



# American Culinary Federation

The Largest and Most Prestigious Culinary Association in America



## Pathway to ACF Certification



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## Differentiate Yourself

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.





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## ACF Certification Program

ACF certification is based on education, work experience and testing.  
ACF offers 14 certification designations each with specific qualifications.

Certifications are open to:

- **Cooking Professionals**
- **Personal Cooking Professionals**
- **Baking and Pastry Professionals**
- **Culinary Administrators**
- **Culinary Educators**





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## Value of Certification

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

**To Employers:** Certification shows that a Cook or Chef has reached a benchmark of skills and culinary experience with high standards for food preparation. A knowledge of culinary nutrition, food safety and sanitation and supervisory management has been demonstrated. Certificants are in control of their professional development and career and increased knowledge and motivation is passed on to other staff.

**To Client/Customer/Public:** Certification reassures consumers that the food they eat is prepared to the highest standard.





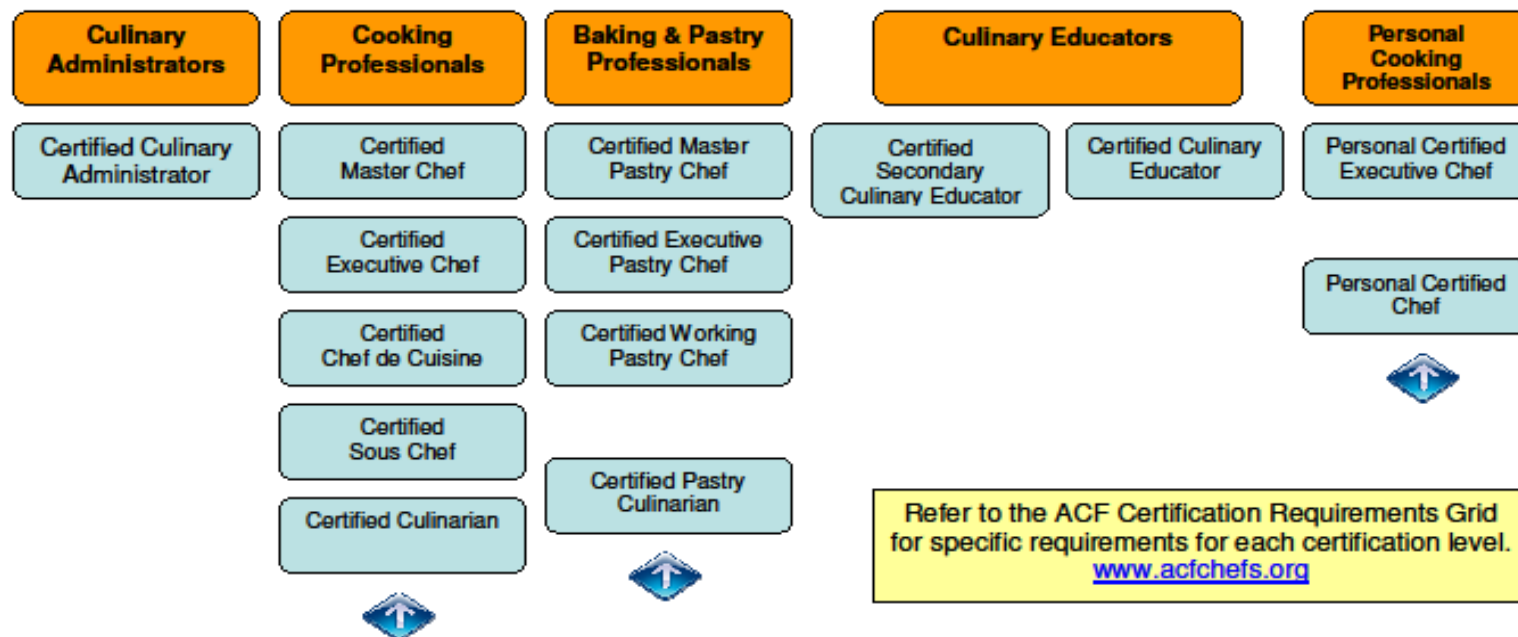


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## American Culinary Federation Certification Tracks and Steps



**Indicates starting point** – steps on the ladder of culinary success through certification (each level is not required to achieve the next step). Eligibility requirements are based on educational background, work experience and examination. Steps are not lateral however a Certified Executive Chef is required to obtain Certified Culinary Administrator.



