



# CIA ProChef

Culinary Institute of America

## **ProChef® Certification Program Level I 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**

1946 Campus Drive  
Hyde Park, NY 12538-1499  
Tel: 845-452-9600  
[www.ciachef.edu](http://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,

A handwritten signature in black ink that reads "David Kamen".

David Kamen PC<sup>III</sup> MBA  
Director—CIA Consulting  
845-451-1386 | [david.kamen@culinary.edu](mailto: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](http://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](mailto: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](mailto: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](mailto: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](mailto: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, [\(845\) 905-4631](tel:8459054631), [jodi.amato@culinary.edu](mailto: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 I EXAM

### EXAM OVERVIEW

The ProChef Level I Exam evaluates the competency of candidates interested in achieving Pro Chef Level I Certification through The Culinary Institute of America's ProChef Certification Program. The certification process is divided into two testing segments: written and practical. Additional details pertaining to the written exams can be found in the study guide. In addition to achieving certification, successful completion of the program entitles candidates to 4.0 Continuing Education Units (C.E.U.s). To achieve certification, the candidate must successfully demonstrate proficiency in the following areas:

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

## **PROCHEF LEVEL I CERTIFICATION COMPETENCIES**

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

### **CULINARY SKILLS**

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

### **LEADERSHIP SKILLS**

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

### **FINANCIAL SKILLS**

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

## FREQUENTLY ASKED QUESTIONS (FAQS)

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

**A:** While there are no prerequisites, most successful candidates have at least one year of professional experience as a prep or line cook in a higher-level food service operation. Candidates should seek out mentorship within their organization or with local area chefs to ensure that the competencies are properly understood.

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

**A:** In each section of this study guide, you will find a list of competencies, key terms, and sample exam questions to help guide your studies and preparations.

**Q: How is the exam administered?**

**A:** The ProChef Certification exam is divided into two segments: written exams and kitchen practical exams. All written exams must be completed before the 4-day practical exam. The practical kitchen exams take place over a four-day period, and candidates will be allotted a total of three hours for each practical exam. The total length of the day depends on the number of candidates enrolled in each session. Each day concludes with a one-on-one debriefing of the day's results. For your reference, we have included sample schedules on pages 22 and 23. Final class schedules are administered during the program orientation on day one.

**Q: What are the minimum requirements for certification?**

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

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

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

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

- 1) Food Safety and Sanitation
- 2) Culinary Math
  - a. Weights and Measures
  - b. Recipe Conversion, Yield, and Ratios
  - c. Cost Awareness
- 3) Fundamental Nutrition
- 4) Product Identification- *this in-person exam takes place on day three.*

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

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

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

**A:** If you score below 65% on two or fewer written exams, you will be allowed to retake those exams. The final score for those exams is the average of the two scores. For example, if you scored a 55% on the first attempt and a 70% on the second attempt, your final score would be 62.5%. In this case, even though you passed the second attempt, your total score is still below the passing threshold of 65%. Your average for the two attempts must be above 65% to continue. If you score below 65% on three or more written exams, you will be ineligible for certification for the current assessment period. You may reapply to take the entire ProChef Certification Exam the next time it is offered, but not sooner than 3 months.

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

**A:** Four practical cooking exams are administered throughout the week.

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

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

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

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

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

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

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

**A:** You must have the following items available:

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

## DISTRIBUTION OF WEEKLY MENU ASSIGNMENTS

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

## SAMPLE SCHEDULES FOR WEEK

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

### DAY 1 - SAMPLE SCHEDULE

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

## DAYS 2-4 - SAMPLE SCHEDULE

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



# PRACTICAL EXAMINATION

## EXAM OVERVIEW

### PROCHEF LEVEL I PRACTICAL EXAMINATIONS

- Day One: Knife Skills, Egg Cookery, Stock Production
- Day Two through Day four: Culinary Fundamentals

### TIMING

You will have 15 minutes to set up your workstation, 2 ½ hours for mise en place and production, and a 15-minute window to plate and present your food.

### EVALUATION

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

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

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

## **MENUS**

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

## **MAKE-UPS**

If a candidate scores lower than 65% on any of the practical cooking examinations, he/she is ineligible for certification for the current assessment period. The candidate may reapply to take the ProChef Certification Exam at a future date. To gain further experience and enhance your education, we strongly encourage candidates to participate in all the practical examinations held during the remainder of the week.

# KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION

Use the following competencies and key terms to prepare for the practical exam.

