



CIA ProChef

Culinary Institute of America

ProChef® Certification Program Level III Exam Study Guide



CIA Consulting
The Culinary Institute of America

CIA Consulting Department, Hyde Park, New York

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The Culinary Institute of America

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Hyde Park, NY 12538-1499
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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,

David Kamen PC^{III} MBA
Director—CIA Consulting
845-451-1386 | david.kamen@culinary.edu

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.
- ☑ Do not use your phone in the kitchen or during any exam time.
- ☑ Follow all established safety regulations to avoid accidents.
- ☑ Take precautions to guard against food-borne illness, including:
 - Wash your 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 your 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.

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
 - 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
 - Neatly maintained, clean, and under control at all times
 - Long hair pinned up and worn under a hairnet

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

NOTICE OF NONDISCRIMINATION

The Culinary Institute of America (CIA), being committed to respect for diversity and equal opportunity in education and employment, does not discriminate against individuals. The CIA expressly prohibits discrimination against and harassment of individuals on the basis of any protected characteristic, including race, color, sex, sexual orientation, gender identity and expression, religion, disability, age, genetic information, familial status, marital status, veteran status, ancestry, national or ethnic origin, and any other protected group or classification under the law. In addition, the CIA prohibits Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking. The Harassment, Sexual Misconduct, and Discrimination Policy (HSMD Policy) shall apply to conduct that occurs on the CIA's campus, on CIA technological systems, at CIA-sponsored programs, activities and events, including: admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, health services, and all other programs and activities available at the CIA. Except as otherwise provided within the policy, the HSMD Policy applies to conduct off-campus when a person accused of Prohibited Conduct is a matriculated CIA student or when the alleged conduct has a continuing adverse impact upon the CIA work or school environment.

The HSMD Policy applies to all members of the CIA Community, including Students, Employees (faculty and staff), Trustees, Interns, and Non-employee Workers. Each Student shall be responsible for their conduct from the time of enrollment through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Members of the CIA Community who believe that they have been subjected to Discrimination or Harassment are strongly urged to use the resolution procedures described in the HSMD Policy. Third Parties visiting CIA facilities (such as guests, visitors, and restaurant patrons) have the opportunity to make reports of Prohibited Conduct for the purpose of the HSMD policy; however, Third Parties accused of violating the HSMD policy are not entitled to the procedural protections set forth within the policy and may be summarily excluded from CIA property, programs, activities, or events.

The **Legal Advisor** is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA and is responsible for coordinating compliance with the above applicable laws, statutes, and regulations as set forth in this statement and in the HSMD policy.

The **Assistant Director—Faculty Relations** is designated as the Deputy Title IX Coordinator and supports 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.

The **Dean—Academic Engagement and Administration** is designated as the Section 504 Coordinator for the CIA and is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. Inquiries relating to Section 504 may be referred to the Section 504 Coordinator.

Additionally, complaints, including the procedure for filing a complaint regarding this Nondiscrimination Statement and the CIA's 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, the Age Discrimination Act of 1975, and other federal, state, and local laws, may also be directed to the following Civil Rights Compliance Officers:

Joanna Smith, Legal Advisor

Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room W-401F
Telephone: 845-451-1614
E-mail: Joanna.Smith@culinary.edu

Danielle Glendenning, Assistant Director—Faculty Relations

Deputy Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room S324
Telephone: 845-905-4369
E-mail: Danielle.Glendenning@culinary.edu

Carolyn Tragni, Dean—Academic Engagement and Administration

Americans with Disabilities/Section 504 Coordinator (504 Coordinator)
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall Room S-319
Telephone: 845-451-1615
E-mail: Carolyn.Tragni@culinary.edu

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
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 Notice of Nondiscrimination can be found at: <http://www.ciachef.edu/non-discrimination-statement/>

ALCOHOL AND DRUG POLICY

The Culinary Institute of America is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances. The CIA prohibits:

- The use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any non-prescription drugs or controlled substances on its owned, operated, or controlled property or any other location;
- Possession of drug paraphernalia;
- The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages;
- The unlawful use, purchase, and distribution of medication, including but not limited to, prescription and over-the-counter medications;
- The reckless or intentional a) acts that endanger mental or physical health, or b) conduct which creates a substantial risk of injury, to a person in the course of initiation or affiliation with any organization, club, or institution;
- Any activities involving the forced consumption of alcohol or drugs, including activities encouraging consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time.

The CIA imposes sanctions for illegal alcohol or drug use and violation of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records and gives students who reach the age of 18 or attend a postsecondary institution the right to inspect and review their own education records.

FERPA grants students the following rights with respect to education records:

1. **The right to inspect and review his/her education records.** A student may inspect and review his/her education records after submitting a written request to the school official responsible for the record. The school official will make arrangements for access and notify the student of the time and place where the education records may be inspected within 45 days of receiving such a written request.
2. **The right to request an amendment of his/her education records that he/she may believe are inaccurate, misleading, or otherwise in violation of his/her privacy or other rights.** A student may ask a school official to amend a record that he/she believes is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. The student must provide the appropriate school official with a written statement clearly identifying the part of the education record he/she would like changed, and specify why it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. The school official who receives the request for amendment must decide within a reasonable period whether corrective action consistent with the student's request will be taken. The CIA may either amend the education record or decide not to amend the education record. If the school decides not to amend the education record the appropriate school official will notify the student of the decision and advise the student of the right to a hearing to challenge the information.
3. **The right to consent to disclosure of personally identifiable information contained in his/her education records.** The CIA does not release information from a student's education records without the student's written consent unless such disclosure is permitted under a FERPA exception.

Note: School Official Exception. One of the permitted exceptions to the consent to disclosure requirement is to a CIA school official with a legitimate educational interest in the education record. A school official is any person in an administrative, supervisory, academic, support staff position, or law enforcement officials employed by the CIA; a trustee; a person or a company under contract to or acting as an agent for the CIA, to provide a service instead of using CIA employees or officials, such as an attorney, auditor, consultant or collection agent; a student serving on an official committee or assisting a school official in performing his/her task. A school official is deemed to have a legitimate educational interest when the information requested is necessary for that School Official to (a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; (b) is performing a task related to the Student's

education; (c) performing a task related to the discipline of the Student; or (d) providing a service or benefit relating to the Student or Student's family such as health care, counseling, job placement or financial aid.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CIA to comply with FERPA.** Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920. The telephone number is 1-800-872-5327.

Directory Information Release/Opt-Out

FERPA permits (but does not require) the CIA to disclose the following directory information without the student's written consent: name, permanent address, commuter address, dates of attendance, degrees and/or certificates received with date, campus e-mail address, photographs, academic program, awards or honors, enrollment status. A student may opt out of disclosure of directory information by completing the Request to Prevent Disclosure of Directory Information in the Student Financial & Registration Services (SFRS) Office or on the Portal within two weeks of the start date at the CIA.

All questions regarding FERPA should be directed to the SFRS Office or the Registrar's Office.

STUDENT RIGHT-TO-KNOW

The CIA is required to provide students with information about the following: its academic programs and facilities; accreditation, approvals and licensure; student complaint procedures; credit transfer; costs of attendance; textbooks; financial aid availability, staff support, requirements and forms, procedures, terms and conditions, withdrawals and refunds, methods of distribution, rights and responsibilities; loan default rates; penalties for drug law violations affecting eligibility for federal financial aid; services for students with disabilities; retention and graduation rates; student body diversity; types and rates of alumni employment; types of employment and graduate or professional education in which bachelor's degree graduates enroll; copyright infringement and peer-to-peer file sharing; vaccinations; drug and alcohol abuse prevention; voter registration; privacy of educational records; non-discrimination policies; and campus security. In addition, students in Texas must be provided with certain information about hazing.

SAFEGUARDS RULE INFORMATION SECURITY PROGRAM POLICY

The CIA complies with the Gramm-Leach-Bliley Act (GLBA) Safeguards Rule to protect Nonpublic Financial Information about a Customer (a student or other person who has a relationship with the CIA and obtains a financial service from the CIA, e.g., student loan

processing). The CIA shall operate a Safeguards Rule Information Security Program (SRIS Program) designed to fulfill the following objectives:

- To ensure the security and confidentiality of Customer records;
- To protect against any anticipated threats or hazards to the security of such records; and
- To protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to Customers.

This Information Security Program Policy applies to records containing Nonpublic Financial Records about a Customer, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the CIA or its service providers.

The CIA by default does not sell, share, or distribute Nonpublic Financial Records about Customers with nonaffiliated third parties. The CIA shares Customer Nonpublic Financial Records, if at all, only with third parties who are affiliated by virtue of being under contract to provide financial-services-related support to the CIA.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING

The CIA respects the rights of copyright holders, their agents, and representatives, and strives to protect those rights through compliance with copyright law prohibiting the reproduction, distribution, public display, or public performance of copyrighted materials over the Internet without permission of the copyright holder, except in accordance with fair use or other applicable exceptions. The CIA also respects the legal and appropriate use by individuals of copyrighted materials on the Internet, including but not limited to ownership, license or permission, and fair use under the United States Copyright Act.

The CIA asserts its interest in the safe harbor from copyright infringement liability afforded by compliance with the Digital Millennium and Copyright Act (DMCA). The CIA has established procedures required to ensure compliance with the DMCA, as set forth in the Digital Millennium and Copyright Act Policy.

