



**ProChef® Certification Program
Level I Exam Study Guide**

CIA Consulting Department, Hyde Park, New York

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THE WORLD'S PREMIER
CULINARY COLLEGE

Welcome, ProChef Certification Candidate!

Congratulations on making the decision to validate the skills you've gained as a professional culinarian. You have committed to a rigorous process that offers you the opportunity to not only earn a valuable professional certification and promote yourself with a mark of accomplishment, but also help advance our industry.

The ProChef Certification exam, and the skills you practice preparing for it, will challenge you to be the very best you can be. During your time in the program, be sure to take note of all the experience has to offer. You'll want to recall these memories when sharing your knowledge with colleagues who will follow in your footsteps to gain *their* ProChef certification.

At any time in the process, please feel free to share your thoughts with me, or any of the exam evaluators and staff. We value your insight as we continually strive to offer the best, most effective certification program.

Thank you for your pride in our profession, commitment to lifelong learning, and spirit of giving back to the industry we all love. We are truly happy you have chosen to embark on this journey, and look forward to your successfully completing the program and representing the ProChef ideals as you go forward in your career.

Wishing you all the best,

A handwritten signature in black ink, appearing to read 'Brad Barnes' with a stylized flourish at the end.

Brad Barnes, CMC
Director—CIA Consulting
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P.S. Did you know that the CIA is an independent, not-for-profit college? As such, your tuition supports our core mission of providing the world's best professional culinary education. If you would like to further support the future of food with the gift of education, please visit www.ciagiving.org.

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CIA POLICIES AND PROCEDURES

EXPECTATIONS FOR PARTICIPANTS

- ☑ Remain in attendance for the exam duration
- ☑ Actively participate
- ☑ Return promptly from breaks
- ☑ No cell phone use or text messaging in the kitchen or during any exam time
- ☑ Follow all established health and safety regulations
 - In addition to the precautions necessary to guard against food-borne illness, care must also be taken to avoid accidents. The following safety measures should be practiced.
 - Wash hands before beginning work in the kitchen
 - Keep all perishable items refrigerated until needed
 - NYS law - when handling “ready-to-eat” food items, if you don’t cook it, glove it!
 - Wash hands, cutting boards, knives, etc. when switching between meats and vegetables
- ☑ Adhere to appropriate CIA uniform and attire standards as outlined on the following page.
 - The Culinary Institute of America (CIA) is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of harassment (which includes sexual misconduct and sexual harassment) or discrimination; all are expected to conduct themselves in a manner that does not infringe upon the rights of others

CIA UNIFORM POLICY

To foster a professional working environment and to maintain the highest standards of safety and sanitation, the CIA has adopted the following uniform code. Each item has been designed with a practical function in mind. These items must be worn in all production classes unless otherwise stated.

- ☑ Chef's jacket
- ☑ Kitchen pants, preferably black or checked
- ☑ Shoes
 - Should be made of hard leather, with low heels, slip-resistant soles, and no open toes
- ☑ Neckerchief (optional)
- ☑ Toque (provided in class)
- ☑ Apron (provided in class)
- ☑ Side towel (provided in class)
- ☑ Jewelry
 - Not permitted except for one plain ring to minimize exposure to potential hazards
- ☑ Hair
 - Should be neatly maintained, clean, and under control at all times
 - Long hair should be pinned up and worn under a hair net

*Appropriate attire for our business management classes is business or business casual.

NOTICE OF NONDISCRIMINATION

The Culinary Institute of America (CIA) is an Equal Opportunity Employer committed to the principle of equal opportunity in education and employment, in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and other federal, state, and local laws.

The CIA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, national or ethnic origin, or any other protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws, also prohibits sexual harassment, which includes sexual assault and sexual violence.

The HR Director, Faculty Relations is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S. Department of Education. Additionally, complaints including the procedure for filing a complaint regarding this Notice of Nondiscrimination and the CIA's compliance with applicable laws, statutes, and regulations as outlined above, may also be directed to:

Civil Rights Compliance Officers:

Joseph Morano – HR Director, Faculty Relations
Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive, Hyde Park, NY 12538
Office: Roth Hall, Room S-324
Telephone: 845-451-1314
E-mail: j_morano@culinary.edu

Maura King, Director – Compliance
504/ADA Coordinator

The Culinary Institute of America
1946 Campus Drive, Hyde Park, NY 12538
Office: Roth Hall, Room S-351
Telephone: 845-451-1429
E-mail: m_king@culinary.edu

OR

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
Fax: 202-453-6012; TDD: 1-877-521-2172
E-mail: OCR@ed.gov

The Harassment, Sexual Misconduct, and Discrimination Policy can be found at
www.ciachef.edu/consumer-information.

POLICY ON STUDENTS WITH SPECIAL NEEDS

Your ProChef advisor can provide assistance and offer suggestions regarding accommodations. If you need a reasonable accommodation, please inform the Director of Certification and Training, or the Chef Instructor coordinating the program prior to the start of the exam. Accommodations will not be provided retroactively.

Disabled student accommodations are based on individual needs and functional limitations. It is your responsibility to initiate a request for services and remain involved as a concerned student who has taken charge of your own needs. Due to confidentiality laws governing institutions of higher education, the student must personally disclose a disability and request accommodations from the instructor or administrator.

Please see next page for *Disability Services*.

DISABILITY SERVICES

The Learning Strategies Center (LSC) is the center for disability services for the CIA.

An individual who is registered with the Learning Strategies Center and has documented CIA approved accommodations is encouraged to discuss accommodations privately with his/her instructors. Failure to disclose and utilize appropriate accommodations in a timely manner may affect class performance and grades.

Please note: The Learning Strategies Center does not disclose accommodations to instructors unless directed otherwise by the student.

If you are not registered with the Learning Strategies Center and would like information, please speak to the Disability Support Specialist in The Library Learning Commons/Learning Strategies Center at one of the following campuses:

Hyde Park: Learning Strategies Center (845) 451-4631, Jodi Amato, Senior Manager, j_amato@culinary.edu

San Antonio: Learning Specialist, Mar-y-sol Salinas, (210) 554-6465, m_salina@Culinary.edu

Greystone: Learning Strategies Center - (707) 967-2406, Maria Coggiola m_coggio@culinary.edu

POLICY ON ACADEMIC HONESTY

At The Culinary Institute of America, students are expected to develop all of their own work and ideas. Borrowing original thoughts or recipes without giving credit is plagiarism; copying tests or answers from another candidate is stealing; and presenting for evaluation during practical examinations, food or drink that was prepared by someone else for evaluation is cheating. Dishonest behavior, or assisting anyone else with such behavior, represents a serious violation of professional and academic standards at the CIA and will not be tolerated. Such actions are grounds for disqualification from ProChef Certification.

PROCHEF CERTIFICATION

LEVEL I EXAM:

OVERVIEW AND GENERAL INFORMATION

EXAM OVERVIEW

The ProChef Level I Exam evaluates the competency of candidates interested in achieving Pro Chef Level I Certification through The Culinary Institute of America. The certification process is divided into two segments; written testing, and practical testing. Additional details pertaining to the written exams can be found in the study guide.

To achieve certification, the candidate must successfully demonstrate proficiency in the following areas:

- Culinary Math
 - Recipe Conversion, Yield, and Ratios
 - Weights and Measures
 - Food Costing
- Fundamental Nutrition Principles
- Food Safety and Sanitation
- Product Identification
- Mise en Place
- Classical Knife Skills
- Stock Production
- Soup Production
- Egg Cookery
- Salad and Salad Dressing Production
- Cooking Techniques for Proteins, Vegetables, Starches, Grains, and Sauces

PROCHEF LEVEL I CERTIFICATION COMPETENCIES

The ProChef Certification Program divides each certification level into three competency categories – culinary, leadership, and financial. The descriptions that follow are general skills and knowledge that a candidate must possess in order to achieve ProChef Level I Certification.

CULINARY SKILLS

- Prepare stocks, soups, and sauces
- Prepare basic cold food preparations such as green salads and salad dressings
- Apply fundamental culinary techniques such as sauté, braise, roast, fry, and poach
- Prepare basic vegetable and starch accompaniments such as green vegetables, potatoes, rice, and pasta
- Demonstrate principles of food safety and sanitation
- Demonstrate appropriate principles of plate presentation

LEADERSHIP SKILLS

- Demonstrate the ability to listen and follow instructions
- Demonstrate effective organization of personal work areas for efficient production
- Demonstrate effective time management during production

FINANCIAL SKILLS

- Discuss the value of food and labor in a foodservice setting
- Demonstrate the application of weights and measures in a foodservice setting
- Calculate a recipe to the desired number of portions
- Explain yield concept and yield percentage
- Calculate the cost of a recipe

ADVISORS

During the ProChef Certification program, you will not only have the chance to grow and validate your skills, but you will be partnered with one of the CIA's top chefs - your ProChef advisor. Our talented advisors possess extensive, specialized knowledge and years of industry experience that they will happily share with you.