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## Cooking Professionals

- Certified Culinarian<sup>®</sup> (CC<sup>®</sup>): 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<sup>™</sup> (CSC<sup>™</sup>): 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<sup>®</sup> (CCC<sup>®</sup>): 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.





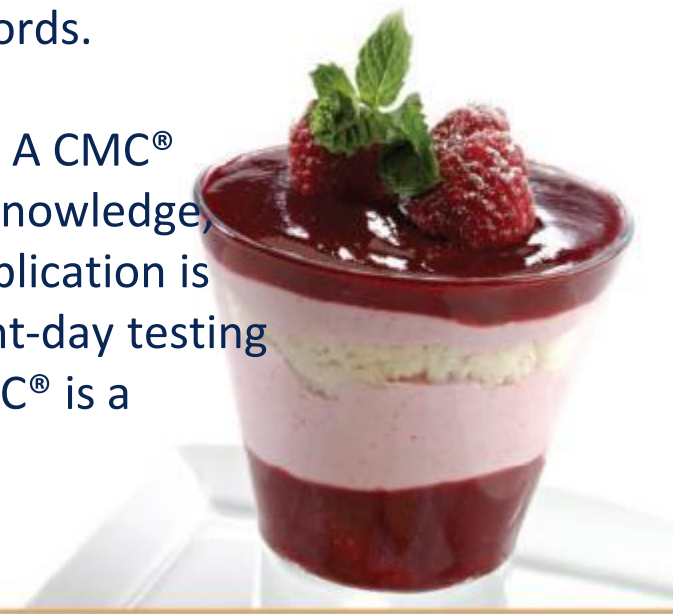
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## Cooking Professionals cont.

- 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.
- Certified Master Chef® (CMC®): The consummate chef. A CMC® possesses the highest degree of professional culinary knowledge, skill and mastery of cooking techniques. A separate application is required, in addition to successfully completing an eight-day testing process judged by peers. Certification as a CEC® or CEPC® is a prerequisite.





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## 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 of 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 of menu planning, marketing, financial management and operational decision making. Has at least three years of Personal Chef experience.







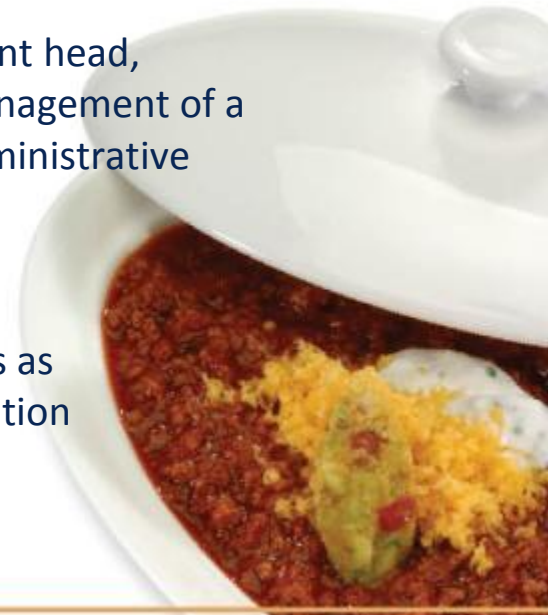
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## Baking and Pastry Professionals

- [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 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.
- [Certified Master Pastry Chef® \(CMPC®\)](#): A CMPC® possesses the highest degree of professional knowledge, skill and mastery of cooking techniques as they apply to baking and pastry. A separate application is required, in addition to successfully completing an 8-day testing process judged by peers. Certification as a CEC® or CEPC® is a prerequisite.





