



CIA ProChef

Culinary Institute of America

ProChef® Certification Program Level II 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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www.ciachef.edu



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 & 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

LEVEL II EXAM

EXAM OVERVIEW

The ProChef Level II Exam evaluates the competency of candidates interested in achieving ProChef Level II Certification through The Culinary Institute of America's ProChef Certification Program. In addition to achieving certification, successful completion of the program entitles candidates to 4.0 Continuing Education Units (C.E.U.s).

To qualify for this level of certification, candidates must demonstrate 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 II Exam consists of practical testing of the required competencies. To achieve certification, the candidate must successfully demonstrate proficiency in the following areas:

- Food Science
- Basic Baking and Pastry
- Global Cuisines
- Management Skills
- Plant Forward Cuisine
- Financial Skills

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

CULINARY SKILLS

- Apply nutrition and Plant forward concepts to menu planning and recipes in order to meet nutritional guidelines.
- Apply fundamental baking techniques to produce breads, doughs, cakes and custards.
- 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.

LEADERSHIP SKILLS

- Apply fundamental management principles.
- Demonstrate effective supervision of others in work production by providing clear instructions, effective criticism, and redirection.
- Identify fundamental workplace laws 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).
- Apply concepts of menu mix and portion cost to produce a menu at a targeted food cost.
- 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 II practical examinations cover:

- Basic Baking and Pastry
- Plant Forward Cuisine
- Global Cuisines

WRITTEN EXAMS

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

- Food Science
- Basic Baking and Pastry
- Plant Forward Cuisine
- Management Skills
- Global Cuisines
- Financial Skills

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.

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
D	Cheese, ricotta salata	2	wt. oz.
G	Arugula, baby	1/2	lb.
G	Spinach, bunch	1	ea.

C	Ingredients	Amounts	Units
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 II 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.

FOOD SCIENCE STUDY GUIDE

Candidates should use the following list of competencies, key terms, recommended reading materials, and videos to prepare for the Food Science Written Examination. The written examination will consist of 25 questions. Candidates will have one hour to complete the examination.

FOOD SCIENCE COMPETENCIES

Successful candidates are able to...

- describe how stable emulsions are formed.
- diagram an emulsion.
- identify the continuous and dispersed (discontinuous) phases of each emulsion.
- list two types of emulsions.
- explain how emulsions are thickened and thinned.
- explain the term "emulsifying agent" and identify two major categories.
- list three reasons why emulsions break.
- identify the five main pigments found in vegetables, describing whether they are water or fat soluble.
- describe the colors typical of each vegetable pigment.
- discuss how plant pigments are affected by changes in environment (exposure to heat, sugar, salt, acids, and bases).
- explain proper cooking techniques to minimize loss of texture, flavor, and color in plant product.
- identify the smaller chemical group that make up protein molecules.
- describe the various roles of protein in food preparation.
- diagram globular and fibrous protein.
- explain denaturation and coagulation.
- identify substances that speed and delay egg protein coagulation.
- explain the differences between a soft custard (sol) and baked custard (gel).
- list examples of fibrous protein.

- discuss three ways meat is made tender before cooking.
- explain why collagen is the most important connective tissue.
- explain why fish muscle cooks more quickly than land animal muscle tissue.
- describe maillard browning.
- discuss what happens to meat when it is heated too rapidly or for too long.
- summarize the effects of heat, acid, salt, and enzymes in meat cookery.
- explain the two basic methods by which starch is cooked.
- diagram a starch granule, identifying the two starch molecules it contains.
- summarize the most important characteristics of high amylose starches.
- summarize the most important characteristics of high amylopectin starches.
- describe gelatinization, pasting, and retrogradation of starch, indicating if it involves wet or dry heat.
- discuss three elements that interfere with starch thickening.
- describe the three classes of leavening.
- explain how air and steam work to leaven baked goods.
- name the gas which is created during chemical leavening.
- identify four methods by which air is incorporated into dough and batter.
- discuss baking soda, giving the requirements for its development into gas.
- describe the effects of unreacted baking soda in baked products.
- discuss double-acting powder, giving the requirements for its reaction.
- describe the function of yeast in baking, giving three environmental conditions for its optimal development.
- describe gluten and its role in baking.
- compare high and low protein flours.