Employees and students are responsible for understanding and complying with the rights of copyright owners in their use of copyrighted materials. Information can be found at the United States Copyright Office.

Unauthorized peer-to-peer file sharing on the CIA networks is prohibited and blocked by bandwidth-shaping technology. Violations of copyright law or CIA policy, including the use of technology to circumvent the blocking of peer-to-peer file sharing, may subject employees and students to disciplinary action, including but not limited to termination of network privileges, as well as civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or fixed damages from \$750 to \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court may also assess costs and attorneys' fees. Willful

copyright infringement may result in imprisonment of up to five years, and fines of up to \$250,000 per offense.

VOTER REGISTRATION

The 1998 Higher Education Act requires all post-secondary institutions to make a good-faith effort to distribute voter registration forms to students that attend classes. You may register to vote either at your college address or at your permanent home address. If you register at your permanent address and want to vote while attending college, you must remember to request an absentee ballot approximately 30 days before the election. Check with your home state's election board for the exact deadline. Students living in a residence hall or on-campus apartment should use their room/apartment/suite number and the name of their residence hall as their residence address. The box number is considered your mailing address.

[Click here to register to vote in your home state or in the state you are attending the CIA >>](#)

ANNUAL SECURITY, FIRE SAFETY, AND STATISTICS REPORT

The Culinary Institute of America is committed to providing a safe and secure environment for all members and visitors of the college. This publication is in full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act. The report contains crime statistics for all of the college's campus and non-campus properties, and the annual fire safety report and fire statistics, as well as institutional policy statements concerning campus safety, including alcohol and drug use, sexual assault and violence prevention, emergency response and evacuation, timely warnings and emergency notifications, reporting crimes, sexual misconduct, and other important information.

[Click here to view a copy of the current report online >>](#)

Or make a request to:

Perry M. Soule

Director of Campus Safety

1946 Campus Drive

Hyde Park, NY 12538

POLICY ON STUDENTS WITH SPECIAL NEEDS

Your ProChef advisor can provide assistance and offer suggestions regarding accommodation. 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. Accommodation 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 accommodation from the instructor or administrator.

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 the New York campus:

Hyde Park: Learning Strategies Center, Jodi Amato, Director – Academic Support, [905-4631](tel:905-4631), jodi.amato@culinary.edu

POLICY ON ACADEMIC HONESTY

At The Culinary Institute of America, students are expected to develop all 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 PROGRAM

LEVEL III EXAM

EXAM OVERVIEW

The ProChef Level III Exam evaluates the competency of candidates interested in achieving ProChef Level III Certification through The Culinary Institute of America's ProChef Certification Program. In addition to achieving certification, successful completion of the program entitles candidates to 4.8 C.E.U.s.

To qualify for this level of certification, candidates must demonstrate the highest level of proficiency in culinary applications, leadership, and financial aptitude. Successful candidates must also display a sense of responsibility and dedication in all facets of their work. In addition to written and oral examinations, the Level III Exam consists of practical testing of the required competencies. Upon completion of the Level III Exam, the candidate will have successfully demonstrated proficiency in the following areas:

- Pastry and Plated Dessert
- Global Cuisines
- Management Skills
- Financial Skills
- Other skills as proffered (elective competency)

PROCHEF CERTIFICATION LEVEL III 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 Level III candidate must possess to achieve ProChef Level III Certification.

CULINARY SKILLS

- Apply advanced baking and pastry techniques to produce a complete plated dessert.
- Explain cooking fundamentals to others using basic food science terminology.
- Identify key ingredients and flavor profiles of global cuisines.
- Prepare key dishes of global cuisines.
- Demonstrate a high level of skill and lifelong learning through an elective competency.

LEADERSHIP SKILLS

- Apply a high level of leadership and management principles.
- Demonstrate effective supervision of others in work production by providing clear instructions, effective criticism, and redirection.
- Apply fundamental laws related to the workplace and employer liability.
- Prepare and conduct a performance review.
- Prepare an effective work schedule considering multiple staff variables.

FINANCIAL SKILLS

- Interpret a food operation profit and loss report (P&L).
- Reconcile a P&L with specific invoices and inventories. Demonstrate and explain the process of inventory recapitulation.
- Apply concepts of menu mix and portion cost to produce a menu at a targeted food cost.
- Define and calculate a break-even point.
- Detect food and labor waste issues and develop a plan of corrective action.
- Use and troubleshoot a food inventory and ordering system.

GENERAL EXAM INFORMATION

PRACTICAL EXAMS

The exam days are extensive and will span the AM and PM class schedules. Sample judging forms are provided in this document. Candidates will have the opportunity to review their scores with the testing proctor. The Level III practical examinations cover:

- Pastry / Plated desserts
- Global Cuisines
- Elective Topic

WRITTEN EXAMS

All written examinations consist of 25 questions. Candidates will receive one hour to complete each written exam. Level III written exams cover:

- Management Skills
- Global Cuisines
- Financial Skills
- Elective topic

REVIEW MATERIALS

For each subject area, this study guide includes suggested courses, textbooks, videos, key terms, and competencies to help candidates prepare for the practical and written exams.

KITCHEN ITEMS

Side towels, toques, and aprons are provided for the use and convenience of the candidates. Each candidate must supply the following items:

Required

- Uniforms
- Kitchen shoes
- Knives
- Hand tools
- Calculator
- Recipes

Recommended

- Pastry tips
- Laptop
- Personal reference books

CERTIFICATION REQUIREMENTS

To achieve ProChef Certification, the candidate must achieve a minimum total weighted score of no less than 75% for the entire assessment period. 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

WRITTEN EXAM REQUIREMENTS

Candidates who score below 65% on up to two of the written examinations are still considered a candidate for Certification. On the last day of the assessment, candidates will be given an opportunity to retake up to two of the written examinations that they 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%, the candidate will be ineligible for certification for the current assessment period. The candidate may, however, reapply to take the ProChef Certification Exam.

PRACTICAL EXAM REQUIREMENTS

Candidates who score lower than 65% on any of the practical cooking examinations are ineligible for certification for the current assessment period. They may, however, reapply to take the ProChef Certification Exam at a future date. To gain further

experience and enhance their education, we strongly encourage these candidates to participate in all the practical examinations held during the remainder of the week. For the purposes of the ProChef Level III exam, the Financial Market Basket and Management Exams are considered practical exams and will be treated as other practical exams as above.

FOOD ORDERING FOR PROCHEF EXAM

To ensure availability of the appropriate amounts of all ingredients, candidates must submit a requisition of all items necessary to complete their production. Before placing ingredients onto their list, candidates should confirm they are not part of the community basket.

Besides items like bacon, ham prosciutto, pancetta or similar, there will be no additional protein items available beyond those listed on the assigned menu.

Candidates must use the table format below to create and submit their food order list. Because the facilitator of the exam will consolidate all the participants' food orders; it *must* be in this simplified format. Candidates must submit a separate order list for each cuisine and label very clearly which cuisine the list is for and the day it is needed.

SAMPLE REQUISITION

Participant Name: Joseph Average

Order for Day: Mediterranean Cuisine

B: Bread and Baked Goods

D: Dairy, eggs

F: Fish and Seafood

G: Groceries general storeroom

M: Meat

P: Pantry and dry goods, spices, liquor, wine

C	Ingredients	Amounts	Units
D	Buttermilk	1	pt.
D	Cream, sour	1	cup

C	Ingredients	Amounts	Units
D	Cheese, ricotta salata	2	wt. oz.
G	Arugula, baby	½	lb.
G	Spinach, bunch	1	ea.
M	Pancetta	¼	lb.
P	Oil, sesame	2	fl. oz.
P	Oil, pumpkin seed	2	fl. oz.
P	Spice, cardamom, ground	1	Tbsp.

SERVICE WARES

Platters and serving utensils are provided. Candidates must provide their own knives and hand tools. If presenting family-style, candidates are responsible for selecting the appropriate individual service wares, including but not limited to plates and utensils. The CIA has a wide variety of individual and platter service ware. Should candidates desire to bring their own, the CIA is not responsible for lost, stolen, or broken personal property.

LEVEL III PROCHEF EXAM STUDY GUIDE: SUPPORTING MATERIALS

All the materials listed below are available for candidate use on campus at the Hilton Library. Materials are also readily available for purchase from online retailers such as www.amazon.com.

HIGHLY RECOMMENDED TEXTBOOKS AND WORKBOOKS

A Mediterranean Feast: The Story of the Birth of the Celebrated Cuisines of the Mediterranean from the Merchants of Venice to the Barbary Corsairs, Wright, Clifford A., William Morrow, 1999. ISBN: 0688153054.

Baking and Pastry: Mastering the Art and Craft. The Culinary Institute of America. Third Edition, Wiley, 2015. ISBN: 9780470928653.

Culinary Math. Blocker, Linda, Fourth Edition, Wiley, 2016. ISBN: 9781118972724.

The Professional Chef. The Culinary Institute of America, Ninth Edition, Wiley, 2011. ISBN: 9780470421352.

The Professional Chef Study Guide. The Culinary Institute of America, Ninth Edition, Wiley, 2011. ISBN: 9781118139882.

