

# Canadian Culinary Institute

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Toronto, ON M6H 4A4  
Canada

**416•575•1695**



# Chef de Cuisine

  

# Certification

## Overview & Application

The Education Branch of the Canadian Culinary Federation

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The Certified Chef de Cuisine program (CCC), is administered by the Canadian Culinary Institute, under the auspices of the Canadian Culinary Federation. The program is recognized by the Canadian Tourism Human Resources Council with its network of partnering agencies and associations throughout Canada.

The Certified Chef de Cuisine designation is the highest professional culinary recognition and accreditation in Canada. It represents the culmination of the highest standards of managerial and administrative responsibilities, culinary skills and dedication to the cooking profession. The CCI works jointly with selected public and private culinary schools to deliver the program and then evaluate course work from candidates. Local branches of the CCFCC have a significant role in the implementation and presentation of the CCC course. Each branch is responsible for an Education Chair to proctor, mentor and co-ordinate the program.

Contact the branch nearest you to determine when the next program is being delivered.

# Canadian Culinary Institute

## THE CCC PROGRAM

Preparatory Theory Courses:

- Cost controls
- Human Resources Management
- Menu Planning
- Nutrition
- Final Theory Exam - Minimum 70%
  
- Skills Package - Classical Menu -Black Box Menu
- Final Practical Exam - Minimum 70 %

We encourage that course work for these components are delivered on an accredited basis in co-operation with selected local private and public culinary schools. The local branch of the CFCC is to process the candidate's application. The candidate is required to sit the final comprehensive theory examination and achieve a minimum of 70%. Once passed, the second component in achieving the CCC designation is the preparation of a classical menu and black box menu (70% level required also).

## Prerequisites

**Candidates must provide DOCUMENTATION of the following:**

- Red Seal certification. 5 years work experience **POST** Red Seal certification. \* See note.
- During 5 years of employment after certification, a minimum of 2 years as an employee supervisor, working on the management team in the kitchen
- Food Handlers Certificate (i.e., Advanced Food Safe, Section 43 Certificate, Serve Safe).
- Current membership in the Canadian Federation of Chefs and Cooks (with a noted exception, fees in lieu of membership.)
  
- A current resume.

**Note:** Should a candidate possess International Certification Papers equal to the Red Seal certification, these candidates will be processed on a case by case basis.

## Fees

The fee to the CCI for certification is \$ 500.00. The CCI will issue a \$500.00 tax receipt. In the case that the candidate does not wish to become a member of the CCFCC, they can waive their membership and in lieu add \$ 1000.00 to the cost for a total of \$ 1500.00 The Branch, working with selected local private and public culinary schools, will set fees for course work, including the practical exam. The total cost of the program, including all theory courses, the practical and the CCI fees will vary across Canada. Any Branch that is offering the CCC course must contact the CCI regarding fees to Instructors and total fees to candidates for approval. Candidates may also contact the CCI head office if they have any questions regarding fees or costs of the CCC program. By offering accredited courses, there are some tax benefits. Individuals may fund themselves, receive support from employers and/or the local branch may assist in raising the necessary funds. The CCI will accept \$250.00 on registration, with the balance of \$ 250.00 due prior to the final theory exam.

## Examinations

Each preparatory theory component will have its own assignments and tests. These will be administered by the delivering school/trainer as part of the CCC course requirements. The CCI will administer a comprehensive theory exam through the local branch, or an appointed proctor. Seventy (70%) percent is the minimum passing grade accepted for this test. Once the theory test has been completed, the practical examination will be attempted as the final hurdle in the certification process. The practical exam has two parts:

**a) Classical Menu**

Published menus are provided in order to facilitate the candidates development for the classical menu examination. The Branch Chair will have a committee to select which of the menus you will prepare.

**b) Black Box**

A 4 course menu, with requisition sheets, cost analysis for each course and a hand-written copy of the menu will be required.

The Black Box component:

The Black Box product list and common inventory list will be presented on the day of the final theory test. In the week previous, the candidate will randomly pick a main component protein for the menu. In conjunction with the items presented on the product list, the candidate will plan a 4 course menu, 4 portions each course. In addition, the items on the menu must be requisitioned and have a cost analysis done for each course. Develop an equipment list to verify with the organizers. Items they do not have will be your responsibility to provide; this should only entail some small wares or specialty equipment.

All candidates must agree on what is being brought in and it becomes common to all. The Lead Examiner's ruling shall be final. The Black Box menu cannot be changed. It must be presented as written. An outline production schedule must be posted in your work area the next morning.

## **The Apprentice**

Each candidate will be assigned a culinary student to assist them. A culinary student is defined as a person with less than 6000 hours of practical cooking experience. The CCI strongly recommends that the candidates supply culinary students from their own businesses, and then place them in a “pool” for the practical final.. You will not be assigned a culinary student who currently works for you, or who has worked for you in the past. In the event that it is required, the local CCI chair will endeavour to provide candidates with quality culinary students of similar ability. You must assign meaningful tasks and are expected to coach them during the test. The culinary students are not paid, however the CCI strongly suggests the candidate provide some form of compensation to these students for their time and effort on the candidates’ behalf.

