive Chef Role Description

## Overview

The American Culinary Federation (ACF) Certified Executive Chef (CEC) displays leadership and excels in managing and motivating employees. A CEC is a skilled, professional chef who manages the kitchen and has demonstrated the knowledge necessary to ensure a safe and pleasurable dining experience by preparing food that is delicious, nutritious and safe to eat. The ACF CEC follows proven business practices ensuring a financially successful operation.



## Constituents

Guests  
Employees  
Owners  
Management Team  
Culinary and Local Community  
Vendors

## Indicators of Success

- Achievement of customer satisfaction and loyalty goals.
- Achievement of food & beverage revenue, profit and customer satisfaction goals.
- Achievement of employee satisfaction and retention goals.
- Achievement of the financial goals.

## Areas of Responsibility

Manage all Aspects of Food, Products and Equipment

- Develop culinary concepts based on market research data.
- Develop specifications (quality, quantity, nutrition, etc.).
- Create, select, test and evaluate recipes.



- Food presentation.
- Product execution (work flow).
- Disseminate product information internally.
- Participate in the design of all areas of the facility.
- Supervise and direct baking and pastry production.

### Lead the Culinary Team

- Develop a staffing plan and job descriptions.
- Recruit and select the culinary team.
- Train the culinary team (front and back).
- Supervise and manage the culinary team.

### Ensure Safety and Sanitation

- Develop & communicate a safety plan encompassing facility, equipment, chemicals, disasters, & emergencies, employee & customer safety and disposal of waste.
- Ensure proper sanitation by preventing time/temperature violations and cross-contamination.
- Demonstrate proven risk management practices.

### Manage Marketing, Merchandising & Strategic Public Relations

- Participate in the development of a marketing plan.
- Promote the product by articulating and communicating culinary concepts to the market.

### Fiscal Responsibility

- Ability to make decisions during the budget process.
- Analyze financial reports.
- Meet financial goals by controlling costs and maximizing efficiency.

### Ethics, Professional and Legal Issues

- Perform the duties of the profession in a manner consistent with the ACF Culinarians' Code.
- Perform the duties of the profession in a manner consistent with governing laws, codes and regulations.
- Demonstrate social responsibility to the customer, industry and community.

## Success Factors

### Focus on the customer

- Seek to understand the customer (internal/external) and meet the needs of both the customer and the company.



## Think Creatively

- Develop innovative approaches and imaginative solutions that meet real needs.

## Apply Professional, Product of Technical Expertise

- Apply expertise to real world situations.

## Improve Continuously

- Constantly assess and adapt current practices to perform a task better, faster or more efficiently.

## Attention to Detail

- Ensure that data is accurate, work is thorough and to the highest quality standards.

## Build Strong Relationships

- Foster trust and cooperation among coworkers, customers and suppliers; develop and sustain personal contact in order to provide mutual benefit.

## Share Information

- Provide information so that coworkers, customers and suppliers understand and can take action.

## Drive for Results

- Work to achieve high levels of personal and organizational performance in order to meet or exceed objectives.

## Foster Teamwork

- Work well in a team environment and motivate teams to sustain exceptional levels of performance.



## Key Skills

### Cooking

- Consistently demonstrate culinary techniques and knowledge while preparing safe, nutritious and appetizing food.

### Delegation

- Assign tasks using such techniques as needs analysis, individual skills assessment, objective setting and communication.

### Organization

- Demonstrate ability to proactively prioritize needs, put first things first, and effectively manage resources.

### Performance Management, Supervisory

- Demonstrate ability to relate to, communicate with and motivate employees to sustained high performance and quality levels.

### Planning

- Skilled in determining whether tasks should be attempted, identifying the most effective way of completing the task, and preparing who to overcome unexpected difficulties.



# Hypothetical Day

of an American Culinary Federation CEC  
(Certified Executive Chef)

Would you like to be an American Culinary Federation CEC (Certified Executive Chef)? Have you ever wondered what might be expected of you on a typical day at work? Below is a hypothetical example which gives you a taste of the responsibilities, skills and knowledge needed to be a successful CEC (Certified Executive Chef).

As you can imagine, every food service operation is different. No matter how an organization structures their culinary team responsibilities, you can be sure that the role of the CEC is diverse, dynamic and highly visible. As a CEC, being responsible for all culinary facets of a food service operation is a demanding yet extremely rewarding experience.



## Early Morning

Food and Facility Preparation



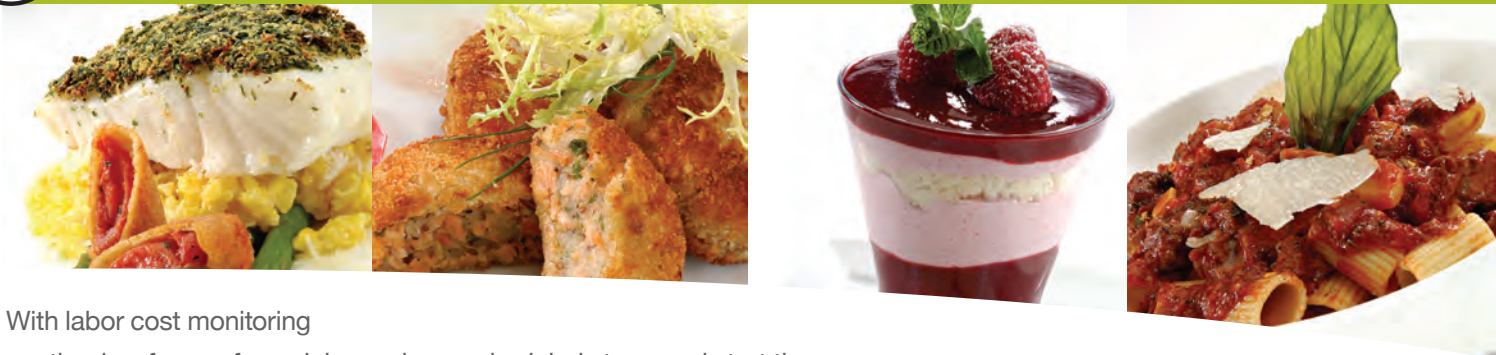
When arriving at the food service establishment the Certified Executive Chef's first responsibility is to ensure the facility is ready for service. A quick walk-through is done to be sure coolers and freezers maintained temperature overnight, that all kitchen and safety equipment is working properly and that food products are stored properly. A critical part of your job is to understand and enforce all safety and sanitation codes in order to ensure a safe working environment and proper food handling.

The Certified Executive Chef ensures that the facility is prepared to receive food products. Orders are checked-in, product specifications and quality are verified and products are properly rotated into storage. Today's specials include seasonal items which you have been able to secure as you are well informed of product availability in your area and have established relationships with vendors. The Pastry chef will be pleased at the quality of the mangos for tonight's fruit tarts.