Techniques of Healthy Cooking. The Culinary Institute of America, Fourth Edition, Wiley, 2013. ISBN: 9780470635438.

RECOMMENDED TEXTBOOKS

Cookwise: The Hows and Whys of Successful Cooking. Corriher, Shirley; William Morrow, 1997. ISBN 0688102298.

Couscous and Other Good Food from Morocco. Wolfert, Paula. Harper Collins, 1987. ISBN: 0060913967.

Eat, Drink and Be Healthy: The Harvard Medical School Guide to Healthy Eating. Willett, Walter; Skerrett, Patrick J., Free Press, 2005. ISBN: 0743266420.

Flavors of the Riviera: Discovering Real Mediterranean Cooking. Andrews, Colman. Bantam, 1996. ISBN: 055309159X.

Foodservice Management – By Design. Legvold, Dee; Kristi Salisbury. Association of Nutrition and Foodservice Professionals, 2015. ISBN: 9780982588437.

Foundations of Food Preparation, Sixth Edition. Freeland-Graves, Jeanne Himich; Peckham, Gladys C. Merrill/ Prentice-Hall, 1996. ISBN: 0023396415.

Handbook of Effective Management: How to Manage or Supervise Strategically. Huffmire, Donald W.; Holmes, Jane D. Praeger, 2006. ISBN: 9780899309231.

Hospitality Employee Management and Supervision: Concepts and Practical Applications. Sommerville, Kerry L.; Wiley, 2007. ISBN: 9780471745228.

Human Resources Management in the Hospitality Industry, Hayes, David K.; Ninemeier, Jack D., Second Edition, Wiley, 2016. ISBN: 9781118988503.

Introduction to Management in the Hospitality Industry. Barrows, Clayton W., Tenth Edition, Wiley, 2012. ISBN: 9780470399743.

Managing Behavior in Organizations, Greenberg, Jerald, Sixth Edition, Pearson/ Prentice Hall, 2013. ISBN: 9780132729833.

Managing Hospitality Human Resources, Woods, Robert H, Fifth Edition, American Hotel and Lodging Association, 2012. ISBN 9780866123808.

Mediterranean Cooking, Wolfert, Paula. Ecco, 1999. ISBN: 0880014024.

Mediterranean the Beautiful Cookbook: Authentic Recipes from the Mediterranean Lands. Goldstein, Joyce; Johnson, Peter; Algar, Ayla. Collins, 1994. ISBN: 0002553708.

On Food and Cooking: The Science and Lore of the Kitchen, McGee, Harold. Scribner, 2004. ISBN: 0684800012.

Practical Baking, Sultan, William J., Fifth Edition, Wiley, 1990. ISBN: 0442319568.

Principles of Food, Beverage, and Labor Cost Controls, Dittmer, Paul R., Ninth Edition, Wiley, 2009. ISBN: 9780471783473.

Principles of General Management: The Art and Science of Getting Results Across Organizational Boundaries. Colley, John L., Yale University Press, 2007. ISBN: 9780300117097.

The Baker's Manual, Amendola, Joseph; Rees, Nicole, Fifth Edition, Wiley, 2002. ISBN: 0471405256.

The Curious Cook: More Kitchen Science and Lore, McGee, Harold, Macmillan, 1992. ISBN 0020098014.

The Essential Mediterranean: How Regional Cooks Transform Key Ingredients into the World's Favorite Cuisines, Jenkins, Nancy, Harper Collins, 2003. ISBN: 0060196513.

The New Kitchen Science: A Guide to Knowing the Hows and Whys for Fun and Success in the Kitchen. Hillman, Howard. Houghton Mifflin, 2003. ISBN: 9780618249633.

The New Mediterranean Diet Cookbook: A Delicious Alternative for Lifelong Health. Jenkins, Nancy Harmon, Bantam Books, 2009. ISBN: 9780553385090.

The Science of Cooking, Barham, Peter. Springer Verlag, 2001. ISBN: 9783540674665.

Foods of the World (Volumes 1, 2, 11, 13, 18), Time-Life Books, 1968-1988.

Understanding Baking. Amendola, Joseph; Rees, Nicole. Third Edition, Wiley, 2003. ISBN: 0471405469.

FINANCIAL CASE STUDY GUIDE

For the financial segment of the Level III exam, candidates must be able to identify, understand, and resolve financial problems within a complex food-service operation. Candidates will be provided with assorted data such as a profit and loss statement, POS reports, inventory sheets, invoices, menus, etc. Using their financial skills, candidates will analyze this data and make recommendations on how to improve the financial performance of the operation.

On the first day of the exam, each candidate will be assigned a case study. The case study will contain all the information needed to analyze the financial situation of the operation. Candidates will also receive a letter from Mr. August Marlow, the owner of the operation. Candidates will assume the role of the executive chef of Mr. Marlow's restaurant. In the letter, candidates will be summoned to attend a meeting on day four to discuss the restaurant's poor financial performance for the last quarter. Candidates will have three days to analyze the data. When meeting with Mr. Marlow, candidates will present and defend their findings as well as make recommendations for future improvement. This one-hour meeting will be a one-on-one conversation and evaluation. At the conclusion of the meeting, Mr. Marlow will either accept the candidate's suggestions and financial analysis or will request his or her resignation.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- analyze a P&L and implement changes based on financial data.
- analyze and prepare an annual operating budget for a complex food operation.
- analyze and explain basic financial concepts such as ROI, depreciation, cost accounting, cash flow, etc.
- prepare a capital budget with project justifications and payback analysis.
- differentiate between beverage costs and food costs.

- analyze menu sales mix and make menu adjustments based on data.
- discuss and evaluate the effects inventory adjustments have on food cost.

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAMS AT HYDE PARK CAMPUS

Financial Understanding for Chefs

GRADING CRITERIA

Criteria	Score	Comments
Depth of Analysis	/10	
Accuracy of Financial Analysis	/10	
Usefulness of Suggestions for Change	/10	
Clarity of Explanations	/10	
Creativity	/10	
Comfort with Numbers	/10	
Range of Insight & Confidence	/10	
Quality of Questions Raised	/10	
Examples and Support for Analysis	/10	
Confidence	/10	
Total	/100	
Pass/Fail		

A score of 65% or above is required to pass this segment of the exam.

PERSONNEL MANAGEMENT

STUDY GUIDE

COMPETENCIES

For the Personnel Management competency assessment of the Level III exam, candidates must demonstrate the ability to apply management practices, employment laws, policies, and procedures. The focus will be on people, processes, and financial aspects of management decisions.

Candidates will view 5 management vignettes and will be given time to formulate an approach and strategy to each situation. The assessment process will be conducted in an interview format with two proctors. Candidates will respond to various questions regarding their comprehension of the situation, the ability to manage the situation, and the application of company procedures and employment laws. Candidates may also be asked to role play. As the candidates' thought process will be challenged, it is important that they use logic to support their approach.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- identify conflict resolution approaches.
- identify the various types of training.
- list the guidelines for conducting a termination interview.
- explain the importance of follow-up.
- define essential elements of successful discipline and explain their importance.
- identify performance issues and the effects they have on the organization.
- explain the impact decisions have on people, processes, and finances.
- correlate employee behaviors to your organization's policies, procedures, and practices.

KEY TERMS

Accommodation
Accountability
Affirmative Action Plan
Age Discrimination in Employment Act
Americans with Disabilities Act
Avoidance
Benefits
Career planning
Civil Rights Act of 1964, Title VII
Collaboration
Collective Bargaining
Conflict resolution
Critical incident
Culture
Delivery methods
Demographics
Discipline
Discrimination
Disparate Impact
Disparate Treatment
Due process
Equal Employment Opportunity Commission
Family and Medical Leave Act of 1993
Human skills
Immigration Reform and Control Act
Job performance measurements
Job rotation
Job specifications
Just cause termination
KSA (knowledge, skills and abilities)
Management by objective
Management by walking around
Management grid
Negligent hiring
Negotiation
Perception
Pregnancy Discrimination Act of 1978
Productivity
Projection
Reasonable accommodation
Scheduling
Task and behavior analysis
Teaching methods
Training evaluations
Training objectives

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAMS AT HYDE PARK CAMPUS

Frontline Leadership Skills

THE ASSESSMENT PROCESS

Of the five vignettes reviewed, the proctors will randomly select 2 vignettes to be discussed. To prepare for the interview, candidates should consider the following:

1. Their understanding of the situation and the issues to be addressed.

2. The impact that the situation has on the business.
3. The resolution they are trying to achieve.
4. The strategies they will employ during the investigation process, including which questions they will ask of the parties involved.
5. Contingency plans they have prepared, based on the responses to their investigation.
6. Legal ramifications and how they will affect the business, the individuals involved, and the overall morale of the organization.
7. Other management issues that may evolve if this situation is not resolved.
8. A strategy/ plan that will ensure similar situations do not reoccur.
9. The structure of any disciplinary procedures that might be needed, the steps the candidate would need to take, and his or her role in the process.
10. Candidates should integrate their current company's policies into the discussion. However, they should be prepared to discuss this situation from a conceptual point of view. For example, in the candidate's organization certain issues may be referred to the Human Resource Department, they will still be expected to understand the ramifications of the situation in terms of legalities, business impact, personnel, etc.
11. Other personnel issues besides performance issues that the candidate should be concerned with and a plan to deal with them.
12. The root cause of the situation and how it can be prevented in the future.
13. As ideas may be challenged, candidates should be prepared to defend their approach with logic and sound justification.
14. Candidates may be asked to role play various scenarios.