## Knife Skills, Egg Cookery, and Stock Preparation Competencies:

### *Successful candidates are able to...*

- demonstrate knife skills.
- demonstrate egg cookery.
- demonstrate stock and broth preparation.
- demonstrate effective organization, workmanship, and presentation.
- demonstrate proper safety and sanitation procedures.

### Key Terms

Allumette	Mince (mincing)
Appareil	Mirepoix
Aromatics	Mise en place
Bâtonnet	Oblique (roll cut)
Bouillon	Oignon brûlée
Bouquet garni	Oignon piqué
Broth	Omelette (French Style)
Brunoise	Paysanne
Cheesecloth	Poach (eggs)
Chiffonade	Remouillage
Chinois	Rondelle (rounds)
Concassé	Sachet d'épices
Dice	Skimmer
Fumet (or Essence)	Slice
Ice water bath	Spider
Julienne	Supreme
Ladle	Stock
Lozenge	Turner
Matignon	

# **KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION: THE EXAM**

Production will start as indicated on the schedule. For this practical examination, you will have 2 ½ hours to prepare the following cuts, stocks or broths, and egg dishes. In addition, you will have 15 minutes to plate and present your menu.

## **KNIFE SKILLS**

- 1) Mince 5 garlic cloves
- 2) Mince 3 shallot bulbs
- 3) Concassé 3 tomatoes
- 4) Supreme 1 orange or grapefruit
- 5) Produce ¼ cup finely chopped parsley
- 6) From 3 each 100 ct. russet potatoes, produce:
  - a. a minimum of 4 tourné potatoes
  - b. 2 oz. of julienne potatoes
  - c. 2 oz. of brunoise potatoes
  - d. 2 oz. of bâtonnete potatoes
  - e. 2 oz. of small dice potatoes
- 7) From 1 lb. cello carrots, produce:
  - a. a minimum 4 tournéd carrots
  - b. 1 cup of oblique-cut carrots
- 8) From 1 large Spanish onion, produce:
  - a. ½ cup julienne
  - b. ½ cup small dice

## **EGG DISHES**

- 1) Produce 2 French-style (rolled) omelets
- 2) Produce, after random selection, ONE of the following egg dishes:
  - a. 2 Poached eggs
  - b. 2 Soft boiled eggs
  - c. 2 Over-easy eggs
  - d. 2 Sunnyside-up eggs

## **STOCKS/BROTHS**

- 1) Produce, 1 qt. of fish stock

# KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION: GUIDELINES AND JUDGING FORM FOR FLOOR SCORE SHEETS

## Food is Servable (Y/N)

- This criteria 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.

## Safety (5 pts)

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

## Mise en Place, Organization, and Cleanliness (8 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/Utilization: **(1 pt)**
  - Candidate prepares a timeline/game plan and references it throughout the day's production.
  - The timeline/game plan should be large enough to be viewed at a distance.
- Station Organization/Cleanliness: **(5 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 and does not impede the work of others.
  - Candidate works in an organized, methodical manner transitioning smoothly between tasks.

- Candidate exits the exam leaving the station neat and clean.
- Candidate's knife kit/ toolbox is clean and sanitary inside.
- Kitchen Organization/Cleanliness: **(1 pt)**
  - Candidate contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors.

### **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.
- 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.

### **Proper Utilization of Ingredients and Leftovers (2 pts each = 4 pts)**

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

### **Timing of Service (-5 pts to 5 pts)**

- Candidate serves all items/courses within the allotted 15-minute window.
  - After the window closes, the candidate will have an additional 10-minute grace period to serve the food. However, 1 point per minute will be deducted, which can result in a negative score of -5 pts.
  - If both the 15-minute window and the 10-minute grace period are missed, the food will not be tasted until all other candidates have been evaluated.

### **Cooking Techniques, Skills, and Fundamentals (8 pts)**

- Equipment Usage **(2 pts)**
  - Candidate chooses appropriate equipment for each task.
  - Candidate uses equipment properly, according to its intended use.
- Knife Skills **(3 pts)**
  - Candidate uses the proper knife for each task.
  - Candidate demonstrates the proper cutting technique for each task.
- Cooking Technique **(3 pts)**
  - Candidate uses the proper technique for each task.
  - Candidate properly executes each technique.

