

II. Becoming A Test Site

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

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

1. The test site must adhere to the guidelines as described in the ACF Practical Exam Administration Guide, including kitchen components and assessment criteria.
2. A minimum of three Approved Certification Evaluators (ACE) must be available at every exam. Ratio of practical exam evaluators is 3 to 9. If more candidates are testing another evaluator is required.
3. There must be at least one evaluator certified at the same level of the highest candidate testing, unless pre-approved by national office.
4. The appointed Test Administrator shall be a current ACF member in good standing.

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

The Test Administrator shall agree to submit:

- The candidate score sheets
- The exam summary score sheet
- Exam questionnaires
- Sign-in sheets
- ACE apprentice evaluations (if applicable)
- Any outstanding fees to ACF National within 5 working days after the exam

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

Once a site has been approved to administer the ACF certification practical examinations, the site may continue to administer practical examinations on a recurring basis as long as the site remains in full compliance with the guidelines described in this manual. In order to maintain regularity and consistency of the program, the **ACF expects each test site to offer at least four test dates per year**. Each session should be registered with the ACF national office before administering the exam.

All current forms which are used at each exam are provided in this packet or may be downloaded individually at www.acfchefs.org.

III. 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.**

When ever possible recommend to candidate(s) to bring their own equipment/specific tool if required to properly perform their practical exam.

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.