



American Culinary Federation

Table of Contents

American Culinary Federation	1
CONTACTS	2
ACF GUIDE AND INFORMATION.....	3
Certification Designations	3
Identification of Candidates	4
Pass/Fail test results	4
TEST SITE PROCEDURES.....	5
ADMINISTERING AN EXAM:	5
TEST MATRIX	6
SIGN IN/OUT LOG SHEET	7
CANDIDATE CHECKLIST	8
TEST DRIVER	9

CONTACTS

All questions about the American Culinary Federation Examinations should be directed to:

Comira
1801 Murchison Drive, Suite 288
Burlingame, CA 94010
Registration: 800-947-4228
Tech Support: 888-832-4228
Fax: 650-692-9537

To learn more about the American Culinary Federation or questions regarding the Certification Program contact:

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

Telephone:
toll-free 800-624-9458
or 904-824-4468
Fax: 904-825-4758

E-mail: acf@acfchefs.net
Internet: <http://www.acfchefs.org>

ACF GUIDE AND INFORMATION

This Handbook will provide you with the necessary information regarding administering exams for American Culinary Federation.

Certification Designations

Cooking Professionals

Certified Culinarian® (CC®): An entry level culinarian within a commercial foodservice operation responsible for preparing and cooking sauces, cold food, fish, soups and stocks, meats, vegetables, eggs and other food items.

Certified Sous Chef™ (CSC™): A chef who supervises a shift or station(s) in a foodservice operation. Equivalent job titles are sous chef, banquet chef, garde manger, first cook, a.m. sous chef and p.m. sous chef.

Certified Chef de Cuisine® (CCC®): A chef who is the supervisor in charge of food production in a foodservice operation. This could be a single unit of a multi-unit operation or a free-standing operation. He or she is in essence the chef of the operation with the final decision-making power as it relates to culinary operations.

Certified Executive Chef® (CEC®): A chef who is the department head usually responsible for all culinary units in a restaurant, hotel, club, hospital or foodservice establishment, or the owner of a foodservice operation. In addition to culinary responsibilities, other duties include budget preparation, payroll, maintenance, controlling food costs and

maintaining financial and inventory records.

Personal Cooking Professionals

Personal Certified Chef™ (PCC™): A chef who is engaged in the preparation, cooking and serving of foods on a “cook-for-hire” basis. Must also have knowledge menu planning, marketing, financial management and operational decision making. Has at least three years of cooking experience and one full year of Personal Chef experience.

Personal Certified Executive Chef™ (PCEC™): An advanced chef who is engaged in the preparation, cooking and serving of foods on a “cook-for-hire” basis. Must also have knowledge menu planning, marketing, financial management and operational decision making. Has at least three years of Personal Chef experience.

Baking and Pastry Professionals

Certified Pastry Culinarian® (CPC®): An entry level culinarian within a pastry foodservice operation responsible for the preparation and production of pies, cookies, cakes, breads, rolls, desserts or other baked goods.

Certified Working Pastry Chef® (CWPC®): A pastry chef who supervises a pastry section or a shift within a foodservice operation and has considerable responsibility for preparation and production of all pastry items.

[Certified Executive Pastry Chef® \(CEPC®\)](#): A pastry chef who is a department head, usually responsible to the executive chef of a food operation or to the management of a pastry specialty firm. A CEPC has supervisory responsibility as well as administrative duties.

Culinary Administrators

[Certified Culinary Administrator™ \(CCA™\)](#): This is an executive-level chef who is responsible for the administrative functions of running a professional foodservice operation. This culinary professional must demonstrate proficiency in culinary knowledge, human resources, operational management and business planning skills.

Culinary Educators

[Certified Secondary Culinary Educator® \(CSCE®\)](#): An advanced-degree culinary professional who is working as an educator at an accredited secondary or vocational institution. A CSCE is responsible for the development, implementation, administration, evaluation and maintenance of a culinary arts or foodservice management curriculum. In addition, a CSCE demonstrates the culinary competencies of a CCC or CWPC during a Practical Exam.

[Certified Culinary Educator® \(CCE®\)](#): An advanced-degree culinary professional, with industry experience, who is working as an educator in an accredited postsecondary institution or

military training facility. A CCE is responsible for the development, implementation, administration, evaluation and maintenance of a culinary arts or foodservice management curriculum. In addition, a CCE demonstrates the culinary competencies of a CCC or CWPC during a Practical Exam.

Identification of Candidates

- a. Each candidate **MUST** provide photo identification.
- b. Acceptable forms of photo ID with signature are:
 1. Drivers license
 2. Government ID card
 3. Passport
 4. Alien residency card

NOTE: Candidates that do not produce a valid ID at the scheduled appointment will not be allowed to take the Test.

Pass/Fail test results

Test Results are printed at the end of the examination.

TEST SITE PROCEDURES

ADMINISTERING AN EXAM:

1. **When Candidate Arrives:** Use the EOD (End Of Day) Report to perform the CANDIDATE CHECKLIST.
2. **EXPLAIN Testing Software (Demo test):** select “Demo” on the candidate’s testing station. Explain how to answer questions and operate the features. When finished, select "Finish" returning to the main menu.
3. **START the Exam:**

NOTE: Start an exam for only ONE candidate at a time! Once the candidate is on their first question, go to the next candidate and start their exam.

- A. **Select candidate's test** by highlighting it. If the candidate has two or more exams, select the exam the candidate has scheduled to take first.
- B. **Enter your proctor ID and password**
- C. **Enter the candidate’s examination ID** press "Select.”

Once all information is verified and correct, you will be presented with a Test Confirmation and Test Reconfirmation Screen. If this is the correct test and take count select <Yes> at both screens. If it is the wrong test, select <No> and contact Comira.

