

# Certified Culinary Educator<sup>®</sup>

## CANDIDATE HANDBOOK



American Culinary Federation  
The Standard of Excellence for Chefs

## Table of Contents

<b>Certification Overview and General Policies</b> .....	<b>4</b>
Why Become ACF Certified? .....	4
CCE <sup>®</sup> Purpose .....	4
Certification Body .....	4
Certification Commission Mission Statement .....	4
Non-Discrimination Policy .....	4
ADA Compliance .....	4
Code of Ethics .....	4
<b>The Certification Process</b> .....	<b>4-8</b>
Step 1: Determine Eligibility .....	5
Step 2: Complete the Initial Application .....	5
Estimated Cost of Certification .....	6
Step 3: Notification of Eligibility .....	6
Step 4: Certification Exams .....	6
Purpose of Exams .....	6
Written Exam Parameters .....	6
Practical Exam Parameters .....	6
Step 5: Instructional Demonstration Video & Lesson Plan .....	7
Purpose of Demonstration .....	6
Parameters .....	6
Step 6: Final Application .....	7
Step 7: Official Announcement of Certification .....	7
Appeal Procedure .....	8
Confidentiality .....	8
Designation Usage Policy .....	8
Digital Badges .....	8
<b>The Recertification Process</b> .....	<b>8-9</b>
Step 1: Complete Required CEH and Refresher Courses .....	9
Step 2: Determine CEH for Additional Certification Levels .....	9
Step 3: Complete Recertification Application .....	9
Step 4: Recertification Notification .....	9
How to Earn Continuing Education Hours (CEH) .....	9
Certification Expiration .....	9
<b>CCE<sup>®</sup> Written Examinations At-A-Glance</b> .....	<b>10-11</b>
Description of Exam .....	10
Exam Objective and Measure .....	10
Exam Administration .....	10
Proctor Requirements .....	10
Taking the Exam .....	10
Exam Results .....	11
Retesting Policy .....	11
Passing Score Determination .....	11
Optional Practice Exams .....	11
<b>CCE<sup>®</sup> Written Exam Specifications</b> .....	<b>12</b>
<b>Recommended Reference Material</b> .....	<b>13</b>

<b>Sample CCE® Written Exam Questions</b> .....	<b>14</b>
<b>Practical Examination At-A-Glance</b> .....	<b>15-21</b>
Description of Exam .....	15
Exam Objective and Measurement .....	15
Exam Registration and Fees .....	15
Practical Exam Facility Requirements .....	15
What to Expect .....	16
Guidelines and Assessment Criteria .....	19
Assessment Criteria .....	19
<b>CCE® Instructional Demonstration Video &amp; Lesson Plan At-a-Glance</b> .....	<b>22-23</b>
Purpose of Demonstration .....	22
Objective and Measurement .....	22
Administration for Video Review and Evaluation .....	22
Evaluators Training/Credentials .....	22
Helpful Hints .....	22
Candidate Instructional Video Demonstration Requirement .....	22
Parameters .....	22
Video Resubmit Policy .....	23
<b>CCE® Culinary Video Demonstration Criteria</b> .....	<b>24</b>
Description .....	24
Demonstration Criteria .....	24

*\*July 2022 meeting: added alternative work experience and CSC as practical exam.*

*\*January 2022 meeting: added CEC/CEPC to eligibility requirements.*

## Certification Overview and General Policies

### Why Become ACF Certified?

ACF is the premier certifying body for cooks and chefs in America. ACF certification validates knowledge and skills, making the culinarian a more valuable candidate for hiring and promotion, which can help increase his or her salary. Culinarians achieve certification based on education, experience and successful completion of written and practical exams.

ACF's certification program is the only culinary program with stackable credentials and is recognized by the Department of Labor and throughout the industry as the standard for excellence in professional skills and knowledge.

### CCE® Purpose

Earners of this designation have demonstrated they have reached a benchmark of knowledge, skills and culinary experience of an advanced level in food preparation and as a culinary educator. They are proficient in food safety and sanitation, culinary nutrition and education development and prepare food of the highest quality.

After initial certification, ACF provides recertification to those individuals who document enhanced professional development in compliance with continuing education hour (CEH) requirements.

### Certification Body

The ACF Certification Commission is working hard to add value and credibility to ACF certifications. The Commission was formed to guide and strengthen the certification program through an accreditation process.

### Certification Commission Mission Statement

The American Culinary Federation Certification Commission, being an autonomous entity within the ACF, is committed to developing, implementing and monitoring a validated process of globally recognized certifications based on skills, knowledge, integrity and equality through an achievable process for all culinary professionals.

### Non-Discrimination Policy

The Certification Commission does not discriminate among applicants or certificants on any basis that would violate any applicable laws, including race, color, religion, creed, age, gender, national origin, or ancestry.

For any questions or concerns about certification, please contact the Certification Department at the ACF National at [certify@acfchefs.org](mailto:certify@acfchefs.org).

### ADA Compliance

The ACF Certification Commission provides reasonable accommodations in accordance with the Americans with Disability Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, ACF does not discriminate against individuals with disabilities in providing access to its examination program. The complete ADA policy can be found in the Certification Commission Policies and Procedures document on the ACF Website or can be requested from the ACF National Office.

All requests for accommodations must be submitted by the applicant by completing the Request for Special Accommodation Form. All requests for accommodations should be directed to the ACF National Office, attention to the Certification Department.

### Code of Ethics

The ACF Code of Ethics provides guidance to professional cooks and chefs in their professional practice and conduct. The actions, behaviors and attitudes of our members and certificants are consistent with the ACF commitment to hospitality, foodservice and public service. Every individual who is a full member and/or certified by the American Culinary Federation shall abide by this code of ethics. Any action that violates the purpose and principles outlined by the code of ethics shall be considered unethical.

Ethics enforcement procedures are intended to permit a fair review of alleged violations of the ACF Code of Professional Ethics or other egregious conduct in a manner that protects the rights of the individuals while promoting understanding and ethical behavior. A complete Code of Ethics can be found on the ACF website or can be requested from the ACF National Office, attention to the Certification Department.

## The Certification Process

For current applications and forms, please visit [www.acfchefs.org/certify](http://www.acfchefs.org/certify).

## Step 1: Determine Eligibility

**Rationale:** A job task analysis for the CCE Certification level indicates that the eligibility requirements, including education and work experience, are valid indicators of competence within the culinary education field.

Eligibility requirements are based on the knowledge and skills that will be minimally necessary in order for them to successfully pass the exams.

### ▪ Documentation of Educator Work History

A letter from the candidate's school documenting a minimum of 1200 student contact teaching hours an accredited post-secondary level is required.

### ▪ Documentation of Culinary Work History

A candidate should show a minimum of two years work experience in the hospitality industry within the past 10 years prior to employment as a culinary instructor.

