



# Power Washers of North America

Presents

## Candidate's Guide for Kitchen Exhaust Cleaning Certification

## **Introduction**

The Power Washers of North America, in conjunction with Phil Ackland's Commercial Kitchen Exhaust Institute, is pleased to present the following Kitchen Exhaust Certification Candidate's Guide for experienced cleaners only.

This guide includes a general overview of how the exam was developed, the exam's format, sample questions, and a listing of recommended readings. By reading this guide, following the test preparation guidelines, and passing the test, you will prepare yourself to comply with new standards approved and followed by the authorities having jurisdiction in your area.

This process will focus on your ability to apply knowledge, as well as recall industry regulations such as industry codes, ethical principles, and safety compliance. Matching the test with both practical field experience and book knowledge is what sets the PWNA Certification Test apart from other tests dealing only with written regulations.

## **NFPA #96 Regulation**

The National Fire Protection Association, the governing body of the kitchen exhaust cleaning industry, has adopted revisions that include a frequency schedule for kitchen exhaust system inspections by "properly trained, qualified, and certified company or persons . . ." The fastest growing section of the PWNA membership includes kitchen exhaust cleaners. PWNA is in a unique position to train, certify, and promote our membership to the different authorities nationwide having jurisdiction over the kitchen exhaust cleaning industry. Through a structured program of testing, followed by a curriculum of continuing education, the PWNA Certification Program will be the dominate designation recognized nationwide.

## **Who Should Be Certified**

The PWNA Certification Exam is open to all Kitchen Exhaust Cleaning companies. However, certification will be for individuals, not companies. In other words, an employee passes the exam and is then certified by PWNA. The employee in turns certifies the company he or she works for at that time. Should the certified employee cease to be employed, and the company has no other PWNA certified individuals on staff, the company's certification is terminated effective the date the individual ceased to be employed.

Because of the importance of keeping your company certified to comply with national and state regulations, we recommend that in addition to service managers and shift supervisors being certified, a primary company officer also be certified. This will not only give you a competitive edge over your competition when advertising having a certified individual on each kitchen exhaust cleaning job, but will guarantee your company certification should a certified worker leave your employ.

## **Eligibility Requirements**

This certification process is open to owners, managers, supervisors, or other employee of companies actively engaged in the kitchen exhaust cleaning industry. The following must be accomplished before certification takes place.

- Textbook (provided with boot camp fee; additional copies available for purchase)
- Workbook filled out by those wishing certification. The workbook will be looked at and signed off on by the licensed PWNA instructor at the boot camp.
- Company ID number
- Proof of liability insurance
- Passing grade of 80 percent on an open-book certification test (100-125 questions)
- List of 10 cleaning exhaust jobs.

If the person wishing certification does not have either a federal ID number, proof of insurance and/or has not completed 10 exhaust cleaning jobs, that person will be issued an Interim Certification for a period of up to one year, by which time all of the qualifications must be met.

## **Ways to Certify**

1. Boot camps offered through the PWNA
2. Distance Learning (kits available for purchase through the PWNA)
3. Attendance at other Phil Ackland Holdings accredited courses

## **Testing Fees**

The boot camp fee is \$799 per person.

## **Duration of Certification**

Upon passing the PWNA certification exam, the individual will be certified for a period of three (3) years. Recertification will be issued automatically to any previously certified exhaust cleaner upon payment of the \$375 recertification fee. No additional continuing education credits are needed. However, the federal ID number and a new proof of insurance must be submitted with the recertification application. Phil Ackland Holdings may provide an additional open-book test to assure that the individual seeking recertification is aware of new regulations.

## **Exam Description**

The PWNA Kitchen Exhaust Certification Exam contains both multiple-choice, and true / false questions. The examination measures the knowledge required for safe and effective

Kitchen Exhaust cleaning. The length of the exam is between 100 and 125 questions. This is an open book examination.

The certification application must be submitted with payment two (2) weeks in advance of taking a test at regular PWNA events so that materials can be mailed to you in a timely manner.

This examination includes questions from a variety of subject areas related to Kitchen Exhaust Cleaning. These subjects are divided into five principle domains. Within each domain are several subcategories pertaining to that subject. Listed are the five domains, and the percentage of examination questions drawn from that domain.

Domain : Percentage on Test

- Ethics & Competencies: 5%
- Standards & Industry Codes: 20%
- Practical Knowledge: 25%
- Practical Application: 30%
- Safety: 20%

Listed below is each domain along with its complete list of subcategories.