Based on your customer's food preferences, product availability and limitations of your facility and your culinary team, you have already developed the lunch specials for the day. You prepare to have a tasting of the specials with your culinary team to ensure your desired flavor profile is obtained. To ensure consistency, weights and measures are listed on the recipes. You see that all ingredients are prepped, labeled and stored appropriately so culinary team members can quickly identify and locate items in order to save time during service.



## Mid-Morning Culinary Team Preparation



With labor cost monitoring another key focus of your job, you have scheduled staggered start times as needed for specific culinary positions but by mid-morning your entire team has arrived. You are proud of the team you have built and are glad you spent the extra time researching your labor market, thoroughly interviewing candidates, checking culinary credentials and understanding employment laws. As a result you have a culturally diverse team well suited for your operation. Through frequent evaluations you know their goals and can assist them in their culinary career path.

It's time for your pre-service meeting! You make sure everyone is in proper attire, not just for appearance sake, but for safety and sanitation reasons. You make a mental note that one of your line cooks is not wearing non-skid shoes again after you discussed the importance of this with him last week.

As part of the pre-service meeting you demonstrate the culinary techniques needed for today's specials. You follow appropriate training techniques to ensure that the specials are prepared to standard and that plate presentation is appealing and consistent. You will coach your team to reinforce the training during service.

While your culinary team wraps up final preparation for lunch and takes a short break, you pull aside the line cook who is not wearing the proper attire. In private you discuss his not wearing non-skid shoes twice in the last two weeks. You practice fair and consistent progressive discipline techniques and document as required.

Just before service, you meet with the baker to review tomorrow's menu of quick breads and braided Kaiser rolls.



## Lunch Rush

“It’s Showtime!”



It’s 11:30 am and your facility and culinary team is ready for a busy lunch rush. To ensure speed of service you pay special attention to mise en place and review volume expectations with your team. You position your culinary team according to your work flow patterns and each person’s limitations. As the Certified Executive Chef, it is your responsibility to see that every plate meets composition and sensory presentation standards. To satisfy guests you must balance productivity with food integrity.

Controlling food cost is a critical part of your job. You coach your team and demonstrate methods to portion properly, eliminate waste and reduce errors. Although it is very busy today, you lead the culinary team through a successful lunch rush by providing continuous feedback, direction and encouragement.

As the lunch period slows down, you congratulate your team on meeting ticket time goals without compromising food quality or presentation. You had many repeat guests due to a great experience during their first visit. Sales were strong. As lunch trails off, you start some culinary team members on side work before they clock out.



## Afternoon

Taking Care of “Business”

After the lunch rush, you pass the kitchen responsibility off to your Sous Chef so you can address some pressing business issues. You meet with a media representative from a local publication. You evaluate information she provides comparing her customer demographics with other media options you have been considering. You combine this information with your knowledge of your customers and market trends in general before making an advertising decision. You know from a recent competitive analysis that you are making the right choice in advertising placement and copy in order to position your operation appropriately against the competition.

Mid-afternoon you rush to a last minute meeting called by the general manager. The general manager has received numerous guest inquiries recently about healthy menu items and nutritional content information. You are tasked with designing a special menu. You set up a plan to work with your team on structuring recipes with the appropriate nutritional content. You do a cost analysis on the recipes, write menu descriptions and help determine how the items should be merchandised in the food service operation.





## Late Afternoon

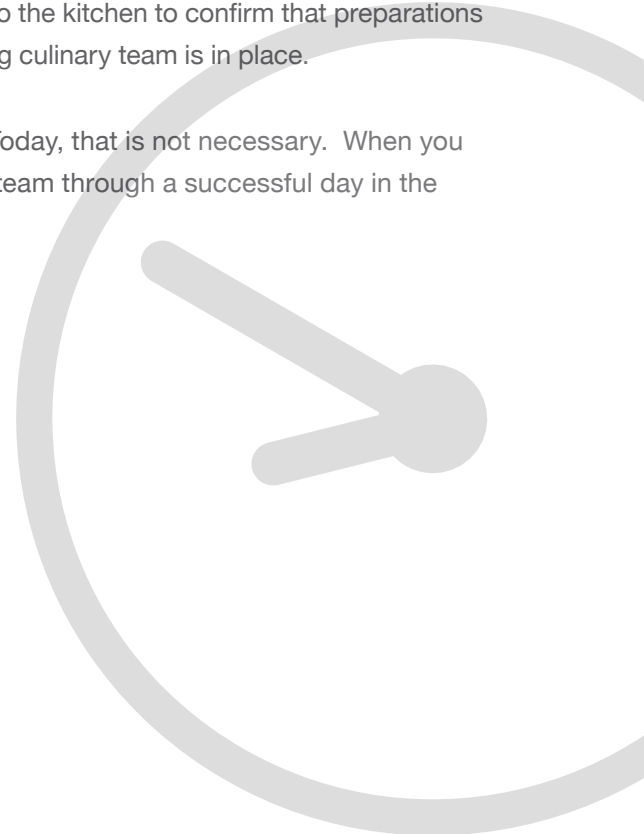
Staff Meeting/Shift Change



It is a busy afternoon for meetings. After checking with the culinary team to make sure staffing is at an appropriate level and that dinner preparation is on track, you return to attend an executive committee meeting with your ownership group. You give a report comparing food and culinary labor cost to budget and provide solid explanations for two variances that occurred. You feel that in order to provide timely service during the busy season approaching you need to add an additional line cook during Friday and Saturday dinner periods. You present the culinary roles and responsibilities of your team justifying the additional person. Your request is approved.

The executive committee reviews a business plan for the next year. You discuss communication technology options and how they can make your team more efficient and productive. The meeting ends just in time for you to head back to the kitchen to confirm that preparations are in order and that your evening culinary team is in place.

Some days you stay for the dinner rush. Today, that is not necessary. When you get home you feel tired but rewarded. You led your team through a successful day in the kitchen and were involved in improving the operation in the future.



## CEC® Written Examination At-A-Glance

### Description of Exam

The written exam was developed based on domains, tasks and knowledge areas determined during a job analysis with a group of ACF subject matter experts. Candidates have 1 ½ hours to complete the 100 multiple choice question exam. No support materials other than pens, pencils, and stand-alone calculators are permitted. Candidates will receive a scaled score.

### Examination Administration

Written exams are administered by Comira. Comira is a full-service, customer-focused testing provider with over 400 testing centers nationwide. Candidates can register for the exam by calling (800) 947-4228, option 4, Mon.–Fri. 6 a.m.–5 p.m. Pacific Time, Sat. 8 a.m.–noon Pacific Time, 24/7 at the ACF/Comira Online Registration Site.

- The written exam fee is \$75 and is paid directly to Comira.
- Comira has a 24-hour cancellation policy.
- An ACF number is required at time of registration. To request an ACF identification number contact [certify@acfchefs.net](mailto:certify@acfchefs.net) prior to registration.
- Written exam scores are valid for two years.