Culinary instructors with work experience prior to 10 years of employment as a culinary instructor must demonstrate 1,000 on-the-job hours within the past five years. On-the-job hours can include catering, part-time/summer employment, etc.

### ▪ Documentation of degree

A candidate must show an Associate's Degree in Culinary Arts, a Bachelor's Degree in any discipline, or be a current Certified Executive Chef / Certified Executive Pastry Chef.

### ▪ Documentation Completion of Mandatory Education Courses

Candidates should provide documentation of three 30-hour courses in each of the following: Nutrition, Food Safety and Sanitation, and Supervisory Management. If these courses were taken more than five years ago, an 8-hour refresher course is required in each topic. These courses are available (online) through ACF approved providers and/or any academic institution.

### ▪ Documentation of completion of 120 hours of educational development courses

In addition to the mandatory courses listed above, a candidate must document completion of 120 educational development hours in courses that will benefit him/her as an educator, taken since their initial degree. Included within the 120 hours, the candidate must document a minimum of 8 hours of each of the following subject areas at the college level or ACF approved courses:

- Curriculum Planning & Development (e.g. behavioral objectives, syllabi, lesson plans, etc.)
- Evaluation & Testing (practical, written, and oral testing, etc.)
  - o 4 hours in objective (written) assessment
  - o 4 hours in subjective (performance/portfolio) assessment
- Teaching Methodology (kitchen laboratory, lecture and non-traditional methods, etc.)
- Educational Psychology (learning styles, student motivation, etc.)
- Classroom Management

## Step 2: Complete the Initial Application

Complete and submit the initial application, including all required documentation.

- Educational documents may be copies of diplomas, transcripts, certificates of completion (including date and hours), etc.
- Mandatory education course certificates should be included in application. Certificates should include course title, completion date, and number of hours earned.
- 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 of employees managed.
  - As a business owner, employment documentation may be an official letter on company letterhead from a certified accountant or a copy of either your Schedule C, K-1, or Form 1120-S tax documentation for each year.

Submit application and documentation of completed requirements to ACF for pre-approval.

Submit Application to: **American Culinary Federation**  
6816 Southpoint Pkwy, Ste 400  
Jacksonville, FL 32216  
Fax: (904) 940-0741  
Email: [certify@acfcchefs.org](mailto:certify@acfcchefs.org)

## Estimated Cost of Certification

### Initial and Final Application Fee

The cost of certification is:

- Members: \$250
- Nonmembers: \$490
- For school and concierge pricing, please contact [certify@acfchefs.org](mailto:certify@acfchefs.org).
- Includes a nonrefundable processing fee of \$50 (members)/\$100 (nonmembers) if your application is not approved.
- Additional attempts for the written and practical exams are \$50 (members)/\$100 (nonmembers) each.
- There may be additional practical exam host site fees.
- Food costs vary and are not included in exam fee. Candidates are responsible for purchasing their own food.

## Step 3: Notification of Eligibility

The ACF Certification Department will review applications and documentation (i.e., dates of completion, work history and mandatory course work). Once you have been notified that your initial application is approved, you are welcome to schedule the written and practical exams. Testing documentation will be needed for final certification approval. Certification must be completed within three years of approval. If certification is not complete within three years, reapplication will be required. If your application is not approved, you will receive a refund for the certification application fee minus a nonrefundable processing fee.

## Step 4: Certification Examinations

There are two exams required for the CCE® Certification: the written exam evaluates culinary knowledge and the practical exam assess skill proficiency.

### Purpose of Exams

The purpose of the CCE® certification examinations is to objectively measure the knowledge and skills of a candidate to determine if they meet the standards required for an entry level or minimally competent CCE®.

### Written Exam Parameters

Candidates have 90 minutes to complete the 100 question multiple-choice exam, which is taken through the ACF Online Learning Center. Candidates may use a pen, scratch paper and a basic calculator.

- **Written Exam Registration:** Once the candidate has been approved for ACF certification, they will receive an email and will need to identify a proctor.

The ACF certification team will send the proctor additional forms to complete. Once verified, the proctor will receive the PIN to release the exam and the applicant can schedule a time and location with the proctor to take the exam.

Contact the ACF Certification Department at [certify@acfchefs.org](mailto:certify@acfchefs.org) for help finding a proctor. Examples of proctors include: school administrator, HR manager, ACF chapter officer, local librarian.

- **Written Exam Scoring:**
  - Score of 75 is required to pass
  - Score is valid for two years.
- **Written Exam Retake Policy:** There is a 14 day waiting period required before scheduling an additional exam attempts. Testing fees are assessed for each attempt.

### Practical Exam Parameters

The CCE® candidate practical exam will depend on which examination the candidate chooses to demonstrate their culinary competencies: CSC® practical exams are for savory chefs and CWPC® practical exams are for pastry chefs. **If candidate is currently certified at the CSC®, CCC®, CWPC®, CEC®, CEPC®, CMC® or CMPC® level and has taken the practical exam within the past 10 years, no practical exam is required.**

- The CSC exam is two hours and can be taken at any ACF approved test site.
- The CWPC® is 3 hours and 30 minutes and can be taken at any ACF approved test site.

- **Practical Exam Registration:** To schedule the practical exam, contact an ACF approved test site and confirm availability. Contact ACF National Office to register.

Candidates will receive a registration confirmation.

- Test sites may charge an additional fee that is payable to the organization holding the exam.
- Payment for applicable host site fees are separate from the certification application fee due to ACF and are coordinated by the test site administrator.

To facilitate the certification process, the American Culinary Federation (ACF) has exam sites throughout the country. You must contact the test administrator to confirm test time, host site fee and specific details about the testing facility. For most exams, online registration is available, or you can contact the ACF National Office to schedule your practical exam.

- **Practical Exam Scoring:**
  - Score of 75% or higher is required to pass
  - Score is valid for one year.
- **Practical Exam Retake Policy:** There is no waiting period required for the CCE® practical exam. Practical exam retakes are unlimited. Testing fees are assessed for each attempt and paid to both the ACF National Office and the test site.

## Step 5: Instructional Demonstration Video & Lesson Plan

The CCE® level has in place specific elements to ensure that this level of certification is only conferred on the educators who meet the qualifications and expertise. Culinary knowledge is assessed through the written and practical exams; culinary abilities are assessed through the practical exam, and teaching abilities are assessed through the written exam and video.

### Purpose of Demonstration

The video submission is intended to demonstrate a complete classroom demonstration. From beginning to end, it should be prepared to cover all the Video Demonstration Criteria, following an established lesson plan and demonstrating a “real” presentation of the candidate’s teaching abilities for evaluation.

### Parameters

The candidate must submit a 45 to 60-minute video demonstrating their teaching abilities of a culinary competency set in front of a student audience as outlined in their lesson plan. The video should include student interaction in a professional setting and demonstrate the candidate’s skills and knowledge. Review the CCE® Culinary Video Demonstration Criteria to include in the presentation.