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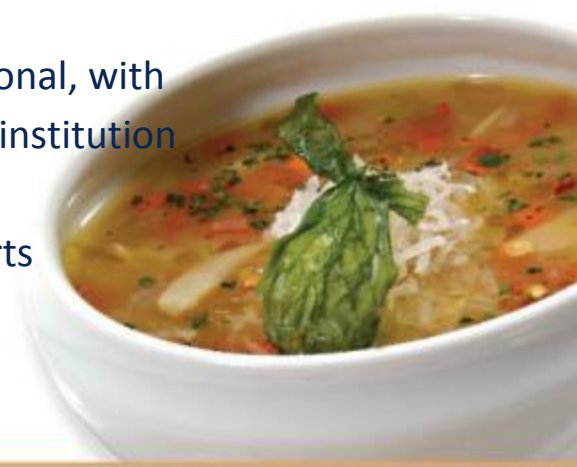
## Culinary Administrators

■ 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, 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.





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## Certification Process

**As easy as 1, 2, 3!**



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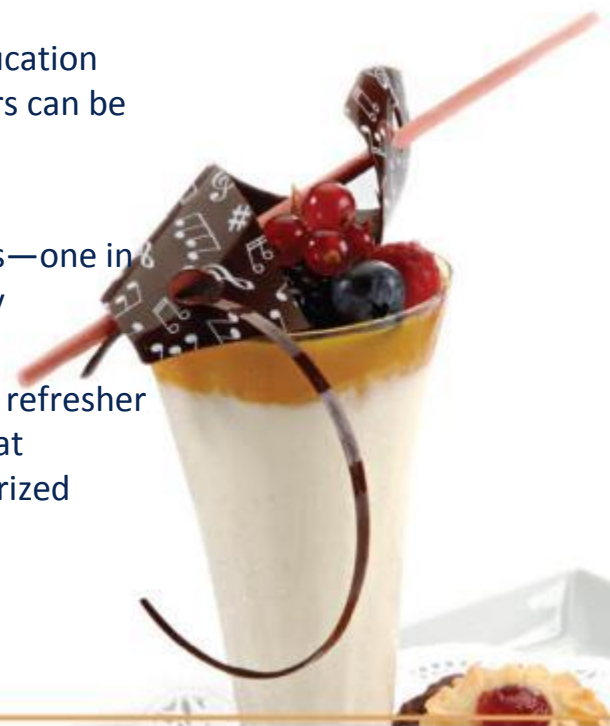
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## Step 1: Determine Eligibility

Eligibility is based on a chef's work experience and educational background.

- **Documentation of work history**
  - A candidate's eligible work history 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. 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 at [Chefcertification.com](https://www.chefcertification.com) or may be taken at a school or another authorized source.







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

Complete the application and include the necessary documentation.

- **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.

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180 Center Place Way

St. Augustine, FL 32095

Fax: 904-940-0742

Email/scan: [certify@acfchefs.net](mailto:certify@acfchefs.net)



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## Estimated Cost of Certification

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

- Candidates interested in obtaining their certification will pay a \$50.00 non refundable initial application fee. This fee is deducted from the certification fee. The remainder of the certification fee is due at time of final application.



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## Initial Certification Cost Estimate