4. **AFTER THE TEST** – Test results for all exams will be printed out at the conclusion of candidate’s exam.
5. **COMPLETE CANDIDATE CHECKLIST:** Complete the remaining items on the candidate checklist.

TEST MATRIX

Certification	Description	Duration of Exam	Number of questions on Test	Passing Score
CC® Certified Culinarian®	multiple choice	60 minutes	100	70
CPC® Certified Pastry Culinarian®	multiple choice	60 minutes	100	70
CSC™ Certified Sous Chef™	multiple choice	90 minutes	100	Scaled 300
CWPC® Certified Working Pastry Chef®	multiple choice	60 minutes	100	70
CCC® Certified Chef de Cuisine®	multiple choice	60 minutes	100	70
CEC® Certified Executive Chef®	multiple choice	90 minutes	100	Scaled 300
CEPC® Certified Executive Pastry Chef®	multiple choice	90 minutes	100	Scaled 300
PCC™ Personal Certified Chef™	multiple choice	60 minutes	100	70
PCEC™ Personal Certified Executive Chef™	multiple choice	60 minutes	100	70
CCA™ Certified Culinary Administrator™	multiple choice	60 minutes	100	70
CSCE® Certified Secondary Culinary Educator®	multiple choice	60 minutes	100	70
CCE® Certified Culinary Educator®	multiple choice	60 minutes	100	70

INITIAL AUTHORIZATION	<ul style="list-style-type: none"> • Photo Identification • Authorization Letter (make copy)
EXAM RESULTS	<ul style="list-style-type: none"> • Test results will be printed out at the conclusion of candidate's exam.
CONTACT	<p>American Culinary Federation</p> <p>180 Center Place Way St. Augustine, FL 32095</p> <p>Telephone: toll-free 800-624-9458 or 904-824-4468 Fax: 904-825-4758</p> <p>E-mail: acf@acfchefs.net Internet: http://www.acfchefs.org</p>
RETESTING	<ul style="list-style-type: none"> • Requires a 30 (Thirty) day waiting period for the first failure CEPC® Certified Executive Pastry Chef®, CEC® Certified Executive Chef® exam. & the CSC™ Certified Sous Chef™. • Requires a 90 day waiting period for each subsequent failure for the CEPC, CEC and CSC exams. • No waiting period for all other exams.

SIGN IN/OUT LOG SHEET

SITE NAME: _____

DATE: _____

	(FIRST, MIDDLE, LAST)	TIME	PROCTOR
PRINT NAME		Applicant's Date of Birth →	/ /
Exam			
SIGN IN			
SIGN OUT			
PRINT NAME		Applicant's Date of Birth →	/ /
Exam			
SIGN IN			
SIGN OUT			
PRINT NAME		Applicant's Date of Birth →	/ /
Exam			
SIGN IN			
SIGN OUT			
PRINT NAME		Applicant's Date of Birth →	/ /
Exam			
SIGN IN			
SIGN OUT			

CANDIDATE CHECKLIST

CANDIDATE'S NAME _____

TEST _____ TEST DATE _____

Check off each item below as it is completed.

BEFORE THE TEST:

- Applicant **MUST SIGN IN** on daily log.
- Verify candidate's ID. (Photo, Signature, Date-of-birth, Permanent address.)
- Issue scratch paper _____, pencils _____.
- Candidate may use 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.

STARTING THE TEST:

- Explain use of computer hardware and run Demo Test if needed.
- Review Candidate Personal Info screen with candidate. *All items must be correct, if not, make necessary changes, select Update and save changes.*
- Remind candidate of survey and comment section at end of exam.
- Inform candidate if a break is necessary, test time continues uninterrupted. Candidate's whereabouts must be monitored by the proctor at all times.
- Inform candidate on the Power Outages policy.
- Candidate begins Test. *Remind candidate of status window.*
- Answer any candidate questions pertaining to the software. Proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.

AFTER THE TEST:

- Enter your proctor ID to end Exam.
- Proctor prints out exam results at the conclusion of their exam.
- Collect scratch paper _____, pencils _____. *Destroy scratch paper after applicant leaves.*
- Candidate **MUST SIGN OUT** on daily log.
- File: Candidate's: Sign IN/OUT log and Checklist (Test Site must retain records for 24 calendar months).

Proctors Initials _____

TEST DRIVER

To download the Test Driver, go to:

<http://www.comirateesting.com/current>

Updates are automatic. There will be an update the first time you run this.

After downloading the Test Driver you will have an icon on your desktop:



Comira Testing.Ink

When you double click the icon, it will prompt you to a log in screen:

A dialog box titled "Log In" with a close button (X) in the top right corner. It contains two text input fields: "Proctor Id" and "Password". Below the fields are two buttons: "OK" and "Cancel".

Your Proctor Id and Password will be:

Proctor Id: **To Be Announced – Tech Support 888-832-4228 or 650-259-8559**

Password: **To Be Announced – Tech Support 888-832-4228 or 650-259-8559**

A screenshot of a web application window titled "COM07602 - CompUSA PARAMUS Store # 407". The main content area displays a "Daily Site Schedule for Tue, Oct 31, 2006" table. The table has columns for Start, Finish, Applicant, Test C..., Test Name, Status, and Invoice. Two rows of data are visible. Below the table is a navigation bar with buttons for Select, Refresh, Demo, Resubmit, Score Report, EOD Report, and Exit.

Start	Finish	Applicant	Test C...	Test Name	Status	Invoice
10:00 AM	12:00 PM	Cynthia Kim	MFC	Mastectomy Fitter Written Certification Examination	Not Taken	Paid
10:00 AM	01:00 PM	Cynthia Kim	OPS	Orthotic Practitioner Written Simulation Certification Examination	Not Taken	Paid

For further procedures, refer to: **Test Site Procedures**