- **Ethics & Competencies**
  - Philosophy and Values
  - Competencies
  - Mission Statement
  - Ethics
  
- **Standards & Industry Codes**
  - National Fire Protection Association (NFPA) #96, 1998 edition
  
- **Practical Knowledge**
  - Theory
    - (1) Heating and Cooking Food
    - (2) Air Movement
    - (3) Fire and Fire Prevention
    - (4) Cleaning (Physics)
  - System Examinations
    - (1) System Components
    - (2) Testing Techniques and Procedures
  
- **Practical Application**
  - Technology
    - (1) Process of Cleaning
    - (2) Cleaning Techniques
    - (3) Maintenance Component
    - (4) Chemicals
  - Access
    - (1) Rationales for Access
    - (2) NFPA, UMC and other Standards related to access

- (3) Installing Access Panels
  - Equipment & Tools
    - (1) Tools and Equipment Review
    - (2) Operations
    - (3) Maintenance and Repair
  - Environment
    - (1) Wastewater Testing
    - (2) Wastewater pH Balancing and Disposal
    - (3) Grease Disposal
- **Safety**
  - General Safety
  - Confined Space
  - Ladders
  - Solvents
  - Workplace Hazards
  - First Aid (General Overview)
  - OSHA, MSDS
  - Driving Safety
  - Portable Fire Extinguishers and Fire Protection
  - Ergonomics / Body Mechanics
  - Personal Safety Gear
  - Lockout / Tagout
  - Eye / Ear / Skin
  - Food Safety
  - Fire Escape
  - Steam / Pressure
  - Alcohol / Drugs
  - CO Poisoning

## **Passing Score**

The candidate should answer each question even if it is a guess. Scores are based on the number of correct responses. Each question receives credit if answered correctly, and no credit if answered incorrectly or left blank. If more than one answer is marked for a question, that question will be scored as incorrect. The passing score for the PWNA exam has been set at 80 percent.

## **Notification of Score**

Individuals who participate in the PWNA Certification Program will not be provided with a copy of the exam when receiving their pass / fail score. Questions on the exam may be reused on a future exam, and therefore copies of the exam cannot be released for security purposes.

Within three weeks of taking a test, each testing individual will receive a score report. The report will indicate the number of test questions scored, the number answered correctly, and the number answered incorrectly. If you passed the exam, your score report will be followed by a complete Certified Kitchen Exhaust Cleaner (CKEC) program packet.

The certified program packet will include a press release for use in the local area media and a certificate, as well as information on how to obtain a beautiful wood plaque to display the certificate. These materials will only be made available to those achieving the status of Certified Kitchen Exhaust Cleaner (CKEC). The use of these products will designate you as a professional dedicated to providing quality work.

## Sample Test Questions

This section of the Candidate's Guide contains 6 sample test questions to give candidates practice for the test. The format of each question is simple and direct. PWNA has not used any complicated language or other tricks to keep you from selecting the correct answer. As stated earlier, the test is a mix of multiple-choice, and true / false questions. These questions are examples of the type that can be expected on the actual test.

1. You will reduce the chance of back injury if you move your feet while standing in one place for a long period of time.

True / False

2. According to PWNA Competencies, you must be able to understand the practical application of fire fighting.

True / False

3. When cleaning an oriental or seafood restaurant and you encounter frozen prawns in a sink, with a slow trickle of cold water running over them, the best practice is for you to:

- a.) Gently cover them, undisturbed.
- b.) Help yourself to the prawns as they are obviously leftovers.
- c.) Turn off the water.
- d.) Remove the prawns from the sink to a refrigerator.

4. Orange electrical outlets in the kitchen are specially installed to power pressure washing and cleaning equipment.

True / False

Answers:

1.True—2.False—3.A—4.False
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## Recommended Readings

Questions on the PWNA Kitchen Exhaust Certification Examination are derived from practical field experience, and the following documents. Please see the enclosed order form for ordering information.

- Phil Ackland's *Commercial Kitchen Exhaust Systems Manual: Fire Safety, Inspections, Components, Competencies, System Maintenance*,
- Ethics & Competencies
- Phil Ackland's *Commercial Kitchen Exhaust Systems Manual Supplement: Sales, Marketing, Customer Service*
- National Fire Protection Association Standard #96, Version 98
- OSHA Standards

The OSHA Standards Book available from PWNA contains the following sections:

- Hazardous Communication
- Confined Space Entry
- Control of Hazardous Energy (Lockout / Tagout)
- Respiratory Protection
- Personal Protective Equipment

## Contacting PWNA

Enclosed with this Candidate's Guide is an exam application for the next scheduled testing, and an order form for the recommended readings. Should you need additional forms, please contact PWNA Headquarters.

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The Power Washers of North America is the recognized leader in developing and communicating the highest standards in ethical business practices, environmental awareness and safety through continuing education and active representation of the membership. PWNA educated and trained contractors raise the level of professionalism and value to their customers.