ACF Members					Non-Members				
	Certification Fee	Practical Test*	Written Exam	Total		Certification Fee	Practical Test*	Written Exam	Total
CC	\$50.00	\$50.00	\$75.00	\$175.00	CC	\$100.00	\$100.00	\$75.00	\$275.00
CPC	\$50.00	\$50.00	\$75.00	\$175.00	CPC	\$100.00	\$100.00	\$75.00	\$275.00
PCC	\$110.00	\$50.00	\$75.00	\$235.00	PCC	\$210.00	\$100.00	\$75.00	\$385.00
CWPC	\$110.00	\$50.00	\$75.00	\$235.00	CWPC	\$210.00	\$100.00	\$75.00	\$385.00
CSC	\$110.00	\$50.00	\$75.00	\$235.00	CSC	\$210.00	\$100.00	\$75.00	\$385.00
CCC	\$120.00	\$50.00	\$75.00	\$245.00	CCC	\$220.00	\$100.00	\$75.00	\$395.00
CSCE	\$125.00	\$50.00	\$75.00	\$250.00	CSCE	\$225.00	\$100.00	\$75.00	\$400.00
CEC	\$200.00	\$50.00	\$75.00	\$325.00	CEC	\$300.00	\$100.00	\$75.00	\$475.00
CEPC	\$200.00	\$50.00	\$75.00	\$325.00	CEPC	\$300.00	\$100.00	\$75.00	\$475.00
CCE	\$200.00	\$50.00	\$75.00	\$325.00	CCE	\$300.00	\$100.00	\$75.00	\$475.00
PCEC	\$200.00	\$50.00	\$75.00	\$325.00	PCEC	\$300.00	\$100.00	\$75.00	\$475.00
CCA (CEC Req.)	\$250.00	No Practical	\$75.00	\$325.00	CCA (CEC Req.)	\$350.00	No Practical	\$75.00	\$425.00



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## ACF: 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 written and 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.





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## Step 3: Certification Examinations

There are two exams required for certification.

- The written exam tests culinary knowledge.
- The practical exam evaluates skill proficiency.





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## Written Exams for ACF Certification

ACF written exams are administered by [Comira](#).

- Comira is a full-service, customer-focused testing provider with over 500 testing centers nationwide. You can register for the exam near you by calling (800) 947-4228, option 4, Mon.–Fri. 6 a.m.–5 p.m. Pacific time, Sat. 8 a.m.–noon Pacific time, or you can register 24/7 at the [ACF/Comira Online Registration Site](#).

- The written exam fee is \$75 and is paid directly to Comira.

- 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.





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## Practical Exams for ACF Certification

When you are ready to take the practical exam for your [ACF certification](#), complete the [Practical Exam Candidate Registration Form](#) and return to the ACF national office.

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.

- You must contact the test administration to confirm test time, host site fee and specific details about the testing facility.
- Test sites may charge an additional host site fee that is payable to the organization hosting the exam.
- Payment for any host site fees are separate from the amount due to ACF and are coordinated by the test site administrator.



# ACF Practical Exam

Assessment of Skills







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## Practical Exam General Criteria

- Candidates are responsible to bring 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 a clean apron and side towels.
- Candidates should submit a typed list of all items to be prepared to the examiners prior to starting the exam.
- CEC exam requires written menu
- Candidates should bring their own plates unless the test site has agreed to provide them.
- Candidates should inform examiners 10 minutes before they begin plating foods for final presentations.
- Appropriate organization, safety, and sanitation skill contribute greatly to each candidate's success.
- The candidate may add any supporting or "common kitchen" ingredients to the groceries which are needed.
- 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".



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## Taking the Practical

The practical is an assessment of skills for the specified level of certification

The practical must be taken at an approved test site and facilitated by three certified evaluators

Download and thoroughly read the “ACF Certification Practical Testing Guide” found at the ACF Website under “Online Resources / Downloads”

Classical Reference: All references to classical dishes must be referenced through Escoffier Le Guide Culinaire

Always wear a professional uniform

- Clean pressed white chef coat
- Pressed check or black pants
- Closed professional shoes or clogs
- White Toque
- Clean apron and side towels

Sanitation is strictly monitored and can lead to the failure of the candidate at any time

All though the following is not fully required, it is best to present examiners with a formal presentation before the exam that includes the following:

- Cover sheet with candidate name, level of applied certification level, date, and location of test site
- Written menu that entails cooking methods, knife cuts, and culinary descriptions of food that is to be presented
- Timeline of practical test schedule
- Nutritional analysis



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## Taking the Practical

### General Rules & Guidelines

Examinees must provide all ingredients for use during their certification practical exam

Examinees must use his / her own tools, small wares, and plain white china

- Do not rely on test site to provide more than the required equipment and items from the ACF