GRADING CRITERIA

Criteria	Score	Comments
Interpretation of the scenario and expression of the management issues involved	/20	
Approach to investigating the situation, identification and analysis of different points of view	/30	
Development and application of a conceptual approach including knowledge of management practices, employment law and policies and procedures	/30	
Communication and interpersonal skills	/20	
Total Score	/100	

PASTRY AND PLATED DESSERT

STUDY GUIDE

The following list of competencies, key terms, recommended reading materials, and videos will prepare candidates for the Pastry and Plated Dessert Written and Practical Exams. The written examination will consist of 25 questions. Candidates will have one hour to complete the written examination. The practical examination will take five hours to complete. The guidelines and quality standards outlined in the following pages provide more detailed information. An instructor will contact candidates one week prior to the exam to inform them of their assigned items.

PASTRY COMPETENCIES

Successful candidates are able to...

- prepare basic pastry batters.
- prepare basic cakes.
- prepare custards.
- identify key ingredients and equipment in the bakeshop.
- accurately scale recipes up or down.
- demonstrate the use of baking and pastry equipment.
- demonstrate accuracy in weights and measures.
- demonstrate the use of baker's percent.
- categorize baking ingredients as liquefiers or stabilizers.
- explain the functions of basic baking ingredients.
- list the steps of the creaming, foaming, straight and cut-in mixing methods.
- name and describe three techniques for making a meringue.
- describe the differences between flaky dough and mealy dough.
- identify the ratios and/or formulas for pie dough, cookie dough, pastry cream, pâte à choux and genoise.
- compare rich doughs and lean doughs.

- Identify and demonstrate the components of a plated dessert.
- Prepare a frozen dessert

KEY TERMS

1-2-3 dough/	Flaky	Physical leavener
Cookie dough	Foaming method	Precooked batter
Active dry yeast	Fondant	Pre-ferment
Baking blind	Ganache	Profiteroles
Batter	Gelatin	Proof
3-2-1 dough/ Pâte	Gelatinization	Rest
brisée	Genoise	Retrogradation
Bavarian cream/	Gliadin	Rich dough
Bavaroise	Gluten	Rubbed-dough
Bench rest	Glutenin	method
Bench scraper	Hard/ Soft wheat	Scaling
Biga	Hearth oven	Scoring
Bloom	High-ratio cakes	Sifting
Buttercream	Instant dry yeast	Sweeteners
Cake flour	Kneading	Shorteners
Caramelization	Lame	Simple syrup
Carbon dioxide	Lean dough	Sourdough
Chemical leavener	Leaveners	Sponge
Clear flour	Liaison	Straight-mixing
Coagulation	Mealy	method
Convection oven	Meringue	Stabilizer
Conventional oven	Mise en place	Steam-injected
Cream puffs	Mousse	oven
Creaming method	Nappé	Sweeteners
Crumb	Organic leavener	Temper
Custard	Parchment paper	Tenderizer
Deck oven	Pastry cream/	Thickeners
Denaturation	Crème patisserie	Two-stage method
Docking	Pastry flour	Vanilla sauce/
Drum sieve/ Tamis	Pâte à choux	Crème Anglaise
Éclairs	Pâte sucrée	Yeast
Egg wash	Patent flour	
Fermentation	Peel	

HIGHLY RECOMMENDED READING

Baking and Pastry: Mastering the Art and Craft, Culinary Institute of America. Third Edition, Wiley, 2013. ISBN: 978-0470928653

Culinary Math, Blocker, Linda, Hill, Julia. Fourth Edition, Wiley, 2016. ISBN: 9781118972724 (Chapters 1-2, 13, pages 162 – 168)

The Professional Chef, The Culinary Institute of America, Ninth Edition, Wiley, 2011. ISBN: 9780470421352 (Chapters 31-36)

RECOMMENDED READING

Practical Baking, Sultan, William J. Fifth Edition, Wiley, 1991. ISBN: 9780471289821 (Chapters 3, 5, 7-10, 14)

The Baker's Manual, Amendola, Joseph, Rees, Nicole, Fifth Edition, Wiley, 2002. ISBN: 978-0471405252 (Chapters 2, 4-6, 12)

Understanding Baking: The Art and Science of Baking, Amendola, Joseph, Rees, Nicole, Third Edition, Wiley, 2002. ISBN: 978-0471405467 (Chapters 12, 14-16)

PASTRY AND PLATED DESSERT: PRACTICAL EXAM GUIDELINES

For this practical exam, the candidate will have five hours to prepare 4 portions of a plated dessert to include the components listed below. Candidates must provide their own formulas. Platters and serving utensils are provided; however, candidates must provide their own knives and hand tools. A limited number and variety of specialty tools, molds, cutters, etc are available. It is highly recommended that the candidate bring in what they will need to produce their dessert.

MAIN ITEM

- Cookie, tart, cake, or other firm base*
- Mousse, custard, or gelatin-based filling or cream
- Finishing glaze

SAUCE

- Hot or cold based on
 - Chocolate
 - Caramel
 - Fruit or vegetable coulis
 - Custard

TWO ADDITIONAL COMPONENTS (MINIMUM) THAT MAY INCLUDE

- Tuile or other cookie / crispy garnish
- Frozen item
- Tempered chocolate garnish
- Treated fruit or vegetable based garnish
 - Item must be treated by marination, maceration, cooking, etc
- Other appropriate edible and functional garnishes or accompaniments

CAKE

- **Genoise**
 - 2 each 10" genoise cakes
 - *Genoise may be used as the cake component in the main item (above)

PASTRY AND PLATED DESSERT: GUIDELINES AND JUDGING FORM FOR FLOOR SCORE SHEETS

FOOD IS SERVABLE (Y/N)

- This criterion is judged strictly on a yes/no basis; either the food is safe/ servable, or it is not.
- The Floor Judges will determine if any food is **un-servable**. Food deemed un-servable will not be evaluated by the Tasting Judges. **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 (5 PTS)

- Timely Menu Submission: **(1 pt)**
 - Candidate submits **two** neatly typed menus to the Floor Judge each day before the start of the exam.
- Timeline/Game Plan Preparation: **(1 pt)**
 - Candidate prepares a timeline/game plan and references it throughout the day's production.
- Workspace Organization/Cleanliness: **(3 pts)**

- Candidate has out only the food, tools, and equipment necessary for the current preparation. The workspace remains free of clutter.
- Candidate's workspace is free of spills, crumbs, scraps, etc.
- Candidate's workspace 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 workspace neat and clean.
- Candidate's knife kit/ toolbox is clean and sanitary inside.
- Candidate contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors.

SAFETY (5 PTS)

- Demeanor/Equipment Operation/Knife Usage
 - 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 (ie. 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.

BAKING TECHNIQUES, SKILLS, AND FUNDAMENTALS (10 PTS)

- **Equipment Usage (2 pts)**
 - Candidate selects and uses appropriate equipment.
- **Ingredient Measurement (3 pts)**
 - Candidate uses the proper measuring device for each ingredient.
 - Candidate measures all ingredients accurately.
- **Baking Techniques (5 pts)**
 - Candidate successfully executes the proper technique for each item.

INGREDIENT UTILIZATION/ WASTE AND YIELD (2.5 PTS EACH = 5 PTS)

- Usable Trim/Ingredient Utilization/Waste:
 - Candidate appropriately controls the amount of waste generated during production.
- Accurate Production Quantity/Yield:
 - Candidate produces the quantities of product required without excessive waste.

TIMING OF SERVICE (-5 PTS TO 5 PTS)

- Candidate completes and presents all items within the 5-hour time limit.
 - After the five hours, the candidate will be deducted 1 point per minute until all items have been served. This can result in a negative score.

DEDUCTIONS

Candidates are allowed to remake recipes if the final product was not successful. However, 2 points will be deducted from the total Floor Score for every remake.

