Becoming a Professional Member:
The Examination Process

This document provides Senior Associates basic information about the exams that the candidate must pass as part of the Professional Membership Process. More detailed information is included in the Packet for Examinations which the candidate receives upon enrolling for the examinations.

A. Overview of Process
The examination process is a self-study program and examination/evaluation process to help you become a professional member of FCSI. After becoming a Senior Associate you have up to three years to pass two examinations.

The two examinations are:
1. Industry Knowledge Exam (IKE)
2. Professional Skills Exam (PSE)

B. Candidate Responsibilities
The candidate and FCSI-The Americas collaborate during the examination process so that the candidate has the best chance of succeeding. The candidate owns specific responsibilities as described below.

Enrolling in the Examination Process
You must take the first step by enrolling in the program by contacting FCSI-The Americas headquarters at 309-808-2165 or kimberly@fcsi.org. FCSI-The Americas will send you the Packet for Examinations.

Reviewing your Packet of Examinations
It is your responsibility to review the contents of your Packet for Examinations to make sure you have received all of the materials. After your coach has contacted you it is also your responsibility to engage your coach as you prepare for the exams.

Purchasing Industry Knowledge Exam (IKE) Books
In addition to the materials in the packet there are a few books you need to obtain on your own. They are noted in the packet. You may purchase them from a retail bookstore or borrow them from the FCSI-The Americas’ lending library.

Scheduling the Examinations
You alone determine when you are ready to take the IKE and PSE, knowing that both exams must be passed within your three-year term as a Senior Associate. When you are ready you must contact FCSI-The Americas headquarters and schedule in accordance with the next available dates.

Should you desire to have the IKE proctored for you in your own geographic area you are responsible for alerting FCSI-The Americas headquarters and for getting to the designated location.
C. Fees
The fee to enroll for the examinations is included in the Senior Associate Membership application. This includes:

1. The *Packet of Examinations*
2. One sitting for the IKE at a regularly scheduled testing site/date
3. For the candidate undertaking PSE Track #1:
   a. one summary report evaluated by review panel members in their offices
   b. one oral presentation to a review panel at a regularly scheduled review site/date
4. For the candidate undertaking PSE Track #2:
   a. two written submittals evaluated by review panel members in their offices
   b. no oral presentation to a review panel is required

Candidates can take any and all exams a second time. After that, additional fees are imposed.

D. Personal Study Plan
Successfully completing the examination process is more likely if your efforts are directed by a personal study plan. Of course, different people learn and study in different ways. Yet there are common elements for an effective personal study program. Your assigned coach is a great source for helping you develop this plan.

E. Core Competencies
All Professional Consultant Members of FCSI shall possess core competencies organized in the following headings.

1. Foodservice and Hospitality Industry Knowledge
2. Consulting Assignment Management
3. Business Management
4. Communication and Interpersonal Skills

F. Body of Knowledge
The Body of Knowledge (BOK) for the Industry Knowledge Examination (IKE) and the Professional Skills Examination (PSE) is defined in the *Packet for Examinations*. Although some of the BOK is provided in the *Packet for Examinations*, there are also a few books in the BOK that must be purchased separately. The correct edition must be used to assure that the candidate has accurate information for the BOK.

G. The Industry Knowledge Examination (IKE)
This page includes the following information: IKE Content and Taking the IKE.

**IKE Content**
The Industry Knowledge Examination contains 73 multiple choice questions on which you are graded and 31 additional questions which are being tested for future use. Your answers on the additional questions are not considered when evaluating your results. The graded questions are distributed across the major topics as follows:

<table>
<thead>
<tr>
<th>Major Topics</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Terminology</td>
<td>15</td>
<td>21%</td>
</tr>
<tr>
<td>2. Industry Segments</td>
<td>3</td>
<td>4%</td>
</tr>
<tr>
<td>3. Facilities</td>
<td>17</td>
<td>23%</td>
</tr>
<tr>
<td>4. Sanitation, Health, Safety &amp; Env</td>
<td>14</td>
<td>19%</td>
</tr>
<tr>
<td>5. Laws &amp; Regulations</td>
<td>4</td>
<td>5%</td>
</tr>
<tr>
<td>6. Culinary</td>
<td>16</td>
<td>22%</td>
</tr>
</tbody>
</table>
Taking the IKE
The IKE is offered at a variety of FCSI-The Americas and industry events. Please contact headquarters for a list of dates. The IKE may also be taken by special arrangement at a site near the candidate.

Some details about the exam and its administration:
1. The IKE is proctored by a Professional Member who has already passed the exam or by FSCI-The Americas staff.
2. You are allowed 2 hours for taking the exam.
3. Your exam will be scored by an independent party.
4. CEUs are awarded for successful completion.