## PROCHEF LEVEL I FLOOR SCORE SHEET: KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION

Station #: \_\_\_\_\_ Judge: \_\_\_\_\_

**Food is Servable:** Y / N

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

Criteria	Scores	Total
<b>Safety</b>		
Demeanor/Equipment Operation/Knife Usage (5 pts)		/5
<b>Mise en Place, Organization, and Cleanliness</b>		
Timely Menu Submission (1 pt)		/8
Timeline/Game Plan Preparation/Utilization (1 pt)		
Station Organization/Cleanliness (5 pts)		
Kitchen Organization/Cleanliness (1 pt)		
<b>Sanitation Procedure</b>		
Proper Uniform (1 pt)		/5
Appropriate Use of Gloves (1 pt)		
Avoids Cross-Contamination (1 pt)		
Maintaining Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
<b>Proper Utilization of Ingredients and Leftovers</b>		
Usable Trim (2 pts)		/4
Proper Storage (2 pts)		
<b>Timing of Service</b>		
All food served within 15 min. window** (-5 pts to 5 pts)		/5
<b>Cooking Techniques, Skills, and Fundamentals</b>		
Equipment Usage (2 pts.)		/8
Knife Skills (3 pts.)		
Cooking Technique (3 pts.)		
<b>Total Score</b>		<b>/35</b>

**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.



# **KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION: GUIDELINES AND JUDGING FORM FOR TASTING SCORE SHEETS**

## **Knife Skills (22 pts)**

- Accuracy **(5 pts each = 10 pts)**
  - Size: Candidate produces vegetable and fruit cuts that are standard classical size.
  - Shape: Candidate produces fruit and vegetable cuts that are standard classical shape.
- Usage **(4 pts each = 12 pts)**
  - Yield: Candidate produces the amount of product specified.
  - Usable Trim: Candidate saves and properly stores trim that is still usable.
  - Minimal Waste: Candidate produces a minimal amount of waste for the product generated.

## **Egg Competency #1: French Rolled Omelet (9 pts)**

- Seasoning **(2 pts)**
  - Candidate properly seasons eggs with salt and pepper.
- Presentation **(1 pt)**
  - Candidate presents a neatly rolled omelet on a clean plate.
- Execution **(2 pts each)**
  - Proper Procedure
    - Candidate properly mixes eggs.
    - Candidate uses the proper cooking technique.
  - Doneness/Color: Candidate cooks the omelets to the proper doneness.
  - Uniformity Across Portions: Candidate produces consistent products.

## **Egg Competency #2: Moist or Dry Heat (9 pts)**

- Seasoning **(2 pts)**
  - Candidate properly seasons eggs with salt and pepper.
- Presentation **(1 pt)**
  - Candidate neatly presents the eggs on a clean plate or bowl.
- Execution **(2 pts each)**
  - Procedure: Candidate properly executes the specified cooking technique.
  - Doneness/Color: Candidate cooks the eggs to the proper doneness for the specified cooking technique.
  - Uniformity Across Portions: Candidate produces consistent products.

**Stock (5 pts each = 20 pts)**

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

**Communication (2.5 pts each = 5 pts)**

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

# PROCHEF LEVEL I

## TASTING AND SKILL EVALUATION SHEET: KNIFE SKILLS, EGG COOKERY, AND STOCK PREPARATION

Station #: \_\_\_\_\_ Judge: \_\_\_\_\_

Criteria	Scores	Total
<b>Knife Skills</b>		
<b>Accuracy: Size (5 pts)</b>		/22
<b>Accuracy: Shape (5 pts)</b>		
<b>Usage: Usable Trim (4 pts)</b>		
<b>Usage: Yield (4 pts)</b>		
<b>Usage: Minimal Waste (4 pts)</b>		
<b>Egg Competency #1: French Rolled Omelet</b>		
<b>Seasoning (2 pts)</b>		/9
<b>Presentation (1 pt)</b>		
<b>Execution: Proper Procedure (2 pts)</b>		
<b>Execution: Doneness/Color (2 pts)</b>		
<b>Execution: Uniformity Across Portions (2 pts)</b>		
<b>Egg Competency #2: Moist or Dry Heat</b>		
<b>Seasoning (2 pts)</b>		/9
<b>Presentation (1 pt)</b>		
<b>Execution: Proper Procedure (2 pts)</b>		
<b>Execution: Doneness/Color (2 pts)</b>		
<b>Execution: Uniformity Across Portions (2 pts)</b>		
<b>Stock</b>		
<b>Clarity (5 pts)</b>		/20
<b>Color (5 pts)</b>		
<b>Aroma (5 pts)</b>		
<b>Flavor (5 pts)</b>		
<b>Communication</b>		
<b>Menu Discussion (2.5 pts)</b>		/5
<b>Discuss Positives/Negatives of Execution (2.5 pts)</b>		
<b>Total Score</b>		<b>/65</b>

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

# CULINARY FUNDAMENTALS: COMPETENCIES AND KEY TERMS

Use the following competencies and key terms to prepare for the practical exam.