KEY TERMS

Acid	Fibrous protein	Oxidation
Actin	Flocculation	Permanent emulsion
Albumin	Gelatin	pH
Amino acid	Gelatinization	Phenolase
Baking powder	Gliadin	Photosynthesis
Base	Globular protein	Pigment
Brine	Glucose	Proofing
Caramelization	Gluten	Protein
Carbohydrate	Glutenin	Retrogradation
Carotenoids	Hydrophilic	Semi-permanent emulsion
Carry-over cooking	Hydrophobic	Single-acting baking powder
Casein	Hygroscopicity	Slurry
Cellulose	Hypothesis	Sol
Chemical leavener	Invert sugars	Solubility
Chlorophyll	Lactase	Solute
Chromoplast	Lactose	Starch
Coagulation	Leavener	Sucrose
Collagen	Lecithin	Suspension
Connective tissue	Lipid	Syneresis
Control	Maillard reaction	Temper
Denaturation	Maltose	Temporary emulsion
Dextrin	Mechanical	Viscosity
Double-acting baking powder	Leavener	Water-in-oil emulsion
Dry yeast	Modified starch	Yeast
Emulsifier	Myoglobin	
Emulsion	Oil-in-water emulsion	
Enzyme	Organic leavening	
Fermentation	Osmosis	

HIGHLY RECOMMENDED READING

On Food and Cooking: The Science and Lore of the Kitchen, McGee, Harold, Scribner;
Updated edition, 2004. ISBN 0-684-80001-2

RECOMMENDED READING

Cookwise: The Hows and Whys of Successful Cooking. Corriher, Shirley O. William
Morrow Cookbooks, 1997. ISBN: 9780688102296

Foundations of Food Preparation, Freeland-Graves, Jeanne Himich, Peckham, Gladys
C. Prentice Hall, Sixth Edition, 1995. ISBN: 9780023396410

The Curious Cook: More Kitchen Science and Lore. McGee, Harold. Macmillan, 1992.
ISBN: 9780020098010.

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

BASIC BAKING AND PASTRY

STUDY GUIDE

The following list of competencies, key terms, recommended reading materials, and videos will prepare candidates for the Baking and Pastry 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.

BASIC BAKING AND PASTRY COMPETENCIES

Successful candidates are able to...

- prepare basic breads
- prepare basic pastry batters.
- prepare basic cakes.
- prepare pie dough.
- 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.

- list the steps of the bread making process.
- name and describe three techniques for making a meringue.
- compare the three different types of leaveners.
- 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.

KEY TERMS

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

Steam-injected
oven
Sweeteners
Temper

Tenderizer
Thickeners
Two-stage method

Vanilla sauce/
Crème Anglaise
Yeast

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)

BASIC BAKING AND PASTRY: PRACTICAL EXAMINATION GUIDELINES

For this practical examination, the candidate will have five hours to prepare the following items from each of the categories found below. Page references refer to the formulas in The Professional Chef, 9th Edition. Candidates may use these or their own formulas. Platters and serving utensils are provided; however, candidates must provide their own knives, hand tools, and copies of the required recipes.