Your advisor will serve as your mentor. He/she will work with you to determine your strengths and weaknesses and will be available to answer any questions you may have as you prepare and study for the examination. You will be provided with that person's direct phone extension and e-mail address. *After initial contact, it will be your responsibility to contact your advisor and seek advice and counsel.*

The initial discussion with your advisor will focus on reviewing your application, determining the appropriate starting level, assisting you to develop an action plan, and answering any questions. At the conclusion of this conversation, your advisor may actually recommend that you postpone registering for the exam at that time. You cannot register for an exam without first having a conversation with your advisor.

ProChef candidates that take full advantage of the advisor process are often highly successful in achieving their certification. Ultimately, it is your choice when to take the exam, but by following the recommendations of your advisor, you can ensure that you are fully prepared for the challenge.

FAQs

Q: Are there any prerequisites to take the Level I Exam?

A: Before enrolling in the exam, you must first schedule an appointment with your advisor who will serve as a mentor through the process (refer to page 11 for further information on advisors).

Q: How would you recommend I prepare for the exam?

A: In each section of this study guide, you will find a list of competencies, key terms, and sample exam questions to help guide your studies and preparations. In the Appendix at the back of this manual, you will find a list of recommended training materials that can help you to prepare.

Q: How is the exam administered?

A: The ProChef Certification exam is divided into two segments, written exams and kitchen practical exams. All written exams will be completed within the 3 testing days. The practical kitchen exams take place over a three-day period, and candidates will be allotted a total of three hours for each practical exam. The total length of the day depends on the number of candidates enrolled in each session. Each day concludes with a one-on-one debriefing of the day's results. For your reference, we have included sample schedules on page 14 and 15). Final class schedules will be administered to candidates during the program orientation on day one.

Q: What are the minimum requirements for certification?

A: To achieve ProChef Certification, you must achieve a minimum total weighted score of no less than 75% for the entire assessment. The breakdown of the total weighted score is as follows:

- 65% of the average of the practical examination scores
- 35% of the average of the written examination scores

Q: How many written exams are included in the Level I Certification Exam?

A: Written exams are administered throughout the week, and include the following:

- 1) Food Safety and Sanitation
- 2) Culinary Math
 - a. Weights and Measures
 - b. Recipe Conversion, Yield, and Ratios
 - c. Food Costing
- 3) Fundamental Nutrition
- 4) Product Identification- *the Product Identification exam is not web based and will take place on day three of certification.*

Q: What is the minimum score necessary to pass a written exam?

A: You must receive a score of at least 65%.

Q: What happens if I fail three or more written exams?

A: If you score below 65% on three or more written exams, you will be ineligible for certification for the current assessment period. You may, however, reapply to take the entire ProChef Certification Exam the next time it is offered, but not sooner than 3 months.

Q: How many practical exams are included in the Level I Certification Exam?

A: Three practical cooking exams are administered throughout the week.

Q: What is the minimum score necessary to pass a practical exam?

A: You must receive a score of at least 65% to pass.

Q: What happens if I fail a practical cooking exam? Is there an opportunity to retake the exam?

A: If you score lower than 65% on any of the practical cooking examinations, you are ineligible for certification for the current assessment period. Unlike the written exams, you may not retake the practical exam. You may, however, reapply to take the ProChef Certification Exam at a future date, but not sooner than 3 months. To gain further experience and enhance your education, we strongly encourage you to stay on and participate in all of the practical examinations held during the remainder of the week.

Q: If I don't pass the certification, will I still receive CEUs?

A: Yes - you will still receive 3 CEUs, providing you remain and participate for the remaining exam. In order to receive CEUs the candidate must stay and finish the week.

Q: What items should I bring with me to the exam?

A: You must have the following items available:

- Uniforms: Non-Slip Kitchen Shoes (i.e. Clogs), Chef's Coat, Chef's Pants, Pen, Thermometer
- Knives and hand tools
- Calculator
- ProChef Study Guide and other personal reference books
- Recipes
- Laptop (optional)

DISTRIBUTION OF WEEKLY MENU ASSIGNMENTS

Candidates will receive their menu assignments prior to the start of the kitchen exam. Menu assignments will be randomly distributed. Check with your advisor for more information regarding the distribution of assignments.

SAMPLE SCHEDULES FOR WEEK

The exam days are extended and will fluctuate based on the practical testing site. Sample schedule sheets follow. *Please note that all times are subject to change depending on the number of candidates.*

DAY ONE - SAMPLE SCHEDULE

Start Time	Topic	Faculty / Staff	Location
<p>Because floor evaluators look for the candidates' ability to transition between production and service, times have been separated into two segments. On day 1, each candidate is given 2 hours and 45 minutes to produce their assigned 3 course menu, and 15 minutes for service. All 3 courses must be presented to the tasting evaluators within the service window or the candidate will lose points. Candidates are not allowed to serve early. Below is a sample schedule for one candidate.</p> <p><i>Prior to cooking, please present your menus to the floor Evaluator</i></p>			
6:45am	Practical Exam: Production Service window 6:45 - 9:30 9:30 - 9:45	Chef Instructor	Testing Kitchen
Candidate 1			
9:30 am	First Service Window Open <i>(15 minutes staggered presentations)</i> Evaluation and scoring Group Feedback	Chef Instructor	Lecture Hall
	Evaluation and scoring Group Feedback after the last candidate has finished presenting	Chef Instructor	Lecture Hall

DAY TWO- SAMPLE SCHEDULE

Start Time	Topic	Faculty / Staff	Location
<p>Because floor evaluators look for the candidates' ability to transition between production and service, times have been separated into two segments. Each candidate is given 3 hours and 15 minutes to produce their assigned menu, and egg dishes. Additionally, each candidate will be given 20 minutes to serve their 3 courses and 2 egg dishes. Fish stock will be evaluated on day 3. All 3 courses and the 2 egg dishes must be presented to the tasting evaluators within the service window or the candidate will lose points. Candidates are not allowed to serve early. Below is a sample schedule for 1 candidate.</p> <p><i>Prior to cooking, please present your menus to the floor Evaluator</i></p>			
6:45am	Practical Exam: Production Service window 6:45-10:00 10:00-10:20	Chef Instructor	Testing Kitchen
Candidate 1			
10:00 am	First Service Window Open (20 minutes staggered presentations)	Chef Instructor	Lecture Hall
	Evaluation and scoring Group Feedback after the last candidate has finished presenting	Chef Instructor	Lecture Hall

DAY THREE- SAMPLE SCHEDULE

Start Time	Topic	Faculty / Staff	Location
<p>Because floor evaluators look for the candidates' ability to transition between production and service, times have been separated into two segments. Each candidate is given 3 hours and 15 minutes to produce their assigned menu and fish stock. Additionally, each candidate will be given 20 minutes to serve their 3 courses and have their fish stock evaluated. All 3 courses must be presented to the tasting evaluators within the service window or the candidate will lose points. Candidates are not allowed to serve early. Below is a sample schedule for 1 candidate.</p> <p><i>Prior to cooking, please present your menus to the floor evaluator</i></p>			
6:45am	Practical Exam: Production Service window 6:45-10:00 10:00-10:20	Chef Instructor	Testing Kitchen
Candidate 1			
10:00 am	First Service Window Open (20 minutes staggered presentations)	Chef Instructor	Lecture Hall
	Evaluation and scoring Group Feedback after the last candidate has finished production	Chef Instructor	Lecture Hall

PRACTICAL EXAMINATION OVERVIEW

PROCHEF LEVEL I PRACTICAL EXAMINATIONS

- Day One through Day Three: Culinary Fundamentals, Knife Skills, Egg Cookery, and Stock Preparation

TIMING

On Day One, you will have 15 minutes to set up your workstation, 2 ½ hours for mise en place and production, and a 15-minute window to plate and present all three courses. Additionally, on Day Two and Day Three, you will be given a total of 15 minutes set up time, 3 hours of production and 20 minutes for service. This extra time on Day Two and Day Three are necessary for the production and service of your egg dishes and fish stock.

EVALUATION

There are two evaluators per exam: one floor evaluator and one tasting evaluator. The floor evaluator is responsible for grading your performance in the kitchen; both evaluators will score your food from a standpoint of tasting.

After all food has been evaluated each candidate will receive an individual critique with the entire class present. As part of the assessment process, each candidate will be expected to discuss his/her menu as well as provide a self-critique. Following the group critique, and after the grades are calculated, you will have the opportunity to review your scores with the evaluators.

Evaluation guidelines and score sheets are provided in this study guide for your reference.