## COMPETENCIES

***Successful candidates are able to...***

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

## KEY TERMS

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

# **CULINARY FUNDAMENTALS: PRACTICAL SKILLS GUIDELINES**

## **OVERVIEW**

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

## **SOUP**

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

## **SALAD**

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

## **ENTRÉE**

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

## **CULINARY FUNDAMENTALS: EVALUATION GUIDELINES FOR FLOOR SCORE SHEET**

### **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 (7 PTS)**

- Timely Menu Submission **(1 pt)**
  - Submits *two* neatly typed menus to the Floor Evaluator to be judged each day before the start of the exam
- Timeline/Game Plan Preparation/Utilization **(1 pt)**
  - Prepares a timeline/game plan and references it throughout the day's production
  - Timeline/game plan is large enough to be viewed at a distance
- Station Organization/Cleanliness **(4 pts)**
  - Has set out only the food, tools, and equipment necessary for the current preparation
  - Knife kit/ toolbox is clean and sanitary inside
  - Station remains free of clutter
  - Station is free of spills, crumbs, scraps, etc.
  - Station is contained to the designated area; it does not impede the work of others
  - Works in an organized, methodical manner transitioning smoothly between tasks
  - Exits the exam leaving station neat and clean
- Kitchen Organization/Cleanliness **(1 pt)**

- Contributes to the overall cleanliness and organization of the kitchen including the refrigerators, dish area, and the floors

### **SAFETY (2 PTS)**

- Moves around the kitchen safely (i.e. alerts other candidates when he/she is behind them or is close to them with knives and/or hot items)
- Operates equipment safely
- Knives are properly sharpened
- Handles knives safely

### **SANITATION PROCEDURE (1 PT EACH = 5 PTS)**

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

### **COOKING TECHNIQUES, SKILLS, AND FUNDAMENTALS (14 PTS)**

- Equipment Usage (2 pts)
  - Chooses appropriate equipment for each task

- Uses equipment properly, according to its intended use
- **Knife Skills (8 pts)**
  - Uses the proper knife for each task
  - Demonstrates the proper cutting technique for each task
- **Cooking Techniques (4 pts)**
  - Uses the proper technique for each task
  - Executes each technique properly

## **PROPER UTILIZATION OF INGREDIENTS AND LEFTOVERS**

### **(1 PTS EACH = 2 PTS)**

- Usable Trim
  - Saves and stores trim that is still usable properly
- Proper Storage
  - Stores all food items properly
  - Ensures that leftover food is:
    - Wrapped
    - Labeled
    - Dated
    - Properly shelved

## **TIMING OF SERVICE (-5 PTS TO 5 PTS)**

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



# FLOOR SCORE SHEET

Candidate: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Food is Servable: Y / N**

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

Criteria	Scores	Total
<b>Mise en Place, Organization, and Cleanliness</b>		
Timely Menu Submission (1 pt)		<b>/7</b>
Timeline/Game Plan Preparation/Utilization (1 pt)		
Station Organization/Cleanliness (4 pts)		
Kitchen Organization/Cleanliness (1 pt)		
<b>Safety</b>		
Demeanor/Equipment Operation/Knife Usage (2 pts)		<b>/2</b>
<b>Sanitation Procedure</b>		
Proper Uniform (1 pt)		<b>/5</b>
Appropriate Use of Gloves (1 pt)		
Avoiding Cross-Contamination (1 pt)		
Maintaining Proper Food Temperatures (1 pt)		
Proper Recycling (1 pt)		
<b>Cooking Techniques, Skills, and Fundamentals</b>		
Equipment Usage (2 pts)		<b>/14</b>
Cooking Techniques (12 pts)		
<b>Proper Utilization of Ingredients and Leftovers</b>		
Usable Trim (1 pts)		<b>/2</b>
Proper Storage (1 pts)		
<b>Timing of Service</b>		
All food served within 15-min. window**		<b>/5</b>
<b>Total Score</b>		<b>/35</b>