No Advanced preparation or cooking is allowed

- Exceptions
  - Vegetables may be peeled, but not shaped
  - Salads may be clean and washed, but not cut
  - Beans may be pre soaked
  - Basic stocks, No finished sauces or commercial made stocks or bases

Basic nutritional balance in recipe development should use stated guidelines in formulating a balanced and nationally sound recipe

- Daily caloric intake 1300 – 3000
  - 45% - 65% carbohydrates
  - 20% – 35% fat w/ less than 10% from saturated fat
  - 10% – 35% protein
  - 300 mg or less of cholesterol
  - 2400 mg or less of sodium

Dry and wet garbage receptacles as well as trim receptacles must be maintained & presented to examiners upon completion of test

- If receptacles needs to be emptied present to examiner before throwing out or storing

Dishes and test components should be presented to examiners at any time during the test period for exams that do not require a service window. For exams that require a service window (CEC), dishes should be present at that time and in order of service



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## Taking the Practical

### Practice, Practice, Practice, & Practice

The ACF recommends 10 practice sessions to confidently pass the practical exam.

- Set up a session to be done in front of an examiner, competition judge, or medaled competition chef
- Invite other chefs or culinary students to watch and critique

By practicing excessively, the exam becomes second nature small unintended mistakes can be rooted out





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## Taking the Practical

**A Score of 75% or 75 Points is Required for Passing**

### Assessment Guidelines

- Food Safety & Sanitation
  - Rated: Acceptable or Unacceptable.
    - If two or more examiners rate candidate as unacceptable it is considered overall failure for the exam
- Organizational Skills
  - Mise en Place
  - Work Flow
  - Station and Ingredient Organization
  - Time Frame
- Cooking Skills & Culinary Techniques
  - Proper cooking techniques, skills, and fundamentals
  - Creativity, Skills, and Craftsmanship
  - Portion size
- Taste & Presentation
  - Overall presentation including the use of appropriate garnishes
  - Overall nutritionally balance
  - Ingredient compatibility
  - Flavor, taste, and doneness

# Practical Exam CC

## Certified Culinarian



- **Exam Time: 2.5 hours**

- During the time allotted for your exam, prepare the following list of items, finish each according to industry standards, and present final products to the examiners. As items are completed, you may present them at that time either by setting them on finished plates at the end of your work station or by approaching the examiner directly.

- **The candidate shall exhibit the following:**

- Julienne carrot, 2 ounces
- Batonnet carrot, 4 ounces (may also be cooked and used below for the chicken course preparation)
- Fine chopped parsley, 4 T (rinsed and readied for use)
- Standard mirepoix, 1 lb. (may be used to make chicken stock; reserve enough in a side plate to show the examiners as they grade your progress)
- Prepare and begin to cook 1.5 gallons chicken stock. (Bones need to be brought in. Do not use trimmed carcass from the main course chicken. Examiners will observe for proper techniques during the entire exam. Taste will not weigh high in the grade unless overly seasoned with salt, pepper or other seasoning in which case a negative score could result.
- Fabricate 1 whole chicken (2.5 - 3.5 pounds) into:
  - 2 drumsticks
  - 2 thighs
  - 1 wing
  - 1 chicken breast, first joint of the wing bone is attached. It is clean. Skin is on. Cartilage and rib bones are removed.
  - 1 skinless, boneless chicken breast. Tenderloin or filet is removed
- Prepare chicken carcass for stock (to be presented, not for use in the chicken stock); carcass must be free of usable meat.
- Sauté one of the chicken breasts applying appropriate seasonings and methodology, and serve as a main course with appropriate vegetable and starch accompaniments. (Batonnet of carrots from above may be used.)

# Practical Exam CPC

## Certified Pastry Culinarian



- **Exam Time: 3 hours**

- During the time allotted for your exam, prepare the following list of items, finish each according to industry standards, and present final products to the examiners. As items are completed, you may present them at that time either by setting them on finished plates at the end of your work station or by approaching the examiner directly.