### Written Exam Facility Requirements

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

- Located in a professional building, with a clean and well organized interior, heating and ventilation, and adequate parking.
- Testing area is located away from noise and distractions and off limits to all but the test proctor and the test applicants while tests are in session.
- Appropriate lighting is available to ensure candidates can easily read test material without causing glare on the computer monitor screens.
- A minimum of two permanent computer testing stations.
- A minimum of 80 square feet (8 X 10) for two candidates. In the absence of partitions between testing stations, a minimum of 5 foot spacing is required between candidates.
- Physical workspace of at least 42" wide, 36" deep and 29" high.
- Must be handicapped accessible with appropriate restroom facilities.
- Computers equipped with 17" SVGA color monitors or larger.
- High-speed Internet connection.
- Printer.

## Test Administration

Comira conducts training of all written exam proctors. Each test site/proctor has been issued a proctor ID code and a Proctor Manual.

### What to Expect

When you arrive at the Comira written exam test center, the written exam proctor will:

- Ask for the candidate to provide photo identification.
- Have the candidate sign in on a daily log sheet.
- Issue scratch paper and pencil.

Candidate should bring:

- A basic stand-alone four function calculator. The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The proctor may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.
- Acceptable forms of photo ID with signature are: Driver's license, Government ID card, Passport or Alien residency card.
  - Candidates that do not produce a valid ID at the scheduled appointment will not be allowed to take the test.

### Taking the Written Exam

The proctor can explain use of computer hardware and run Demo Test if requested. The proctor will review the candidate's personal information on the screen with candidate. All items must be correct, if not, make necessary changes. The proctor will select candidate's test. If the candidate has two or more exams, select the exam the candidate has scheduled to take first.

Candidate will be asked to:

- Verify the type of exam.
- Complete a survey with comment section at end of exam.
- Stay in examination room. The proctor will monitor the test and candidate at all times.
- Take a break if necessary; however, time given for the exam continues uninterrupted.

The proctor is available to answer any candidate questions pertaining to the software. The proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.

Certification	Description	Duration of Exam	Number of questions	Passing Score
CEC® Certified Executive Chef®	Multiple choice	90 minutes	100	Scaled 300

## Exam Results

The proctor will print out the candidate's exam results at the conclusion of the exam as well as collect scratch paper and pencils. The candidate will be asked to sign out on daily log sheet.

The printed results will serve as your official score report. A copy of the candidates passing score report will be submitted with their ACF CEC® Final Application.

In addition to providing the overall score, the score report also provides a breakdown of how the candidates performed in each of the exam content areas to assist them in refreshing in the event they choose to retest. Candidate who received a failing score will be allowed to retest per the retesting policy.

## Scoring

The passing score is 300. If a candidate does not pass there is a 30 day waiting period required before taking the CEC® exam a second time if the candidate fails the first exam. If the candidate fails the second exam, they must wait a period of 90 days before their third attempts. Written exam retakes are limited to three attempts per year. Testing fees are assessed for each attempt.

## Passing Score Determination

The methodology to determine the cut score or passing point, used in this examination is a criterion-referenced approach called a modified Angoff Technique. The testing profession considers this technique to be one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate will answer this item correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for this examination is based on this pooled judgment and includes a statistical adjustment for testing error.


## Understanding your ACF Written Exam Scaled Score

Assessment programs use different types of scaled scores. ACF uses a scaled score that is between 200–400 with 300 being the passing score.

## What Are Scaled Scores?

Scaled scores provide a useful measuring tool for assessment programs and are particularly useful in providing a basis for long-term comparisons of examination results. Scaled scores are transformed raw scores that use a numerical procedure that involves the overall test mean, the





standard deviation and the original raw score. For every possible raw score on a test form, there is a corresponding scaled score. When multiple forms of a test are used, or when results are compared from year to year, scaled scores are needed to adjust for possible differences in test forms.

### Why Eliminate Raw Scores?

Scaled scores are intended to make scores more meaningful by defining a scale of measurement that is not tied to a particular form of a test. Scaled scores help resolve confusion among users of the score reports when there are changes in the testing program.



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T 800 613 4169  
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## AMERICAN CULINARY FEDERATION Computer Test Report

Name:  
ACF ID Number:  
Test Date:  
Test Site:

Test Level: Certified Executive Chef

Passing Score:  
Your Score:  
Grade:

The following shows your performance in each section of the exam:

Food, Products and Equipment:  
The Culinary Team:  
Safety and Sanitation:  
Public Relations and Marketing:  
Finance:  
Ethics, Professional and Legal Issues:

Dear ,

This report represents official documentation of your exam score. If you did not pass the exam, you may retake it by registering with Comira at 1-800-947-4228 or online at [www.comiratesting.com](http://www.comiratesting.com). A passing grade on this test is necessary for all initial certifications and for individuals who are upgrading from one level to another. When applying for initial certification or an upgrade, send a photocopy of this report with your certification paperwork.

Your written exam score is valid for ACF certification for two years from the test date noted above. If you have any questions about ACF certification, please contact the ACF National Office at 1-800-624-9458.

Thank you.

Issued by Comira Testing Center, Burlingame, CA

*Fraudulent alteration of this form by any person is a basis for certification denial of the person noted above.*

## Optional Practice Exams

Optional practice written exams are available for purchase. Purchase or completion of the practice exams is not required for certification. Practice exams are available for 30-day unlimited access to the practice certification exams. The CEC<sup>®</sup> practice exams offer two tests of 50 questions each. The practice exam resembles in style and composition the actual exams, but they are not the actual exams. Passing these practice exams does not guarantee success in passing the actual ACF certification exams, but should give you a good indication of your readiness to take those exams.

## Recommended Reference Material

### *Culinary Fundamentals*

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

### *Baking Fundamentals*

Author: American Culinary Federation, Masi, N., Carolos, B.R.  
Publisher: Pearson-Prentice Hall  
Pub. Date: 2007

### *ServSafe Essentials (5th ed.)*

Author: National Restaurant Association  
Publisher: National Restaurant Association Education Foundation  
Pub. Date: 2008

### *Culinary Artistry*

Author: Dorenbury, A. & Page, K.  
Publisher: Wiley  
Pub. Date: 1996

### *Purchasing for Chefs: A Concise Guide*

Author: Feinstein, A.H. & Stefanelli, J.M.  
Publisher: Wiley  
Pub. Date: 2007

### *Successful Restaurant Management: From Vision to Execution*

Author: Wade, Donald  
Publisher: Thompson Delmar  
Pub. Date: 2006

### *NRAEF ManageFirst: Human Resources Management & Supervision*

Author: National Restaurant Association Education Foundation  
Publisher: Pearson-Prentice Hall  
Pub. Date: 2007

### *NRAEF ManageFirst: Restaurant Marketing*

Author: National Restaurant Association  
Publisher: Pearson-Prentice Hall  
Pub. Date: 2008

### *NRAEF ManageFirst: Nutrition*

Author: National Restaurant Association  
Publisher: Pearson-Prentice Hall  
Pub. Date: 2006

### *Escoffier: The Complete Guide to the Art of Modern Cookery*

Author: Escoffier, A.  
Publisher: Wiley  
Pub Date: 1997

### *On Food & Cooking*

Author: McGee, Harold  
Publisher: Scribner  
Pub. Date: 2004



# CEC® Written Exam Specifications

The written exam was developed based on domains, tasks and knowledge areas determined during a job analysis with a group of ACF subject matter experts.