MENUS

You are expected to prepare mise en place sheets and typed menus prior to each exam. You must supply the floor evaluator with (2) typed copies of your menu on Day One through Day Three of the examinations.

MAKE-UPS

If you score lower than 65% on any of the practical cooking examinations, you are ineligible for certification for the current assessment period. You may, however, reapply to take the ProChef Certification Exam at a future date. To gain further experience and enhance your education, we strongly encourage you to participate in all of the practical examinations held during the remainder of the week.

CULINARY FUNDAMENTALS: COMPETENCIES AND KEY TERMS

Use the following list of competencies and key terms to prepare for the practical examinations.

COMPETENCIES

Successful candidates are able to...

- Demonstrate soup production:
 - Cream soup
 - Purée soup
 - Clear soup
- Demonstrate basic salads and salad dressing production:
 - Tossed salad with basic vinaigrette
 - Tossed salad with emulsified vinaigrette
 - Tossed salad with creamy dressing
- Demonstrate culinary fundamentals as applied to proteins, sauces, vegetables, starches, and grains
- Demonstrate effective organization, workmanship, and presentation
- Demonstrate proper safety and sanitation procedures

KEY TERMS

Al dente	Fines herbes	Purée soup
Béarnaise sauce	French fries	Reduction
Blanch	Fresh pasta	Rémoulade sauce
Boil	Glaze	Roast
Braise	Grand sauce	Robert sauce
Carryover cooking	Grill	Sauce vin blanc
Clear soup	Hollandaise sauce	Sauté
Cream soup	Jus/jus lié	Shallow poach
Creamy dressing	Nappé	Simple vinaigrette
Deep fry	Pan fry	Stew
Deep poach	Pan gravy	Tossed salad
Demi-glaze	Pan steam	Tourné
Duchesse potatoes	Pilaf	Tranche
Emulsified vinaigrette	Poach	Truss
Emulsion	Purée	Velouté

CULINARY FUNDAMENTALS: PRACTICAL SKILLS GUIDELINES

OVERVIEW

Nine different menus have been designed for the Culinary Fundamentals Practical Examination. Each menu features a soup with a garnish, salad with a dressing, and entrée with sauce and accompaniments. You will be assigned three of these menus (one per day). You must prepare four portions of each course (one for use as a show plate, two for judging, and one for your meal).

SOUP

Over the course of the three days, each candidate will prepare a different style of soup (cream, purée, and clear). The specific type of soup will be assigned (i.e. Cream of Tomato Soup). The soup must be appropriately garnished.

SALAD

Over the course of the three days, each candidate will have to prepare a tossed salad with a different style of salad dressing (simple vinaigrette, emulsified vinaigrette, and creamy dressing). The style of dressing will be assigned each day, but the specific recipe is at your discretion (i.e. if you are assigned Creamy Dressing, you may choose to prepare Blue Cheese Dressing, Creamy Peppercorn Dressing, etc.). A variety of lettuces will be available for your use; it is up to you to select the lettuce that is most appropriate to the application.

ENTRÉE

Over the course of the three days, each candidate will have to prepare an entrée with an assigned sauce and starch and vegetable accompaniment. All components, including the specific cooking methods will be assigned (i.e. Roasted Chicken with Pan Gravy).

KNIFE SKILLS: COMPETENCIES AND KEY TERMS

Culinary Fundamentals, knife skills, egg cookery and fish stock, will be tested within the kitchen practical examinations. Candidates will prepare a soup, salad and enree on Day One, Candidates will prepare their egg dishes on Day Two of the exam, and fish stock on Day Three. Assigned specific knife cuts must be incorporated into daily menus. Both the floor and tasting evaluators will be involved in the scoring of the knife cuts.

COMPETENCIES

Successful candidates are able to...

- Demonstrate knife skills.
- Demonstrate proper safety and sanitation procedures.
- Demonstrate effective organization, workmanship, and presentation.

KEY TERMS

Chop
Concassé
Dice
Julienne
Mise en Place

Mince
Oblique cut
Tourné
Slice
Bâtonnet
Brunoise

KNIFE SKILLS: PRACTICAL SKILLS GUIDELINES

Practical knife skills that will be demonstrated during the week:

KNIFE SKILLS (evaluation is spread out throughout the three days of testing)

- 1) Mince, shallots and onions**
- 2) Concassè tomatoes**
- 3) Suprême citrus**
- 4) Finely chop, herbs**
- 5) Potato or vegetable cuts, produced:**
 - Tournè
 - Julienne
 - Brunoise
 - Bâtonnet
 - Small dice
 - Oblique cut

KNIFE SKILLS- SAMPLE MENU

Over the course of the three days, each candidate must showcase and prepare a variety of knife cuts which are listed below in this sample menu. It is the candidates' responsibility to design their menus to showcase these cuts throughout the soup, salad and entrée courses. The floor and tasting evaluators will score the cuts which hold a daily value of 16 total points.

Day One	Day Two	Day Three
<p>Soup Cream of Broccoli soup with Garnish</p> <p>Salad Tossed Salad with Simple Vinaigrette</p> <p>Entrée Poached Sole vin Blanc</p> <p>Barley Pilaf</p> <p>Glazed Root Vegetables</p>	<p>Soup Purée of Lentil soup with garnish</p> <p>Salad Tossed Salad with Emulsified Vinaigrette</p> <p>Entrée Sautéed chicken aux Fines Herbes</p> <p>Fresh Buttered Pasta</p> <p>Glazed Carrots</p> <p>Assigned Egg Dishes</p>	<p>Soup Minestrone Soup with Garnish</p> <p>Salad Tossed Salad with Creamy Dressing</p> <p>Entrée Grilled steak with Béarnaise Sauce</p> <p>French Fried Potatoes</p> <p>Haricots Verts</p> <p>Fish Stock</p>
<p><i>Knife cuts that must be presented somewhere in the menu:</i></p> <ul style="list-style-type: none"> • Tourné • Minced • Julienne • Brunoise 	<p><i>Knife cuts that must be presented somewhere in the menu:</i></p> <ul style="list-style-type: none"> • Citrus supreme • Mince • Chopped parsley/herbs • Tomato concassè • Oblique cut 	<p><i>Knife cuts that must be presented somewhere in the menu:</i></p> <ul style="list-style-type: none"> • Julienne • Small dice • Bâtonnet • Chopped herbs

CULINARY FUNDAMENTALS: EVALUATION GUIDELINES FOR FLOOR SCORE SHEET

Food is Servable (Y/N)

- This criteria is evaluated strictly on a yes/no basis, either the food is safe/servable or it is not.
- The evaluators will determine if any food is **un-servable**. Food deemed un-servable will not be evaluated by the Tasting Evaluator. **The candidate will receive a tasting score of zero for that menu segment.** Points may still be awarded for the communication piece.
 - **Un-Servable Food:** Food that is unfit for human consumption due to cross-contamination, under-cooking, or other mishandling/abuse that could cause illness.

MISE EN PLACE, ORGANIZATION, AND CLEANLINESS (7 PTS)

- Timely Menu Submission (1 pt)
 - Candidate submits *two* neatly typed menus to the Floor Evaluated each day before the start of the exam.
- Timeline/Game Plan Preparation/Utilization (1 pt)
 - Candidate prepares a timeline/game plan and references it throughout the day's production.
 - The timeline/game plan should be large enough to be viewed at a distance.
- Station Organization/Cleanliness (4 pts)
 - Candidate has out only the food, tools, and equipment necessary for the current preparation. The station remains free of clutter.
 - Candidate's station is free of spills, crumbs, scraps, etc.
 - Candidate's station is contained to designated area; it does not impede the work of others.
 - Candidate works in an organized, methodical manner transitioning smoothly between tasks.
 - Candidate exits the exam leaving his/her station neat and clean.
 - Candidate's knife kit/ toolbox is clean and sanitary inside.
- Kitchen Organization/Cleanliness (1 pt)
 - Candidate contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors.

SAFETY (2 PTS)

- Candidate moves safely around the kitchen (i.e. alerts other candidates when he/she is behind them or is close to them with knives and/or hot items).
- Candidate safely handles knives.
- Candidate's knives are properly sharpened.
- Candidate safely operates equipment.

SANITATION PROCEDURE (1 PT EACH = 5 PTS)

- Candidate Enters Exam Wearing the Proper Uniform
 - Non-slip kitchen shoes (i.e. Kitchen Clogs), Chef's Pants, Chef's Coat, Toque*, Apron*, Side Towel*, Pen, and Thermometer. *(Toque, Apron, and Side Towel are provided by the CIA)
 - Candidate's uniform is clean and properly maintained.
 - Candidate wears uniform at all times in the kitchen.
- Appropriate Use of Gloves
 - Candidate wears gloves when handling food items that are ready to eat, according to CIA policy.
 - Candidate wears gloves when plating food.
- Avoids Cross-Contamination
 - Candidate washes hands, cutting boards, knives, etc. when transitioning from fish to meat to vegetable or dairy preparation.
 - Candidate keeps all finished products away from raw ingredients.
 - Candidate uses a clean tasting spoon every time - no "double-dipping".
- Maintaining Proper Food Temperatures
 - Candidate stores products properly and at the right temperatures according to ServSafe standards.
- Proper Recycling
 - Candidate uses the proper receptacles for the various types of waste.