**Video Submission** – The video should be submitted in DVD or thumb drive format. The video should be a QuickTime compatible h264 encoded video file with AAC audio .mov or .mp4 (do not submit a video with a menu). A mobile camera with panning ability is suggested. This video is to be submitted with the Video Submission form and accompanying lesson plan at least six weeks prior to planned final application submission for review.

**Live Teaching Evaluation** – In lieu of submitting a recorded video lesson, candidates are able to opt for an evaluation of a live teaching lesson. Contact the ACF national office for more information.

**Scoring** – Candidates who perform 13 of the 16 tasks adequately and competently will receive a passing score. Score is valid for one year.

**Video Resubmit Policy** – There is no waiting period required to resubmit a video demonstration.

## Step 6: Final Application

Upon successful completion of the written and practical exams, submit final application, along with appropriate documentation (written and practical exam passing forms). Upon successful completion of the written & practical exams and the Video Review, submit final application, along with appropriate documentation (written exam, practical exam, and video review passing forms) and remaining certification fee. Include all back-up documentation, no originals (copies only).

Mandatory education courses (i.e., nutrition, food safety and sanitation, and supervisory management) must be current at time of final application; if not, a refresher course may be required before CCE® certification is finalized and approved.

## Step 7: Official Announcement of Certification

The ACF Certification Department will review final application and exam documentation, before notifying candidates of approval (please allow 2-3 weeks for processing). You will be notified by email that the application is received. Once certification is approved, your certification letter and certificate will be mailed. **CCE® certifications are valid for five years.**

ACF would like to share your certification accomplishments in ACF communications. If you would like to share your accomplishment, please feel free to utilize the **Brand You! Toolkit** available on the ACF website. If you prefer this information not be shared, please be sure to check box on final application to opt out.

For more information, call us at (904) 824-4468, or mail us at [certify@acfchefs.org](mailto:certify@acfchefs.org)

## Appeal Procedure

Candidates and certificants are entitled to appeal determinations made by the Certification Commission regarding:

1. the Commission's interpretation of standards, including candidate eligibility determinations and certificate recertification determinations;
2. content of the exam and/or keyed responses to items;
3. alleged inappropriate exam administration procedures; and
4. alleged testing conditions severe enough to cause a major disruption of the examination process.

Appeals procedures are detailed in the Policies and Procedures document, which is available on the ACF website or can be requested from the ACF National Office.

## Confidentiality

The nature, format, content, and results of examinations administered by the Certification Commission and all application materials are considered confidential information and shall be treated as such, in accordance with policies and procedures adopted by the Certification Commission, unless appropriate permission is obtained, where otherwise mandated by valid and lawful court or government order, or by an authorized administrative body. The full confidentiality policy can be found on the ACF website or requested from the ACF National Office. Due to confidentiality policy, only a certificant's current status as a CCE® can be verified. This can be done by the certification verification tool available on the ACF website under by calling the ACF National Office.

## Designation Usage Policy

ACF has a Designation Usage policy that certificants must follow. Each certificant accepts and assumes all, and the sole, responsibility for understanding and satisfying legal requirements of the ACF Designation Usage Policy, and any Procedural requirements of ACF Designation usage, including those requirements applying to the use, display, and/or advertising of any ACF Designation. It is the responsibility of such certificants to ensure that the use of any ACF Designation on professional and business related materials (e.g., stationary, signs, business cards, flyers, chef coats, yellow pages, or other advertisements and marketing materials) is NOT in conflict with this Policy and Procedure, or with the laws of the nation, state, or territory in which that individual or entity conduct business. A complete Designation Usage Policy can be found on the ACF website or requested from the ACF National Office.

## Digital Badges

ACF partnered with Credly to provide a digital version of ACF credentials. Digital badges can be used in email signatures or digital resumes and on social media sites such as LinkedIn, Facebook and Twitter. This digital image contains verified metadata that describes the qualifications and the process required to earn them. For more information, visit [www.acfchefs.org/badges](http://www.acfchefs.org/badges).

## The Recertification Process

The purpose of the CCE® recertification program is to enhance the continued competence of certificants and to reaffirm certificant knowledge in food safety and sanitation, nutrition, and supervisory management. ACF recertification is required every five years. To maintain your ACF certification, you are required to earn a minimum of 80 continuing education hours (CEH) during the five-year certification period. The requirement of 80 CEH over a five-year period was determined so that, on average, a chef would complete 16 CEH per year, keeping them current and up-to-date on culinary trends and practices.

CEH are experiences that assist in the development or enhancement of the knowledge and skills directly related to the individual's professional occupation. We recommend you maintain a folder or copies of your official certificates and letters, conference registrations, transcripts, etc. in order to keep track of your progress.

If you are an ACF member, you may also take advantage of the CEH Tracking program. Fill out the CEH Submittal form for each and submit your official certificates, letters, conference registrations, etc. Once recorded, you will be able to view them online through your member profile list. When it is time for your recertification, simply print out the member profile CEH list and submit it with your application.



**Rationale:** Mandatory refreshers within the recertification requirements validate that the candidate is maintaining an understanding of laws, food codes, and nutritional guidelines as they continue in their career. Other CEH opportunities ensure that candidates are maintaining the skills and knowledge of their craft, while also being aware of industry trends that could affect their foodservice operations and/or educational institutions.

## Step 1: Complete Required CEH and Refresher Courses

On the first recertification cycle, the three mandatory refreshers in sanitation, nutrition, and supervisory management are required as part of your 80 CEH requirement.

On subsequent recertification cycles, candidates are only required to complete the sanitation refresher. The remaining 72 CEH required are self-directed toward a chef's specific professional development plan.

## Step 2: Determine CEH for Additional Certification Levels

If a candidate has additional certification levels, the CEH recertification requirements will be as follows:

- Two certification levels: 120
- Three certification levels: 140
- Four certification levels: 160

## Step 3: Complete Recertification Application

Provide the necessary documentation of your Continuing Education Hours (CEH). Documentation must include the number of hours taken, completion date and educational topic. Please do not send original certificates. Complete the application, secure all paperwork together and include payment, either by credit card information on the application or with a check or money order made payable to the American Culinary Federation.

There is no additional fee for ACF members that have maintained their membership for five (5) consecutive years. For this benefit to apply, membership must be maintained without any lapse for five (5) years.

## Step 4: Recertification Notification

The ACF Certification Department will review the recertification application and CEH documentation, and will notify you of approval (please allow 2-3 weeks for processing). You will be notified by email that the application has been received. Once the recertification is approved, you will be notified by email. Recertification certificates can be printed through the member profile page. If you would like your certificate printed and mailed, please check the box on the recertification application. **CCE® Certifications are valid for five years.**

ACF would like to share your certification accomplishment in ACF communications and industry publications. If you prefer this information not be shared, please be sure to check box on recertification application.