As there are 100 multiple choice questions on the exam, the percentages also reflect the number of questions there are in each area.

<b>DOMAIN 1: Food, Equipment and Food Products</b>	<b>50%</b>
Task 1: Develop culinary concepts based on market research data	7%
Task 2: Develop specifications (quality, quantity, nutrition, etc.)	9%
Task 3: Create, select, test and evaluate recipes	7%
Task 4: Food presentation	7%
Task 5: Product execution (work flow)	7%
Task 6: Disseminate product information internally	4%
Task 7: Participate in the design of all areas in of the facility (dining area, kitchen, etc.)	4%
Task 8: Supervise and Direct Baking and Pastry Production	5%
<b>DOMAIN 2: The Culinary Team</b>	<b>15%</b>
Task 1: Develop a staffing plan and job descriptions	3%
Task 2: Recruit and select the culinary team	3%
Task 3: Train the culinary team (front and back)	5%
Task 4: Supervise and manage the culinary team (monitor, motivate, empower, delegate and evaluate)	4%
<b>DOMAIN 3: Safety and Sanitation</b>	<b>10%</b>
Task 1: Develop and communicate a safety plan encompassing facility, equipment, chemicals, disasters, emergencies, employee and customer safety and disposal of waste	3%
Task 2: ensure proper sanitation by preventing time/temperature violations and cross-contamination	7%
<b>DOMAIN 4: Marketing, Merchandising and Strategic Public Relations</b>	<b>5%</b>
Task 1: Participate in the development of a marketing plan	2%
Task 2: Promote the product by articulating and communicating culinary concepts to the market	3%
<b>DOMAIN 5: Finance</b>	<b>15%</b>
Task 1: Participate in the development of budgets	3%
Task 2: Interpret financial reports	3%
Task 3: Meet financial goals by controlling costs and maximizing efficiency	9%
<b>DOMAIN 6: Ethics, Professional and Legal Issues</b>	<b>5%</b>
Task 1: Perform the duties of the profession in a manner consistent with the American Culinary Federation Culinarians' Code	3%
Task 2: Perform the duties of the profession in a manner consistent with governing laws, codes and regulations	2%
<b>Totals</b>	<b>100% 100%</b>



# Glossary of Knowledge Statements — CEC

KI-K60

## Code Statement

## Definition

Code	Statement	Definition
<b>K-1</b>	Customer demographics	Characteristics of a target population that are used to define a particular customer base.
<b>K-2</b>	Competitive analysis	An assessment of the strengths and weaknesses of current and potential competitors as compared to your organization's strengths and weaknesses.
<b>K-3</b>	Characteristics of the market	Descriptors, such as age, ethnicity, and income that influence how potential customers fit a market focus.
<b>K-4</b>	Market trends	Identifying current and future consumer wants or needs such as service style, diet, nutrition, menu and sustainability.
<b>K-5</b>	Product availability	Determining the procurement of products in your area based on quality, cost and timeliness of deliver.
<b>K-6</b>	Food preferences	Understanding market characteristics in terms of flavor profiles, nutritional composition and trends.
<b>K-7</b>	Flavor profiles	A general description of the dominant flavors featured in a food, beverage or cuisine. Profile may identify and describe individual ingredient attributes, the order in which they appear and flavor intensity.
<b>K-8</b>	Culinary equipment	Tools and machines that are used by professionals in a foodservice environment.
<b>K-9</b>	Culinary methodology	The systematic study of methods that are, can be, or have been applied within the foodservice industry. Methodology includes the following concepts: a collection of theories, concepts or ideas; comparative study of different approaches; and critique of the individual methods. It may also include a series of processes, activities and tasks.
<b>K-10</b>	Culinary team limitations	Prudent expectations of the ability, speed, accuracy, and productivity of a specific foodservice team before reaching a point of diminishing returns.
<b>K-11</b>	Facility limitations	Prudent expectations of the volume, complexity and speed of delivery that a specific establishment can produce before reaching a point of diminishing returns.



<b>K-12</b>	Weights and measures	The quantity, size, weight, distance or capacity of a substance compared to a designated standard.
<b>K-13</b>	Ingredients identification	The act of identifying a variety of ingredients used in the foodservice industry.
<b>K-14</b>	Purchasing specifications	Detailed descriptions of items to be purchased from purveyors; usually includes information regarding quality, appearance, weight, condition, size and instructions for special processing.
<b>K-15</b>	Food storage principles	Generally accepted industry policies, procedures, and standards that promote safety, sanitation and quality of food products within the storage phase of the flow of food.
<b>K-16</b>	Documentation techniques	Understanding documentation techniques for business practices such as procedure standards, human resource policies, recipes and financial procedures.
<b>K-17</b>	Basic nutritional content	Identification of fats, proteins, carbohydrates, vitamins, minerals, and other nutrient related substances that are contained or added to foods that are purchased or prepared.
<b>K-18</b>	Menu description	A written explanation of a menu item that may include the ingredients, cooking process, and origin.
<b>K-19</b>	Recipe structure	A predetermined format that allows a recipe to be prepared efficiently. The format may include the name/title, recipe category, yield information, portion information, ingredient list, equipment information, method of preparation, service information, critical control points and more.
<b>K-20</b>	Cost analysis	An evaluation process in which the cost of an item may be compared to a desired result. Various industry accepted equations are used to analyze many topics including food cost, selling price, return on investment, plate cost.
<b>K-21</b>	Standards for evaluating recipes	Create and implement assessment protocols to be used to objectively review recipes within an operation.
<b>K-22</b>	Sensory presentation	Effectively producing standard food preparation techniques that trigger sensory responses in guests such as color, taste, texture and sound.
<b>K-23</b>	Vessels	Choosing the proper container for the use by understanding how storage containers made from different materials such as stainless steel, aluminum, wood, etc. interact with food products.
<b>K-24</b>	Composition	Proper and appealing food presentation on plates, buffets or other culinary venues.