COOKING TECHNIQUES, SKILLS, AND FUNDAMENTALS (14 PTS)

- Equipment Usage (2 pts)
 - Candidate chooses appropriate equipment for each task.
 - Candidate uses equipment properly, according to its intended use.
- Knife Skills (8 pts)
 - Candidate uses the proper knife for each task.

- Candidate demonstrates the proper cutting technique for each task.
- Cooking Technique (4 pts)
 - Candidate uses the proper technique for each task.
 - Candidate properly executes each technique.

**PROPER UTILIZATION OF INGREDIENTS AND LEFTOVERS
(1 PTS EACH = 2 PTS)**

- Usable Trim
 - Candidate saves and properly stores trim that is still usable.
- Proper Storage
 - Candidate properly stores all food items. Food should be:
 - Wrapped
 - Labeled
 - Dated
 - Properly shelved

TIMING OF SERVICE (-5 PTS TO 5 PTS)

- Candidate serves all items/courses within allotted the 15 minute window.
 - After the window closes, the candidate will have an additional 10 minute grace period to serve his/her food. However, 1 point per minute will be deducted, which can result in an additional negative score of 5 pts. off the final score. If you miss both the 15 minute window and the 10 minute grace period, your food will not be tasted and you will be ineligible for certification at this time.

FLOOR SCORE SHEET

Candidate: _____

Evaluator: _____

Food is Servable: Y / N

Any food deemed **un-servable* by the Floor Evaluator will not be evaluated by the Tasting Judges. Candidate will receive a tasting score of **zero** for that menu segment.

Criteria	Scores	Total
Mise en Place, Organization, and Cleanliness		
Timely Menu Submission (1 pt)		/7
Timeline/Game Plan Preparation/Utilization (1 pt)		
Station Organization/Cleanliness (4 pts)		
Kitchen Organization/Cleanliness (1 pt)		
Safety		
Demeanor/Equipment Operation/Knife Usage (2 pts)		/2
Sanitation Procedure		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintaining Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
Cooking Techniques, Skills, and Fundamentals		
Equipment Usage (2 pts)		/14
Knife Skills (did candidate complete all knife cuts) 8 pts		
Cooking Technique (4 pts)		
Proper Utilization of Ingredients and Leftovers		
Usable Trim (1 pts)		/2
Proper Storage (1 pts)		
Timing of Service		
All food served within 15 min. window**		/5
Total Score		/35

Important Notes:

***Un-Servable:** Food that is unfit for human consumption due to cross-contamination, under-cooking, or other mishandling/abuse that could cause illness.

**Once your 15 minutes of service time ends you will lose 5 points but you will be given an additional 10 minutes to serve your food. However, during this time, the floor evaluator will deduct 1 point per minute up to a maximum of 10 more points for late service. Once this 10 minute grace period ends, your food will not be tasted and you will be ineligible for certification at this time.

CULINARY FUNDAMENTALS: EVALUATION GUIDELINES FOR TASTING SCORE SHEET

PRESENTATION (1 PT EACH = 5 PTS)

- Functional Garnish
 - Candidate uses a garnish that is appropriate to the dish and is edible.
- Balance
 - Candidate's choice of ingredients and cooking techniques are complementary to the assigned dish.
- Visual Appeal
 - Unity: Candidate's plate presents a cohesive unit.
 - Focus: Candidate's plate has an identifiable focal point.
 - Flow: Candidate's plate demonstrates flow from item to item.
- Plate Cleanliness
 - Candidate's plate should have nothing on the rim.
- Plate Temperature
 - Candidate should plate hot food on hot plates and cold food on cold plates.

TASTE (27 PTS)

- Temperature (7pts)
 - Candidate's food items and plate are at the appropriate temperature:
 - Cold items are cold and served on cold plates.
 - Hot items are hot and served on hot plates.
- Texture (6 pts)
 - Candidate's dish has the appropriate texture (i.e. fried dishes are crispy, poached dishes are tender, etc.).
- Aroma/Flavor Development (7 pts)
 - Candidate's dish has an appealing aroma that stimulates the appetite.
 - Candidate's dish exhibits proper flavor development through proper cooking techniques (i.e. grilled items have a slightly charred, smoky flavor, roasted items have proper browning which leads to depth of flavor, etc.).
- Seasoning (7 pts)
 - Candidate properly seasons the dish with salt and pepper and uses other seasonings where appropriate.

COMPETENCY EXECUTION (20 PTS)

- Soup Cookery
 - Ingredient Selection (2 pts)
 - Candidate chose the appropriate ingredients for the assigned soup.
 - Portion Size (2 pts)
 - Candidate served the appropriate amount of soup.
 - Cooking Technique (10 pts)
 - Candidate's soup reflects the assigned technique.
 - Candidate's soup was properly executed resulting in appropriate color, texture, and consistency.
 - Knife Cuts (4 pts)
 - Candidate's knife cuts are of the appropriate size and shape.
 - Consistency Across Plates (2 pts)
 - Candidate's final products are consistent across the plates.
- Salad/Dressing Preparation
 - Ingredient Selection (2 pts)
 - Candidate selected greens that were complementary to their assigned dressing.
 - Portion Size (2 pts)
 - Candidate served the appropriate amount of salad.
 - Cooking Technique (10 pts)
 - Candidate's salad has been properly washed and dried.
 - Candidate's dressing reflects the assigned style.
 - Candidate used the appropriate amount of dressing.
 - Knife Cuts (4 pts)
 - Candidate's knife cuts are of the appropriate size and shape.
 - Consistency Across Plates (2 pts)
 - Candidate's final products are consistent across the plates.
- Entrée Preparation
 - Ingredient Selection (2 pt)
 - Candidate selects proper ingredients for assigned item.
 - Portion Size (2 pts)
 - Candidate's plate has the proper balance of protein, starch, and vegetable.
 - Cooking Technique (10 pts)

- Candidate's protein is properly cooked and reflects the assigned cooking method.
- Candidate's vegetable is properly cooked
 - (1) Proper texture.
 - (2) Proper color.
- Candidate's starch is properly cooked.
- Candidate's sauce is of the proper consistency and served in the proper quantity.
- Knife Cuts (4 pts)
 - Candidate's knife cuts are of the appropriate size and shape.
 - Candidate's protein is carved appropriately (if applicable).
- Plate Consistency (2 pts)
 - Candidate's final products are consistent across the plates.

KNIFE SKILLS (8 PTS)

- Accuracy (4pts each = 8 pts)
 - Size
 - Candidate produces vegetable and fruit cuts that are standard classical size.
 - Shape
 - Candidate produces fruit and vegetable cuts that are standard classical shape.

COMMUNICATION (2.5 PTS EACH = 5 PTS)

- Menu Discussion
 - Candidate is able to intelligently and concisely describe and discuss the items on the menu.
- Discuss Positives/Negatives of Execution
 - Candidate is able to discuss the positive and negative aspects of his/her experience in the kitchen for the day.

TASTING SCORE SHEET

Candidate: _____

Evaluator: _____

Food is Servable: Y / N

Important Notes: Any food deemed **un-servable* by the Floor Evaluator or Tasting Evaluator it will not be evaluated by the Judges. Candidate will receive a tasting score of **zero** for that menu segment. Points may still be awarded for the communication piece.

<i>Culinary Fundamentals</i>				
Criteria	Score			Avg.
Presentation	Soup	Salad	Entrée	
Functional Garnish (1 pt)				
Balance (1 pt)				
Visual Appeal (1 pt)				
Plate Cleanliness (1 pt)				
Plate Temperature (1 pt)				
Totals:	/5	/5	/5	/5
Taste	Soup	Salad	Entrée	
Temperature (7 pts)				
Texture (6 pts)				
Aroma/Flavor Development (7 pts)				
Seasoning (7 pts)				
Totals:	/27	/27	/27	/27
Competency Execution	Soup	Salad	Entrée	
Ingredient Selection (2 pts)				
Portion Size (2 pts)				
Cooking/Prep. Techniques (14 pts)				
Plate Consistency (2 pts)				
Totals:	/20	/20	/20	/20
Knife Skills	Soup	Salad	Entrée	
Accuracy: Size (4 pts)				
Accuracy: Shape (4 pts)				
Totals:	/8	/8	/8	/8
Communication	Soup	Salad	Entrée	
Menu Discussion (2.5 pts)				
Discuss Positive /Negative of Execution (2.5 pts)				
Totals:	/5	/5	/5	/5
Total Score:	/65	/65	/65	/65

EGG COOKERY AND FISH STOCK PREPARATION: COMPETENCIES AND KEY TERMS

Use the following list of competencies and key terms to prepare for the egg cookery, and stock preparation segment of the practical examinations.