## How to Earn Continuing Education Hours (CEH)

CEH can be earned through a variety of professional development activities. General categories of approved professional development activities are listed on the ACF Approved Continuing Education Hours (CEHs) flyer. In addition, the ACF website provides a service to certificants, which lists approved CEH providers and courses. ACF does not require any specific course or vendor to be used for CEH. CEH activities and courses offered by ACF approved CEH providers are varied in nature to allow professional development based on professional and culinary needs.

Approved CEH must enhance the competence of a CCE® in one of the domains as outline in the CCE® Job Analysis. This links enhanced competence to the core knowledge and skills required to earn the CCE® credential.

## Certification Expiration

If a certificant allows their certification to expired, they are granted a 90-day grace period to finalize and submit their payment. If a candidate's expiration surpasses the grace period, they must adhere to the Recertification after Expiration Policy. The policy has provisions in place to allow chefs to recertify if their certifications have expired 36 months in the past or less. If certification expiration date is longer than 37 months ago, candidates must certify based on all current eligibility requirements, including education, mandatory courses/refreshers and relevant work history (within the previous ten years), as well as the testing requirements (written and practical examinations).

## CCE® Written Exam At-A-Glance

### Description of Exam

The written exam was developed based on domains, tasks and knowledge areas determined during a job analysis with a group of ACF Subject Matter Experts (SMEs). Candidates have 90 minutes to complete the 100 question multiple choice exam. Candidates may use a pen, scratch paper and a basic calculator.

Certification	Description	Duration of Exam	Number of Questions	Passing Score
Certified Culinary Educator®	Multiple Choice	90 minutes	100	Scaled 300

### Exam Objective and Measure

The written exam was developed to assess a candidate's knowledge in subjects which are most valuable for a culinary educator. The assessment should measure the cognitive knowledge and general competency of a culinary educator who is entering into the field of culinary education.

### Exam Administration

Once the applicant has been pre-approved for ACF certification, they will need to identify a proctor and [submit the proctor form here](#).

Please contact the ACF certification team at [certify@acfchefs.org](mailto:certify@acfchefs.org) if you need help finding a proctor. Examples of proctors include: school administrator, HR manager, ACF chapter officer, local librarian.

The ACF certification team will send the proctor additional forms to complete. Once verified, the proctor will receive the PIN to release the exam and the applicant can schedule a time and location with the proctor to take the exam.

The applicant can re-test after 14 days should he or she not pass the first time.

### Proctor Requirements

The proctor must be a “disinterested third party” with no direct family relationship to the applicant.

#### Duties

- Confirm the applicant’s identity by using a photo identification such as a driver’s license.
- Ensure the applicant does not receive any outside assistance while taking the exam. This includes course materials, help from other persons, prepared notes and access to other websites. Cell phones must be checked and turned completely off. The student may use a non-programmable calculator.
- Remain in the presence of the applicant from the time the applicant starts the exam to the time he or she finishes, or until the end of the maximum time allowed for the test, whichever comes first.

#### Location Requirements

There are no location requirements, however, the applicant will need to have access to:

- High-speed internet connection
- Internet browser, Chrome recommended
- Desktop, laptop or tablet PC recommended, available on mobile device

### Taking the Exam

The applicant can access the ACF Online Learning Center at [www.acfchefs.org/OLC](http://www.acfchefs.org/OLC).

ACF members must log in to their ACF account to access the Online Learning Center. Nonmembers will need to create an ACF online account first. This online account does not include benefits associated with ACF membership.

The exam will be accessible from the home screen or in the Learning Center.

When the candidate is ready to take the exam, they should select the option to start the course. The proctor will be asked to enter the PIN. Then the candidate can start the exam.

## Exam Results

Candidates will be notified immediately of their scores. Passing scores will receive a certificate. Candidates will have access to the certificate through the ACF Online Learning Center and should include a copy with their final application.

## Retesting Policy

There is a 14 day waiting period required before scheduling any additional exam attempts. Testing fees are assessed for each attempt.

## Passing Score Determination

The methodology to determine the cut score or passing point used in this examination is a criterion referenced approach called a modified Angoff Technique. The testing profession considers this technique to be one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate will answer the question correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for this examination is based on this pooled judgment and includes a statistical adjustment for testing error.

## Optional Practice Exams

Optional practice exams are available for purchase. Purchase or completion of the practice exams is not required for certification. The practice exam resembles the actual exams in style and composition, but they are not the actual exams. **Passing the practice exam does not guarantee success in passing the actual ACF certification exams, but should give you a good indication of your readiness to take those exams.**

## CCE® Written Exam Specifications

The written exam was developed based on domains, tasks and knowledge areas determined during a job analysis with a group of ACF subject matter experts.

As there are 100 multiple choice questions on the exam, the percentages also reflect the number of questions there are in each area.

<b>Domain 1: Educational Development</b>	<b>33</b>
Curriculum Planning and Development	
Teaching Methodology	
Evaluation and Assessment	
Evaluation Psychology	
Classroom Management	
<b>Domain 2: Educational Management</b>	<b>13</b>
Financial Management	
Legal	
Student Service Responsibilities	
Departmental Service Responsibilities	
<b>Domain 3: Teaching Savory Cooking</b>	<b>16</b>
Planning and Implementation	
Professional Standards	
Educational Demonstrations	
Evaluation	
<b>Domain 4: Teaching Baking and Pastry</b>	<b>14</b>
Planning and Implementation	
Professional Standards	
Educational Demonstrations	
Evaluation	
<b>Domain 5: Safety and Sanitation</b>	<b>14</b>
<b>Domain 6: Nutrition</b>	<b>10</b>
<b>Total</b>	<b>100</b>

## Recommended Reference Materials

### *Foundations of Education*

Author: Ornstein, A., Levine, D., Gutek, G., Vocke, D.  
Publisher: Cengage Learning  
Pub. Date: 2016

### *Measurement and Assessment in Teaching*

Author: Miller, D., Miller, M., Linn, R., Gronlund, N.  
Publisher: Pearson  
Pub. Date: 2012

### *Contemporary Curriculum*

Author: McNeil, J.  
Publisher: Wiley  
Pub. Date: 2014

### *Educational Psychology*

Author: Woolfolk, A.  
Publisher: Pearson  
Pub. Date: 2018

### *Culinary Arts Principles and Applications*

Author: Michael McGreal  
Publisher: American Technical Publishers  
Pub. Date: 2018

### *The Culinary Professional*

Author: John Draz, Christopher Koetke  
Publisher: Goodheart-Willcox  
Pub. Date: 2015

### *On Cooking*

Author: Labensky, Martel, Hause  
Publisher: Pearson  
Pub. Date: 2018

### *Professional Cooking*

Author: Wayne Gisslen  
Publisher: Wiley  
Pub. Date: 2018

### *Culinary Nutrition*

Author: Linda Trakselis, Eric Stein  
Publisher: American Technical Publishers  
Pub. Date: 2013

