



American Culinary Federation
Certified Master Chef®
Certified Master Pastry Chef®
Request for Proposal
Facility Host Site



The host institution conducting the examination will be carefully selected by the ACF Certification Commission in accordance with ACF standards. Any institution who desires to apply to host the ACF Certified Master Chef Exam or ACF Certified Master Pastry Chef Exam must meet the guidelines included in this document.

Application Process

To be considered as a host site please send the following information to the ACF national office:

- Letter of intent from the proposed test administrator stating why you would like to host the exam and what benefits ACF will derive from your facility hosting this event.
- Letter of commitment from the school president to host the event and agreeing to comply with all ACF mandated requirements.
- Potential exam dates that would be available at facility.
 - CMC – August – October 2012
 - CMPC – August – October 2013
- Suggested accommodations for the evaluators and candidates with approximate costs.
- A proposed cost to the ACF on a per candidate basis. \$3000 per candidate is the targeted amount.
- Host sites who express interest in hosting a future exam may also be considered for a pre-assessment session prior to the actual exam.

Cost per Candidate Considerations:

- Prior to Exam
Host two day site visit – details below

- **During Exam**
Use of facilities and food products needed for eight consecutive days – details below
- Travel, meals and accommodations for seven days for a minimum of one lead segment evaluator, one kitchen evaluator, and three tasting evaluators. If exam has more than six candidates, additional exam personnel will be required. On day eight, that is increased to one lead evaluator, two kitchen evaluators and four tasting evaluators.

Proposal Due Date

Proposals are due to the ACF National Certification office by Dec. 2, 2011.

Site Visit

Once accepted as an applicant the institution agrees to host a two day site visit for an ACF Certification Commission representative and a CMC/CMPC Subcommittee representative.

This visit will be conducted at the applicant school's expense and will include:

- Interview with the test administrator
- Interview with the program director
- Interview with each CMC or CMPC on staff (this may be one meeting)
- Site tour, to include the kitchen where the exam will be held in a state of readiness for the exam.
- Interview with purchasing director
- Kitchen class visitation, at least three classes to include beginning students, mid-point students and a class which is within 3 weeks of graduation.

Facility Requirements

Host Facility

The host institution should be reasonably accessible by plane or ground transportation with ample free and secure parking available to candidates. The host site will provide assistance to candidates to find reasonably priced room accommodations either on campus, or within a few minutes drive of the campus.

The building classrooms, kitchen laboratory and other instructional/testing areas are safe and meet all industry standards as well as local codes for sanitation, health, fire, and insurance. The three major areas must be available for 8 consecutive days (Test Kitchen, Classroom space for lectures, and Judge's Room).

Test Kitchen

The test kitchens should have individual testing stations that are fully equipped for the execution of each test segment. For the CMC Exam there must be a separate pastry kitchen for that segment of the exam which is outfitted appropriately. This requires at least 8 stations in the same room, with a maximum of 14 stations. Kitchens must be within 50 feet of the tasting room to be used for the segment pertaining to that kitchen.

These testing kitchens must also meet or exceed the following standards:

Hot & Cold Food Kitchen (At least eight stations are required)

- 4-6 burner gas ranges
- 1 full size standard oven per station
- At least 2 additional ovens available
- Char-broiler in the common space
- Broiler in the common space
- Cold smoker in the common space
- 1 hand sink for every 2 stations
- Two 8 foot work tables for each station with under shelving
- 18 sq ft of refrigerator space in each station
- Vegetable sink for every 2 stations
- Additional general refrigerator and freezer space
- Additional small equipment which is in excellent working condition for each station
- Community utensils and equipment in the same area
- Observation windows on at least one side
- Easily controlled entrances and exits

Pastry Kitchen (At least eight stations are required)

- One 8 foot bakers table for each station
- One 12 qt mixer for each station
- One 4 qt mixer for each station
- 3x3 foot marble slab for every 2 stations

- Standard bake shop and pastry small wares to include cake forms, silpats, various cutters, rolling pins, cold mousse molds etc. in enough supply for the number of candidates
- Baker's deck ovens large enough to support the number of candidates all baking at once.
- 1 triple beam scale per station
- 2 burners per station
- Additional general refrigerator and freezer space
- Additional small equipment which is in excellent working condition for each station
- Community utensils and equipment in the same area
- Observation windows on at least one side
- Easily controlled entrances and exits
- 1 hand sink for every 2 stations

Food Expense – Please refer to the current CMC and CMPC Manuals for a list of the food items required for the exam per candidate as well as items required in a community kitchen.

Job Duties

Test Administrator

Must be an employee of the host institution and is usually the education program advisor or part of the culinary administration team. This individual will coordinate all aspects of the eight-day examination including the following:

- Assist candidates with securing lodging during the exam
- Act as liaison with ACF National office and Certification Commission
- Assure that all Policies and Procedures as put forth in this document are in place and adhered to in regards to each aspect of the exam
- Act as a liaison with candidates and potential candidates throughout the year prior to the exam on subjects up to and including;
 - direct and refer mentors
 - provide information about the exam logistics
 - Field any questions by candidates or referring them to a source for answers
- Schedule faculty and facility
- Assign student/apprentices
- Assign student support staff, such as ware washing, service to evaluators, staging etc.
- Schedule evaluators, kitchen and tasting

- Arrange the judging room for each segment
- Maintain test records during the exam
- Assure food supplies necessary and at the highest available quality
- Assure that all test requirements are adhered to exactly as the CMC/CMPC manual directs
- Assure china, service ware, cookware and all other required hardware for the exam are present and available for the candidates
- Maintain an event log regarding the exam activities which are notable
- Arrange for simplistic digital photography records of each result of each candidates work in each segment

Evaluator Selection

ACF National office will maintain the list of approved evaluators and evaluator trainees. The CMC/CMPC exam administrator will use this list to staff the exam. Any shortages and or discrepancies must be approved by the ACF Certification Commission.

The evaluator structure for each segment is as follows for the first seven days of the exam:

1. Lead segment evaluator / Tasting evaluator
 - a. Conducts the segment orientation and acts as lead for the segment during evaluation
2. Kitchen evaluator – 1 per 6 candidates
3. Tasting evaluators – 3 per 6 candidates

The evaluator structure for the eighth day of the exam:

- Kitchen evaluator – 2 per 6 candidates
- Tasting evaluators – 4 per segment, first priority of this panel will go to a Certification Commission representative. This panel may not contain any evaluator who is employed by the same company as any candidate.

Proposals should be submitted no later than December 2, 2011 to:

American Culinary Federation
 Attn: Sandy Friend, Director of Certification
 180 Center Place Way
 St. Augustine, FL 32095
 OR
sfriend@acfchefs.net