



**American Culinary Federation  
Southeastern Minn. Culinarian Chapter**



**FW: Board of Governors Update - Certification Committee Mtg Minutes**

Dear Board of Governors,

Please find the minutes from the ACF Certification Committee Meeting held on January 9, 2006. No action is required on your part. These are provided to you for informational purposes only. If you have any questions, please let me know.

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Deborah Moore

American Culinary Federation, Inc.  
Certification Committee Meeting  
Monday, January 9, 2006, 2 p.m.  
Conference Call

Attending: Brad Barnes, CMC, CCA, AAC; Keith Gardiner, CEC, CCE, CCA, AAC; Shawn Hanlin, CEC;  
Tom Recinella, CEC, AAC, Derek Spendlove, CEPC, CCE, AAC; Bruce Staebler, CEC, AAC

Excused Absence: Larry O'Sullivan, CEC, CCA, AAC

Staff Attending: Belinda Fieldhouse, Dawn Jantsch, Arlene Weber

Chairman Brad Barnes called the meeting to order at 2:04 p.m. Discussion ensued on the topic of personal chefs. There was discussion that the cost of the personal chef certification was expensive because of the requirement to take a specific course. The leadership of ACF was charging the committee with reviewing other opportunities to obtain a personal chef certification. It was the consensus of the committee that the ACF review its certification program, and finalize alternative courses that would allow more personal chefs to achieve certification, without having to go through just one particular program. Michael Baskette, ACF director of educational development, had provided by email suggestions to the committee that could be implemented for the future for this certification line.

Discussion ensued on how to grow the opportunities for practical testing. The committee has been doing research on creating competition categories that could also allow for a practical to be simultaneous. The scoring sheets that are in place for the certification program could also be used when chefs are performing in a competition or conversely the categories could be designed to use the standard completion score sheets. For example, the market basket for the CEC practical could also be used for a market basket competition. A three course market basket, with the standard practical exam ingredients could be utilized. Category K competition may be customized to accommodate the CC practical requirements and a category would need to be molded around the CCC and CSC practical requirement. The F1 or F5 gold or silver medal would still suffice for the practical exam requirement.

Discussion ensued regarding creating this category for the top three categories of designations, CEC, CCC, and CSC. If this competition were created and approved, and a chef scored a 30 or above, then he or she could utilize it in their application for certification, substituting for a practical exam. In any practical exam,

there are core competencies that exist. Due to the judging and evaluation criteria, this process will occur only in competitions that are ACF sanctioned. The chair asked that Tom Recinella and Shawn Hanlin develop and submit a draft of specific categories.

Discussion ensued as to whether or not judges, who are not currently evaluators, could also be certified as an evaluator. It was the consensus of the committee that this would probably be necessary.

Discussion ensued as to how to transition judges into approved evaluator status. The chairman was assigned to discuss the ideas of both the competition, and the joining of judges with examiner status, with the chairman of the culinary competition committee to see how this could be implemented.

Discussion ensued on the awards process. The competitor would have to receive a medal, within their category, but would have to achieve the rate of 75 percent of points, in order to "pass" the exam process.

It was discussed that this would allow many more chefs to obtain certification. Chef Brad Barnes will speak with Chef Steve Jilleba. It was suggested that a joint committee meeting could take place at a later date, if Chef Jilleba was in agreement with the concept.

Discussion ensued on who represents certification in public forums. Keith Gardiner recommended that it should be any chapter officer or approved proctor that is current with the annual certification training requirements. Also, any ACF national officers and staff associated with certification. It was discussed that we must be very careful of who is representing the ACF at a non ACF affiliated event. The person should be current with all certification processes including the application and written exam. The chair asked for the ACF national office's assistance in establishing a policy regarding presentations and media contact. The pivotal qualifier for anyone speaking publicly on the subject was that they be current in all respects with the approved proctor process.

A list of prepared proctors could be created for speaking opportunities at local shows and national shows that are not affiliated with ACF. This would allow the committee and ACF leadership to provide set guidelines for outside venues, if representing the ACF and its certification program.

The major stumbling block in this speaking scenario was assumed to be the individual notifying ACF that they had been contacted on the subject and relinquishing the decision of who will speak to the national office.