COMPETENCIES

- *Successful candidates are able to...*Demonstrate methods of egg cookery.
- Demonstrate stock preparation.
- Demonstrate proper safety and sanitation procedures.
- Demonstrate effective organization, workmanship, and presentation.

KEY TERMS

Stock

French rolled omelet

Hard-cooked/hard-boiled eggs

Mise en place

Over-easy eggs

Poached eggs

Sachet d'épices

Soft-cooked/soft-boiled eggs

EGG COOKERY AND FISH STOCK PREPARATION: PRACTICAL SKILLS GUIDELINES

Practical knife skills that will be demonstrated during the week:

EGG DISHES

- Produce 2 French-Style (Rolled) Omelets (3 eggs per portion)
- Produce, after random selection, ONE of the following egg dishes:
 - 2 Portions of Poached Eggs (2 Eggs per Portion)
 - 2 Portions of Soft-Boiled Eggs (2 Eggs per Portion)
 - 2 Portions of Over-Easy Eggs (2 Eggs per Portion)

STOCK

- Produce 1 Quart of Fish Stock

EGG COOKERY AND FISH STOCK PREPARATION: EVALUATION GUIDELINES FOR FLOOR SCORE SHEETS

FOOD IS SERVABLE (Y/N)

- This criteria is evaluated strictly on a yes/no basis, either the food is safe/servable or it is not.
- The Floor or tasting evaluators will determine if any food is **un-servable**. Food deemed un-servable will not be evaluated. **The candidate will receive a tasting score of zero for that food item.** Points may still be awarded for the communication piece.
 - **Un-Servable Food:** Food that is unfit for human consumption due to cross-contamination, under-cooking, or other mishandling/abuse that could cause illness.

MISE EN PLACE, ORGANIZATION, AND CLEANLINESS (7 PTS)

- Timely Menu Submission: (1 pt)
 - Candidate submits *two* neatly typed menus to the Floor Evaluator each day before the start of the exam.
- Timeline/Game Plan Preparation/Utilization: (1 pt)
 - Candidate prepares a timeline/game plan and references it throughout the day's production.
 - The timeline/game plan should be large enough to be viewed at a distance.
- Station Organization/Cleanliness: (4 pts)
 - Candidate has out only the food, tools, and equipment necessary for the current preparation. The station remains free of clutter.
 - Candidate's station is free of spills, crumbs, scraps, etc.
 - Candidate's station is contained to designated area; it does not impede the work of others.
 - Candidate works in an organized, methodical manner transitioning smoothly between tasks.
 - Candidate exits the exam leaving his/her station neat and clean.
 - Candidate's knife kit/ toolbox is clean and sanitary inside.
- Kitchen Organization/Cleanliness: (1 pt)
 - Candidate contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors.

SAFETY (2 PTS)

- Candidate moves safely around the kitchen (i.e. alerts other candidates when he/she is behind them or is close to them with knives and/or hot items).
- Candidate safely handles knives.
- Candidate's knives are properly sharpened.
- Candidate safely operates equipment.

SANITATION PROCEDURE (1 PT EACH = 5 PTS)

- Candidate Enters Exam Wearing the Proper Uniform:
 - Non-slip kitchen shoes (i.e. Kitchen Clogs), Chef's Pants, Chef's Coat, Toque*, Apron*, Side Towel*, Pen, and Thermometer. *(Toque, Apron, and Side Towel are provided by the CIA)
 - Candidate's uniform is clean and properly maintained.
 - Candidate wears uniform at all times in the kitchen.
- Appropriate Use of Gloves:
 - Candidate wears gloves when handling food items that are ready to eat, according to CIA policy.
 - Candidate wears gloves when plating food.
- Avoids Cross-Contamination:
 - Candidate washes hands, cutting boards, knives, etc. when transitioning from fish to meat to vegetable or dairy preparation.
 - Candidate keeps all finished products away from raw ingredients.
 - Candidate uses a clean tasting spoon every time - no "double-dipping".
- Maintaining Proper Food Temperatures:
 - Candidate stores products properly and at the right temperatures according to ServSafe standards.
- Proper Recycling:
 - Candidate uses the proper receptacles for the various types of waste.

COOKING TECHNIQUES, SKILLS, AND FUNDAMENTALS (14 PTS)

- Equipment Usage (2 pts)
 - Candidate chooses appropriate equipment for each task.
 - Candidate uses equipment properly, according to its intended use.
- Knife Skills (8 pts)
 - Candidate uses the proper knife for each task.

- Candidate demonstrates the proper cutting technique for each task.
- Cooking Technique (4 pts)
 - Candidate uses the proper technique for each task.
 - Candidate properly executes each technique.

**PROPER UTILIZATION OF INGREDIENTS AND LEFTOVERS
(1 PTS EACH = 2 PTS)**

- Usable Trim:
 - Candidate saves and properly stores trim that is still usable.
- Proper Storage:
 - Candidate properly stores all food items. Food should be:
 - Wrapped
 - Labeled
 - Dated
 - Properly Shelved

TIMING OF SERVICE IF LATE (-1) POINT PER MINUTE UP TO (-10) POINTS

- Candidate serves all items/courses within allotted 15 minute window (20 minute window for egg cookery and fish stock on Days Two and Three).
 - After the window closes, the candidate will have an additional 10 minute grace period to serve his/her food. However, during this grace period, the floor evaluator will deduct 1 point per minute up to a maximum of 10 points for late service. After this 10 minute grace period your food will not be tasted and you will be ineligible for certification at this time.

FLOOR SCORE SHEET

Candidate: _____ Evaluator: _____

Food is Servable: Y / N

Any food deemed **un-servable* by the Floor Evaluator will not be evaluated by the Tasting Judges. Candidate will receive a tasting score of **zero** for that menu segment.

Criteria	Scores	Total
Mise en Place, Organization, and Cleanliness		
Timely Menu Submission (1 pt)		/7
Timeline/Game Plan Preparation/Utilization (1 pt)		
Station Organization/Cleanliness (4 pts)		
Kitchen Organization/Cleanliness (1 pt)		
Safety		
Demeanor/Equipment Operation/Knife Usage (2 pts)		/2
Sanitation Procedure		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintaining Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
Cooking Techniques, Skills, and Fundamentals		
Equipment Usage (2 pts)		/14
Knife Skills (did candidate complete all knife cuts) 8 pts		
Cooking Technique (4 pts)		
Proper Utilization of Ingredients and Leftovers		
Usable Trim (1 pts)		/2
Proper Storage (1 pts)		
Timing of Service		
All food served within 15 min. window**		/5
Total Score		/35

Important Notes:

***Un-Servable:** Food that is unfit for human consumption due to cross-contamination, under-cooking, or other mishandling/abuse that could cause illness.

**Once your 15 minute service time ends you will lose 5 points but you will be given an additional 10 minutes to serve your food. However, during this time, the floor evaluator will deduct 1 point per minute up to a maximum of 10 more points for late service. Once this 10 minute grace period ends, your food will not be tasted and you will be ineligible for certification at this time.

EGG COOKERY, AND STOCK PREPARATION: EVALUATION GUIDELINES FOR TASTING SCORE SHEET

EGG COMPETENCY #1: FRENCH ROLLED OMELET (20PTS)

- Seasoning (6 pts)
 - Candidate properly seasons eggs with salt and pepper.
- Presentation (1.5 pts)
 - Candidate presents a *neatly* rolled omelet on a clean plate.
- Execution (15 pts total)
 - Proper Procedure (5pts)
 - Candidate properly mixes eggs.
 - Candidate uses the proper cooking technique.
 - Doneness/ Color (5pts)
 - Candidate cooks the omelets to the proper doneness.
 - Uniformity across portions (5pts)

EGG COMPETENCY #2: MOIST OR DRY HEAT (20 PTS)

- Seasoning (6 pts)
 - Candidate properly seasons eggs with salt and pepper.
- Presentation (1.5 pt)
 - Candidate **neatly** presents the eggs on a clean plate or bowl.
- Execution (15 pts total)
 - Proper Procedure (5 pts)
 - Candidate properly executes the specified cooking technique.
 - Doneness/ Color (5 pts)
 - Candidate cooks the eggs to the proper doneness for the specified cooking technique.
 - Uniformity Across Portions (5 pts)
 - Candidate produces consistent products.

