



# Certified Professional in Catering and Events Application Drafting Form

## Professional Certification

NACE encourages the professional development of catering and events industry professionals through voluntary participation in its certification program. Achievement of the Certified Professional in Catering and Events (CPCE) designation demonstrates expertise in catering and events and is earned by taking a comprehensive examination that covers the core competencies of the industry.

### The goals of the Certified Professional in Catering and Events program are to:

- Establish a nationally recognized standard of competence.
- Promote professional commitment to excellence.
- Endorse active participation in educational offerings that support the continued competency of Certified Professionals in Catering and Events.
- Aid employers in identifying qualified personnel.
- Enhance the professional image of industry professionals.
- Provide a sense of personal achievement for the advancement of one's career.

## The CPCE Exam

The CPCE exam consists of 175 multiple choice questions designed to emphasize the 8 core competencies of the catering and events industry.

- Accounting
- Beverage Management
- Catering Services
- Contracts and Agreements
- Event Management
- Food Production
- Human Resources
- Sales and Marketing

Candidates will be given 3 hours to complete the paper exam and 2.5 hours to complete the online exam. Successful candidates earn the right to use the CPCE designation for 5 years. Individuals who do not pass the exam may retake the exam for a reduced fee within one year from application approval.

## Application

- ✓ Use this form as a drafting form and keep a completed copy for your records.
- ✓ Complete NACE's [CPCE Application](#) to [cpce@nace.net](mailto:cpce@nace.net)
- ✓ Email documentation and [Supervisor Verification Form](#) to [cpce@nace.net](mailto:cpce@nace.net).
- ✓ Application, payment, and documentation must be submitted 30 days prior to the desired exam date.
- ✓ The CPCE exam tests the expertise of professional caterers and event planners. Other industry professionals are eligible to apply for the exam; however, additional exam preparation will likely be required.
- ✓ Applications that do not meet the minimum requirements below and applications received after the deadline may be subject to a \$50.00 processing fee.

## Exam Eligibility - *Employment Experience in the Catering and Events Industry*

Applicants must meet one of two options for requirements in professional experience.

- Option One:** Full-time position(s) as a professional in the catering and events industry, with the following:
  - i. Minimum 36 months full time OR 24 months full time experience in addition to a hospitality degree
  - ii. Full time employment in the catering and events industry within the past 12 months
  - iii. Experience within the past 5 years may be listed
- Option Two:** Full-time position(s) as an instructor of catering and events, with the following:
  - i. Minimum 36 months full time experience in academia
  - ii. Full time employment in academia within the past 12 months
  - iii. Experience within the past 10 years may be listed
  - iv. One year of professional experience in the catering and events industry. Experience may have taken place through a professional catering and events company or through candidate's position in academia. There is no restriction on when this experience occurred.



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### **Continuing Education** (1 hour of continuing education = 1 contact hour)

To be eligible for the CPCE exam, candidates must have a minimum of 30 contact hours. These hours are accumulated from education programs aligned with one or more of CPCE's 8 core competencies. Participation must have occurred within the past 5 years. Types of accepted education include, but are not limited to:

- Company/organization sponsored continuing education or training
- Local professional development, including certificate programs and seminars
- NACE education programs including Experience, Evolve (formerly Leadership Summit), chapter educational programs, webinars, Business Academies Certificate Program
- Allied association education programs (based on acceptance by NACE)

### **Documentation Guidelines**

- Documentation must be submitted to receive contact hours for application approval.
- Documentation must include dates, educational hours, session descriptions, and proof of attendance.
- Education provider must be recognized by organization letterhead or similar representation.

### **Exam Preparation**

#### **1. Review study resources**

- The NACE Professional Reference Guide for the Catering and Event Industry* is recommended and can be purchased at [www.nace.net/cpce](http://www.nace.net/cpce).
- Food Safety Management Principles* also serves as suggested reading to prepare for the food production section of the exam. This book can be purchased by visiting [www.nace.net/cpce](http://www.nace.net/cpce).
- A variety of other books which may prove helpful in studying for the CPCE exam can be found at our [NACE aStore](http://www.nace.net/cpce). For a detailed list of which books and chapters correspond to core competencies, visit [www.nace.net/cpce](http://www.nace.net/cpce).
  - Off-Premise Catering Management* by Bill Hansen and Chris Thomas
  - Hospitality Management Accounting* by Martin Jagels
  - The Bar and Beverage Book* by Costas Katsigris and Chris Thomas
  - On-Premise Catering: Hotels, Convention & Conference Centers and Clubs* by Patti Shock and John Stefanelli
  - Professional Cooking* by Wayne Gisslen
  - Hospitality Law* by Stephen Barth
  - Hospitality Marketing Management* by Robert Reid and David Bojanic

#### **2. Participate in the CPCE Fast Track Study Review Program**

The CPCE Fast Track Study Review Program is available in person and online. The Fast Track is offered as a live seminar at several industry conferences including NACE's Experience. The online course offers self-study materials including access to trainer-led videos covering each CPCE core competency and sample quizzes. Also available is The Fast Track Toolkit which includes the online videos as well as flash cards and a companion workbook. Both the online and live courses offer 8 contact hours toward exam eligibility. For more information, visit [www.nace.net/fasttrack](http://www.nace.net/fasttrack).

### **Proctor Policy**

NACE-approved proctors are required for CPCE exams. A current CPCE or a colleague that is not considered the candidate's supervisor or subordinate may serve as exam proctor. Approved proctors also include accredited college or university testing center staff, accredited college or university advisor or counselor, or US military base education officer. Inappropriate proctors are family members, friends, supervisors, and subordinates. If an individual does not meet the above requirements, an exception may be granted. Please contact NACE Headquarters to request an exception or help finding a proctor.



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Candidate Information		
Name _____		Date _____
Title _____		
Company _____		
Address _____		
City _____	State _____	Zip Code _____
Work Telephone _____	Work Fax _____	
Work Email _____		
Home Address _____		
City _____	State _____	Zip Code _____
Home Telephone _____	Home Fax _____	
Home Email _____		
Desired Exam Date _____		
How did you hear about the CPCE? _____		

Employment		
Job Title	Employer	Dates Employed
<i>Example: Event Manager</i>	<i>City Country Club</i>	<i>03/10 - present</i>

Continuing Education		
Education Provider and Seminar/Course Title	Date(s) Attended	Contact Hours
<i>Example: 2017 NACE Experience Conference</i>	<i>7/16/2017 – 7/19/2017</i>	<i>11.5</i>
<b>TOTAL CONTACT HOURS</b>		