# ProStart National Restaurant Association **Educational Foundation**



@ProStart



/ProStartProgram



/ProStartProgram



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# The New COA Process

Effective Fall 2014



# **The New Process: What Changed?**

- Changes:
  - Increased Capacity
  - Better, trackable Data
  - Streamlined process

- What Doesn't Change:
  - Requirements
    - Pass both exams
    - Document 400 hours
    - Complete Work Experience Checklist
  - Exams
    - Paper and Online Acceptable
  - Timeline
    - Scores are valid for 3 years





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About

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Programs and Scholarships

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# Meet ProStart®

Feeding Dreams. Building Futures.

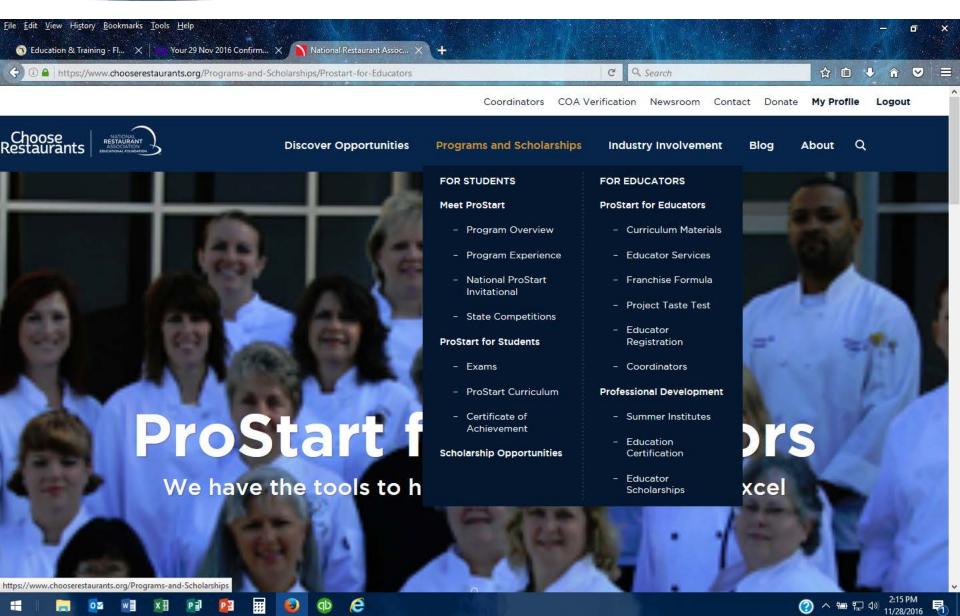
ProStart® is a nationwide, two-year high school program that unites the classroom and industry to develop the best and brightest talent into tomorrow's restaurant and foodservice leaders.