STOCK (5 PTS EACH = 20 PTS)

- Clarity
 - Candidate produces a stock which is clear, not cloudy.
- Color
 - Candidate produces a stock which is light gold in color.
- Aroma
 - Candidate produces a stock which smells primarily of *fresh* fish, with a background of mirepoix.
- Flavor
 - Candidate produces a stock which tastes primarily of *fresh* fish, with a background of mirepoix.
 - Candidate's stock is presented *unsalted*.

TASTING SCORE SHEET

Candidate: _____

Evaluator: _____

Food is Servable: Y / N

Important Notes: Any food deemed **un-servable* by the Floor Evaluator will not be evaluated by the Tasting Judges. Candidate will receive a tasting score of **zero** for that menu segment. Points may still be awarded for the communication piece.

<i>Egg Cookery and Stock Preparation</i>				
Criteria	Score			Avg.
Egg Competency #1: French Rolled Omelet				
Seasoning (6 pts)				
Presentation (1.5 pts)				
Execution: Proper Procedure (5 pts)				
Execution: Doneness/Color (5 pts)				
Execution: Uniformity Across Portions (5 pts)				
Totals:				/22.5
Egg Competency #2: Moist or Dry Heat				
Seasoning (6 pts)				
Presentation (1.5 pts)				
Execution: Proper Procedure (5 pts)				
Execution: Doneness/Color (5 pts)				
Execution: Uniformity Across Portions (5 pts)				
Totals:				/22.5
Stock				
Clarity (5 pts)				
Color (5 pts)				
Aroma (5 pts)				
Flavor (5 pts)				
Totals:				/20
Total Score:		/65		/65
<i>Culinary Fundamentals</i>				
Criteria	Score			Avg.
Presentation	Soup	Salad	Entrée	
Functional Garnish (1 pt)				
Balance (1 pt)				
Visual Appeal (1 pt)				
Plate Cleanliness (1 pt)				
Plate Temperature (1 pt)				
Totals:	/5	/5	/5	/5

Taste	Soup	Salad	Entrée	
Temperature (7 pts)				
Texture (6 pts)				
Aroma/Flavor Development (7 pts)				
Seasoning (7 pts)				
Totals:	/27	/27	/27	/27
Competency Execution	Soup	Salad	Entrée	
Ingredient Selection (2 pts)				
Portion Size (2 pts)				
Cooking/Prep. Techniques (14 pts)				
Plate Consistency (2 pts)				
Totals:	/20	/20	/20	/20
Knife Skills	Soup	Salad	Entrée	
Accuracy: Size (4 pts)				
Accuracy: Shape (4 pts)				
Totals:	/8	/8	/8	/8
Communication	Soup	Salad	Entrée	
Menu Discussion (2.5 pts)				
Discuss Positive /Negative of Execution (2.5 pts)				
Totals:	/5	/5	/5	/5
Total Score:	/65	/65	/65	/65

PROCHEF COMMUNITY TABLE

The following items will be made available to candidates during the exam.

<p><u>Flours & Thickeners</u></p> <ul style="list-style-type: none"> • Arrowroot • Cornstarch • All-purpose flour • Bread flour • Cake flour • Durum flour 	<p><u>Sweeteners</u></p> <ul style="list-style-type: none"> • Honey • Brown sugar • White sugar 	<p><u>Nuts</u></p> <ul style="list-style-type: none"> • Almonds (whole, sliced, slivered) • Cashews • Hazelnuts • Peanuts • Pecans • Pine nuts • Walnuts 	<p><u>Oils</u></p> <ul style="list-style-type: none"> • Canola oil • Olive oil • Extra virgin olive oil • Peanut oil • Sesame oil • Vegetable spray • Vegetable oil 	<p><u>Vinegars</u></p> <ul style="list-style-type: none"> • Balsamic vinegar • Cider vinegar • Red wine vinegar • Rice vinegar • Sherry vinegar • Tarragon vinegar • White wine vinegar
<p><u>Spices & Seasonings</u></p> <ul style="list-style-type: none"> • Saffron • Kosher salt • Standard salt • Assorted spices 	<p><u>Condiments</u></p> <ul style="list-style-type: none"> • Currant jelly • Ketchup • Dijon mustard • Pommery mustard • Tabasco 	<p><u>Wine & Spirits</u></p> <ul style="list-style-type: none"> • Apple Jack • Brandy • Burgundy wine • Chablis • Madeira • Marsala • Red Port • Sherry wine 	<p><u>Stocks</u></p> <ul style="list-style-type: none"> • Brown veal stock • White beef stock • Chicken stock 	<p><u>Dairy</u></p> <ul style="list-style-type: none"> • Butter (unsalted) • Buttermilk • Cream cheese • Eggs • Heavy cream • Mayonnaise • Parmesan cheese • Ricotta cheese • Skim milk • Whole milk • Sour cream • Yogurt
<p><u>Breads & Miscellaneous Pantry Items</u></p> <ul style="list-style-type: none"> • French bread • Pullman bread • Breadcrumbs • Capers • Grape leaves • Crushed tomatoes • Tomato paste • Tomato purée 	<p><u>Kitchen -Produce</u></p> <ul style="list-style-type: none"> • Fresh garlic • Ginger • Red onions • Russet potatoes • Shallots • Yellow onions • Carrots • Celery • Lemons • Limes • Basil • Chives 	<p><u>Kitchen Produce</u></p> <ul style="list-style-type: none"> • Belgian endive • Iceberg lettuce • Mesclun salad mix, field greens, spring salad mix (or assorted baby salad greens) • Radicchio • Romaine lettuce • Cucumbers • Radishes • Plum tomatoes • Cherry/Grape tomatoes • Apples • Flat-leaf parsley • Rosemary • Thyme 	<p><u>Freezer</u></p> <ul style="list-style-type: none"> • Corn niblets • Corn tortillas (yellow) • Flour tortillas • Petite peas • Phyllo dough • Puff pastry sheets • Spring roll wrappers • Wonton wrappers 	<p><u>Meat Items</u></p> <ul style="list-style-type: none"> • Ham hocks • Bacon

WRITTEN EXAMINATION OVERVIEW

PROCHEF LEVEL I WRITTEN EXAMINATIONS

- Food Safety and Sanitation
- Culinary Math
 - Weights and Measures
 - Recipe Conversion, Yield, and Ratios
 - Food Costing
- Fundamental Nutrition
- Product Identification
 - The product identification exam is not web based and will take place on day three of certification.

RESPONSIBILITIES

It is your responsibility to prepare for the examinations. In the Appendix, you will find a listing of textbooks, DVDs, and podcasts that contain the material covered in these exams. We recommend that you complete the questions and activities at the end of the chapters and study the sample questions appearing at the end of each exam section to familiarize yourself with their format and content.

TIMING

You will receive one hour to complete each written examination.

MAKE-UPS

You will be given an opportunity to retake up to two of the written examinations you did not pass. The scores for the original and make up exams will be averaged together. If the average of the two exams is below 65%, you will be ineligible for certification for the current assessment period. You may, however, reapply to take the ProChef Certification Exam.

FOOD SAFETY AND SANITATION: WRITTEN EXAM

The food safety and sanitation written examination contains a combination of 25 multiple choice and true/false questions. Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Successful candidates are able to...

- Discuss food-borne illnesses, including populations at highest risk for contracting these illnesses, and methods of prevention.
- Identify and describe potential hazards to food safety including biological, physical, and chemical contaminants.
- List and describe pathogens associated with various types of foods and state methods of prevention.
- Identify common food allergens, allergy symptoms, and methods of prevention.
- Discuss procedures for safe food handling.
- Outline and describe the steps in the flow of food.
- Define key concepts that should be regulated in the flow of foods such as cross-contamination and time-temperature abuse.
- Discuss guidelines for proper food cooking, cooling, storage, reheating, and holding.
- Identify the steps in a HACCP plan.