PASTRY AND PLATED DESSERT: PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET:

Candidate: _____ Judge: _____

Food is Servable: Y / N

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

Criteria	Scores	Total
Mise en Place, Organization, and Cleanliness		
Timely Menu Submission (1 pt)		/5
Timeline/Game Plan Preparation (1 pt)		
Workspace Organization/Cleanliness (3 pts)		
Safety		
Demeanor/Equipment Operation/Knife Usage (5 pts)		/5
Sanitation Procedure		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintains Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
Baking Techniques, Skills, and Fundamentals		
Equipment Usage (2 pts)		/10
Ingredient Measurement (3 pts)		
Baking Techniques (5 pts)		
Ingredient Utilization/Waste and Yield		
Ingredient Utilization/ Waste (2.5 pts)		/5
Accurate Production Quantity/Yield (2.5 pts)		
Timing of Service		
All food served within allotted 5 hours** (5 pts)		/5
Subtotal		/35
Deductions		
2 pts will be deducted each time a recipe must be redone		
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. *After the five hours, you will be deducted 1 point per minute until all of your items have been served. This can result in a negative score.**

**PASTRY AND PLATED DESSERT:
GUIDELINES AND JUDGING FORM
FOR TASTING AND SKILL EVALUATION SCORE SHEET**

MAIN ITEM (15 PTS)

- Execution (2 pts)
 - Even and consistent layers of base and filling
 - Consistency of size and shape
 - Neat and clean glazing
- Size and shape (2 pts)
 - Uniform and appropriate
- Temperature (2 pts)
- Texture (2 pts)
- Flavor (7 pts)

SAUCE (15 PTS)

- Color (2 pts)
- Viscosity (3 pts)
- Texture (3 pts)
- Flavor (7 pts)

ADDITIONAL COMPONENTS (15 PTS)

- Color (2 pts)
- Consistency of size, shape (3 pts)
- Execution (3 pts)
- Flavor (7 pts)

GENOISE (20 PTS)

- Color (2 pts)
- Crumb (3 pts)
- Volume (10 pts)
- Flavor (5 pts)

PASTRY AND PLATED DESSERT: PRACTICAL EXAMINATION TASTING AND SKILL EVALUATION SCORE SHEET

Candidate: _____ Judge: _____

Criteria	Scores	Total
Main Item		
Execution: Even, consistent, neat (2 pts)		/15
Size and Shape: Uniform and appropriate (2 pts)		
Temperature (2 pts)		
Texture (2 pts)		
Flavor (7 pts)		
Sauce		
Color (2 pts)		/15
Viscosity (3 pt)		
Texture (3 pts)		
Flavor (7 pts)		
Additional Components		
Color (2 pts)		/15
Consistency (3 pts)		
Execution: (3 pts)		
Flavor (7 pts)		
Genoise		
Color (2 pts)		/20
Crumb (3 pts)		
Volume (10 pts)		
Flavor (5 pts)		
Total Score		/65

Important Notes:

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

GLOBAL CUISINES

STUDY GUIDE

Global Cuisines now replaces Latin and Asian Cuisines for the level III exam. Candidates will be required to complete the list of three global regions including Mediterranean, Asian, and Latin/ Caribbean, depending on what they had previously selected in their Level II exam. Based on the selected region, each candidate will be assigned a specific country, an iconic or traditional dish from that country, and a cooking method or tool. Candidates will be given a list of specific ingredients that they must use on their menu.

Candidates will create a menu of three courses or three dishes that represent that country. The menu may, at the candidate's discretion, include a dessert as one of the dishes or courses. In cultures where a multi course meal is not traditional, the candidate may choose to present several dishes at one time. The selection of dishes should demonstrate several different competencies and reflect a thorough understanding of the region.

A "dish" is a complete combination of items that complement each other and are expected to go together. For example, lamb and egg tagine served with couscous and pita would be considered one dish. A trio of tapas, or a selection of mezzes would be considered one dish. Feijoada completa including the main braised item, rice, farofa, braised or sautéed greens, and sliced oranges would be considered one dish.

Three courses are defined as either a starter course (appetizer or soup), salad, and entrée; or a starter course (appetizer, soup, or salad), entrée, and dessert. The three courses should be complementary and reflect a logical flow of flavors and intensities. The three courses should also demonstrate different competencies and reflect a thorough understanding of the region.

Desserts are now an option for one course or dish as part of the global or plant forward competencies. Should the candidate choose to serve a dessert for any day of Level III, it must be selected in a thoughtful manner. Simple desserts such as a scoop of sorbet or a simple poached pear will not be considered complete as per the global cuisine guidelines of a “complete dish.” The following guidelines must be met:

- The dessert must be either a traditional dessert of the region or reflect the flavor profiles and ingredients of the region.
- The dessert must have the following components:
 - A main item
 - A sauce
 - At least 2 additional garnishes or components

GLOBAL CUISINES: GUIDELINES AND JUDGING FORM FOR FLOOR SCORE SHEETS

FOOD IS SERVABLE (Y/N)

- This criterion 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 (5 PTS)

- Timely Menu Submission: **(1 pt)**
 - Candidate submits two neatly typed menus to the Floor Judge each day before the start of the exam.
- Timeline/Game Plan Preparation: **(1 pt)**
 - Candidate prepares a timeline/game plan and references it throughout
- Workspace Organization/Cleanliness: **(3 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.

SAFETY (3 PTS)

- Demeanor/Equipment Operation/Knife Usage
 - 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 operates equipment.
 - Candidate contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors.

SANITATION PROCEDURE (1 PT EACH = 5 PTS)

- Candidate Enters Exam Wearing the Proper Uniform:
 - Non-slip kitchen shoes (ie. 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"
- Maintains 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 (13 PTS)

- Equipment Usage **(1 pt)**
 - Candidate selects and uses appropriate equipment.
- Knife Skills **(2 pts)**
 - Knife cuts are precise and consistent.
 - Candidate demonstrates the proper cutting technique for each task.
- Cooking Fundamentals/Techniques **(10 pts)**
 - Candidate successfully executes regionally appropriate cooking techniques where applicable.
 - Candidate successfully executes all cooking fundamentals.

INGREDIENT UTILIZATION, STORAGE, AND PRODUCTION (4 PTS)

- Usable Trim/Ingredient Utilization/Waste: **(1 pt)**
 - Candidate appropriately controls the amount of waste generated during production.
- Proper Storage: **(1 pt)**
 - Candidate properly stores all food items. Food should be:
 - Wrapped
 - Labeled
 - Dated
 - Properly Shelved
- Accurate Production Quantity/Yield **(2 pt)**
 - Candidate produces the quantities of product required without excessive waste.

TIMING OF SERVICE (-5 PTS TO 5 PTS)

- Candidate serves all items/courses within the allotted 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 a negative score of -5 pts.

- If the candidate misses both the 15-minute window and the 10-minute grace period, the food will not be tasted until all other candidates have been evaluated.

GLOBAL CUISINES: PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET

Candidate: _____ Judge: _____

Food is Servable: Y / N

Any food deemed **un-servable* by the Floor Judge will not be evaluated by the Tasting Judge. 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)		/5
Timeline/Game Plan Preparation (1 pt)		
Workspace Organization/Cleanliness (3 pts)		
Safety		
Demeanor/Equipment Operation/Knife Usage (3 pts)		/3
Sanitation Procedure		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintains Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
Cooking Techniques, Skills, and Fundamentals		
Equipment Usage (1 pt)		/13
Knife Skills (2 pts)		
Cooking Fundamentals/Technique (10 pts)		
Ingredient Utilization, Storage, and Production		
Ingredient Utilization/Waste (1 pt)		/4
Proper Storage (1 pt)		
Accurate Production Quantity/Yield (2 pts)		
Timing of Service		
All food served within 15 min. window** (-5 pts to 5 pts)		/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. *After your window closes, you will have an additional 10 minutes to serve your food. However, you will be deducted 1 point per minute, which can result in a negative score of -5 pts. If you miss both the 15-minute window and the 10-minute grace period, your food will not be tasted until all other candidates have been evaluated.**

GLOBAL CUISINES: GUIDELINES AND JUDGING FORM FOR TASTING SCORE SHEETS

PRESENTATION (7 PTS)

- Appropriate to Region (2 pts)
 - Candidate's presentation is authentic and appropriate to the assigned region.
- Visual Appeal (2 pts)
 - 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 (1 pt)
 - Candidate's plate should have nothing on the rim.
- Consistency of Plating (1 pt)
 - Candidate's final products are consistent across the plates.
- Plate Temperature (1 pt)
 - Candidate should plate hot food on hot plates and cold food on cold plates.

TASTE (30 PTS)

- Temperature (5 pts)
 - Candidate's food items are at the appropriate temperature.
- Texture (5 pts)
 - Candidate's dish has the appropriate texture.
- Aroma/Flavor Development (5 pts)
 - Candidate's dish has an appealing aroma that stimulates the appetite.
 - Candidate's dish exhibits full flavor development through proper execution of cooking techniques.
- Seasoning (5 pts)
 - Candidate's dish is flavorful and properly seasoned.
- Flavor Profile Authenticity (10 pts)
 - Flavor profiles of dishes are appropriate to assigned region/country.
 - Candidate chose appropriate ingredients to represent the assigned region.

EXECUTION (23 PTS)

- Execution of Competency (10 pts)
 - Candidate authentically and successfully executed the assigned regional competency.
- Cooking Fundamentals (10 pts)

- Candidate properly and successfully executed all supporting cooking techniques and fundamentals.
- Portion Size **(3 pt)**
 - Candidate served the appropriate amount of the dish.

COMMUNICATION (2.5 PTS EACH = 5 PTS)

- Discuss Region and Culture
 - Candidate can intelligently discuss the food culture of assigned region.
- Discuss Positives/Negatives of Execution
 - Candidate can discuss the positive and negative aspects of his/her experience in the kitchen for the day.