<b>K-25</b>	Food integrity	The concept of preparing food on an internally consistent framework of principles accepted by society at large.
<b>K-26</b>	Speed of service	Ability to work at a pace appropriate to the environment.
<b>K-27</b>	Volume expectations	Producing quantitative results in a timely manner.
<b>K-28</b>	Productivity balance	Ability to produce results on several levels simultaneously while handling numerous tasks.
<b>K-29</b>	Mise en place	“Put in Place” used in kitchens to refer to the ingredients, such as cuts of meat, relishes, sauces, par-cooked items, spices, freshly chopped vegetables, and other components that a cook requires for the menu items that they expect to prepare during their shift
<b>K-30</b>	Communication technology and techniques	Keeping abreast of current communication tech advances and use them to maintain contact with members of the industry.
<b>K-31</b>	Departmental roles, responsibilities & requirements	Understanding the chef’s position within the establishment including their responsibility as a member of management and the requirements of the assigned position.
<b>K-32</b>	Work flow	Design kitchen and service areas to keep food safe by reducing risk of cross contamination, time in temperature danger zone and ease of cleaning and sanitizing.
<b>K-33</b>	Codes	Understanding local building, health, food service and safety codes and have ability to implement them within your operation.
<b>K-34</b>	Plans	Documents that outline the facility structure and building systems.
<b>K-35</b>	Basic Pastry	Understanding the basic elements of bakery ingredients, characteristics of yeast products, quick breads and creating hearth breads and specialty breads.
<b>K-36</b>	Basic Baking	Understanding the basic elements of desserts, pastry, patisserie, and confections as well as milk and milk products.
<b>K-37</b>	Business plans	Documents which support the plan of a business and its successful operation.
<b>K-38</b>	Training techniques	Standard methods for presenting, implementing and maintaining standard operating procedures to employees, insuring consistent performance.
<b>K-39</b>	Evaluation techniques	The ability to evaluate the performance of an individual or team during the execution of their duties.



<b>K-40</b>	Labor markets	Existing bodies which make up the available labor force (traditional and non-traditional) in a given market.
<b>K-41</b>	Interviewing & selection techniques	Techniques used prior to hiring an employee to discern the likelihood that an individual will be productive and successful in the position.
<b>K-42</b>	Culinary credentials	Available standard credentials, regarding education, training and certification as well as the value of industry experience as related to the career path of a potential employee.
<b>K-43</b>	Culinary training programs	Programs designed to maximize the productivity of the culinary team and ensure high quality and consistent product preparation.
<b>K-44</b>	Culinary career paths	The path of an individual from education to executive level in a successful food service career.
<b>K-45</b>	Discipline techniques	Following proper progressive discipline steps and understanding the liabilities associated with this process.
<b>K-46</b>	Coaching, motivation and leadership techniques	Ideologies required to develop and foster a team to successful completion of their goals.
<b>K-47</b>	Culinary attire	Knowing which apparel is standard and usual to the culinary industry. Understanding how to outfit teams for different situations keeping safety and sanitation in mind.
<b>K-48</b>	Personal protective equipment	Usual and required clothing, equipment and gear which supports employee safety practices.
<b>K-49</b>	Materials Safety Data Sheets	Informational sheets which carry all the safety and first aid protocol for the chemicals used in a facility.
<b>K-50</b>	Fire suppression systems	Basic understanding of uses and needs as related to fire suppression systems in commercial kitchens.
<b>K-51</b>	Food allergies	An awareness and understanding of common food allergies as well as a thorough understanding of how to accommodate guests with food allergies once alerted.
<b>K-52</b>	Media	Understanding the various types of media available to promote and market a business and the types of markets each reach.
<b>K-53</b>	Merchandising	The techniques and methods used to present a product for sale.
<b>K-54</b>	Budgets	Understanding common budgeting practices including the importance of a budget, uses for the document and how a chef should participate in the construction of this planning device.





<b>K-55</b>	Elements of a financial report	The various parts of the standard performance documents associated with the regular evaluation of a business
<b>K-56</b>	Cost Control techniques	Various mathematical equations and operational methods used to identify, analyze, and forecast areas where expenses can be controlled.
<b>K-57</b>	Labor costs	Direct and indirect expenses that result from human resource wages and benefits.
<b>K-59</b>	American Culinary Federation Culinarians' code	A statement of belief in professional standards that promotes the sharing of knowledge and skills in order to continually elevate the foodservice industry.
<b>K-59</b>	Laws and regulations	Rules established by authority, society, or custom. Particular attention is paid to labor, immigration, discrimination, and sexual harassment.
<b>K-60</b>	Cultural diversity	Identified differences among people that relate to their ethnic, religious, geographic, political and a variety of other frames of reference.







American Culinary Federation  
The Standard of Excellence for Chefs

# CEC® Job Analysis Domain, Task and Knowledge Statements

page 3

## Domain V Finance

Customer Demographics				
Competitive analysis				
Characteristics of the market				
Market trends				
Product availability				
Food preferences				
Flavor profiles				
Culinary equipment				
Culinary methodology				
Culinary team limitations				
Facility limitations				
Weights and measures				
Ingredients and identification				
Purchasing specifications				
Food storage principles				
Documentation techniques				
Basic nutritional content				
Menu description				
Recipe structure				
Cost analysis				
Standards for evaluating recipes				
Sensory presentation				
Vessels				
Composition				
Food integrity				
Speed of service				
Volume expectations				
Productivity balance				
Mise en place				
Communication technology				
Departmental roles, responsibilities & requirements				
Work flow				
Codes				
Plans				
Business plans				
Basic baking and pastry				
Training techniques				
Evaluation techniques				
Labor markets				
Interviewing & selection techniques				
Culinary credentials				
Culinary training programs				
Culinary career paths				
Discipline techniques				
Coaching, motivation & leadership techniques				
Culinary attire				
Personal protective equipment				
Materials Safety Data Sheets				
Fire suppression systems				
Food allergies				
Media				
Merchandising				
Budgets				
Elements of a financial report				
Cost control techniques				
Labor costs				
ACF Culinarian's Code				
Laws & regulations pertaining to sexual harassment, etc.				
Cultural diversity				

Participate in the development of budgets

Interpret financial reports

Meet financial goals by controlling costs and maximizing efficiency

## Domain VI Ethics, Professional & Legal Issues

Customer Demographics				
Competitive analysis				
Characteristics of the market				
Market trends				
Product availability				
Food preferences				
Flavor profiles				
Culinary equipment				
Culinary methodology				
Culinary team limitations				
Facility limitations				
Weights and measures				
Ingredients and identification				
Purchasing specifications				
Food storage principles				
Documentation techniques				
Basic nutritional content				
Menu description				
Recipe structure				
Cost analysis				
Standards for evaluating recipes				
Sensory presentation				
Vessels				
Composition				
Food integrity				
Speed of service				
Volume expectations				
Productivity balance				
Mise en place				
Communication technology				
Departmental roles, responsibilities & requirements				
Work flow				
Codes				
Plans				
Business plans				
Basic baking and pastry				
Training techniques				
Evaluation techniques				
Labor markets				
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Culinary training programs				
Culinary career paths				
Discipline techniques				
Coaching, motivation & leadership techniques				
Culinary attire				
Personal protective equipment				
Materials Safety Data Sheets				
Fire suppression systems				
Food allergies				
Media				
Merchandising				
Budgets				
Elements of a financial report				
Cost control techniques				
Labor costs				
ACF Culinarian's Code				
Laws & regulations pertaining to sexual harassment, etc.				
Cultural diversity				

Perform the duties of the profession in a manner consistent with the American Culinary Federation Culinarian's Code

Perform the duties of the profession in a manner consistent with governing laws, codes & regulations

## Sample CEC® Written Exam Questions

1. Which of the following product categories sets India apart from other Asian cuisine?
  - A. Dairy
  - B. Seafood
  - C. Meat
  - D. Grain
  
2. Which of the following is a lean or low-activity fish?
  - A. Flounder
  - B. Arctic Char
  - C. Grouper
  - D. Tuna
  
3. If 7 ounces of beef is used to make one entrée, how many pounds of beef are needed to make 325 portions?
  - A. 108 pounds
  - B. 124 pounds
  - C. 143 pounds
  - D. 156 pounds
  
4. Combined weight of meal = 150 grams  
Protein = 20%  
Carbohydrates = 70%  
Lipids = 10%

Based on the information provided above, what is the percentage of calories from fat?