**Important Notes:**

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

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

# **CULINARY FUNDAMENTALS: EVALUATION GUIDELINES FOR TASTING SCORE SHEET**

## **PRESENTATION (1 PT EACH = 5 PTS)**

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

## **TASTE (27 PTS)**

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

## COMPETENCY EXECUTION (28 PTS)

- Soup Cookery
  - Ingredient Selection **(2 pts)**
    - Chose the appropriate ingredients for the assigned soup
  - Portion Size **(2 pts)**
    - Served the appropriate amount of soup
  - Cooking Techniques **(10 pts)**
    - Soup reflects the assigned technique
    - Soup was properly executed resulting in appropriate color, texture, and consistency
  - Preparation Techniques **(4 pts)**
    - Knife cuts are of the appropriate size and shape
  - Plate Consistency **(2 pts)**
    - Final products are consistent across the plates
- Salad/ Dressing Preparation
  - Ingredient Selection **(2 pts)**
    - Selected greens complementary to the assigned dressing
  - Portion Size **(2 pts)**
    - Served the appropriate amount of salad
  - Cooking Techniques **(10 pts)**
    - Salad washed and dried properly
    - Dressing reflects the assigned style
    - Used the appropriate amount of dressing
  - Preparation Techniques **(4 pts)**
    - Knife cuts are of the appropriate size and shape
  - Plate Consistency **(2 pts)**
    - Final products are consistent across the plates
- Entrée Preparation
  - Ingredient Selection **(2 pt)**
    - Selects proper ingredients for assigned item
  - Portion Size **(2 pts)**
    - Plate has the proper balance of protein, starch, and vegetables
  - Cooking Techniques **(10 pts)**
    - Protein is properly cooked and reflects the assigned cooking method
    - Vegetable is properly cooked

- (1) Proper texture
- (2) Proper color
  - Starch is properly cooked
  - Sauce is of the proper consistency and served in the proper quantity
- Preparation Techniques **(4 pts)**
  - Knife cuts are of the appropriate size and shape
  - Protein is carved appropriately (if applicable)
- Plate Consistency **(2 pts)**
  - Final products are consistent across the plates

### **COMMUNICATION (2.5 PTS EACH = 5 PTS)**

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

# TASTING SCORE SHEET

Candidate: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Food is Servable: Y / N**

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

<i><b>Culinary Fundamentals</b></i>				
Criteria	Score			Avg.
Presentation	Soup	Salad	Entrée	
Functional Garnish (1 pt)				
Balance (1 pt)				
Visual Appeal (1 pt)				
Plate Cleanliness (1 pt)				
Plate Temperature (1 pt)				
<b>Totals:</b>	<b>/5</b>	<b>/5</b>	<b>/5</b>	<b>/5</b>
Taste	Soup	Salad	Entrée	
Temperature (7 pts)				
Texture (6 pts)				
Aroma/Flavor Development (7 pts)				
Seasoning (7 pts)				
<b>Totals:</b>	<b>/27</b>	<b>/27</b>	<b>/27</b>	
Competency Execution	Soup	Salad	Entrée	
Ingredient Selection (2 pts)				
Portion Size (2 pts)				
Cooking/Prep. Techniques (22 pts)				
Plate Consistency (2 pts)				
<b>Totals:</b>	<b>/28</b>	<b>/28</b>	<b>/28</b>	
Communication	Soup	Salad	Entrée	
Menu Discussion (2.5 pts)				
Discuss Positives /Negatives of Execution (2.5 pts)				
<b>Totals:</b>	<b>/5</b>	<b>/5</b>	<b>/5</b>	
<b>Total Score:</b>	<b>/65</b>	<b>/65</b>	<b>/65</b>	<b>/65</b>

# PROCHEF LEVEL 1 COMMUNITY TABLE

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

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

# WRITTEN EXAMINATION

## EXAM OVERVIEW

### PROCHEF LEVEL I WRITTEN EXAMINATIONS

- Food Safety and Sanitation
- Culinary Math
  - Weights and Measures
  - Recipe Conversion, Yield, and Ratios
  - Cost Awareness
- Fundamental Nutrition
- Product Identification

### ADMINISTRATION AND TIMING

The written exam portion of the ProChef Certification test will be administered via our online distance learning portal. The written exams will open one week prior to the scheduled practical exam date. You will have one hour to complete each exam from the time you begin. The CIA uses SafeBrowser technology to help ensure academic honesty when taking tests remotely. Please be sure to follow the instructions and test the platform before taking your exams.