GLOBAL CUISINES: PRACTICAL EXAMINATION TASTING AND SKILL EVALUATION SCORE SHEET

Candidate: _____

Judge: _____

Region: _____

Competency: _____

Criteria	Score			Avg.
Presentation	1 st Course	2 nd Course	3 rd Course	
Appropriate to Region (2 pts)				
Visual Appeal (2 pts)				
Plate Cleanliness (1 pt)				
Consistency of Plating (1 pt)				
Plate Temperature (1 pt)				
Totals:	/7	/7	/7	/7
Taste	1 st Course	2 nd Course	3 rd Course	
Temperature (5 pts)				
Texture (5 pts)				
Aroma/Flavor Development (5 pts)				
Seasoning (5 pts)				
Flavor Profile Authenticity (10 pts)				
Totals:	/30	/30	/30	/30
Execution	1 st Course	2 nd Course	3 rd Course	
Execution of Assigned Competency (10 pts)				
Cooking Fundamentals (10 pts)				
Portion Size (3 pt)				
Totals:	/23	/23	/23	/23
Communication	1 st Course	2 nd Course	3 rd Course	
Discuss Region/Culture (2.5 pts)				
Discuss Pos./Neg. of Exec. (2.5 pts)				
Totals:	/5	/5	/5	/5
Total Scores:	/65	/65	/65	/65

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

MEDITERRANEAN CUISINE

STUDY GUIDE

Candidates may use the following list of competencies, key terms, and recommended reading materials to prepare for the Mediterranean Cuisine Written and Practical Examinations. Candidates must exhibit an understanding of the flavor, cooking methods, ingredients, and techniques involved in the various regional and ethnic cuisines of the Mediterranean. Successful completion of the Mediterranean Cuisine segment is based on a combination of scores received during the written and practical exams.

The written examination will consist of 25 questions. Candidates will have one hour to complete the written examination. Candidates will have three hours to complete the practical examination, with a 20-minute service window to plate their food. The guidelines and quality standards outlined in the following pages provide more detailed information. An instructor will contact candidates two weeks prior to the exam to inform them of their menus and/ or protein items. Following the receipt of their assignments, candidates must provide a properly prepared food order using the following document.

MEDITERRANEAN CUISINE COMPETENCIES

Successful candidates are able to...

- list the countries of the Mediterranean.
- define the Mediterranean diet.
- describe the role and use of olive oil in the Mediterranean diet.
- describe the role of mezze in the northern and eastern Mediterranean.
- list the Arab influences on the cuisines of Spain and Southern Italy.

- describe some of the characteristics of the food from Provence.
- explain the role of harissa in the foods of North Africa.
- list three basic Spanish sauces and their application in the cuisine.
- demonstrate the use and application of regional rice and rice dishes.
- demonstrate proper execution and production of mezze.
- execute proper production of paella.
- execute proper production of tagines.
- execute proper production of couscous.
- demonstrate proper execution/ production of regional spreads, dips, and sauces.
- demonstrate proper execution/ production of various regional fish dishes.
- execute proper production of pasta and grain dishes typical of the region.
- demonstrate proper execution/ production of various regional vegetable dishes.
- demonstrate proper execution/ production of various regional braises and stews.

KEY TERMS

Agrodolce	Feta	Pistou
Aïoli	Harissa	Preserved lemons
Antipasti	Hors d'œuvre	Ratatouille
Avgolemono	Hummus	Saffron
Baba ganouj	Jamón serrano	Saganaki
Basil	Kebab	Semolina
Bastilla	Kefta	Sofrito
Borek	Manchego	Tābil
Bouillabaisse	Mezze	Tagine
Brik	Olive oil	Tapas
Bulgur	Orzo	Tapenade
Couscous	Paella	Tzatziki
Couscoussière	Phyllo	
Dolma	Pilaf	

HIGHLY RECOMMENDED READING

A Mediterranean Feast: The Story of the Birth of the Celebrated Cuisines of the Mediterranean from the Merchants of Venice to the Barbary Corsairs, Wright, Clifford A, William Morrow Cookbooks, 1999. ISBN: 9780688153052.

RECOMMENDED READING

Couscous and Other Good Food from Morocco, Wolfert, Paula, Ecco Books, 1987. ISBN: 978-0060913960.

Flavors of the Riviera: Discovering Real Mediterranean Cooking, Andrews, Colman, Grub Street Publishing, 2000. ISBN: 9781902304212.

Mediterranean Cooking, Gigliotti, Lynne, Houghton Mifflin Harcourt, 2013. ISBN: 9780470421369

The Essential Mediterranean: How Regional Cooks Transform Key Ingredients into the World's Favorite Cuisines, Jenkins, Nancy Harmon, William Morrow Cookbooks; 2003, ISBN: 978-0060196516.

The New Mediterranean Diet Cookbook, Slajerova, Martina, Fair Winds Press; 2021. ISBN: 9781589239913.

Mediterranean the Beautiful Cookbook: Authentic Recipes from the Mediterranean Lands, Goldstein, Joyce; Algar, Ayla, Collins, 1994. ISBN: 9780002553704.

Foods of the World (volumes 1, 2, 11, 13, 18) Time-Life Books, 1968-71.

MEDITERRANEAN CUISINE PRACTICAL EXAMINATION GUIDELINES

Candidates will be assigned one of the following five regions: Spain, Italy, Greece and Turkey, North Africa, or French Provence. Along with the specific region, candidates will be assigned a cooking method such as grilling or stewing, and a piece of equipment such as a tagine or paella pan. In addition to the cooking method and equipment, candidates will be assigned selected dishes along with accompanying meats, seafood, and grocery items to support these dishes. Examples might include a lamb tagine, assorted salads, and brik pastry for North Africa, or an onion tart, stuffed vegetables, and bouillabaisse for France. It is the candidate's responsibility to develop these dishes into three items that showcase the assigned region's cooking methods, equipment, and style.

In addition, candidates must submit a typed menu and food order list for any additional products needed to support their menu (except proteins and other items which have been assigned). Candidates should consider seasonal availability as they build their menu and be aware that substitutions may be necessary. Candidates will have three hours for production and 20 minutes for service.

Platters and serving utensils are provided; however, candidates must provide their own knives and hand tools. See the Overview section of this study guide.

CUISINES OF LATIN AMERICA AND THE CARIBBEAN STUDY GUIDE

For the Cuisines of Latin America and the Caribbean competency assessment of the ProChef Certification Program Level III, candidates must exhibit an understanding of the flavor, cooking methods, ingredients and techniques involved in the cuisines of Latin America and the Caribbean. Due to the vast size of the region and its many countries, it has been broken down into the following areas of study: Mexico, Central America, South America, Greater Antilles, and the Lesser Antilles.

In addition to written and oral examinations, candidates will also take a practical examination demonstrating their skill in the fundamentals of the assigned cuisine. Successful completion of this segment is based on a combination of scores received during the written exam, kitchen practical exam, and product identification and evaluation.

Candidates should use the following list of competencies and key terms to prepare for the written and practical examinations. The written examination will take place during the AM session and will consist of twenty-five multiple choice questions. Candidates will have one hour to complete the written examination. The practical examination will take place during the PM session. Candidates will have three hours to complete production. Each will be assigned specific proteins, a region, and a competency based on that region's cuisine. Candidates will design three dishes from that region, utilizing their main ingredients. One of the dishes must incorporate the assigned competency. Candidates must submit a food order for all the ingredients needed to produce their menu. Two copies of a typed menu will need to be submitted to the tasting judges on the day of the practical exam.

LATIN AMERICAN AND CARIBBEAN CUISINE COMPETENCIES

Successful candidates are able to...

- list the types of ingredients (vegetables, fruits, proteins) used for preparation of South American cuisine.
- prepare food typical of the style of South American cuisine.
- discuss the importance of South American cuisine today.
- list the different cultures that influenced today's Caribbean cuisine.
- list the types of ingredients used for preparation of Lesser Antilles cuisine.
- explain Creole cuisine.
- prepare food typical of the style of Lesser Antilles Caribbean cuisine.
- prepare food typical of the style of Greater Antilles Caribbean cuisine.
- list the cultural influences that affect today's Caribbean cuisine.
- list the types of ingredients used for preparation of Mexican Cuisine.
- list the types of salsas, sauces, dry and fresh chiles used in Mexican cookery.
- explain the different flavor profiles from Mexican cuisine.
- prepare food typical of the style of Mexican cuisine.
- identify the countries of Central America.
- prepare food typical of the style of Central American cuisine.
- explain the importance of corn, beans, and squash to Central American Cuisine.
- identify the culinary techniques that are basic to the Mexican kitchen and how they are used to develop flavor.
- list the ingredients which are used in Mexican cooking that act as a "vehicle" for the flavor of chiles.
- identify the importance of quinoa to the people of Peru.
- identify dende oil and describe its uses in South American cuisine.