### *Nutrition for Foodservice and Culinary Professionals*

Author: Karen Drummond, Lisa Brefere  
Publisher: Wiley  
Pub. Date: 2016

### *World of Culinary Management*

Author: Jerald Chesser, Noel Cullen  
Publisher: Pearson  
Pub. Date: 2017

### *Supervision in the Hospitality Industry*

Author: John Walker, Jack Miller  
Publisher: Wiley  
Pub. Date: 2015

### *Culinary Math Principles and Applications*

Author: Michael McGreal, Linda Padilla  
Publisher: American Technical Publishers  
Pub. Date: 2014

### *ServSafe Coursebook*

Author: National Restaurant Association  
Publisher: Pearson  
Pub. Date: 2017

### *On Baking*

Author: Labensky, Martel, Van Damme  
Publisher: Pearson  
Pub. Date: 2015

### *Professional Baking*

Author: Wayne Gisslen  
Publisher: Wiley  
Pub. Date: 2016

## Sample CCE® Written Exam Questions

1. Which is a potential risk of the “buddy method” of instructor training?
  - a. Wrong methods may be learned
  - b. A high cost to implement
  - c. Requires a high level of self-motivation to complete
  - d. Does not address interpersonal skills
2. Which is the corrective action for broken mayonnaise?
  - a. Adding in more oil while whisking
  - b. Adding hot water while whisking
  - c. Warm slightly then continue whisking
  - d. Adding a teaspoon of lemon juice while whisking
3. What is the barrier that prevents eggs from scrambling when making a pastry cream?
  - a. Butter
  - b. Milk
  - c. Starch
  - d. Sugar
4. If the original yield is 65 quarts and the desired yield is 40 quarts, what is the recipe conversion factor?
  - a. 0.62
  - b. 1.63
  - c. 2.63
  - d. 0.35
5. What is the order for ingredients to be stored in a cooler from top to bottom?
  - a. Green beans, fresh beef roast, fresh whole chickens, whole halibut
  - b. Green beans, fresh halibut, fresh beef roast, fresh whole chickens
  - c. Fresh halibut, green beans, fresh whole chickens, fresh beef roast.
  - d. Fresh beef roast, green beans, fresh halibut, fresh whole chickens

Answers to sample test questions: 1. a; 2. d; 3. c; 4. a; 5. b

## Practical Exams At-A-Glance

### Description of Exam

The test site selects the date and schedules the test. Candidates are responsible for registering with ACF and contacting the host site regarding additional fees (if applicable). The Test Administrator is responsible for selecting three Certification Evaluators from a current list of evaluators posted on the website. Three Certification Evaluators are required per every six candidates; of the three evaluators, two must be unaffiliated with the exam candidate.

ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit, or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.

### Exam Objective and Measurement

The practical exam was developed to assess a candidate's application of knowledge, psychomotor skills, and competency within a kitchen at the level of an educator entering into a postsecondary culinary classroom.

### Exam Registration and Fees

Practical exam registration is required for both test site and ACF National Office. The test site administrator may collect appropriate host site fees from candidates to cover direct expenses related to the exam. The host site fee is established at the discretion of the approved examination site. The host site may also require a cancellation fee at their discretion.

Candidates will receive a registration confirmation from the ACF National Office by mail or email. This will confirm your registration to the Test Administrator.

Prior to the exam date, the test site administrator will contact candidates about testing time and other exam details.

### Practical Exam 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 ft. of 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, stapler, digital camera, and a copy of Le Guide de Cuisine
- ample supply of appropriate cleaning equipment including brooms, mops, and 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 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 Site Administrator shall notify the candidate of this requirement upon registration.**

## Individual Equipment:

- (2) 3 quart mixing bowls
- (2) small sauce pans
- (1) medium sauce pan
- (1) large sauté pan
- (1) medium sauté pan
- (2) small sauté pans
- (2) small bain marie inserts
- (1) rubber spatula
- (1) solid spoon
- (1) 2 oz. ladle
- (1) 6 oz. ladle
- (1) small whisk
- (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
- Food processors
- Microwave
- Food mixers
- Grill
- Portion scales
- Proof box
- Balance beam scales
- Fryer
- Measuring containers
- Food blenders

## 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.

## What to Expect

The practical exam can be a rewarding experience if properly prepared. ACF wants to let you know “what to expect.” We wish you much success!

## On the Day of Your Exam

You will have up to 30 minutes to set up before your designated start time or before the pre-exam meeting time if you are starting first.

## Pre-Exam Orientation Meeting

The 15-minute pre-exam meeting will be held before the morning exams. The meeting will include:

- Filling out paperwork
- Making final payment (paying necessary fees: host site and ACF)
- Presenting menus to evaluators
- Evaluators will be available to answer last minute questions

## The Exam

The CCE® candidate practical exam will depend on which examination the candidate chooses to demonstrate their culinary competencies: CSC® practical exam for savory chefs and the CWPC practical exam is for pastry chefs. A score of 75% or higher is required to pass. Practical exam scores are valid for one year. The CSC® exam is two hours and the CWPC® exam is three hours and 30 minutes. The respective handbooks will outline the practical exam requirements.

- Wait in the designated area until your assigned set-up/start time in which you may begin cooking.



- Expect to see evaluators and apprentice evaluators walking around with clipboards and taking notes. Also expect them to be talking to each other, asking you questions, looking at your food, and looking deep in thought. This is not meant to be a distraction or an intimidation tactic, but what is involved in the evaluation process.
- Remember, you will not be alone in the kitchen while you are preparing your food for the exam. Expect up to three other participants with you in the same kitchen preparing their food, as well as working in close proximity while you are preparing your food.
- A kitchen's helper's role is to assist in keeping the kitchen clean, clearing dishes, etc. They report directly to the Test Administrator. They may, at times, be able to get something for you. Only authorized helpers will be allowed in the kitchen during the exam. If in doubt, ask. The test site may assign 1 pot washer and 1 runner per 4 test candidates or per kitchen, but is not required to offer this assistance.
  - Candidate's assistant can only assist with load and breakdown, they may not be in communication with the candidate during the exam and are not allowed in kitchen until all candidates have completed testing.
- **Do not forget food safety!** Remember, no bare-hand contact with ready to eat foods. This means using the proper utensils for the right job at every opportunity. Remember, the preventative measures for time/temperature abuse and cross contamination.
- You will present your food to the evaluators at your designated time. Be courteous, calm, and collected.

## When You Are Finished in the Kitchen

Expect to wash your own equipment, utensils, and china when you are through with your exam. You must clean up and be out of your cooking area within ½ hour of completion. There may be another participant waiting to set-up for his or her exam.