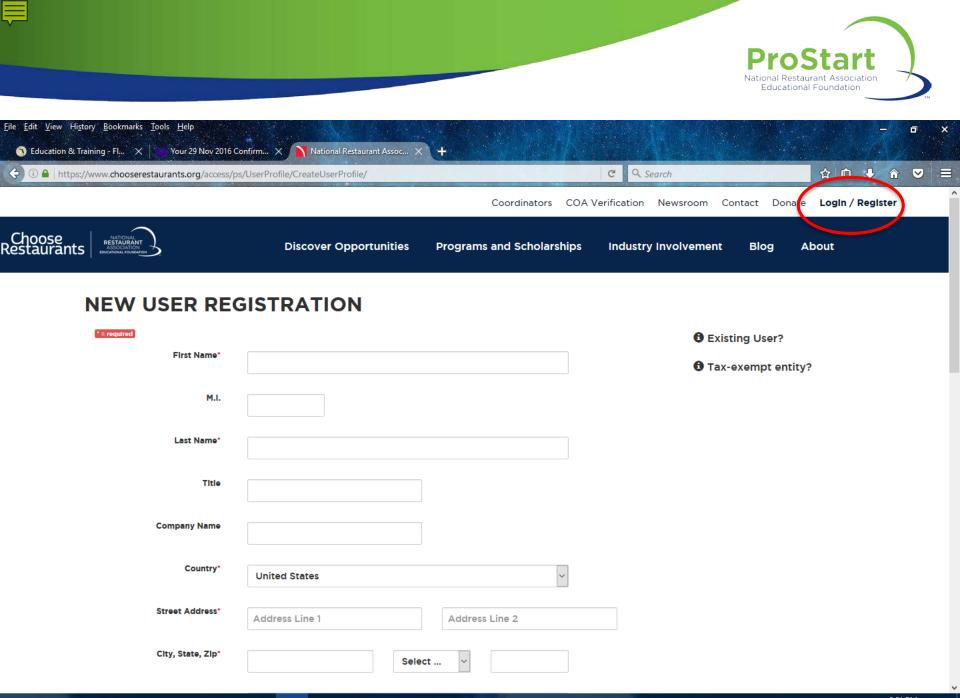
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			FOR STUDENTS	FOR EDUCATORS				
	ProStart	Exams	Meet ProStart	ProStart for Educators				
	Exams	Access the tools you need to make the most of your	- Program Overview	- Curriculum Materials	and 2 exams.			
	Curriculum	Take Exam	- Program Experience	- Educator Services				
	Certificate of	Launch your Foundations of Restaurant Management	- National ProStart Invitational	- Franchise Formula				
	Achievement	Check Scores	- State Competitions	- Project Taste Test				
	FAQs	Find out how well you did on your exam.	ProStart for Students	- Educator Registration				
	Track COA Progress		- Exams	- Coordinators				
		Print Certificate	- ProStart Curriculum	Professional Development				
		Congratulations on passing your exam! Print your Ce	- Certificate of Achievement	- Summer Institutes				
			Scholarship Opportunities	- Education Certification				
Donate Nov	v	FOLLOW US:		- Educator Scholarships				
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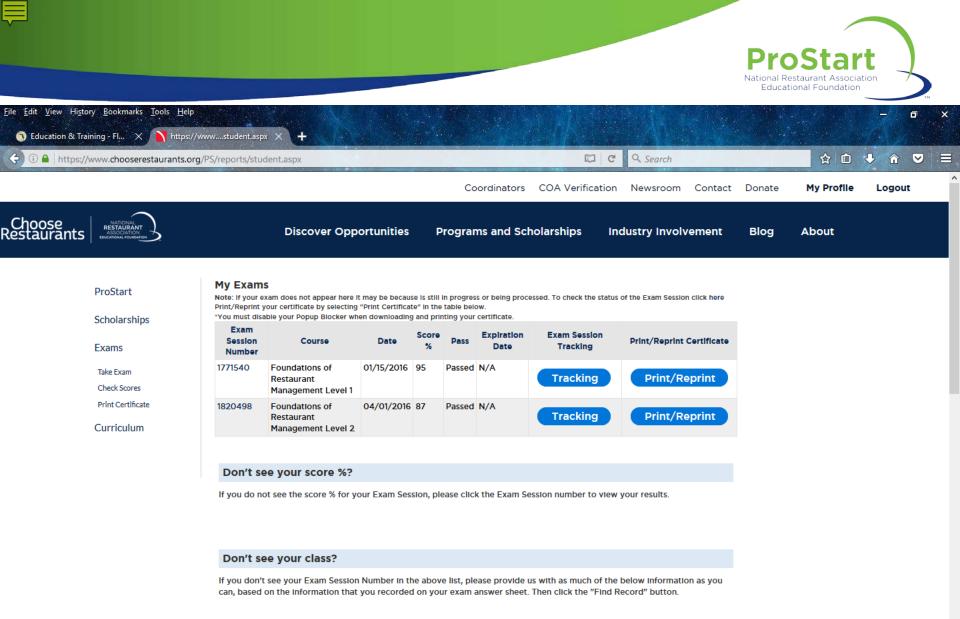
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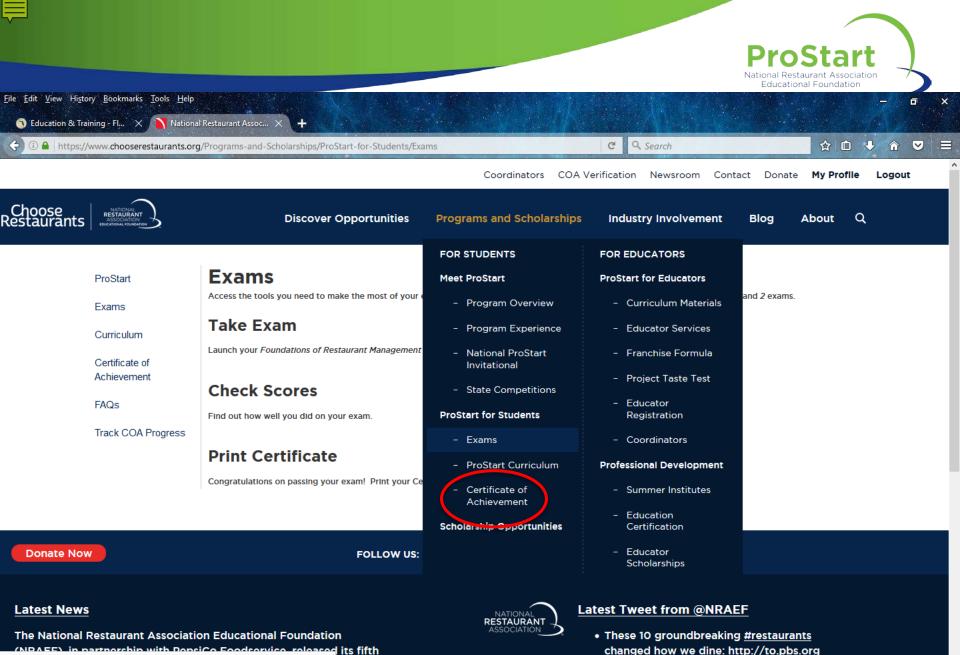
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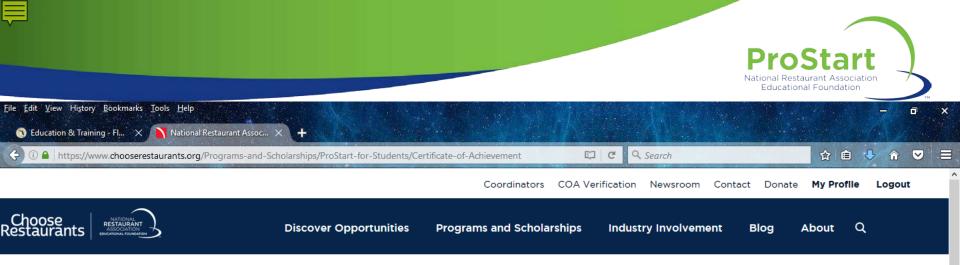
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#### **Certificate of Achievement**