Key Terms

Achiote	Chipotle chiles	Hominy
Achiote paste	Chipotle Colorado	Huancaina sauce
Ackee	Chipotle en Adobo	Huitlacoche
Adobo	Chipotle Meco	Jamaican Patties
Ajilimojili	Chipotle Mora	Jerk
Albondiga	Chorizo	Jerk seasoning
Alcapurias	Chuños	Lemons and limes
Alegria	Cilantro	Long Beans
Allspice (Pimento)	Coconut	Malanga
Amaranth	Comal	Manchamanteles
Anaheim	Conch	Mango
Ancho	Coo Coo	Mango chutney
Annatto	Corn	Manioc
Antojitos	Corn husks	Mannish water (Goat soup)
Arbol	Corvina	Masa
Arepa	Cozinha Bahian	Masa harina
Avocado	Cubanela pepper	Matambre
Banana leaves	Culantro	Metate
Bananas	Cumin	Mexican chocolate
Beans	Curry	Mirasol pepper
Black beans	Dende oil	Mojo
Bread fruit	Efrijolada	Molcajete
Cachucha pepper	Empanadas	Mole
Cajeta	Enchilada	Molinillo
Calabazitas	Enjitomatadas	Molotes
Callaloo	Entrada	Moros y Cristianos
Capers	Epazote	Mulato
Cazuela	Fideo	New Mexico
Ceviche	Flautas	Nixtamal
Chalupas	Fresno	Nixtamalization
Chayote squash (Mirliton, Cho-Cho)	Frijoles	Okra
Cherimoya	Ginger	Palillo
Chicharones	Gorditas	Panela sugar
Chilaca	Guacamole	Panela sugar
Chilaquiles	Guajillo	Panuchos
Chiles	Guanábana (Soursop)	Papa sec
Chiles en Escabeche	Guava	Papaya (Pawpaw)
Chimichangas	Habañero	Pasilla Negro
	Hearts of Palm	

Pasilla Oaxaca	Pozole	Sopa Seca
Passion Fruit	Pumpkin	Sopes
Pastel de choclo	Pumpkin seeds	Sour oranges
Pelau	Pupusas	Spinach
Picadillo	Quesadillas	Star fruit (Carambola)
Pico de Gallo	Queso blanco	Sugar cane
Pigeon Peas	Queso fresco	Sweet corn
Piloncillo	Quinoa	Taco
Pine nuts	Rice	Tamales
Pineapple	Rice and peas	Tamarind
Pinto beans	Roti bread	Tamarind paste
Pipian	Rum	Taro (Dasheen)
Pipian Verde	Salsa	Tomatillo
Piquillo pepper	Salsa Verde	Tortillas
Piquin/Tepin	Salted cod fish	Tostata
Plantains, Green	Sauce Ti-Malice	Tostones
Plantains, Ripe	Scotch bonnet chiles	Vatapa
Platillo Fuerte	Seviche	Yuca
Poblano	Sofrito	
Postre	Sopa	

CUISINES OF LATIN AMERICA AND THE CARIBBEAN: PRACTICAL EXAMINATION GUIDELINES SAMPLE MENUS

Candidates will be assigned one of the following five regions: South America, Central America, Mexico, Greater Antilles, or Lesser Antilles. Along with the specific region, candidates will be assigned a traditional or iconic dish, cooking method, and / or a piece of equipment. In addition to the cooking method and equipment, candidates will be assigned selected meats, seafood, and grocery items to support these dishes. It is the candidate's responsibility to develop these dishes into three items that showcase the assigned region's cooking methods, equipment, and style.

In addition, candidates must submit a typed menu and food order list for any additional products needed to support their menu (except proteins and other items which have been assigned). Candidates should consider seasonal availability as they

build their menu and be aware that substitutions may be necessary. Candidates will have three hours for production and 20 minutes for service.

Platters and serving utensils are provided; however, candidates must provide their own knives and hand tools. See the Overview section of this study guide.

Country or Region	First Course	Second Course	Third Course
South America	Albondigas	Avocado Salad	Fejoada
Central America	Arepas con Queso	Papas a la Huancaína	Carne en Pipian Verde
Mexico	Quesadilla	Pozole	Mole Poblano de Guajolote
Greater Antilles	Alcapurias	Asopao	Arroz con Pollo
Lesser Antilles	Salt-fish Fritters	Cassava Salad	Curried Chicken

SAMPLE INGREDIENT TRAYS AND COMPETENCY ASSIGNMENTS FOR PROCHEF LATIN AMERICA AND THE CARIBBEAN PRACTICAL EXAM

<p>Tray One: Mexican Cuisine 3 lb. turkey breast Competency: Mole</p>	<p>Tray Five: Central American Cuisine 1 chicken Competency: Empanadas</p>
<p>Tray Two: South American Cuisine 1 flank steak Competency: Braise</p>	<p>Tray Four: Greater Antilles Cuisine 2 chickens Competency: Jerk</p>

Tray Three:

Lesser Antilles Cuisine

2 lb. shrimp

Competency: Curry

ASIAN CUISINE STUDY GUIDE

For the Cuisines of Asia competency assessment of the ProChef Certification Program Level III, candidates must exhibit an understanding of the flavor profiles, cooking methods, ingredients and techniques involved in the cuisines of Asia. Due to the vast size of the region, and its many countries, it has been broken down into the following five areas of study: China, Korea, Japan, Southeast Asia, and India.

In addition to written and oral examinations, candidates will also take a practical examination demonstrating their skill in the fundamentals of the cuisines. Successful completion of this segment is based on a combination of scores received during the written and practical exams.

Candidates should use the following list of competencies and key terms to prepare for the written and practical exams. The written exam will take place during the AM session and will consist of 25 multiple choice questions and a 10-item product identification test. Candidates will have one hour to complete the written exam.

Candidates will have three hours to complete production and an additional 20 minutes to plate and serve their dishes. Each candidate will be assigned a basket of food items, a region, and a competency based on that region's cuisine. The items in the basket will be suitable for the region and must be incorporated into the menu. Candidates will design three dishes from that region utilizing at least a portion of every ingredient in their basket. Dishes can be served family style or in sequential courses as dictated by the specific cuisine or region. At least one of the dishes should incorporate the assigned competency. Candidates will be asked to submit a food order for any additional ingredients needed to produce their menu. The food order list is due on day two at 12:00 noon. Two copies of a typed menu must be submitted to the kitchen judge on the day of the practical.

ASIAN CUISINE COMPETENCIES

Successful candidates are able to...

- explain the importance of presentation in the composition of a Japanese meal.
- list and explain key ingredients used in Japanese cuisine.
- apply key methods in the preparation of a Japanese dish.
- explain and prepare sushi.
- list and explain key ingredients of Chinese cuisine.
- explain and produce Chinese dumplings.
- identify specialized cooking tools used in Chinese cooking.
- identify the steps of stir-frying.
- list and explain key ingredients of Korean cuisine.
- identify specialized cooking tools used in Korean cooking.
- explain and prepare a Korean noodle dish.
- list and explain the herbs and spices common to Indian cuisine.
- list and explain traditional ingredients common to India's cuisine.
- describe the use of whole and ground spices in India's cuisine.
- identify special equipment used in the preparation of Indian foods.
- explain and prepare an Indian flatbread.
- list and explain basic characteristics of Southeast Asian cuisines.
- identify and describe primary flavor components of Southeast Asian cuisines.
- explain and prepare a Thai curry.

KEY TERMS: JAPAN

Abura-age (deep fried
tofu pouches)
Aji-no-moto (MSG)
Bamboo rolling mats
Daikon (White Radish)

Dashi (bonito &
seaweed stock)
Edamame
Goma (Black and White
Sesame Seeds)
Hijiki
Japanese eggplant

Kinugoshi tofu (silky
bean curd)
Kona Sansho (Japanese
Pepper)
Konbu
Koyodo-fu (freeze-
dried bean curd)
Mirin (Sweet Sake)

Mushrooms: Nameko,
Matsutake, Shiitake,
Enoki
Napa cabbage
Nori sheets
Pickled yellow radish
Red pickled ginger
(gari)
Sashimi (uncooked fish)
Sesame Oil
Shichimi togarashi
(Seven-Pepper Spice)
Shinshu-miso
Shoyu (Soy sauce)
Soba
Somen
Su (Rice Vinegar)
Sukiyaki
Sushi (vinegared rice
dish)
Tamago (egg cake)
Tataki (seared raw
meat)
Tempura
Teriyaki
Tonkatsu
Udon
Wakame
Wasabi
Yakitori (grilled
chicken)
Yuzu

KEY TERMS: CHINA

Bean sprouts
Black bean sauce
Black mushrooms
Black mushrooms
Black Vinegar
Bokchoy

Cantonese
Chili oil
Chili sauce
Chinese chives
Chinese long beans
Chinese Noodles
Chinese sausage
Chinese spinach
Congee
Dim sum
Dried red chiles
Dried shrimp
Dumpling Wrappers
Five spice mix
Fuzhu (dried bean curd
skins)
Garlic chili sauce
Hoisin sauce
Hot bean paste
Hunan
Hundred-year-old eggs
Lily buds
Lotus leaves
Lotus root
Oyster sauce
Peking
Plum sauce
Pot stickers
Preserved vegetables
Red Cooking
Rice, glutinous
Rice, long grain
Rice, short grain
Rice vinegar – Sesame
oil
Salted black beans
Scallion cakes
Sesame paste
Shanghai
Shao mai

Shaoxing wine
Shrimp paste
Sichuan pepper
Soy sauce, dark/ light
Spring roll
Sprouts
Star anise
Steamed buns
Straw mushrooms
Szechwan
Tapioca starch
Taro Dumplings
Tea smoking
Tofu (Bean curd)
Tree ear mushrooms
Turnip Cakes
Velveting
Water chestnuts
Water-chestnut flour
Wheat starch
Winter melon
Wok