- **The candidate shall exhibit the following:**

- Genoise – Prepare and bake one 8” Genoise cake. Do not fill, ice, or finish the cake. Score will be based on the quality of the Genoise itself. Present on a suitable platter, cut and plate a portion for tasting.
- Cookies – Prepare and baker the following
  - 1 Doz – Chocolate chip cookie utilizing the drop method.  
Display on a suitable platter for tasting
  - 1 Doz. – Butter cookies utilizing the piped method  
Display on a suitable platter for tasting
- Bavarian Cream – Prepare four portions of molded Bavarian cream and invert onto a suitable platter for evaluation based on texture, flavor, and consistency (no garnishes or sauces are required)

# Practical Exam CSC

## Certified Saux Chef



- **Exam Time: 2 hours**

- **Classical Reference: All references to classical dishes must be referenced through Escoffier Le Guide Culinaire**
- During the time allotted for your exam, prepare the following list of items, finish each according to industry standards, and present final products to the examiners. As items are completed, you may present them at that time either by setting them on finished plates at the end of your work station or by approaching the examiners directly.

- **The candidate shall exhibit the following:**

- Prepare ½ recipe matignon vegetable
- Prepare 2 fresh globe artichokes to a cooked state suitable for finishing depending on various menu descriptions (display whole cooked artichokes to the examiners; plates do not need garnish or sauce)
- Prepare 2 cups of cooked rice pilaf and use in final main course presentation.
- Prepare at least one 6-ounce seasoned strip steak to medium rare (if not used as main course, display on a clean plate for the examiners to check doneness and proper cooking technique).
- Fillet and poach one whole seasoned flat fish (if not used as main course protein, display on clean plate)
- Prepare 4 servings of one salad with an emulsified vinaigrette dressing (tossed with extra dressing on the side); ingredients must be brought in
- Choose one of the preceding proteins and serve a main course (4 portions) of that item along with appropriate sauces and accompaniments; additional ingredients may be brought in and prepared on site for the accompanying vegetables (rice pilaf must be used as part of the final presentation).

# Practical Exam CWPC

## Certified Working Pastry Chef



- **Exam Time: 4 hours**

- During the time allotted for your exam, prepare the following list of items, finish each according to industry standards, and present final products to the examiners. All items should be displayed as for a buffet setting at completion of allotted time

- **The candidate shall exhibit the following:**

- Choux Pastry – Prepare three variations of Choux pastry products, no filling required (present 4 portions of each variation on a suitable platter
  - Éclair
  - Swan
  - Paris-Brest
- Strawberry Fruit Flan – Prepare Pate Sucree and produce an 8” round fruit flan (dough and filled with pastry cream.) Pastry cream must be made and fruit prepared during the exam time. Present on a suitable platter and finish with apricot glaze.
- Decorated Cake - Prepare and decorate one 8” cake of candidates choice demonstrating skills through application of medium and the utilization of proper tools. Cake should be cut into 3rds, macerated, and decorated with medium using a minimum of two piping techniques. Present on a suitable platter, plate a cut portion to present
- Chemical Leavened Product – Present 12 portions of Banana Nut Quick bread arranged for a buffet service on a suitable platter



# Practical Exam CCC

## Certified Chef de Cuisine



- **Testing Time: 3 hours**

- Classical Reference: All references to classical dishes must be referenced through Escoffier Le Guide Culinaire
- During the time allotted for your exam, prepare the following items finished and served according to industry standards. As items are completed, you may present them at that time to the examiners either by setting them on finished plates at the end of your work station or by approaching the examiner directly.