KEY TERMS

Antiseptic
At-risk groups
Bacteria
Bacterial growth
Biological hazard
Botulism
Chemical hazard
Clean
Contaminant
Cooling procedures
Cross-contamination
FAT TOM
FIFO
Food allergen
Food safety management system
Food storage procedures
Food-borne illness
HACCP
Hand-washing
Hepatitis
Infestation
Internal cooking temperature
Internal storage temperature
LIFO
Pathogen
Physical hazard
Reheat
Rinse
Salmonellosis
Sanitize
Shellstock tag
Shiga Toxin-Producing E. Coli
TCS
Temperature danger zone
Thawing
Time-temperature abuse
Toxin
Virus
Ciguartera toxin

SAMPLE QUESTIONS

1. **Why are infants and young children at a higher risk contracting for food-borne illness?**
 - a. They are more likely to spend time in a hospital
 - b. Their immune systems are not yet fully developed
 - c. They are more likely to suffer allergic reactions
 - d. Their appetites are suppressed

2. **Several people became ill with *Bacillus Cereus* Gastroenteritis after eating time-temperature abused rice. This result is an example of what?**
 - a. Cross-contamination
 - b. Food-borne illness
 - c. Food irradiation
 - d. Stationary phase

3. **Which of the following is a seafood toxin?**
 - a. Botulism
 - b. Cyanide
 - c. Ciguatera
 - d. None of the above

4. **Which of the following food-borne illnesses is a potential risk of eating raw shellfish?**
 - a. Hepatitis A
 - b. Salmonella
 - c. E-coli
 - d. Botulism

5. **The potential to transmit food-borne illness ends after the food is fully cooked.**
 - a. True
 - b. False

6. **Which is a TCS food?**
 - a. Saltines
 - b. Bananas
 - c. Sprouts
 - d. Coffee

7. Which of the following is a biological contaminant?
- Bones in a chicken fillet
 - Ciguatera toxin in a red snapper
 - Metal shavings in a can of peaches
 - Tomato juice served in a pewter pitcher
8. Peanuts and soy products are dangerous for people with what condition?
- FAT TOM
 - Food allergies
 - Chemical sensitivity
 - Poor personal hygiene
9. The proper internal cooking temperature for eggs that will be served immediately is _____.
- 165°F
 - 155°F
 - 140°F
 - 145°F
10. Which of the following is a safe and acceptable way to thaw a frozen 20 lb. turkey?
- Gradual thawing under refrigeration
 - Under 120°F running water
 - Thawing at room temperature
 - In a kettle of cool water on the counter
11. All hot foods should be held at a temperature no less than _____.
- 115°F/46°C
 - 125°F/52°C
 - 135°F/57°C
 - 155°F/68°C
12. How should a prep table be cleaned and sanitized?
- Spray with a cleaning solution, and then wipe with a sanitized cloth
 - Spray with a sanitizing solution, rinse with clean water, and then dry
 - Brush off loose dirt with a clean cloth, and then wipe or spray with a sanitizing solution
 - Clean the surface, rinse the surface, sanitize the surface, and then allow the surface to air-dry

13. Handwashing is the most important part of personal hygiene.

- a. True
- b. False

14. Most regulations for foodservice operations are written at what level?

- a. City
- b. County
- c. State
- d. Federal

15. HACCP is a federally-mandated program established and regulated by the FDA and USDA.

- a. True
- b. False

ANSWER KEY

- 1. b
- 2. b
- 3. c
- 4. a
- 5. b
- 6. c
- 7. b
- 8. b
- 9. d
- 10. a
- 11. c
- 12. d
- 13. a
- 14. c
- 15. b

RECIPE CONVERSION, YIELD, AND RATIOS: WRITTEN EXAM

The recipe conversion, yield, and ratios written examination consists of 25 multiple choice questions. Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Successful candidates are able to...

- Determine recipe yields.
- Adjust recipe yields.
- Calculate ingredient quantities based on yield percentages.
- Calculate yield percentages for ingredients based on trim loss.
- Recognize and apply standard kitchen ratios.
- Evaluate purchasing information based on portion size, portion quantity, and yield information.

KEY TERMS

Portion size	Recipe yield
Purchasing yield	Trim
Ratio	Yield
Recipe conversion	Yield percent
Recipe conversion factor (RCF)	

SAMPLE QUESTIONS

1. A recipe for soup makes 5 gallons and calls for 2 cups of tomato juice. You want to make thirty 6-ounce portions. How many cups of tomato juice should you use? (1 cup of soup is equal to 8 ounces)

- a. 0.57 cups
- b. 1.42 cups
- c. 0.71 cups
- d. 2 cups

2. The basic ratio for custard is as follows:

4 parts milk

2 parts egg

1 part sugar

If you want to make 14 lb. 6 oz. of custard, how many ounces of milk should you use?

- a. 230 oz.
- b. 32.86 oz.
- c. 524.7 oz.
- d. 131.4 oz.

3. You purchased 15 pounds of russet potatoes. After cleaning the potatoes, there are 3.75 pounds of peels. What is the yield percent?

- a. 25%
- b. 75%
- c. 11.25%
- d. 80%

4. Sally is serving brunch for 25 people. Each person will be served an 8-oz. glass of cranberry juice. How many quarts of cranberry juice will she need to purchase?

- a. 6 quarts
- b. 7 quarts
- c. 12.5 quarts
- d. 1.56 quarts

5. According to "The Professional Chef," how many pounds of fish bones are required to make 1 gallon of fish stock?
- a. 6 lb.
 - b. 8 lb.
 - c. 11 lb.
 - d. 3 lb.

ANSWER KEY

- 1. a
- 2. d
- 3. b
- 4. b
- 5. c

WEIGHTS AND MEASURES: WRITTEN EXAM

The weights and measures written examination consists of 25 multiple choice questions. Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Successful candidates are able to...

- Convert between different units of weights and measures.
 - Convert from volume to volume measurements.
 - Convert from weight to weight measurements.
 - Convert from volume to weight measurements.
 - Convert from weight to volume measurements.
 - Convert from metric to standard measurements.

KEY TERMS

Cup (C, c, cup)
Fluid Ounce (fl. oz.)
Gallon (G, Gal.)
Gram (g)
Kilogram (Kg)
Liter (L)
Milliliter (mL)
Ounce (oz.)
Pint (pt.)

Pound (lb., #)
Quart (qt.)
Quarts (qt.)
Tablespoon (Tbsp., T)
Teaspoon (tsp., t)
Unit of measurement
Volume
Weight
Weight ounce (wt. oz.)

SAMPLE QUESTIONS

- 3 teaspoons = _____ tablespoon(s)**
 - 1 tablespoon
 - 2 tablespoons
 - $\frac{1}{2}$ tablespoon
 - $\frac{1}{3}$ tablespoon
- 11 cups = _____ pint(s)**
 - 2.75 pints
 - 11 pints
 - $5\frac{1}{2}$ pints
 - 1.37 pints
- 8 fl. oz. = _____ teaspoon(s)**
 - 16 teaspoons
 - 48 teaspoons
 - 24 teaspoons
 - 4 teaspoons
- 5500 mL = _____ liter(s)**
 - 5.5 liters
 - 55 liters
 - 550 liters
 - 0.5 liters
- 10 lb. = _____ wt. oz.**
 - 16 wt. oz.
 - 4.53 wt. oz.
 - 4,536 wt. oz.
 - 160 wt. oz.
- 100 kg = _____ g**
 - 1 g
 - 100,000 g
 - 10 g
 - 220 g

7. Given that 1 cup of cumin weighs 4 ounces, how much does 1 teaspoon of cumin weigh?
- a. 8 wt. oz.
 - b. 0.08 wt. oz.
 - c. 0.8 oz.
 - d. 0.25 wt. oz.
8. Given that 1 tablespoon of allspice weighs 0.2 oz., how many tablespoons can be measured from a 2 oz. jar?
- a. 20 tablespoons
 - b. 2 tablespoons
 - c. 5 tablespoons
 - d. 10 tablespoons
9. 150 g = _____ wt. oz.
- a. 5.29 wt. oz.
 - b. 9.38 wt. oz.
 - c. 4,253 wt. oz.
 - d. 0.15 wt. oz.
10. 4 lb. = _____ kg
- a. 4 kg
 - b. 64 kg
 - c. 1.81 kg
 - d. 1,814 kg

ANSWER KEY

- 1. a
- 2. c
- 3. b
- 4. a
- 5. d
- 6. b
- 7. b
- 8. d
- 9. a
- 10. c

FOOD COSTING: WRITTEN EXAM

Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Given the costing sheet, a recipe, a price list, and yield information, successful candidates will be able to...

- Determine the cost of individual ingredients within a recipe.
- Determine the total cost of a recipe.
- Determine the cost per portion of a recipe.
- Determine the selling price of a recipe.

KEY TERMS

As purchased price	Portion size
As purchased cost (APC)	Product yield percentage
As purchased quantity (APQ)	Purchase unit
Cost per portion	Scaling factor
Cost per unit	Selling price
Current market price	Total cost
Edible portion quantity (EPQ)	Total cost
Edible purchased cost (EPC)	Total recipe cost
Food cost	Trim
Food cost percent (%)	Trim loss percentage
Number of portions	Volume-to-weight conversion
Portion cost	Yield percentage

SAMPLE FOOD COST FORM AND SAMPLE QUESTIONS

Complete the following food cost form to determine the total recipe cost, cost per portion, and the selling price.