KEY TERMS: KOREA

Air drying
Asian pear
Bamboo shoots
Bean sprouts
Bitter melon
Black fungus
Black mushrooms
Bulgogi
Chestnuts
Chinese chives
Chinese Eggplant
Chinese spinach
Chrysanthemum leaves
Cilantro
Dried anchovy
Dried shrimp

Dried squid
Fernbracken
(fiddlehead ferns)
Ginger
Gingko nuts
Ginseng
Gochujang (Red bean
paste)
Green onions
Hoch'ujang (hot red
pepper paste)
Kalbi jim
Kim chi
Koch'u karu (hot red
pepper powder)
Korean chives
Korean Dumpling
Wrappers
Korean Noodles
Korean radish
Lettuce wraps
Lotus root
Naengmyŏn (chilled
buckwheat noodles)
Namul
Napa cabbage
Oyster mushrooms
Pajon (griddle cakes)
Persimmons
Pibimbap (rice with
vegetables and meat)
Rice flour
Rice Vinegar
Scallion bread
Seaweed
Sesame oil
Sesame seeds
Snow peas
Toenjang (fermented
soybean paste)

Tofu
Yam

KEY TERMS: INDIA

Achar
Amchur (dried mango
powder)
Anardana
(pomegranate seed)
Arhar dal
Asafoetida
Basmati rice
Besan flour
Bharta
Biryani
Bondas
Cardamom, black and
green
Chapati
Chat
Chutney
Coconut milk
Curry leaves
Dal
Dosas
Dry masala
Eggplant, Indian
Fennel seed
Fenugreek
Ghee
Jaggery
Kardhai
Kofta
Korma
Lassi
Lotus seeds
Mustard Oil
Mustard Seeds
Naan
Nigella
Pakorras

Panch phoran
Paneer
Pappadum
Raita
Rose water
Roti
Masala
Samosas
Tamarind
Tandoori oven
Turmeric (haldi)
Vindaloo
Wet masala

KEY TERMS: SOUTH EAST ASIA

Acar
Banana blossoms
Banana leaves
Bean paste, hot
Bean paste, soy
Bean paste, sweet
Bean sprouts
Bean thread noodles
Black bean sauce
Black sticky rice
pudding
Black vinegar
Candlenuts
Cilantro leaves and
roots
Coconut
Coconut cream
Crispy shallots and
garlic
Dried shrimp
Durian
Fish sauce
Fried shallots or garlic
Galangal

Garlic chili sauce	Napa cabbage	Roasted chili paste
Glutinous rice powder	Nasi goreng	Sago
Vietnamese salad rolls	Oyster sauce	Salted black beans
Green mango	Palm sugar	Salted preserved vegetables
Green papaya	Pea eggplant	Salted radish
Hoisin sauce	Peanut sauce	Satay
Holy basil	Phàt thai	Soy sauce
Kaffir lime leaves	Pho, beef or chicken	Tamarind
Kaffir limes	Poh piah	Tapioca
Lemon grass	Preserved salted fish	Tempeh
Lotus root	Rempah	Thai bird chiles
Lotus rootlets	Rice, black sticky	Thai eggplants
Lumpia	Rice, glutinous	Thai oyster sauce
Mee goreng	Rice, jasmine	Tôm khà kài (chicken coconut soup)
Mee crop	Rice, Thai sticky	Tôm yam kông
Thai curry paste	Rice noodles	Water chestnuts
Thai curries and paste	Rice papers	
Mustard greens	Rice powder	

ASIAN CUISINE

PRACTICAL EXAMINATION GUIDELINES

Candidates will be assigned one of the following five regions: Japan, China, Korea, Southeast Asia, or India. Along with the specific region, each candidate will be assigned a cooking method and a piece of equipment. In addition, each candidate will be assigned selected dishes along with accompanying meats, seafood, and grocery items to support these dishes. It is the candidate's responsibility to develop these dishes into three items that showcase the assigned region's cooking methods, equipment, and style.

Each candidate must submit a typed menu and food order list for any additional products needed to support their menu (except proteins and other items which have been assigned). Candidates should consider seasonal availability as they build their menu and be aware that substitutions may be necessary. Candidates will have three hours for production and 20 minutes for service.

Platters and serving utensils are provided; however, candidates must provide their own knives and hand tools. See the Overview section of this study guide.

ASIAN CUISINE SAMPLE MENU

Country/ Competency	First Dish	Second Dish	Third Dish
Japan/ Sushi	Assorted Sashimi/Sushi	Udon Noodles in a Bowl with Tempura	Chicken Yakitori with Soba Noodle Salad and Pickled Vegetables
Korea/ Noodle Dish	Pan-fried Scallion Pancakes with Condiments	Jap Chae	Kalbi Tshim
China/ Dumplings	Won Ton Soup	Chinese Spring Rolls with Dipping Sauce	Sweet and Tangy Braised Spareribs with Stir-fried Bok Choy and Steamed Rice
Thailand/ Thai Curry	Tom Yam Kung	Pad Thai	Green Chicken Curry with Steamed Jasmine Rice
Vietnam/ Rice Paper Wrap	Rice Paper Wrapped Salad Rolls with Dipping Sauces	Sour and Spicy Bean Threads with Crab and Shrimp	Grilled Shrimp Paste with Table Salad
India/ Flatbread	Samosas with Dipping Sauces	Saag Paneer	Lamb Korma with Poori Bread, Yellow Rice and Lentil Tamarind Chutney

ELECTIVE COMPETENCIES

STUDY GUIDE

The elective competencies are an opportunity for candidates to present an area of personal and career growth. This may be an area of deep interest, life-long research, or personal heritage. Candidates should use the following list of electives to help identify their selection. They may also propose additional electives for consideration by the certification administrators.

Successful completion of this segment is based on a combination of scores received from a written exam, menu development, kitchen performance, and verbal confirmation of the required competencies. Each elective will include a written exam consisting of 25 questions. Candidates will have one hour to complete it. The exam will be based on a high level of understanding of the selected elective.

Candidates will have three hours to complete the practical exam with an additional 20 minutes to plate and serve their food. Candidates must exhibit an understanding of flavor, presentation, proper cooking techniques, menu analysis, and proper kitchen work habits as related to their chosen elective. The guidelines for dishes, courses, and desserts outlined in the Global Cuisines section of this study guide provide additional information.

ELECTIVE OPTIONS

- Additional global cuisine
 - European (Northern EU and UK)
 - Middle Eastern and the Levant
 - Africa (excluding Northern Africa – Morocco, Tunisia, Algeria)
 - North America (excluding Caribbean)
- Contemporary Garde Manger
 - Focus on curing and brining, Hors d'Oeuvres and Small Plates

- Food and Beverage Pairing
 - Wine, Beer, Cider, or a combination. 4 course mystery basket.
- Other specializations as proposed by the candidate

ELECTIVE COMPETENCIES: PRACTICAL EXAMINATION GUIDELINES

For the practical examination, candidates must design a menu that consists of either three courses or three dishes, one of which may be a dessert. It is the candidates' responsibility to submit a food order list for all products needed for their menu as discussed by the chef instructor and according to the assignment. Candidates should consider seasonal availability as they build their menu and be aware that substitutions may be required.

On the day of the practical exam, each candidate must produce four plated portions of each course. Candidates will have three hours for production and 20 minutes for service. Platters and serving utensils will be provided; however, candidates must use their own knives and hand tools. Depending on the chosen elective, additional preparation time may be offered during the week to allow for curing, brining, marination, pre-ferment, etc.

ELECTIVE COMPETENCIES: PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET

Candidate: _____ Judge: _____

Food is Servable: Y / N

Any food deemed **un-servable* by the Floor Judge will not be evaluated by the Tasting Judge. 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)		/5
Timeline/Game Plan Preparation (1 pt)		
Workspace Organization/Cleanliness (3 pts)		
Safety		
Demeanor/Equipment Operation/Knife Usage (3 pts)		/3
Sanitation Procedure		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintains Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
Cooking Techniques, Skills, and Fundamentals		
Equipment Usage (1 pt)		/13
Knife Skills (2 pts)		
Accuracy of Measuring (5 pts)		
Cooking Fundamentals/Technique (5 pts)		
Ingredient Utilization, Storage, and Production		
Ingredient Utilization/Waste (1 pt)		/4
Proper Storage (1 pt)		
Accurate Production Quantity/Yield (2 pts)		
Timing of Service		
All food served within 15 min. window** (-5 pts to 5 pts)		/5
Total Score		/35

***Un-Servable:** Food that is unfit for human consumption due to cross-contamination, under-cooking, or other mishandling/abuse that could cause illness **After your window closes, you will have an additional 10 minutes to serve your food. However, you will be deducted 1 point per minute, which can result in a negative score of -5 pts. If you miss both the 15-minute window and the 10-minute grace period, your food will not be tasted until all other candidates have been evaluated.

ELECTIVE COMPETENCIES: PRACTICAL EXAMINATION TASTING AND SKILL EVALUATION SCORE SHEET

Score sheets for the electives will be primarily based on other tasting score matrices, with emphasis placed on taste, flavor, and execution of competencies. Specific elective competencies will be discussed in the pre-examination calls conducted by the exam administrator. It is important that each candidate reaches out to the test administrator to discuss his or her elective selection and the required competencies.

These materials were developed as a team effort using the resources of The Culinary Institute of America.

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