Discussion ensued on utilizing senior and retired chefs as examiners. Of six senior chefs that had been approached, each one had stated that if seniors were used as evaluators, it was felt that they needed to have been a competitor themselves to be part of the program. Tom Recinella was assigned to define the process more clearly and will email it to the committee. It was the consensus that this idea be completed by convention in July of 2006.

It was discussed that there would need to be defined qualifiers for the criteria. It was thought that the qualifier could be retired or over 62. The culinary competition committee was requiring specific attendance at a seminar. It was thought that the criteria for the testing for senior chefs would also require attendance at a seminar annually. The criterion needs to be addressed as to what is appropriate, and what is required of all other practitioners. Discussion ensued on how to qualify those potential proctors. It was the consensus of the committee that the proctors would be required to attend the seminars.

Discussion ensued regarding if retirement ages should match retirement or senior staff status. It was the consensus of the committee that the retirement age for certification does not need to match the age requirement for membership.

Discussion ensued on the topic of transition of judges into examiners. It was the consensus of the committee that it was appropriate to match the currency for examiners that would coincide with currency for the culinary judges of ACF. In discussing the guidelines for examiners, it was the consensus of the committee that examiners should be required to proctor an exam twice within two years. This would be in line with similar requirements for ACF judging status.

The consensus of the committee was that a seminar for ACF judges could be created that would be focused specifically on the transition of judges becoming practical test examiners. This could be taught at the convention and at regionals.

Discussion ensued on the examiners dress code. The dress code will match the dress code for the ACF culinary judges. It was the consensus of the committee that the following be adopted as a dress code for certification practical test examiners:

It is important to remember that ACF approved practical test examiners, ACF approved culinary judges, and certified master chefs that proctor practical exams represent the profession of chefs. Therefore when proctoring a practical test, chefs must wear professional chefs attire (clean, pressed chef jacket or lab coat, black or black and white checkered pants and closed toed shoes or clogs.)

Discussion ensued on the ethical code of conduct for examiners. It was the consensus of the committee that the code matches the code created for ACF judges. Keith Gardiner was assigned to finalize conversation with Larry O'Sullivan, and to get back to the committee within two weeks.

Discussion ensued on review of the pastry guidelines. It was thought that the guidelines were very strong, but 'dos and don'ts' of competency completion may need to be clarified slightly.

Discussion ensued on promotion of the certification program. Programs for train the trainer were moving forward, and Brad Barnes will work with the ACF on the train the trainer program for the future. Discussion ensued on promotional materials for certification. They were being updated and re-formatted for ease of the beginning culinarian, and would be going back to the committee in the next few months for approval. The train the train program is a situation which involves the many schools across the U.S. already peripherally involved in our practical testing network. These schools would serve as hubs for the program and will eventually eliminate the need for testing to be executed at our regional and conferences and national convention. Conversations would begin with the schools in 2006 as they begin to converse about group memberships. There would be a training program that would allow schools to take part in this process. A two or three day certification clinic would be conducted at least once annually in each region, more if possible.

The mission is threefold. To populate the evaluator network with suitably trained examiners, to provide a venue for new evaluators to gain the mandated experience and interact with those more seasoned, and to create testing sites for candidates who have not been able to take the practical elsewhere. Day one would provide for evaluation philosophies, cooking standards required by the exam, logistical planning, review of the scoring system, required competencies as it relates to the exams at each level, and an evaluator's roundtable. Day two and three would be testing of candidates. We would begin the application process early enough with a good amount of publicity in the NCR/COP and letters to all chapters to generate as many candidates as possible for this practical session. This would involve three evaluators per candidate and one trainer per nine evaluators. It was thought that honorariums and printed pieces would allow the trainers to be fully trained for mass certification. The location would need to have adequate facilities, lecture facilities, kitchen facilities, an airport, and lodging facilities. The committee was asked to assist in providing suggestions for the next meeting. A target list of locations should be developed from each region. This should be completed by March 1<sup>st</sup>.

It was discussed that an apprentice examiner could also participate with the process of achieving their training at this seminar.

Chef Barnes asked that all regional committee members participate in their respective conferences and contact Ms. Fieldhouse to discuss dates of regional conference events if they have not already done so.

The meeting adjourned at 3:50 p.m.

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