If you have questions about arrangements for taking the IKE please contact FCSI-The Americas headquarters at 309-808-2165 or kimberly@fcsi.org.

H. The Professional Skills Examination (PSE)
This section briefly describes the PSE’s content and procedures.

PSE Content
The PSE is a structured set of activities through which the candidate demonstrates competence in written and oral presentations. You may accomplish the PSE in either of two tracks. The two tracks are available in order to provide you with flexibility so that you can match the required activities with your typical work assignments as closely as possible. You select which track to undertake.

PSE Track #1:
This track is based on a specific proposal or project of your choice from your work experience. You might select this track because you want to learn more about writing an executive summary for a client and delivering an oral presentation on the proposal or project.

If you select this track, you write an executive summary and make an oral presentation for either a proposal or a project that you have completed in your work.

PSE Track #2:
This track is based on your giving an oral presentation of your choice and writing a summary report of the presentation. Various presentation types qualify. The qualifying types include, but are not limited to, the following:
- a formal presentation at a conference,
- a seminar at an educational institution,
- a training session for a client's employees,
- a project presentation to a client, and
- a design presentation to an architect.

You might select this track because you have substantial presentation experience in your work and want to learn ways to design your presentations for future improvement. Or, you might select this track because your work usually requires a presentation type different from the type required in Track #1 and you want to improve your presentation performance in your work.
If you select this track, you identify an oral presentation that you have already given or intend to give in the near future and write a summary report on this presentation.

Summary Comparison of PSE Track #1 to Track #2:

This Table compares several aspects for Track #1 and Track #2 so you can more easily determine which track is most aligned with your work.

<table>
<thead>
<tr>
<th>Aspects</th>
<th>Track #1</th>
<th>Track #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>How requirements for this track connect to your work.</td>
<td>Focus is on a specific proposal or project from your work.</td>
<td>Focus is on an oral presentation from your work.</td>
</tr>
<tr>
<td>Why you might select this track.</td>
<td>You want to learn more about writing an executive summary and delivering a formal presentation to a client.</td>
<td>1. You have substantial presentation experience and want to learn ways to improve. 2. Your work doesn’t include the type of formal presentations as required in Track #1.</td>
</tr>
<tr>
<td>What the written submittal is for this track.</td>
<td>Executive Summary about your specific proposal or project.</td>
<td>Summary Report on your oral presentation written after the fact.</td>
</tr>
<tr>
<td>What the oral submittal is for this track.</td>
<td>Formal presentation delivered to review panel based on your proposal or project.</td>
<td>Request for Approval of your chosen oral presentation which is already given. Audience's (or client's) evaluations of presentation must be available.</td>
</tr>
<tr>
<td>Pathway through this track.</td>
<td>1. Select proposal or project. 2. Write the executive summary. 3. Deliver the oral presentation.</td>
<td>1. Seek approval for chosen oral presentation. 2. Write the summary report.</td>
</tr>
</tbody>
</table>

PSE Procedures

PSE Track #1:

This track has two submittals: an executive summary and an oral presentation.

You write an executive summary of either a proposal or a project report that the candidate has completed. Submit your executive summary to the Director of Education at FCSI-The Americas by email as an attachment in both .DOC and .PDF formats.

You prepare an oral presentation on the same project for which the executive summary was written. The presentation shall be between 15 and 20 minutes in length using the appropriate visual aids. Contact the Director of Education at FCSI-The Americas to arrange for a time to complete the oral presentation. Arrive at the appointed location approximately 15 minutes early to prepare the venue for your presentation (i.e. setting up white boards, PowerPoint slides, etc.). Four hard copy sets of handouts or other visual aids required to properly communicate the presentation shall be provided by the consultant.

A review panel evaluates your executive summary and determines whether you pass. Another review panel, after listening to your oral presentation, completes an evaluation and determines whether you pass. CEUs are awarded for successful completion.

PSE Track #2:
This track has two submittals: a request for approval of oral presentation and a summary report.

First, you request from FCSI - The Americas headquarters approval of the oral presentation under a minimum set of specifications such as:

- you being the prime author and sole presenter,
- the topic being related to your work,
- your delivering the presentation while you are a Senior Associate member, and
- the evaluations of the presentation by the audience (or client) are available

A review panel reviews the audience’s (or client’s) evaluations of your oral presentation and determines whether you pass.

Second, you write a summary report for the approved presentation. The review panel evaluates your summary report and determines whether you pass. CEUs are awarded for successful completion.

If you have questions about arrangements for taking the PSE please contact FCSI-The Americas headquarters at 309-808-2165 or kimberly@fcsi.org.