- A. 10%
- B. 15%
- C. 20%
- D. 25%

5. Which of the following is a variable cost in a restaurant budget?

- A. Equipment repairs
- B. Insurance
- C. Contract maintenance
- D. Equipment lease payments

6. Beginning inventory = \$10,000

Sales = \$25,500

Purchases = \$15,500

Ending inventory = \$9,875

Given the information above, what is the cost of goods sold percentage?

- A. 56.48%
- B. 61.27%
- C. 65.42%
- D. 67.84%

7. Which of the following food products can be stored at a temperature of 45° F?

- A. Fresh eggs
- B. Dairy
- C. Poultry
- D. Meat

Answers to sample test questions: 1. A; 2. A; 3. C; 4. C; 5. A; 6. B; 7. A.

## CEC® Practical Examination At-A-Glance

### Description of Exam

The test site selects the date and schedules the test flight. Candidates are responsible for registering with ACF and contacting the host site regarding additional fees (if applicable). The Test Administrator is responsible for selecting three, Approved Certification Evaluators (ACE), from a current list of evaluators posted on the website. Three ACEs are required per every six candidates; of the three evaluators, two must be unaffiliated with the exam candidate.

ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.

### Exam Registration/Fee

Practical exam registration is required for both test site and ACF National Office. The test site administrator may collect appropriate host site fees from candidates to cover direct expenses related to the exam. The host site fee is established at the discretion of the approved examination site. Candidates are required to register with ACF and pay a practical exam fee of: \$50 member, \$100 non-member. The host site may also require a cancellation fee at their discretion.

Candidates will receive a testing voucher from ACF National office either by mail or email, after payment is processed.

Prior to the exam date, the test site administrator will contact candidates about testing time and other exam details.

### Practical Exam Facility Requirements

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

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

At a minimum each test site shall provide the following:

- 4-burner stove with standard oven per candidate (portable burners are not acceptable)
- 45 sq. ft. usable table/counter working space per candidate
- 4 cubic feet refrigeration space per candidate, at a close proximity to the station
- adequate cubed ice supply

- one hot and cold hand sink per three candidates
- one hot and cold ware washing sink per four candidates
- 2 power outlets per candidate, located at their work station
- ample garbage receptacles placed at every station, and a community receptacle within the testing facility
- portion/measuring scales to be available for candidates, balance scale for pastry, measuring in ounces and pounds
- marble slab and microwave oven required for pastry candidates
- one five quart mixer per pastry candidate
- cutting boards
- evaluator's table should include: silverware, napkins, water glasses, clipboards, pads, pencils, calculator, and stapler, digital camera, copy of Le Guide de Culinare
- ample supply of appropriate cleaning equipment including brooms, mops, 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	grill	fryer
food processors	portion scales	measuring containers
microwave	proof box	food blenders
food mixers	balance beam scales	





## **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.



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)

## 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 CEC® practical exam is three hours plus a 15 minute window and 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. There is no waiting period, but he/she must submit a new registration form and payment.

### Evaluators Training/Credentials

An Approved Certification Evaluator (ACE) has been placed in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application and has 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.

### 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 immersion circulators will be allowed during the exam.
3. 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.
4. 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.
5. 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 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.

### Study Tips and Helpful Hints

- Read this CEC<sup>®</sup> Practical Exam Candidate Guide.
- Develop a plan and write a timeline and stick to your plan.
- Study applicable written material for the:
  - Processes mandated
  - Processes you decide to do

- Practice ten times
- See guidelines for what you can and cannot bring
- Remember, you are in control of selecting your ingredients, so make sure they meet your needs and the needs of the exam.
- The basic equipment will be provided as described in the ACF Practical Exam Administration Guide. However, if you have been practicing with your own pots and pans, small wares, etc. then you will want to bring those with you and use them. This way you know the nuances already and do not have to deal with any last minute surprises.
- Bring your own china (*check with the test administrator*).
- Practice, practice, practice
- Sanitation skills will be monitored at all times for compliance with standard rules and that sanitation infractions could lead to a failing exam.
- All candidates must wear white chef coat, white toque, black or black and white checkered pants, leather shoes, or clogs and have clean apron and side towels.
- Ask questions prior to the exam, be prepared! When in doubt, ask. Contact ACF National Office Certification Department at 1-800-624-9458 or check out [www.acfchefs.org](http://www.acfchefs.org) and contact an Approved Certification Evaluator or Trainer in your region.

## Assessment Criteria

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

1. [Safety & Sanitation Skills](#) 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 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 most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner has seen a

possible infraction of either of these two areas the candidate may be questioned as to their knowledge of these concepts. Infraction(s) of either time/temperature abuse or cross contamination could cause the candidate to fail the exam.

The cutting boards must be scrupulously sanitary. Knives must be sharp. The toolbox/knife bag must be clean and sanitary inside. Sanitizing solution must be correctly titrated, and used properly to sanitize hands and equipment in-between uses. Candidates must be using towels correctly and not wiping debris off a table and then wiping a knife or a plate with the same towel. Candidates must not be using their aprons as hand wipes. Products must be stored at the correct temperature. Gloves must be used when the last contact with food is occurring, for example, plating up. 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.

2. [Organization Skills](#) will be measured using industry standards for the following:

- Organizational skills (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 general guidelines on organization and work flow the candidate needs to follow:

- 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.
- 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.
- Proper utilization of all ingredients** is evaluated on the candidate's efficient use of products. All food and non-food refuse will be kept at the station with the candidate until the completion of the test. Two separate containers are to be maintained: one for food refuse and the other for non-food refuse. The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by the evaluator. Upon the completion of the 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 byproduct, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.

- d. **Timing of service and follow-up** is evaluated on the requisite time given to the candidate for the level of examination attempting. The candidate will be notified of his/her presentation time “window” upon the start of his or her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted.

Exceeding reasonable allotted time can result in loss of points and may or may not result in a failing grade.

3. **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 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.