### MAKE-UPS

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

# FOOD SAFETY AND SANITATION: WRITTEN EXAM

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

## COMPETENCIES

### *Successful candidates are able to...*

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



## KEY TERMS

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

## SAMPLE QUESTIONS

- 1. Why are infants and young children at a higher risk for contracting food-borne illness?**
  - a. They are more likely to spend time in a hospital.
  - b. Their immune systems are not yet fully developed.
  - c. They are more likely to suffer allergic reactions.
  - d. Their appetites are suppressed.
- 2. Several people became ill with Bacillus Cereus Gastroenteritis after eating time-temperature abused rice. What is this result an example of?**
  - a. cross-contamination
  - b. food-borne illness
  - c. food irradiation
  - d. stationary phase
- 3. Which of the following is a seafood toxin?**
  - a. botulism
  - b. cyanide
  - c. ciguatera
  - d. none of the above
- 4. Which of the following food-borne illnesses is a potential risk of eating raw shellfish?**
  - a. hepatitis A
  - b. salmonella
  - c. e-coli
  - d. botulism
- 5. The potential to transmit food-borne illness ends after the food is fully cooked.**
  - a. True
  - b. False
- 6. Which of the following is a TCS food?**
  - a. saltines
  - b. bananas
  - c. sprouts
  - d. coffee

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

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

- a. True
- b. False

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

- a. city
- b. county
- c. state
- d. federal

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

- a. True
- b. False

**ANSWER KEY**

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

# RECIPE CONVERSION, YIELD, AND RATIOS: WRITTEN EXAM

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

## COMPETENCIES

*Successful candidates are able to...*

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

## KEY TERMS

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

## SAMPLE QUESTIONS

- 1. A recipe for soup makes 5 gallons and calls for 2 cups of tomato juice. You want to make thirty 6-ounce portions. How many cups of tomato juice should you use? (1 cup of soup is equal to 8 ounces)**
  - a. 0.57 cups
  - b. 1.42 cups
  - c. 0.71 cups
  - d. 2 cups
- 2. The basic ratio for custard is 4 parts milk, 2 parts egg, and 1 part sugar. To make 14 lb. 6 oz. of custard, how many ounces of milk should you use?**
  - a. 230 oz.
  - b. 32.86 oz.
  - c. 524.7 oz.
  - d. 131.4 oz.
- 3. You purchased 15 pounds of russet potatoes. After cleaning the potatoes, there are 3.75 pounds of peels. What is the yield percentage?**
  - a. 25%
  - b. 75%
  - c. 11.25%
  - d. 80%
- 4. Sally is serving brunch for 25 people. Each person will be served an 8-oz. glass of cranberry juice. How many quarts of juice should she purchase?**
  - a. 6 quarts
  - b. 7 quarts
  - c. 12.5 quarts
  - d. 1.56 quarts
- 5. According to *The Professional Chef* textbook, how many pounds of fish bones are required to make 1 gallon of fish stock?**
  - a. 6 lb.
  - b. 8 lb.
  - c. 11 lb.
  - d. 3 lb.

## **ANSWER KEY**

1. a

2. d

3. b

4. b

5. c

# WEIGHTS AND MEASURES: WRITTEN EXAM

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

## COMPETENCIES

***Successful candidates are able to...***

Convert between different units of weights and measures:

- volume to volume
- weight to weight
- volume to weight
- weight to volume
- metric to standard

## KEY TERMS

Cup (C, c, cup)	Pound (lb., #)
Fluid Ounce (fl. oz.)	Quart (qt.)
Gallon (G, Gal.)	Tablespoon (Tbsp., T)
Gram (g)	Teaspoon (tsp., t)
Kilogram (Kg)	Unit of measurement
Liter (L)	Volume
Milliliter (mL)	Weight
Ounce (oz.)	Weight ounce (wt. oz.)
Pint (pt.)	



## SAMPLE QUESTIONS

1. **3 teaspoons = \_\_\_\_\_ tablespoon(s)**

- a. 1 tablespoon
- b. 2 tablespoons
- c.  $\frac{1}{2}$  tablespoon
- d.  $\frac{1}{3}$  tablespoon

2. **11 cups = \_\_\_\_\_ pint(s)**

- a. 2.75 pints
- b. 11 pints
- c.  $5 \frac{1}{2}$  pints
- d. 1.37 pints

3. **8 fl. oz. = \_\_\_\_\_ teaspoon(s)**

- a. 16 teaspoons
- b. 48 teaspoons
- c. 24 teaspoons
- d. 4 teaspoons

4. **5500 mL = \_\_\_\_\_ liter(s)**

- a. 5.5 liters
- b. 55 liters
- c. 550 liters
- d. 0.5 liters

5. **10 lb. = \_\_\_\_\_ wt. oz.**

- a. 16 wt. oz.
- b. 4.53 wt. oz.
- c. 4, 536 wt. oz.
- d. 160 wt. oz.