Menu Item: Southwest White Bean Stew Date: _____

Number of Portions: 10 Servings Portion Size: _____

Cost per Portion: _____ Selling Price: _____ Food Cost Percent: 25 %

Ingredients	Recipe Quantity (EP)			Cost			Total Cost
	Weight	Volume	Count	APC/Unit	Yield %	EPC/Unit	
1. Navy beans, dried	14 oz.			\$.47/lb.	100%		
2. Chicken stock		2 qt.		\$2.00/gal.	100%		
3. Bouquet garni			1 ea.	\$0.05 ea.	100%		
4. Garlic, chopped (1 cup = 4.6 oz.)		1.5 Tbsp.		1.73/lb.	88.1%		
5. Safflower oil (1 cup = 8 oz.)		2 tsp.		\$2.35/33.8 oz.	100%		
6. Red onion, diced	4 oz.			\$.40/lb.	90.6%		
7. Bell peppers, diced	4 oz.			\$.61/lb.	84.4%		
8. Jalapeno, seeded, diced	2 oz.			\$1.59/lb.	81.3%		
9. Garlic, minced	1 oz.			\$1.73/lb.	88.1%		
10. Cumin, ground (1 Tbsp. = .208 oz.)		1 Tbsp.		\$8.64#	100%		
11. Sherry vinegar		2 fl. oz.		\$3.54/33.8 oz.	100%		
12. Tomato concassé	4 oz.			\$1.73/lb.	78.4%		
13. Cilantro, chopped (1 bu = 2.8 oz.) (1 Tbsp. = 0.86 oz.)		2 Tbsp.		\$.32/bu.	46.4%		
Total Recipe Cost							

ANSWER KEY

1. \$.42
2. \$1.00
3. \$0.05
4. \$0.06
5. \$0.03
6. \$.12
7. \$.19
8. \$.25
9. \$.13
10. \$.12
11. \$.21
12. \$.56
13. \$.43

Total Recipe Cost: \$3.57

Cost per Portion: \$.357

Selling Price: \$1.428

FUNDAMENTAL NUTRITION: WRITTEN EXAM

The fundamental nutrition examination contains a combination of 25 multiple choice and true/false questions. Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Successful candidates are able to...

- Discuss basic nutrition concepts.
- List the six classes of nutrients and describe the function of each.
- Identify foods that are a good source of each type of nutrient.
- Identify the three energy-yielding nutrients and state the number of calories per gram for each of these nutrients.
- Describe nutrient-dense and empty-calorie foods and list examples of each.
- Discuss the USDA Dietary Guidelines for Americans and list key recommendations.
- Identify the parts of a whole grain and provide examples of whole-grain products.
- List the three types of fatty acids and identify sources associated with each variety.
- Identify fat-soluble and water-soluble vitamins.
- Compare and contrast vegan and vegetarian diets.
- Discuss concepts related to organic farming, sustainable agriculture, and other green initiatives.

KEY TERMS

Alcohol
Allergen
Amino acid
Antioxidant
Calorie/kilocalorie
Carbohydrate
Complete protein
Complex carbohydrate
Cholesterol
Dietary guidelines for Americans
Empty-calorie food
Fat
Fats/lipid
Fat-soluble vitamin
Fiber
Food label
Heart disease
Macronutrient
Micronutrients
Mineral
Monounsaturated fatty acid
Nutrient
Nutrient-dense food
Obesity
Oil
Omega-3 fatty acid
Organic food
Phytochemicals
Polyunsaturated fatty acid
Saturated fatty acid
Simple carbohydrate
Sodium
Sugar
Sustainable agriculture
Trans fatty acid
Type 2 diabetes
USDA
Vegan diet
Vegetarian diet
Vitamin
Water-soluble vitamin
Whole grain

SAMPLE QUESTIONS

1. There are _____ calories in 1 gram of alcohol.
 - a. 3
 - b. 4
 - c. 7
 - d. 9
2. If a food contains 8 grams of carbohydrates, 4 grams of protein, and 1 gram of fat, how many calories does it contain in total?
 - a. 55
 - b. 57
 - c. 60
 - d. 70
3. People following a vegan diet do not consume cheese or other dairy-based products.
 - a. True
 - b. False
4. The basic building blocks of proteins are _____.
 - a. Micronutrients
 - b. Amino acids
 - c. Fatty acids
 - d. Enzymes
5. Which of the following fatty acids is the greatest contributor to heart disease?
 - a. Saturated fatty acids
 - b. Trans fatty acids
 - c. Polyunsaturated fatty acids
 - d. Monounsaturated fatty acids
6. Which of the following is a good source of monounsaturated fatty acids?
 - a. Olive oil
 - b. Sunflower oil
 - c. Soybean oil margarine
 - d. Shrimp

7. When whole grains are refined, the starchy part that remains comes from what part of the kernel?
- The germ
 - The endosperm
 - The bran
 - The hull
8. Which of the following is not a good source of vitamin A?
- Sweet potatoes and carrots
 - Spinach and broccoli
 - Beef liver
 - They are all good sources of vitamin A
9. How many milligrams of sodium are in one teaspoon of table salt?
- 4,000
 - 2,300
 - 1,200
 - 1,800
10. Carbohydrates are necessary for the body to work efficiently and to fulfill its energy needs.
- True
 - False

ANSWER KEY

- c
- b
- a
- b
- b
- a
- b
- d
- b
- a

PRODUCT IDENTIFICATION: WRITTEN EXAM

The food safety written examination consists of identifying 25 multiple products. In addition, you will be required to answer one question about each item. Use the following list of competencies, key terms, and sample questions to prepare for the exam.

COMPETENCIES

Successful candidates are able to...

- Identify a variety of produce, cheese, grains, meat, poultry, and seafood items using commonly accepted foodservice terms.
- Demonstrate a basic knowledge regarding the above products.

KEY TERMS *see next page*

KEY TERMS

Airline chicken breast	Cornmeal	Parsnip
Arugula	Dairy	Pistachios
Bacon	Dijon mustard	Plum tomato
Balsamic vinegar	Eggplant	Poppy seeds
Barley	English cucumber	Pork cutlet
Basil	Fennel	Portobello mushroom
Bay leaf	Feta	Powdered sugar
Beef sirloin	Fines herbes	Prosciutto
Beef strip loin	Flat-leaf parsley	Radish
Beef tenderloin	Frisée	Red pepper flakes
Bell pepper	Garlic	Rolled oats
Beet	Ginger	Romaine lettuce
Belgian endive	Grain	Russet potato
Blue cheese	Granulated sugar	Saffron
Black peppercorns	Grapefruit	Salmon fillet
Boston bibb lettuce	Green beans	Salt
Brie	Green onion	Salt pork
Broccoli	Habañero	Seed
Broccoli rabe	Haricots verts	Sesame oil
Brown rice	Honey	Sesame seeds
Brown sugar	Israeli couscous	Shallot
Brussels sprouts	Jalapeño pepper	Short-grain rice
Butter	Leeks	Sole fillet
Butternut squash	Lentils	Sour cream
Button mushroom	Loin	Spinach
Canadian bacon	Long-grain rice	Split peas
Carrot	Maple syrup	Spring greens
Celery	Molasses	Sugar snap peas
Cheddar cheese	Napa cabbage	Swiss chard
Cherry tomato	New potatoes	Swiss cheese
Chevré	Nut	Tarragon
Chicken stock	Nutmeg	Thyme
Chicken supreme	NY strip steaks	Turnip
Chickpeas	Olive oil	Vegetable
Chives	Onion	Vegetable oil
Cinnamon stick	Orange	Walnuts
Clarified butter	Pancetta	Wild rice
Cloves	Paprika	Yellow squash
Cod fillet	Parmesan cheese	Zucchini

SAMPLE QUESTIONS

(ACTUAL FOOD PRODUCTS WILL BE DISPLAYED FOR THE EXAM)



1. Product Name: (1) _____. (True or False) This item is part of a standard bouquet garni. (2) _____.

2. Product Name: (1) _____. This item is most commonly associated with a (2) _____ salad.



3. Product Name: (1) _____. (True or False) This item is a type of pasta. (2) _____.



4. Product Name: (1) _____.
(2) _____ causes this item to be "blue."



5. Product Name: (1) _____. (True or False) This item can be served without any further cooking. (2) _____.

ANSWER KEY

1. Product Name: (1) Bay Leaf. (True or False) This item is part of a standard bouquet garni. (2) True.
2. Product Name: (1) Romaine Lettuce. This item is most commonly associated with a (2) Caesar Salad.
3. Product Name: (1) Barley. (True or False) This item is a type of pasta. (2) False.
4. Product Name: (1) Gorgonzola, Roquefort, and/or Blue Cheese. (2) Mold causes this item to be "blue."
5. Product Name: (1) Bacon. (True or False) This item can be served without any further cooking. (2) False.

MISE EN PLACE WORKSHEETS

MISE EN PLACE WORKSHEET (RECIPES)

Date: _____			
Recipe: _____			
Ingredient	Amount	Tool	Amount

Date: _____			
Recipe: _____			
Ingredient	Amount	Tool	Amount

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