DOUGH

- **Soft Roll Dough** (p. 1026-1046)
 - 5-lb. soft rolls mixed, fermented, formed into a minimum of three (3) different shapes of rolls (knots, pan rolls, etc.), proofed, and baked
 - Present 12, 2 oz. roll of each shape for a total of 36 pieces
- **Pie Dough** (p. 1070)
 - 3-lb. Pie Dough made into two 10-inch blind baked shells

CUSTARD

- **Vanilla Pastry Cream**, 1-quart (p. 1098)

BASIC PASTRY BATTER

- **Pâte à Choux** (p. 1062-1065, 1084)
 - 3-lb. pâte à choux piped into two shapes. One of the shapes must be éclairs. The other shape is the candidate's choice. Present 12 of each shape for a total of 24 pieces.
 - Fill baked éclairs with pastry cream. The other shape does not have to be filled or glazed.
 - Finish éclairs with candidate's choice of ganache (p. 1128), fondant (p. 1119-1121 tempering)

CAKE

- **Pound cakes** (p. 1081)
 - 2 each 2-lb. or 4 each 1-lb. baked in loaf pans

BASIC BAKING AND PASTRY: 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.

PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET: BASIC BAKING AND PASTRY

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.

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

BASIC BREAD (13 PTS)

- Execution (2 pts)
 - Washing
 - Consistency of size and shape
- Proper Volume (2 pts)
 - Fermentation
- Color (2 pts)
- Crumb (2 pts)
- Flavor (5 pts)

CUSTARD (13 PTS)

- Color (2 pts)
- Viscosity (3 pts)
- Texture (3 pts)
- Flavor (5 pts)

PÂTÉ À CHOUX (13 PTS)

- Color (2 pts)

- Consistency of size, shape (3 pts)
- Execution (2 pts)
 - Properly baked, hollow
- Filling (2 pts)
- Glazing (2 pts)
- Flavor (2 pts)

BASIC CAKE (13 PTS)

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

PIE CRUST (13 PTS)

- Color (2 pts)
- Properly Baked (3 pts)
- Flake (3 pts)
- Flavor (5 pts)

PRACTICAL EXAMINATION

TASTING AND SKILL EVALUATION SHEET: BAKING AND PASTRY

Candidate: _____ Judge: _____

Criteria	Scores	Total
Basic Bread		
Execution: Washing, Consistency of Size, Shape (2 pts)		/13
Proper Volume: Fermentation (2 pts)		
Color (2 pts)		
Crumb (2 pts)		
Flavor (5 pts)		
Custard		
Color (2 pts)		/13
Viscosity (3 pt)		
Texture (3 pts)		
Flavor (5 pts)		
Pâté à Choux		
Color (2 pts)		/13
Consistency of Size and Shape (3 pts)		
Execution: Properly Baked - Hollow (2 pts)		
Filling (2 pt)		
Glazing (2 pts)		
Flavor (2 pts)		
Basic Cake		
Color (2 pts)		/13
Crumb (3 pts)		
Volume (3 pts)		
Flavor (5 pts)		
Pie Crust		
Color (2 pts)		/13
Properly Baked (3 pts)		
Flake (3 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

Global Cuisines now replaces Mediterranean Cuisine for the level II exam. Candidates will be given the option of selecting two global regions from the list of three including Mediterranean, Asian, and Latin/ Caribbean. 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, 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

Note that dessert is an option. Candidates will not be required to prepare a dessert until level 3. Candidates who do decide to prepare a dessert for any day of Level 2 must do so in a highly refined and thoughtful manner. Oversimplified desserts such as a scoop of sorbet or a simple poached pear will not be considered complete as per the global cuisine/ Plant Forward guidelines of a “complete dish.”

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.

PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET: GLOBAL CUISINE

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.

PRACTICAL EXAMINATION

TASTING AND SKILL EVALUATION SHEET:

GLOBAL CUISINE

Candidate: _____

Judge: _____

Region: _____

Competency: _____

Criteria	Score			Avg.
	1 st Course	2 nd Course	3 rd Course	
Presentation				
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				
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				
Execution of Assigned Competency (10 pts)				
Cooking Fundamentals (10 pts)				
Portion Size (3 pt)				
Totals:	/23	/23	/23	/23
Communication				
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 rice and rice dishes of the region.
- 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 and production of various spreads, dips, and sauces of the region.
- demonstrate proper execution and production of various fish dishes of the region.
- execute proper production of pasta and grain dishes typical of the region.
- demonstrate proper execution and production of various vegetable preparations of the region.
- demonstrate proper execution and production of various braises and stews of the region.