## Evaluation and Critique

At the completion of the exam, candidates will be given a verbal explanation of their performance, which is used to document the results of the exam. The Test Administrator will give any candidate who successfully completed the exam an ACF Practical Exam Passing Form for their records. The original individual Score Sheets, Summary Score Sheet, and Candidate Questionnaires are to be sent to the Certification Department at the ACF National Office.

Any candidate who fails the exam is welcome to take it again. There is no waiting period, but he/she must submit a new registration form and payment.

## Evaluator Training

An approved Certification Evaluator has been placed in a position to fairly evaluate candidates taking the practical exam through certification level, experience, approved application, and completion of required training and apprenticeships. ACF confirms that this individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers.

## Practical Exam General Guidelines

1. Candidates must provide all ingredients for use during their certification practical exam as outlined in the exam components for each level. Exception would be allowed for test sites that choose to provide ingredients. (*Check with Test Administrator.*)
2. Immersion circulators will be allowed during the exam, however they do not count as a cooking method and are considered personal equipment.
3. No advance preparation or cooking is allowed with the exception of the following: vegetables can be peeled; salads may be cleaned and washed, but not cut or shaped in any form; and beans may be pre-soaked.
4. Items that require long marinating times may be brought in pre-marinated; however, the candidate must demonstrate the entire marinating and/or fabrication process during the exam.
5. Candidates are allowed to bring in only the whole and raw materials. No finished sauces are allowed; however, basic stocks (beef, veal, chicken, vegetable, or fish) may be brought in as necessary for the assignment. No commercially produced stocks or bases are permitted. No clarified consommés are allowed.
6. Candidates shall bring his/her personal tools, including knives, small wares, and china (plates, platters, bowls, etc.) to display the finished dishes. Exception would be made for test sites that choose to provide china. (*Check with Test Administrator.*)
7. Dry and wet garbage receptacles, as well as trim receptacles, must be maintained and presented to evaluators upon completion of the exam.
8. Basic nutritional balance in recipe development means the candidate should use the following guidelines in formulating a balanced, nutritionally-sound recipe.  
Daily caloric intake should range between 1300 to 3000 calories per day with:
  - 45%-65% of calories from carbohydrates
  - 20%-35% of calories from fat with less than 10% from saturated fat

- 10%-35% of calories from protein
- 300 mg or less of cholesterol
- 2400 mg or less of sodium

## Savory Guidelines

- Ingredients and garnishes should harmonize with the main part of the dish and conform to contemporary standards of nutritional values.
- Unnecessary ingredients should be avoided and practical, acceptable, cooking methods should be applied.
- Dressing the rims of the plate results in an unacceptable appearance.
- Meat and vegetable juices should not make a dish look unappetizing.
- Vegetables must be cut or turned uniformly.
- Plate arrangements and decoration should be practical yet appealing and should comply with daily standards.
- In general, portion weight should be in keeping with the norms of accepted practice and nutritional balance.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A typed menu describing each dish to be prepared must be provided to evaluators.
- All items presented will be evaluated based on cooking methodology, taste, presentation, degree of doneness, and measured to the acceptable industry standards.
- Execution of cooking fundamentals and kitchen management will generate the primary factors for evaluation; see the Score Sheets for a clear understanding of what will be evaluated.

## Pastry Guidelines

- Candidate's choice of a decorating medium to be prepared during the test are as follows: Buttercream, frosting, whipped cream, icing, and ganache, unless otherwise stated.
- For items involving cake, prepare cakes and tiers that are level on top with straight sides, logical height, and proportional.
- For each item, cover cakes with a decorating medium that is smooth and flawless, with no air bubbles, water spots, knife marks, sanding, patches, or crumbs.
- Prepare colored decorating medium that are of consistent shading, using color that is balance, harmonized, and appropriate to the theme or decorative motif.
- Apply borders, writing, central decorations, and trims that are uniform, smooth, precise, and neat; free of air bubbles or small drying cracks.
- Apply flowers and leaves that have definite shaped petals with proper form, correct number of petals, coloring, and details as close to nature as possible.
- For each item, create a decorative design that is balanced, proportioned, appropriate to techniques or theme, not over-decorated, and structurally stable.
- Decorations for cakes cannot be brought in and should be created from the raw materials available.
- Ingredients for recipes can be pre-scaled and measured; however, no pre-mixing is allowed.
- No finished sauces are allowed.
- Piping technique may be writing.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- A typed menu describing each dish to be prepared must be provided to the evaluators.
- All items presented will be evaluated based on cooking methodology, taste, presentation, degree of doneness, and measured to the acceptable industry standards.
- Execution of cooking fundamentals and kitchen management will generate the primary factors for evaluation; see the score sheets for a clear understanding of what will be evaluated.

## Study Tips and Helpful Hints

- Read the Practical Exam Guideline sections carefully.

- Develop a plan and timeline, and then follow it closely.
- Study applicable written material for:
  - Processes mandated
  - Processes you decide to do
- Practice numerous times.
- See guidelines for items that you can and cannot bring
- Remember, you are in control of selecting your ingredients, so make sure they meet your needs and the needs of the exam.
- The basic equipment will be provided as described in the ACF Practical Exam Administration Guide; however, if you have been practicing with your own pots and pans, small wares, etc., then you will want to bring those with you and use them. This way you know the nuances already and do not have to deal with any last minute surprises.
- Bring your own china. (*Check with Test Administrator.*)
- Sanitation skills will be monitored at all times for compliance with standard rules and that sanitation infractions could lead to a failing exam.
- 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.
- Ask questions prior to the exam, be prepared! When in doubt, ask. Contact ACF National Office Certification Department at **800-624-9458** or check out [www.acfchefs.org](http://www.acfchefs.org) and contact a Certification Evaluator or Certification Evaluator Trainer in your region, who will tell you to practice.

## Guidelines and Assessment Criteria

CCE® candidates satisfy their practical exam requirement by taking and passing either the Certified Sous Chef® (CSC®) practical examination or the Certified Working Pastry Chef® (CWPC®) practical examination. CCE® candidates who take the CCC® practical examination are held to the same guidelines, examination time, requirements, and scoring as CSC® candidates taking the CSC® practical examination. Likewise, CCE® candidates who take the CWPC® practical examination are held to the same guidelines, examination time, requirements, and scoring as CWPC® candidates taking the CWPC® practical examination.

The study guidelines and assessment criteria are specific to the preparation of either the savory practical exam CSC® or the practical exam CWPC®. The requirements for each are listed in their respective handbooks. Be sure to reference the correct version for your demonstration of culinary skill.

## Assessment Criteria

The assessment for certification practical testing is divided into four general areas: Safety and Sanitation Skills; Organization; Craftsmanship Skills; and Finished Product Skills.

The candidate's skills are evaluated during the examination period through frequent monitoring by the evaluators. Notes are made during the examination as references to the evaluation. The practical examination is scored overall as pass or fail. Points are calculated in various areas and a total numerical score is calculated. A total average score of 75% (75 points) or better is considered passing.