## **Evaluation of Practical**

The lead examiner will provide the time lines to you for presentation of the various courses of the menus. Final tabulation of marks will be done immediately following the black box dessert presentation. All candidates will be debriefed individually, as part of the evaluation.

### **Note:**

The Culinary knowledge component (Kitchen Skills) has been replaced with Nutrition; however, a modified version of it has proved successful at some branches. Although not core, many candidates have benefited from seminar-type sessions concentrating on practical skills.

For example: pastry garnishes, plating techniques, black box practices.

Each branch can organize these professional upgrading sessions as required.

# Canadian Culinary Institute

## Application to participate in the Certified Chef de Cuisine Program

(Mr./Mrs./Ms.) Last Name \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_  
First Name \_\_\_\_\_ SIN # \_\_\_\_\_  
C.C.F. Branch \_\_\_\_\_ CCFCC Membership # \_\_\_\_\_  
Home Street \_\_\_\_\_  
Address City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Business Company Name \_\_\_\_\_  
Title/Position \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Name as you would like it to appear on certificate: \_\_\_\_\_  
Please Print or Type

### CANADA

CERTIFICATE OF \_\_\_\_\_ Type \_\_\_\_\_ Province \_\_\_\_\_  
QUALIFICATION \_\_\_\_\_ Number \_\_\_\_\_ Dated \_\_\_\_\_  
(ATTACH PHOTO COPY) **OTHER COUNTRIES**  
Type \_\_\_\_\_ Country \_\_\_\_\_  
Number \_\_\_\_\_ Dated \_\_\_\_\_  
Certified Translation \_\_\_\_\_

Please submit completed application to the C.C.I. Chairperson of your Branch.

*Education Branch of the Canadian Culinary Federation*

## PROFESSIONAL EXPERIENCE

(Must have a minimum of five years "post" apprenticeship)

### COMMENCE WITH PRESENT EMPLOYMENT

NAME OF ESTABLISHMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

NAME OF ESTABLISHMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

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ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

(ADD ADDITIONAL PAGE IF REQUIRED)

### ATTACH LETTERHEAD DOCUMENTATION OF ALL ABOVE EMPLOYMENT

**CHECK LIST FOR APPLICANT**

- 1. Address – Home and Business
- 2. Work Experience and Documentation
- 3. Certificate of Qualification (copy)
- 4. Name to Appear on Certificate
- 5. Passport Photograph
- 6. Signature
- 7. Branch Cheque(s) attached, payable to "The Canadian Culinary Institute"
- 8. Membership application to Branch submitted (for non-members)

Passport Size  
Black and White  
or Colour  
Photograph

I, the undersigned, declare that all of the information and documentation is true and authentic. I understand that any willfully false information may result in my being permanently barred from the certification program.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR BRANCH USE ONLY**

**CHECK LIST FOR BRANCH**

- 1. Complete review of documentation and professional experience to meet the guidelines laid down by the C.C.I.. must be chronological and up to date.
- 2. Paid up National Member of the C.F.C.C. Yes/No \_\_\_\_\_  
If no, has application been submitted and approved. Yes/No \_\_\_\_\_
- 3. Application attested by Branch President. Yes/No \_\_\_\_\_
- 4. Lieu payment, if applicable, received Yes/No \_\_\_\_\_

Branch President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR BRANCH USE ONLY**

**CHECK LIST FOR BRANCH:**

- 1. Complete review of documentation and professional experience to meet guidelines laid down by CCFCC – must be chronological and up-to-date.
- 2. Paid-up National Member of CCFCC
- 3. Lieu Payment to CCFCC in place of membership - \$ 1000.00
- 4. Application attested by Branch President
- 5. Application attested by Branch Education Committee Chairman and a minimum of Two (2) additional Committee Members.

WE THE CHAIRMAN AND MEMBERS OF THE CERTIFICATION COMMITTEE OF THE \_\_\_\_\_ BRANCH  
HAVE REVIEWED THIS APPLICATION AND ACCOMPANYING DOCUMENTATION. TO THE BEST OF OUR KNOWLEDGE, IT MEETS THE REQUIREMENTS FOR CERTIFICATION AS DETERMINED BY THE CANADIAN CULINARY INSTITUTE

**CERTIFICATION COMMITTEE**

NAME (PRINT)	SIGNATURE
CHAIRMAN _____	_____
MEMBER _____	_____
MEMBER _____	_____
MEMBER _____	_____
MEMBER _____	_____

**NOTE:** Must be signed by Chairman and a minimum of two (2) other Committee Members.

**Send Application To:**

\_\_\_\_\_  
**Branch President Signature**

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