



ACE Training Host Site Agreement

Host Site Name: _____

Administrator Name/Signature: _____ Date: _____

Confirmed Date of ACE Training and Practical: _____

As representative of the host site mentioned above, I agree on their behalf to host the two day ACE Training seminar and practical exam. I will assist in coordinating events that surround the workshop and serve as liaison to the facility/organization and to the American Culinary Federation (ACF). As in agreement, I also confirm receipt and comprehension of the *American Culinary Federation Practical Exam Test Site Guide and the Host Site ACE Training Manual*. We agree to uphold the standards established and described in the above mentioned guide regarding American Culinary Federation's: Practical Testing Objectives, Testing Guidelines, Facility Requirements, Registration and Post Exam Follow-up.

For the seminar, the facility/organization will:

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

For the practical exam, the facility/organization will:

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

Return to with other signature forms and request to schedule training:

American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095 or Fax (904) 940-0742