**Domain 1: Safety and Sanitation Skills** will be measured using required industry standards. The candidate is evaluated on their ability to work within established guidelines for safety and sanitation at all times.

**Scoring:** Safety and sanitation skills are assessed as acceptable or unacceptable. An unacceptable score in this area by two or more evaluators is considered an overall failure, regardless of the total points achieved by candidate. Evaluators are allowed to disqualify any candidate for infractions of these guidelines. Cleanliness of the equipment, both during and after the test, will be the responsibility of the candidate.

Here is a general guideline on safety and sanitation skills the candidate needs to follow:

- a. **Safety and Sanitation Skills:** The prevention of time/temperature abuse and cross contamination are the two most important areas in which the candidate needs to demonstrate a thorough working knowledge. During the exam, if an examiner has seen a possible infraction of either of these two areas, the candidate may be questioned as to their knowledge of these concepts. Infraction(s) of either time/temperature abuse or cross contamination could cause the candidate to fail the exam.

The cutting boards must be scrupulously sanitary. Knives must be sharp. The toolbox/knife bag must be clean and sanitary inside. Sanitizing solution must be correctly titrated, and used properly to sanitize hands and equipment in-between uses. Candidates must be using towels correctly and not wiping debris off a table and then wiping a knife or a plate with the same towel. Candidates must not be using their aprons as hand wipes. Products must be stored at the correct temperature. Gloves must be used when the last contact with food is occurring, for example, plating up. Scores and cuts must be properly treated and covered. Areas must be kept sanitized, particularly during fish to meat to vegetable or dairy transitions. Frequent hand washing and sanitizing must take place.

**Domain 2: Organization Skills** will be measured using industry standards for the following:

- Organization and work flow
- Proper utilization of all ingredients
- Timing of service and follow-up

**Scoring:** Organizational skills are assessed based on mise en place, recipe development, utilization of ingredients, and use of allotted time, for a possible total of 20 points.

Here are general guidelines for organization and work flow the candidate needs to follow:

- Organization:** Table is kept clear of nonessentials, such as equipment not needed for the task at hand. Candidate is working systematically on one job at a time, using correct cutting motions and the correct knife for the job, organizing products properly in a refrigerator, rack, cart, knife or other equipment storage. Candidate understands how the usable waste is stored properly. Floor spills are quickly handled. The candidate is not using the dish area as a storage dump. The candidate has an organized withdrawal from the kitchen, leaving it as clean as it was found.
- Work Flow:** The candidate practices smooth transitions from one job to another. The candidate has a logical progression of jobs; for example, chops herbs or minces garlic at the same time. The candidate maintains proper timing of the menu items.
- Proper Utilization of all Ingredients** is evaluated on the candidate's efficient use of products. All food and non-food refuse will be kept at the station with the candidate until the completion of the test. Two separate containers are to be maintained: one for food refuse and the other for non-food refuse. The candidate may request to empty the non-food refuse during the test, only after the contents of the container have been reviewed by the evaluator. Upon the completion of the exam, the evaluator shall review the food refuse container to determine efficiency of the candidate's work. Points may be deducted from the candidate's score if serious infractions concerning product usage are witnessed. In the case of cooked byproduct, such as roasted chicken, only an appropriate portion should be presented. The cooked by-product should be properly handled and stored as if it were to be intended for another use.
- Timing of service and follow-up** is evaluated on the requisite time given to the candidate for the level of examination attempting. The candidate will be notified of his/her presentation time "window" upon the start of his/her preparation. If the candidate is not able to present the entire menu during the time frame allotted, points may be deducted.

Exceeding a reasonable allotted time can result in loss of points and may or may not result in a failing grade.

**Domain 3: Craftsmanship Skills** will be measured using industry standards for the following:

- Creativity, skills, and craftsmanship are evaluated based on the candidate's ability to properly execute classical knife cuts and proper cooking techniques, while utilizing the correct method of preparation for any given item. In addition, the variety of techniques properly executed shall be factored into this score.
- Serving and portion size is evaluated on the main item and complementary components in the correct size and amounts following the required nutritional standards. When the main item is not within prescribed limits, either under or over, then points may be deducted. Likewise, each accompanying item not within acceptable portion size could result in the loss of points.

**Scoring:** Craftsmanship skills are assessed based on execution of proper cooking techniques, skills, and fundamentals through creativity, skills, and craftsmanship, for a possible total of 40 points.

Here are some general guidelines on cooking skills and techniques the candidate needs to follow:

- Cooking Techniques and Skills:** The candidate should pay attention to detail, as described by the fundamental cooking technique specified. The candidate should use the proper technique as stated in the test criteria, such as properly deglazing a pan, rather than simply adding wine or a liquid; properly browning the mirepoix, not just heating it; correctly roasting and basting the product as it needs, not just placing the product in the oven; or poaching items, rather than simmering them. The candidate should use correct methodology and techniques in preparing forcemeat and demonstrates a variety of different techniques.
- Butchery and Boning Skills:** The candidate is efficient and profitable in the removal of muscle from meat or poultry carcasses or fish from a bone. Sinew and/or fat removal and correct tying methods will be evaluated.

**Domain 4: Finished Product Skills** will be measured using industry standards for the following:

- Overall Presentation, including the use of appropriate garnishes
- Overall Nutritional Balance
- Ingredient Compatibility
- Flavor, Taste, Texture and Doneness

**Scoring:** Finished product skills are assessed based on flavor, texture, presentation, ingredient compatibility, and nutritional balance for possible total of 40 points.

Here are some general guidelines on finished product skills the candidate needs to follow:

a. **Serving Methods and Presentation: *Hot Food Hot and Cold Food Cold!*** (including plates)

Presentation is evaluated on correct temperatures of the items served, including the dishware, visible seasonings and garnishing, arrangements of items, and overall aesthetic appeal of the presented items. Food is fresh and colorful, visibly seasoned, presented with some height, easy to eat, and pleasing to the eye. Meat/fish slices are even, straight, and evenly shingled. Items are placed closely together to help maintain temperature and to keep the plate from resembling a “smiling face” or “party-on-the-plate décor.” The use of white china is strongly suggested.

b. **Portion Size and Nutritional Balance:** Components of the meal are balanced so that the main item is complemented in size/amount by the accompanying garnish(es) and/or sauce. The candidate adheres to nutritional standards. The protein weight is within the set limits.

c. **Ingredient Compatibility:** Ingredient compatibility and nutritional balance are evaluated on the harmonious use of ingredients, cooking methods, and ingredient colors, which follow guidelines for nutritional balance. Ingredient colors harmonize. Ingredient amounts are correctly portioned to give a perfect harmonization. Have any of the ingredients been duplicated?

d. **Flavor, Taste, Texture, and Doneness:** Flavor and texture are evaluated on the proper use of flavors and seasonings in every menu item and/or component, with a variety of contrasting food textures as presented for judging. The flavors are typically associated with the specific food ingredients in the menu and recipes are profound. For example, the duck broth tastes like duck. Doneness temperatures are correct. Stated vegetable cuts are correct. Stated cooking techniques have been correctly applied. The textures correspond to what was implied in the recipe. The flavor of the sauce or vinaigrette reflect what the recipe states and has the correct consistency. The correct degrees of caramelization has been shown.