6. **100 kg = \_\_\_\_\_ g**

- a. 1 g
- b. 100,000 g
- c. 10 g
- d. 220 g

**7. Given that 1 cup of cumin weighs 4 ounces, how much does 1 teaspoon of cumin weigh?**

- a. 8 wt. oz.
- b. 0.08 wt. oz.
- c. 0.8 oz.
- d. 0.25 wt. oz.

**8. Given that 1 tablespoon of allspice weighs 0.2 oz., how many tablespoons can be measured from a 2 oz. jar?**

- a. 20 tablespoons
- b. 2 tablespoons
- c. 5 tablespoons
- d. 10 tablespoons

**9. 150 g = \_\_\_\_\_ wt. oz.**

- a. 5.29 wt. oz.
- b. 9.38 wt. oz.
- c. 4,253 wt. oz.
- d. 0.15 wt. oz.

**10.4 lb. = \_\_\_\_\_ kg**

- a. 4 kg
- b. 64 kg
- c. 1.81 kg
- d. 1,814 kg

### **ANSWER KEY**

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

# FOOD COSTING: WRITTEN EXAM

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

## COMPETENCIES

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

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

## KEY TERMS

As purchased price

As purchased cost (APC)

As purchased quantity (APQ)

Cost per portion

Cost per unit

Current market price

Edible portion quantity (EPQ)

Edible purchased cost (EPC)

Food cost

Food cost percent (%)

Number of portions

Portion cost

Portion size

Product yield percentage

Purchase unit

Scaling factor

Selling price

Total cost

Total recipe cost

Trim

Trim loss percentage

Volume-to-weight conversion

Yield percentage

## SAMPLE FOOD COST FORM AND SAMPLE QUESTIONS

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

Menu Item: Southwest White Bean Stew Date: \_\_\_\_\_

Number of Portions: 10 Servings Portion Size: \_\_\_\_\_

Cost per Portion: \_\_\_\_\_ Selling Price: \_\_\_\_\_ Food Cost Percent: 25 %

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

## **ANSWER KEY**

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

Total Recipe Cost: \$3.57

Cost per Portion: \$.357

Selling Price: \$1.428

# FUNDAMENTAL NUTRITION: WRITTEN EXAM

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

## COMPETENCIES

### ***Successful candidates are able to...***

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

## KEY TERMS

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

## SAMPLE QUESTIONS

- 1. How many calories are in 1 gram of alcohol?**
  - a. 3
  - b. 4
  - c. 7
  - d. 9
  
- 2. If a food contains 8 grams of carbohydrates, 4 grams of protein, and 1 gram of fat, how many calories does it contain in total?**
  - a. 55
  - b. 57
  - c. 60
  - d. 70
  
- 3. People following a vegan diet do not consume cheese or other dairy-based products.**
  - a. True
  - b. False
  
- 4. What are the basic building blocks of proteins?**
  - a. micronutrients
  - b. amino acids
  - c. fatty acids
  - d. enzymes
  
- 5. Which of the following fatty acids is the greatest contributor to heart disease?**
  - a. saturated fatty acids
  - b. trans fatty acids
  - c. polyunsaturated fatty acids
  - d. monounsaturated fatty acids
  
- 6. Which of the following is a good source of monounsaturated fatty acids?**
  - a. olive oil
  - b. sunflower oil
  - c. soybean oil margarine
  - d. shrimp



**7. When whole grains are refined, the starchy part that remains comes from what part of the kernel?**

- a. the germ
- b. the endosperm
- c. the bran
- d. the hull

**8. Which of the following is not a good source of vitamin A?**

- a. sweet potatoes and carrots
- b. spinach and broccoli
- c. beef liver
- d. They are all good sources of vitamin A.