4. **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 general guidelines on finished product skills the candidate needs to follow:

**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.

**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. The necessary nutritional standards are being adhered to. The protein weight is within the set limits.

**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. Have any of the ingredients been duplicated?

**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.



# CEC® Practical Exam Specifications

The practical exam is based on domains and skills determined during a job analysis with a group of ACF subject matter experts.

## DOMAIN 1: Safety and Sanitation Skills

Sanitation skills are observed and evaluated in the course of the performance of the skills performed in Domains 2, 3 and 4. Failure to meet the sanitation skills standard shall result in a failure despite the degree of Organizational, Craftsmanship and Finished Product skills demonstrated.

### Skills:

- Working and managing a sanitary environment
- Food handling that avoids time/temperature violations and cross-contamination

## DOMAIN 2: Organizational Skills

20%

**Skill 1:** Work flow

**Skill 2:** Mise en place (create, maintain and manage)

**Skill 3:** Food storage

**Skill 4:** Weighing and measuring

**Skill 5:** Identifying ingredients

**Skill 6:** Purchasing

**Skill 7:** Use of equipment

**Skill 8:** Use of time

**Skill 9:** Analyzing costs

**Skill 10:** Using ingredients and develop recipes

**Skill 11:** Use of Area

## DOMAIN 3: Craftsmanship Skills

40%

**Skill 12:** Executing fundamental cooking procedures and methodologies

**Skill 13:** Butchering

**Skill 14:** Knife handling

**Skill 15:** Deconstructing groceries

**Skill 16:** Use of heat and cold

**Skill 17:** Emulsification

**Skill 18:** Preparing sauces

**Skill 19:** Baking and Pastry Fundamentals

**DOMAIN 4: Finished Product Skills****40%****Skill 20:** Developing flavor profiles**Skill 21:** Constructing profiles**Skill 22:** Determining doneness**Skill 23:** Achieving desired textures**Skill 24:** Achieving desired colors**Skill 25:** Maintaining food integrity**Skill 26:** Achieving nutritional balance**Skill 27:** Serving food at the desired temperature**Skill 28:** Presenting food esthetically**Skill 29:** Presenting food colorfully**Skill 30:** Choosing vessels**Skill 31:** Food placement**Skill 32:** Achieving the stated menu**Skill 33:** Menu presentation

### 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 made by hand (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”.

## Exam Results

At the conclusion of a practical exam, candidates will receive both a verbal and written critique of their performance in each of the exam content areas. The lead evaluator for the exam will facilitate the review and will make written comments on the Practical Exam Review Form. This will be provided to the all candidates, both passing and failing. This will allow the candidate to review areas for development in the event they choose to retest. Candidates who do not pass the practical exam are allowed to retest per the retesting policy.

In addition to the Practical Exam Review Form which all candidates receive, those candidates who pass will receive an ACF Practical Exam Passing form which they will include in with their final application form to ACF.



# ACF CEC® Practical Exam Evaluation Scoresheet

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

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

Acceptable       Unacceptable

## Domain I - Safety and Sanitation

*Comments: Required if unacceptable.*

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

	Eval #1 Score (1-10)	Eval #2 Score (1-10)	Eval #3 Score (1-10)	Weighted Value (calculated)	
<b>Domain II - Organizational Skills - 20%</b>					
Mise en place/ Work flow	5			#DIV/0!	<i>COMMENTS (required if score is 7.4 or less)</i>
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>20.0</b>	
<b>Domain II Possible Points</b>				<b>#DIV/0!</b>	

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

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>100.0</b>	
<b>Points Received</b>					<b>#DIV/0!</b>	

55

	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:

2

Candidate Name:

0

**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
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**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:**





American Culinary Federation  
The Standard of Excellence for Chefs

## ACF Practical Exam Candidate Written Critique Form

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

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

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

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

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

Certification Level: \_\_\_\_\_

**Domain 1- Safety and Sanitation:**

**Domain 2- Organizational Skills:**

**Domain 3- Craftsmanship Skills:**

**Domain 4- Finished Product Skills:**

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



American Culinary Federation

### 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 \_\_\_\_\_

## The Recertification Process

The purpose of CEC® recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation, nutrition and supervisory management. ACF recertification is required every five years. To maintain your ACF certification, you are required to earn a minimum of 80 continuing education hours (CEHs) during the five-year certification period. The requirement of 80 CEHs over a five year period was determined so that, on average, a chef would complete 16 CEHs per year keeping them current and up-to-date on culinary trends and practices.

CEHs are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation. We recommend you maintain a folder with copies of your official certificates and letters, conference registrations, transcripts, etc. in order to keep track of your progress.

### Step 1 Complete required refresher courses

On the first recertification, the three mandatory refreshers in sanitation, nutrition and supervisory management are required. You must take 8-hour refresher courses for Food Safety and Sanitation, Nutrition, and Culinary Supervisory Management as part of your 80 CEHs.

On the second and subsequent recertification cycles you will only be required to complete the sanitation refresher. The remaining 72 CEHs required are self-directed toward a chef's specific professional development plan.

### Step 2 Determine remainder of CEHs needed

If you hold multiple certifications your CEH requirement is 80 CEHs for the first, or primary, certification, 40 CEHs for the second certification and 20 CEHs for each subsequent certification. (Example: Chef Jones currently holds a CEC, CCE, CCA. When she is ready for recertification, she will need to complete 80 for her first certification, CEC, then 40 for her second CCE and 20 for her third, CCA which will total 140 continuing education hours.)

### Step 3 Complete recertification application

Provide the necessary documentation of your Continuing Education Hours (CEHs). Documentation must include the number of hours taken and the date it was completed and topic. Please do not send original certificates. Complete the application, secure all paperwork together and include payment either by credit card information on the application or with a check or money order made payable to the American Culinary Federation.

## Step 4 Recertification Notification

The ACF Certification Department will review final application, exam documentation and will notify candidates of approval (please allow 2–3 weeks for processing). You will be notified by email that application is received. Once certification is approved your certification letter with wallet card and certificate will be mailed.

ACF would like to share your certification accomplishment in ACF communications and with local newspapers and industry publications. If you prefer this information not be shared please be sure to check box on final application.

- CEC® certifications are valid for five years.

### How to Earn Continuing Education Hours

CEHs can be earned through a variety of professional development activities. General categories of approved professional development activities are listed on the following page. In addition, the ACF website provides a service to certificants listing approved CEH providers and courses. ACF does not require any specific course or vendor be used for recertification CEHs. CEH activities and courses offered by ACF approved CEH providers are varied in nature to allow professional development based on professional and culinary needs.