## CCE® Instructional Demonstration Video & Lesson Plan At-a-Glance

### Purpose of Demonstration

The video submission is intended to demonstrate a complete classroom demonstration from beginning to end. It should be prepared to cover all the Video Demonstration Criteria following an established lesson plan and demonstrating a "real" presentation of the candidate's teaching abilities for evaluation.

### Objective and Measurement

The video demonstration was developed to assess a candidate's application of knowledge, psychomotor skills, and competency within a classroom setting, ensuring that they can safely and effectively communicate the appropriate knowledge to students. Candidates electing to be observed during a live teaching lesson will be evaluated based on the same criteria as those submitting a recorded lesson.

### Administration for Video Review and Evaluation

Video demonstrations assess the ability required to properly relay the skills/knowledge of culinary arts/pastry arts to ensure the student is properly retaining and applying the material.

Once the video is submitted on a DVD or jump drive, it is then uploaded to a private YouTube account. Three evaluators are randomly selected from the approved list. Only one video is assigned per evaluator at a given time to eliminate confusion.

The videos are loaded onto a platform so the evaluator can simply log-in and review. Evaluators are committed to promptly evaluate and return Demonstration Criteria and Evaluation Form within 10-14 days.

### Evaluators Training/Credentials

The CCE® Video Review team, which consists of 25-30 reviewers, have placed his or herself in a position to fairly evaluate video demonstrations; through certification level, experience, appointment, and required training. ACF confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers.

### Helpful Hints

The presentation should include a proper opening, review of learning objectives, lesson plan, assessments, and proper closing.

Industry standards for achieving high-quality foods should be explained using appropriate terminology and describing real-life applications of activities, including mistakes. Just like in a typical class, not everything goes as planned; therefore, the candidate should use such events as learning opportunities to explain the problem while engaging the students in suggesting solutions.

The presenter should be clean, look professional in uniform, and speak clearly. The video should be focused to include visual of lecture and demonstration, interaction with students, and should zoom in, as needed, on finished products.

Proper and maximum use of ingredients, demonstration of using equipment correctly, as well as correct and safe knife handling skills should be included.

The presenter should be diligent on safety and sanitation standards, ensuring to clean and sanitize hands, tools, and equipment during the presentation, as well as avoiding any physical, chemical, or biological hazards.

The presenter should ask engaging, open-ended, and challenging questions of students throughout the course of the presentation.

### Candidate Instructional Video Demonstration Requirement

The candidate must submit a 45 to 60-minute video demonstrating their teaching abilities of a culinary competency set in front for a student audience as outlined in their lesson plan. The video should include student interaction in a professional setting and demonstrate the candidate's skills and knowledge.

### Parameters

Review the 16 CCE® Culinary Video Demonstration Criteria to include in the presentation. Candidates who perform 13 of the 16 tasks adequately and competently will receive a passing score.

Video Submission: The CCE® candidate supplies video and lesson plan to ACF Certification for evaluation, along with their Video Submission form, lesson plan, and payment. The video should be submitted in DVD or thumb drive format. The video should be a QuickTime compatible h264 encoded video file with AAC audio .mov and .mp4 (do not submit a video with menu). A mobile camera with panning ability is suggested.

- Master/Export Source: QuickTime compatible h.264 file
- Settings:
  - Frame Size: 720 x 480
  - Video Codec: H.26
  - Audio Codec: AAC
  - Video Bitrate: 3.5 Mbps – 5.0 Mbps
  - Audio Bitrate: 128 Kbps
  - Fast Start Enabled: Yes
  - Menus: No

The CCE® Culinary Video Demonstration Criteria were drawn from the 70 tasks developed during a comprehensive job analysis for the Certified Culinary Educator® certification. A group of ACF subject matter experts determined 16 skills effectively evaluated through a 45-60-minute hands-on live demonstration with student interaction. Each task is independent and has equal weighting.

Candidates who perform 13 of the 16 tasks adequately and competently will receive a passing score. The evaluators are instructed as follows:

- The candidate is tasked with performing the components adequately and competently, and is not expected to be exemplary or perfect.
- Inversely, each component must be completely and adequately addressed, so no credit is to be given to partial or less-than-satisfactory performance on a given component.
- On the evaluation form, evaluators are to list comments by criteria number in the event the video fails and a critique is needed to be returned to the candidate.
- Evaluators are also encouraged to provide positive feedback to the candidate in the comment section.
- The scoring is determined by whether the task was complete (1) or incomplete (0). The reviewers should not get into “the degree” of how well they did it, which is more of a check box system, rather than an actual grading.
- Each video is reviewed by two evaluators. In the event of a split decision, a third evaluator will be requested. If at least two evaluators score the video at a 13 or higher, the video is passed and the candidate is provided a Video Review Response sheet with video feedback.
- If two evaluators score the video 12 or below, then the video is failed and the candidate will be provided with a Video Review Response Sheet with detailed feedback from reviewers and are encouraged to resubmit a new video.

## **Video Resubmit Policy:**

There is no waiting period required to resubmit a video demonstration.

## CCE® Culinary Video Demonstration Criteria

### Description

The CCE® Culinary Video Demonstration Criteria were drawn from the 70 tasks developed during a comprehensive job analysis for the Certified Culinary Educator® certification. A group of ACF subject matter experts determined 16 skills effectively evaluated through a 45–60 minute hands-on live demonstration with student interaction. Each task is independent and has equal weighting.

### Demonstration Criteria

- Clearly describe learning objectives and activities of demonstration.
- Present a demonstration that follows the lesson plan submitted.
- Clearly describe standards and criteria that are applicable for achieving high-quality prepared foods.
- Explain potential problems and corrections for activities demonstrated.
- Clearly describe methods to be used to assess student performance and learning.
- Describe real-life applications of activities.
- Ask engaging, open-ended, or challenging questions of students during the course of the presentation.
- Conduct a proper closing of presentation which includes a summary and/or question-and-answer session.
- Present a clean and sanitary work station.
- Clean and sanitize hands, tools, and equipment during the course of the presentation.
- Avoid physical, chemical, and biological hazards.
- Present clean and professional uniform and appearance.
- Use equipment correctly and safely.
- Demonstrate proper and maximum use of ingredients.
- Speak clearly and directly using correct culinary terms.
- Explain correct knife-handling skills and key safety precautions.

Candidates who perform 13 of the 16 tasks adequately and competently will receive a passing score.