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

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

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

Tray One: Mexican Cuisine 3 lb. turkey breast Competency: Mole	Tray Five: Central American Cuisine 1 chicken Competency: Empanadas
Tray Two: South American Cuisine 1 flank steak Competency: Braise	Tray Four: Greater Antilles Cuisine 2 chickens Competency: Jerk
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 II, 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 and
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	Korean chives
Bean sprouts	Korean Dumpling Wrappers
Bitter melon	Korean Noodles
Black fungus	Korean radish
Black mushrooms	Lettuce wraps
Bulgogi	Lotus root
Chestnuts	Naengmyŏn (chilled buckwheat noodles)
Chinese chives	Namul
Chinese Eggplant	Napa cabbage
Chinese spinach	Oyster mushrooms
Chrysanthemum leaves	Pajon (griddle cakes)
Cilantro	Persimmons
Dried anchovy	Pibimbap (rice with vegetables and meat)
Dried shrimp	Rice flour
Dried squid	Rice Vinegar
Fernbracken (fiddlehead ferns)	Scallion bread
Ginger	Seaweed
Gingko nuts	Sesame oil
Ginseng	Sesame seeds
Gochujang (Red bean paste)	Snow peas
Green onions	Toenjang (fermented soybean paste)
Hoch'ujang (hot red pepper paste)	Tofu
Kalbi jim	Yam
Kim chi	
Koch'u karu (hot red pepper powder)	

KEY TERMS: INDIA

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

Vietnamese salad rolls
Green mango
Green papaya
Hoisin sauce
Holy basil
Kaffir lime leaves
Kaffir limes
Lemon grass
Lotus root
Lotus rootlets
Lumpia
Mee goreng
Mee crop
Thai curry paste
Thai curries and paste
Mustard greens
Napa cabbage
Nasi goreng
Oyster sauce
Palm sugar
Pea eggplant
Peanut sauce
Phàt thai
Pho, beef or chicken
Poh piah
Preserved salted fish

Rempah
Rice, black sticky
Rice, glutinous
Rice, jasmine
Rice, Thai sticky
Rice noodles
Rice papers
Rice powder
Roasted chili paste
Sago
Salted black beans
Salted preserved
vegetables
Salted radish
Satay
Soy sauce
Tamarind
Tapioca
Tempeh
Thai bird chiles
Thai eggplants
Thai oyster sauce
Tôm khà kài (chicken
coconut soup)
Tôm yam kûng
Water chestnuts

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

PERSONNEL MANAGEMENT

STUDY GUIDE

Candidates should use the following list of competencies, key terms, and recommended reading materials to prepare for the Personnel Management Written Exam. The written exam consists of 25 questions. Candidates will have one hour to complete the exam.

PERSONNEL MANAGEMENT COMPETENCIES

Successful candidates are able to...

- describe functions of supervision.
- explain various theories on leadership and motivation.
- identify the culture and style of an organization.
- determine the role of leadership and supervision in an organization.
- explain the model for interpersonal skill improvement.
- describe the communication process.
- state the legal issues associated with staffing an organization.
- list factors that help people learn.
- explain the training cycle including needs assessment, design, delivery, and evaluation.
- explain the components of an effective orientation process.
- identify legal issues associated with performance management and discipline.
- outline the steps to the performance review process.
- establish performance expectations using the SMART Method.