Approved CEHs must enhance the competence of a CEC in one of the domains as outlined in the CEC Job Analysis. This links enhanced competence to the core knowledge and skills required to earn the CEC credential. Approved CEHs enhance one of the following areas:

- Food, equipment and food products
- Culinary team management and leadership
- Food safety and sanitation
- Marketing, merchandising and public relations
- Finance and ethics, professional and legal issues
- Organization, craftsmanship and finished product skills

### Certification Expiration

If a certificant allows their certification to expire, they are granted a 90-day grace period to finalize and submit their recertification application with necessary documentation and payment. If a candidate's expiration surpasses the grace period, they must adhere to the Recertification after Expiration Policy. The policy has provisions in place to allow chefs to recertify if their certifications have expired 36 months in the past or less. If certification expiration date is longer than 37 months ago, candidates must certify based on all current eligibility requirements including education, mandatory courses/refreshers and relevant work history (within 10 years of becoming an educator) as well as the testing requirements (written and practical examinations).

# ACF Approved Continuing Education Hours (CEHs)



**American Culinary Federation**  
 180 Center Place Way  
 St. Augustine, FL 32095  
 (800) 624-9458  
 www.acfchefs.org

## TAKE 16 CEHS EVERY YEAR TO MEET YOUR RECERTIFICATION GOALS

\* 1 semester credit = 16 CEHs  
 1 quarter credit = 10 CEHs  
 1 CEU = 10 CEHs

### Continuing Education Hours (CEHs) Required for Recertification:

- For CCs or CPCs, 48 hours of professional development required for your first designation; 24 hours for subsequent designations, if applicable.
- For all other levels of certification, 80 hours of professional development for your first designation; 40 hours for your second; and 20 for each subsequent designation, if applicable.

ACTIVITY	CEHS EARNED	DOCUMENTATION REQUIRED
<b>Attendance / Participation</b>		
Formal educational courses from an accredited institution / school (including online and distance learning)	Approved hours *	Transcript / Certificate of Completion / Official Letter
Seminar, Workshop, Class, or Presentation	Approved hours	Certificate of Completion
Chapter approved educational seminars	Approved hours	Certificate of Completion
Employer in-service training	Approved hours	Certificate of Completion
National Culinary Review Quiz	4 hours	Certificate of Completion
ACF Tradeshow	4 hours	Conference Registration
Other Industry-related tradeshow	3 hours (MAX 1 / year)	Conference Registration
<b>Guest Presenter / Demonstrator</b>		
Guest Seminar Presenter/Demonstrator - Industry-related conference, Chapter meetings, schools, webinars, TV and radio	5 hours (MAX 3 / year)	Printed Program / Official Letter / Link or Video
<b>Leadership / Appointments</b>		
ACF National Board	18 hours / year	Letter of Appointment
ACF Chapter Officer or AAC Regional Directors	12 hours / year	Letter of Appointment
ACF National Committee	12 hours / year	Letter of Appointment
Chapter Certification Chair / Education Chair / Apprentice Chair	12 hours / year	Letter of Appointment
Practical Exam Evaluator / Administrator	5 hours / exam	Summary Score Sheet
ACFEF Post-Secondary Program Accreditation Site Visit Team	12 hours / year	Letter from Coordinator
ACFEF Secondary and Apprenticeship Programs Accreditation Site Visit Team	6 hours / visit	Letter from Coordinator
<b>Published Works</b>		
Article printed in regional, state, or national publication	5 hours	Copy of Article
Article printed in chapter newsletter	1 hours	Copy of Article
Authored Book (200+ pages)	20 hours	Copy of Cover and TOC

# American Culinary Federation Recertification Application



**Return this cover sheet and appropriate documentation by:**  
**Email (preferred):** [certify@acfchefs.net](mailto:certify@acfchefs.net)  
**Fax:** (904) 940-0742  
**Mail:** American Culinary Federation, Inc.  
 Attn: Certification Department  
 180 Center Place Way  
 St. Augustine, FL 32095

## PERSONAL INFORMATION (Please type or print clearly)

First Name: \_\_\_\_\_ MI: \_\_\_\_ Last Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ ACF #: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name of Employer: \_\_\_\_\_ Present Position: \_\_\_\_\_  
 Name (as it should appear on certificate): \_\_\_\_\_

## CERTIFICATION LEVELS

Please check level you are applying for.

### COOKING PROFESSIONALS

	ACF MEMBER PRICING	STANDARD PRICING
<input type="checkbox"/> Certified Culinarian® – CC®	\$50	\$85
<input type="checkbox"/> Certified Sous Chef® – CSC®	\$120	\$220
<input type="checkbox"/> Certified Chef de Cuisine® – CCC®	\$140	\$240
<input type="checkbox"/> Certified Executive Chef® – CEC®	\$210	\$310
<input type="checkbox"/> Certified Master Chef® – CMC®	\$300	\$400

### PERSONAL COOKING PROFESSIONALS

<input type="checkbox"/> Personal Certified Chef™ – PCC™	\$120	\$220
<input type="checkbox"/> Personal Certified Executive Chef™ – PCEC™	\$210	\$310

### BAKING AND PASTRY PROFESSIONALS

<input type="checkbox"/> Certified Pastry Culinarian® – CPC®	\$50	\$85
<input type="checkbox"/> Certified Working Pastry Chef® – CWPC®	\$120	\$220
<input type="checkbox"/> Certified Executive Pastry Chef® – CEPC®	\$210	\$310
<input type="checkbox"/> Certified Master Pastry Chef® – CMPC®	\$300	\$400

### CULINARY ADMINISTRATORS

<input type="checkbox"/> Certified Culinary Administrator® – CCA®	\$250	\$350
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### CULINARY EDUCATORS

<input type="checkbox"/> Certified Secondary Culinary Educator® – CSCE®	\$140	\$240
<input type="checkbox"/> Certified Culinary Educator® – CCE®	\$210	\$310

# American Culinary Federation Recertification Application

## CONTINUING EDUCATION HOURS (CEHS)

Requirements: 80 hours of professional development. Refresher requirement: 1st recertification, 8-hour refreshers in Food Safety and Sanitation, Nutrition, and Culinary Supervisory Management are included in the 80 hours. 2nd or subsequent recertification, only an 8-hour Food Safety and Sanitation refresher is required as part of total hours. *CMC/CMPC candidates are exempt from refresher requirements.*

Candidates with multiple ACF designations should document 80 hours for the first designation, 40 hours for the second designation and 20 hours for each subsequent designation thereafter, with respect to the refresher requirement listed above.

ACTIVITY	DATE	HOURS
1. <u>Safety and Sanitation Refresher (current food manager card meets this requirement)</u>	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**Continuing Education Hours Total** \_\_\_\_\_

**NOTE:** *Incomplete applications will not be processed. Please ensure all CEH documentation and payment are provided upon submission.*

## PAYMENT INFORMATION

I have enclosed a check made payable to the American Culinary Federation (ACF).

Please bill my:     Visa     MasterCard     Amex     Discover

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

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

Name on Account: \_\_\_\_\_ Signature: \_\_\_\_\_

## CERTIFICATION AGREEMENT

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. All certifications are awarded for five years, except CC® and CPC®, which are awarded for three years, and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do **not** want your certification accomplishments included in ACF communications or shared with media.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date