**9. How many milligrams of sodium are in one teaspoon of table salt?**

- a. 4,000
- b. 2,300
- c. 1,200
- d. 1,800

**10. Carbohydrates are necessary for the body to work efficiently and to fulfill its energy needs.**

- a. True
- b. False

### **ANSWER KEY**

1. c

5. b

9. b

2. b

6. a

10. a

3. a

7. b

4. b

8. d

## PRODUCT IDENTIFICATION: WRITTEN EXAM

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

### COMPETENCIES

#### *Successful candidates are able to...*

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

### Key Terms

Airline chicken breast	Cornmeal	Parsnip
Arugula	Dairy	Pistachios
Bacon	Dijon mustard	Plum tomato
Balsamic vinegar	Eggplant	Poppy seeds
Barley	English cucumber	Pork cutlet
Basil	Fennel	Portobello mushroom
Bay leaf	Feta	Powdered sugar
Beef sirloin	Fines herbes	Prosciutto
Beef strip loin	Flat-leaf parsley	Radish
Beef tenderloin	Frisée	Red pepper flakes
Bell pepper	Garlic	Rolled oats
Beet	Ginger	Romaine lettuce
Belgian endive	Grain	Russet potato
Blue cheese	Granulated sugar	Saffron
Black peppercorns	Grapefruit	Salmon fillet
Boston bibb lettuce	Green beans	Salt
Brie	Green onion	Salt pork
Broccoli	Habañero	Seed
Broccoli rabe	Haricots verts	Sesame oil
Brown rice	Honey	Sesame seeds
Brown sugar	Israeli couscous	Shallot
Brussels sprouts	Jalapeño pepper	Short-grain rice

Butter  
Butternut squash  
Button mushroom  
Canadian bacon  
Carrot  
Celery  
Cheddar cheese  
Cherry tomato  
Chevré  
Chicken stock  
Chicken supreme  
Chickpeas  
Chives  
Cinnamon stick  
Clarified butter  
Cloves  
Cod fillet

Leeks  
Lentils  
Loin  
Long-grain rice  
Maple syrup  
Molasses  
Napa cabbage  
New potatoes  
Nut  
Nutmeg  
NY strip steaks  
Olive oil  
Onion  
Orange  
Pancetta  
Paprika  
Parmesan cheese

Sole fillet  
Sour cream  
Spinach  
Split peas  
Spring greens  
Sugar snap peas  
Swiss chard  
Swiss cheese  
Tarragon  
Thyme  
Turnip  
Vegetable  
Vegetable oil  
Walnuts  
Wild rice  
Yellow squash  
Zucchini

# SAMPLE QUESTIONS

(ACTUAL FOOD PRODUCTS WILL BE DISPLAYED FOR THE EXAM)



1. Product Name: (a) \_\_\_\_\_. (True or False) This item is part of a standard bouquet garni. (b) \_\_\_\_\_.

2. Product Name: (a) \_\_\_\_\_. This item is most commonly associated with a (b) \_\_\_\_\_ salad.



3. Product Name: (a) \_\_\_\_\_. (True or False) This item is a type of pasta. (b) \_\_\_\_\_.

4. Product Name: (a) \_\_\_\_\_.  
(b) \_\_\_\_\_ causes this item to be "blue."



5. Product Name: (a) \_\_\_\_\_. (True or False) This item can be served without any further cooking. (b) \_\_\_\_\_.

## ANSWER KEY

1. (a) Bay Leaf. (b) True.
2. (a) Romaine Lettuce. (b) Caesar
3. (a) Barley. (b) False.
4. (a) Gorgonzola, Roquefort, and/or Blue Cheese. (b) Mold
5. (a) Bacon. (b) False.

# MISE EN PLACE WORKSHEETS

## MISE EN PLACE WORKSHEET (RECIPES)

Date: _____			
Recipe: _____			
Ingredient	Amount	Tool	Amount

Date: _____			
Recipe: _____			
Ingredient	Amount	Tool	Amount

**MISE EN PLACE WORKSHEET (TALLY SHEET)**

Date: \_\_\_\_\_

**Tally Sheet**  
*Combines ALL Items from Day*

<b>Ingredient</b>	<b>Amount</b>	<b>Tool</b>	<b>Amount</b>

### MISE EN PLACE WORKSHEET (TIMELINE)

Date: _____		Timeline: <u>Service at</u> _____	
Step #/ Start Time	Recipe	Action	Time Due

These materials were developed at The Culinary Institute of America with collaboration from many team members over a number of years.

ProChef Level I Study Guide v.400 (4-day).docx

#### Obtaining Student Records

*The CIA maintains student records for at least seven years. Records are available five business days after the conclusion of your Continuing Education program. To obtain a copy of your records, please mail your written request to: The Culinary Institute of America, Attn.: CE Customer Service Department, 1946 Campus Drive, Hyde Park, NY 12538-1499.*

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