KEY TERMS

Accommodation	Employee self-appraisal	Needs assessment
Active Listening	Equal Employment Opportunity	Negligent hiring
Adult learning theory	Equal Employment Opportunity Commission	Nonverbal communication
Affirmative Action Plan	Evaluating Evaluation form	On the job training (OJT)
Age Discrimination in Employment Act	Family and Medical Leave Act of 1993	Organizing
Americans with Disabilities Act	Feedback	Orientation
Appraisal interview	Halo effect	Performance appraisal
BFOQ	Human skill	Planning
Case study	Immigration Reform and Control Act	Pre and post tests
Civil Rights Act of 1964, Title VII	Internal recruiting	Pregnancy Discrimination Act of 1978
Coaching	Interpersonal communication	Progressive discipline
Communication barriers	Interview	Promotion from within
Conceptual skills	Job specifications	Reasonable accommodation
Controlling	Just cause termination	Recruiting
Counseling	KSA (knowledge, skills and abilities)	Responsibility
Course outline	Labor market	Role playing
Culture	Learning	Situational Leadership
Delegating	Management by objective	Stereotype
Demographics	Management by walking around	Supervising
Discipline	Management grid	Teaching methods
Discrimination	Managing	Technical skills
Disparate Impact		Training evaluations
Disparate Treatment		Training objectives
Diversity		Training plan
Employee Referral Programs		

RECOMMENDED READING

Foodservice Management – By Design, Legvold; Dee, Salisbury, Kristi, Third Edition, Association of Nutrition and Foodservice Professionals, 2020. ISBN: 9780578785615.

Managing Behavior in Organizations, Greenberg, Jerald, Sixth Edition, Pearson, 2012. ISBN: 9780132729833.

Managing Hospitality Human Resources, Woods, Robert, Fifth Edition. American Hotel and Motel Association, 2012. ISBN: 9780866123969.

Handbook of Effective Management: How to Manage or Supervise Strategically, Huffmire, Donald W.; Holmes, Jane D., Praeger, 2006. ISBN: 978-0899309231.

Hospitality Employee Management and Supervision: Concepts and Practical Applications, Sommerville Kerry L., Wiley, 2007. ISBN: 978-0471745228.

Human Resources Management in the Hospitality Industry, Hayes, David K.; Ninemeier, Jack D., Second Edition, Wiley, 2015. ISBN: 978-1118988503.

Introduction to Management in the Hospitality Industry, Barrows, Clayton W.; Powers, Tom; Reynolds, Dennis R. Tenth Edition, Wiley, 2011. ISBN: 9780470399743.

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

PLANT FORWARD CUISINE

STUDY GUIDE

One of the biggest sources of confusion in today's food world is the distinction between *Plant Based* and *Plant Forward* cooking. *Plant Based* means avoiding all animal products, a more restrictive approach to healthy eating that may not be sustainable for many people. *Plant Forward*, in contrast, is not about eliminating animal products but carefully curating their use and including more plant products.

These new plant forward competencies reflect the growing importance for chefs to understand the main concepts of nutrition and what constitutes a healthy diet. Today's consumers are aware of the food-health connection and expect chefs to create menus that help them achieve their healthy eating goals.

Candidates should use the following list of competencies to prepare for both the Plant Forward Cuisine Written and Practical Exams. Successful completion of this segment is based on a combination of scores received from the written exam, menu development, kitchen performance, and verbal confirmation of the required competencies.

The written exam consists of 25 questions. Candidates will have one hour to complete it. The exam requires critical thinking skills and focuses on issues such as nutrition labels, dietary needs, and recipe modification to achieve nutrition goals.

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 they relate to plant forward cooking. The guidelines and quality standards outlined in the following pages offer more detailed information. The guidelines for dishes vs courses and for desserts outlined in the Global Cuisines section of this manual provide additional information.

PLANT FORWARD CUISINE COMPETENCIES

Successful candidates are able to...

