

# CPCE Exam Content Outline

The CPCE exam consists of 175 multiple choice questions designed to emphasize the core competencies of the catering and events industry, listed below. Each exam offered is unique, representing a selection of questions from these core competencies. The numbers in parentheses designate the quantity of questions included from each.



## Accounting (16)

- Define the elements of financial statements, including statement of cash flow, balance sheet and income statement.
- Define basic accounting terminology for catering executives.
- Define accounting and inventory valuation methods.

## Beverage Management (28)

- Describe fundamental characteristics of various types of spirits and wines.
- Identify the primary legal considerations with regard to alcohol service.
- Explain how to calculate beverage cost and pricing for profit.

## Catering Services (28)

- Describe basic characteristics of various styles of food service.
- Distinguish table service from buffet service, station service and other types of food service.
- Estimate staffing needs for typical catered events using a particular style of service.

## Contracts and Agreements (16)

- Identify the components of a contract.
- Explain essential clauses for receiving and products and services.
- Explain “truth in menu” laws.

## Event Management (28)

- Describe and identify various event functions and the appropriate sequences of events for those functions.
- Describe the various ancillary services available to caterers and event planners.
- Describe the steps involved in the event planning process.

## Food Production (28)

- Describe commonly used methods of food preparation for various styles of service.
- Apply standard measurement systems for liquids and solids to convert recipe ingredients.
- Calculate the number of portions necessary to prepare for various types of catered events.
- Describe safe procedures for food preparation, storage and handling.

## Human Resources (15)

- Describe the steps in the hiring process.
- Describe the goals and information provided during the onboarding process.
- Describe the stages of the training cycle.
- Identify the basic functions and legal considerations involved in employee performance appraisals.
- Identify guidelines for an exit interview program.

## Sales and Marketing (16)

- Describe and explain how to target market segments typically served by catering and events operations.
- Identify strategies in developing a marketing plan.
- Identify elements of the sales forecasting process.