

THE CPCE
GET IT. AND GET MORE.



CERTIFIED PROFESSIONAL
CATERING EXECUTIVE

For more information about where the
CPCE can take you, visit
www.nace.net/cs/education/CPCE.

NACE

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COMING SPRING 2011
ONLINE EXAM AND STUDY GUIDE
VISIT WWW.NACE.NET FOR MORE INFORMATION

PRODUCED BY:

NATIONAL ASSOCIATION OF
CATERING EXECUTIVES

89% of Fast Track participants passed the CPCE exam.

DISTINCTION. DEFINED.

The National Association of Catering Executives (NACE) is proud to offer the Certified Professional Catering Executive (CPCE) designation – the catering and event industry’s most prestigious professional certification. Earning the CPCE designation communicates professionalism and strengthens your earning power. There is no better way to show your colleagues, clients and vendors that you are a master of your craft.

KNOWLEDGE. DEMONSTRATED.

The CPCE is a voluntary certification program that demonstrates expertise in catering and event management, and is earned by taking a comprehensive examination that covers seven core competencies of the industry:

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

ATTAINABILITY. ACHIEVED.

To become fluent in the CPCE body of knowledge, NACE has created a comprehensive study preparation program to accommodate your schedule and your preferred learning environment.

GET ON THE FAST TRACK

Prepare for the CPCE exam with the CPCE Fast Track training. The course, offered both in-person and virtually, will review the seven core competencies that comprise the exam. Additional study materials, including a Study Guide, a Fast Track companion workbook and quick draw flash cards are also available.

A PROVEN BENEFIT.

In a recent survey of those who have been awarded the CPCE designation:

- More than 90 percent answered “yes” to the question: Do you believe that attaining your CPCE has been valuable to your career?
- The CPCE was credited by survey respondents with leading to a promotion, new business opportunities, greater self confidence and impressing clients.
- More than half the respondents felt the exam was less difficult than they had anticipated.
- More than 90 percent of the respondents reported that taking the CPCE was “worth the investment of time and money.”

FREQUENTLY ASKED QUESTIONS

WHO SHOULD TAKE THE EXAM? HOW DO I KNOW IF I AM QUALIFIED?

Any caterer or event professional that wants to advance their position in the industry should take the exam. You do not need to be a NACE member to sit for the CPCE. In general, a certain level of experience is required to be able to reach the point minimum. It is difficult to give an exact answer about the amount of experience required since everyone has a different background. We recommend that individuals review the application and then contact NACE Headquarters at cpce@nacenet.org or call (410) 290-5410 with questions.

IS THERE A PREQUALIFICATION PROCESS?

Yes, a total of 60 points is required for qualification for the exam. Applicants must prove eligibility through a point system. Points are awarded based on experience, demonstrated leadership in the industry, education, continuing education, professional achievements, and membership in industry organizations.

HOW DO I REGISTER FOR AN UPCOMING EXAM?

Complete the application form which can be found on our website at www.nace.net. Your typed application, documentation and payment must be postmarked or faxed to (410) 290-5460 no later than 30 days prior to the exam.

WHAT SERVES AS APPROPRIATE DOCUMENTATION?

Guidelines for documentation are included in the application. Documentation is required to receive points in any section.

HOW MANY QUESTIONS ARE ON THE EXAM AND HOW LONG IS THE EXAM?

There are 175 multiple choice questions. NACE provides self-guided study materials and a Fast Track training program that has helped many CPCEs prepare for the exam. Everyone has three hours to complete the exam. Most people complete the exam in about two hours.

WHAT TYPES OF QUESTIONS ARE INCLUDED IN THE EXAM?

Sample questions related to each competency can be downloaded from the Certification page at www.nace.net.

WHAT GRADE IS REQUIRED TO PASS THE EXAM? WHAT IF I DO NOT PASS THE EXAM?

A score of 70 percent or higher is required to pass the exam. If you do not pass the exam, you can retake the exam a maximum of one time in a one year period. To retake the exam, complete the Exam Retake Form found on the NACE website and submit it to NACE Headquarters along with the exam retake fee (\$145 for members and \$195 for non-members). If the exam is not retaken within one year of original exam date, you will be required to re-apply.

WHAT ARE THE APPLICATION AND TESTING FEES ASSOCIATED WITH EARNING THE CPCE?

The application fee is \$395 for members and \$495 for non-members. The application fee includes the study guide. All candidates are required to purchase the study guide in advance of submitting your CPCE application, you may do so at the NACE Store. The cost for the study guide is \$99.

HOW LONG DOES THE CERTIFICATION REMAIN ACTIVE?

The certification remains active for five years. All CPCEs must recertify before the certification expires in order to continue using the designation.

WHAT IS INVOLVED WITH RECERTIFICATION?

To recertify, CPCEs should complete a recertification application, which can be found on the NACE website, and submit it with documentation and payment for the recertification fee (\$195 for members and \$295 for non-members) before their certification expiration date.

Obtaining the CPCE certification has not only been beneficial in terms of self development and opening future professional doors; it has sparked conversations with many of our clients when they ask what the CPCE entails, which in turn shows both the commitment of me and my company to achieving higher levels of education and expertise.