- calculate the percentage of calories that come from fat.
- list at least two negative health effects of trans fats.
- give at least two health benefits of including omega-3 fatty acids in the diet.
- list at least two food sources of omega-3 fatty acids.
- list at least three sources of complete proteins.
- give at least two examples of complementary proteins.
- give the amount of cooked dry beans that is equivalent to 1 ounce of meat.
- name four food sources of phytochemicals.
- list at least three ways to prepare and/ or cook fruits and vegetables that will minimize the loss of vitamins.
- name the four nutrients that may be a problem for vegans.
- list at least three health benefits of a vegetarian diet.
- list at least 4 grains that a person with celiac disease could safely consume.

KEY TERMS

Antioxidant	Omega-3 fatty acids
Celiac disease	Plant forward
Complementary proteins	Phytochemicals
Complete protein	Vegan
Amino acids	
Glycemic index	
Incomplete protein	
Lacto-ovo vegetarian	

RECOMMENDED READING

Eat, Drink and Be Healthy, Willett, Walter, Free Press, 2005. ISBN: 9780743266420

PLANT FORWARD CUISINE: 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.

Each candidate will be randomly assigned a basket of ingredients based on the Global Blue Zones. Candidates may elect to use only plant-based protein sources in their menu.

PLANT FORWARD CUISINE: MENU DESIGN GUIDELINES

Each candidate's menu may include a maximum of 2 ounces of animal protein per person across all three courses. This includes all meat, poultry, fish, and dairy, including

flavoring proteins like bacon. Meat stocks are not considered as part of this allocation. Animal sources should be healthier varieties or lower on the food chain.

While there are no specific targets for the guidelines below, an understanding of these general principles of healthy cooking must be demonstrated.

- Minimal added sugars and sodium.
- Appropriate ratios of carbohydrates, proteins, and fats.
- Whole intact grains and legumes should be featured.

PRACTICAL EXAMINATION

KITCHEN FLOOR SCORE SHEET: PLANT FORWARD CUISINE

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.

PRACTICAL EXAMINATION

TASTING AND SKILL EVALUATION SHEET:

PLANT FORWARD CUISINE

Candidate: _____

Judge: _____

Criteria	Score			Avg.
Presentation	1 st Course	2 nd Course	3 rd Course	
Visual Appeal (2 pt)				
Plate Cleanliness (1 pt)				
Consistency of Plating (1 pt)				
Plate Temperature (1 pt)				
Totals:	/5	/5	/5	/5
Taste	1 st Course	2 nd Course	3 rd Course	
Temperature (5 pts)				
Texture (5 pts)				
Aroma/Flavor Development (15 pts)				
Seasoning (5 pts)				
Totals:	/30	/30	/30	/30
Execution	1 st Course	2 nd Course	3 rd Course	
Plant forward Menu Guidelines achieved (9 pts)				
Healthy Cooking Guidelines achieved (8 pts)				
Cooking Fundamentals (8 pts)				
Totals:	/25	/25	/25	/25
Communication	1 st Course	2 nd Course	3 rd Course	
Discuss Menu Nutrition (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.

Financial Skills Study Guide

Candidates should use the following list of competencies, key terms, and recommended reading materials to prepare for the Financial Skills Written Examination. The written examination consists of 25 questions. Candidates will have one hour to complete the exam.

FINANCIAL SKILLS COMPETENCIES

Successful candidates are able to...

- interpret a food operation profit and loss statement (P&L).
- apply concepts of menu mix and portion cost to produce a menu at a targeted food cost.
- detect food and labor waste issues and develop a plan of corrective action.
- use and troubleshoot a food inventory and ordering system.

KEY TERMS

Beverage cost	Fixed cost	Profit and loss
Break-even point	Food cost	statement
Budgeted cost	Labor cost	Sales
Contribution	Menu mix	Sales mix
margin	Non-controllable	Sales price
Contribution rate	cost	Total cost
Controllable cost	Overhead cost	Total sales
Cost	Planned cost	Unit cost
Cost control	Portion cost	Variable cost
Cost percent	Prime cost	Variable rate
Cost-to-sales ratio	Profit	

RECOMMENDED READING

Principles of Food, Beverage, and Labor Cost Controls, Ninth Edition

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

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