- **Requirements**

- Prepare 60 ounces of chicken consommé, using ground chicken for the raft, to be served with a garnish of the candidate's choice, derived from a classical preparation (un-clarified stocks may be brought in)
- Prepare 1 quart of velouté sauce; strain for final presentation (un-clarified stock may be brought in)
- Prepare 1 quart of espagnole sauce; cook as long as time allows, and strain for presentation (un-clarified stock may be brought in).
- Prepare 2 portions of one chicken (2.5 - 3.5 pounds) for main course using at least 2 cuts of the bird (whole chicken must be used at the start, assuming chicken is cut into 8 pieces) with appropriate accompaniments
- Prepare 2 portions of one first course using part of the Dover Sole or flounder (whole fish butchery must be demonstrated) and one of the other seafood basket components
- **Seafood Basket:**

1 each 1.5 lb. live whole lobster	2 each live crabs (any edible variety)
12 each live oysters	1 each 16-20 ounce Dover sole or flounder
12 each live clams	12 each rope cultivated mussels
1 pound live crawfish,	1 pound green shrimp

# Practical Exam CEPC

## Certified Executive Pastry Chef



- **Exam Time: 4 hours**

- During the time allotted for your exam, prepare the following list of items, finish each according to industry standards, and present final products to the examiners. All items should be displayed as for a buffet setting at completion of allotted time

- **The candidate shall exhibit the following:**

- **Decorated Cake** – Prepare and decorate two cakes demonstrating the following:
  - **A.** Cake with chocolate ganache and 12 rosettes
    - Present on a suitable platter, plate a cut portion to present
  - **B.** A celebration themed cake utilizing buttercream
    - Present on a suitable platter, plate a cut portion to present
- **Cold Plated Dessert** – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture, and visual appeal). Finish and present four portions.
- **Hot or Warm Plated Dessert** – Prepare and serve with the appropriate sauces and garnishes (flavor, color, texture, and visual appeal). Finish and present four portions.
- **Yeast Leavened Rolls** – Prepare two dozen of the same type of bread/roll utilizing three types of make up (8 of each) and present on a suitable vessel for buffet service.

# Practical Test CEC



- **Exam Time: 3 hours**

- **Service Window: 15 minutes**

- Classical Reference: All references to classical dishes must be referenced through Escoffier Le Guide Culinaire

- **The Candidate Shall Exhibit the Following:**

- Utilizing all the ingredients in this Market Basket, write 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.

- 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

# Practical Test CEC

## Certified Executive Chef



- **The Three Courses Shall Include:**

- Fish course (including both seafood items): appetizer size
- 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): approximately 6-7 ounces protein

- **The Meal Must Include at Least:**

- 4 Classical vegetable cuts  
Chosen from the following list: (i.e. Julienne, Tournée, 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 (ingredients must be brought in)
- 2 different sauces using different methods (i.e., roux based, reduction, or butter)

# Practical Exam Waivers



- Earn a silver or gold medal in any [ACF sanctioned](#) Category F/1: Hot Food Professional, for cooking candidates
- Earn a silver or gold medal in Category F/5: Pastry Mystery Basket, for pastry candidates.
- Earn a silver or gold medal in any WACS sanctioned hot-food competition as an individual or team member.



# Practical Positive & Negative



# Practical Positive & Negative





# ACF Practical Positive & Negative



# ACF Practical Positive & Negative







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## How to prepare for exams:

### Written Exam

- The ACF offers a list of recommended reference materials, relevant to each certification level as well as practice exams which can be purchased on [eCulinary](#).

### Practical Exam

- Practice, practice, practice
- Review practical exam manual
- Practice, practice, practice







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## Step 4: 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 maybe required before certification is finalized and approved.**





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## ACF: Approval Process 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 with wallet card and certificate will be mailed.

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).





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## Recertification

Recertification is required every five years to remain current with present-day trends in the culinary industry.

To maintain your certification:

- Fill out a [recertification application](#)
- Include payment with application
- Provide the necessary documentation for your [Continuing Education Hours \(CEHs\)](#).
  - CEHs are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation.

On your **first recertification**:

- You are required to take 8-hour refresher courses for Food Safety and Sanitation, Nutrition, and Culinary Supervisory Management as part of your 80 CEHs.

On your **second or subsequent recertifications**:

- You are only required to complete an 8-hour refresher in Food Safety and Sanitation as part of your 80 CEHs.

### CEH Requirement for Multiple Certification Designations

- 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).



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## ACF Approved Continuing Education Hours (CEHs)



\*\* 1 semester credit = 16 CEHs

\*\* 1 quarter credit = 10 CEHs

\*\* 1 CEU = 10 CEHs

Activity	CEHs earned	Documentation Required
Participation in ACF/WACS/IKA Competition	3 hours / 6 hours	Official Certificate
ACF Bronze Medal	6 hours	Official Certificate
ACF Silver Medal	12 hours	Official Certificate
ACF Gold Medal	18 hours	Official Certificate
ACF Judge	6 hours / show	Official Certificate
ACF Knowledge Bowl Judge — <b>MAX: 3 per year</b>	3 hours / contest	Official Letter
ACF Knowledge Bowl Moderator	8 hours / tournament	Official Letter
ACF Practical Exam Evaluator — <b>MAX: 3 per year</b>	5 hours / exam	Summary Score Sheet
ACF Practical Exam Administrator — <b>MAX: 3 per year</b>	5 hours / exam	Summary Score Sheet
WACS / IKA Bronze Medal	12 hours	Official Certificate
WACS / IKA Silver Medal	18 hours	Official Certificate
WACS / IKA Gold Medal	24 hours	Official Certificate
WACS / IKA Judge	12 hours / event	Official Certificate
ACF National Board member	18 hours / year	On file at National Office



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## Certification Upgrade

Candidates are welcome to upgrade their ACF certification to a higher level at any time.

Call (800) 624-9458, ext. 130, or email ACF at [certify@acfchefs.net](mailto:certify@acfchefs.net) for assistance.







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## Practical Test Sites of Texas

### Texas State Technical College

Mark R. Schneider, CEC, CCE

[mark.schneider@tstc.edu](mailto:mark.schneider@tstc.edu)

(254) 867-4868

3801 Campus Dr, Waco, TX

76705-1696

### Art Institute of Houston

Ewart Jones, CEC, AAC

[chef38jones1@verizon.net](mailto:chef38jones1@verizon.net)

(281) 455-0270

4140 Southwest Fwy Ste 100, Houston,

TX 77027-7319

### Art Institute of Austin

Andrew Lyman, CEC, CCE

[alyman@aia.edu](mailto:alyman@aia.edu)

(512) 691-1770

101 W Louis Henna Blvd Ste 100,

Austin, TX 78728-1260

### Texas Tech University

Mary Jane Sampson

[mjsampson@suddenlink.net](mailto:mjsampson@suddenlink.net)

(806) 438-8080

3211 18th Street,

Lubbock, TX 79409



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## Practical Test Sites of Texas

### The Art Institute of San Antonio

James Jordan, CEPC

[jjordan@aii.edu](mailto:jjordan@aii.edu)

(210) 338-7338

10000 W Interstate 10 Ste 200,  
San Antonio, TX 78230-2242

### Le Cordon Bleu College of Culinary Arts Austin

Kevin M. Quinn, CEC

[kquinn@austin.chefs.edu](mailto:kquinn@austin.chefs.edu)

(512) 339-3846

3110 Esperanza Xing Ste 100,  
Austin, TX 78758-3647

### St. Phillip's College

Will Thornton, CEC, CCE

[wthornton@alamo.edu](mailto:wthornton@alamo.edu)

(210) 744-8918

1801 Martin Luther King Dr,  
San Antonio, TX 78203-2027

### Culinary Institute LeNotre

Kristofer Jakob

[kjakob@culinaryinstitute.edu](mailto:kjakob@culinaryinstitute.edu)

(713) 692-0077

7070 Allensby St, Houston,  
TX 77022-4322



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## Practical Test Sites of Texas

### Lamar University

Charles Duit, CEC, AAC

[cduit@swbell.net](mailto:cduit@swbell.net)

(409) 781-3477

211 Redbird Ln,

Beaumont, TX 77705-9801

# American Culinary Federation

180 Center Place Way, St. Augustine, FL 32095

[www.acfchefs.org](http://www.acfchefs.org)