The ProStart National Certificate of Achievement (COA) is your passport to the future. Earning the COA can give you a leg up in your job search, and opens the door to collegiate opportunities. Numerous restaurant, foodservice and hospitality programs offer benefits to ProStart graduates. These benefits include scholarships, class credits and credit towards work experience requirements.

To earn the ProStart National COA, a student must pass "The Foundations of Restaurant Management and Culinary Arts" Level 1 and Level 2 exams, document 400 hours of work experience and demonstrate proficiency on more than 50 workplace competencies. Work experience can come from paid jobs, school-based enterprises or relevant volunteer work.



Track your COA Progress Here







#### 🔁 Work Experience Checklist.pdf - Adobe Acrobat Standard DC

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## STUDENT WORK EXPERIENCE CHECKLIST

ProStart National Restaurant Association Educational Foundation

Student Name:

#### To The Student:

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Welcome to the ProStart<sup>®</sup> program! Through your participation, you are taking the first steps toward preparing for a successful restaurant and foodservice career. As you use the ProStart program materials in class, you will be learning important skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer; complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing a minimum of 52 of the 75 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

Job-Related Observable Skills: These are skills that you are likely to be

## School Name:

To The Employer:

Welcome to the ProStart® program! You have taken a great step toward developing a stronger restaurant and foodservice workforce by providing a meaningful work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and foodservice career. Experience gained in your operation will help the student earn a ProStart National Certificate of Achievement. This certificate is awarded to students who successfully complete the ProStart curriculum and pass the two examinations, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

The competencies in this checklist outline the skills that the student should try to complete during all of his or her work experiences while in high school. It is the student's responsibility to present this checklist to you from time to time in the course of his or her employment. In some cases, the student might have more than one employer and will complete some of the competencies elsewhere. Completing these competencies indicates that the student has successfully demonstrated the skill at a point in time. Students are encouraged to complete as many competencies as possible. Students must complete 52 of the 75 competencies, or 70% of the checklist, in order to earn the ProStart National Certificate of Achievement. When the student has completed his or her work experience with you, please feel free to make any additional comments and sign the last page. The student will return

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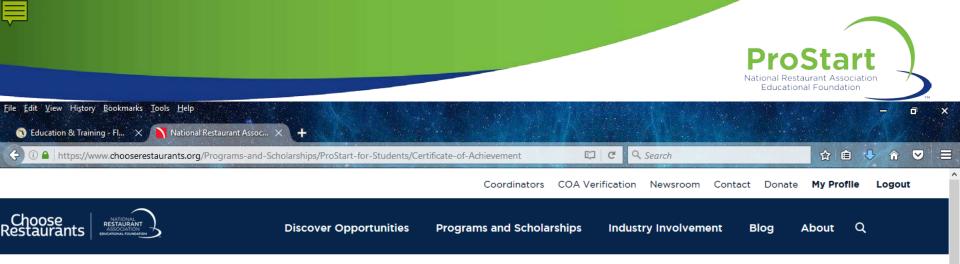
National Restaurant Association Educational Foundation

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Sign In

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To earn the ProStart National COA, a student must pass "The Foundations of Restaurant Management and Culinary Arts" Level 1 and Level 2 exams, document 400 hours of work experience and demonstrate proficiency on more than 50 workplace competencies. Work experience can come from paid jobs, school-based enterprises or relevant volunteer work.

Download your work experience checklist today!







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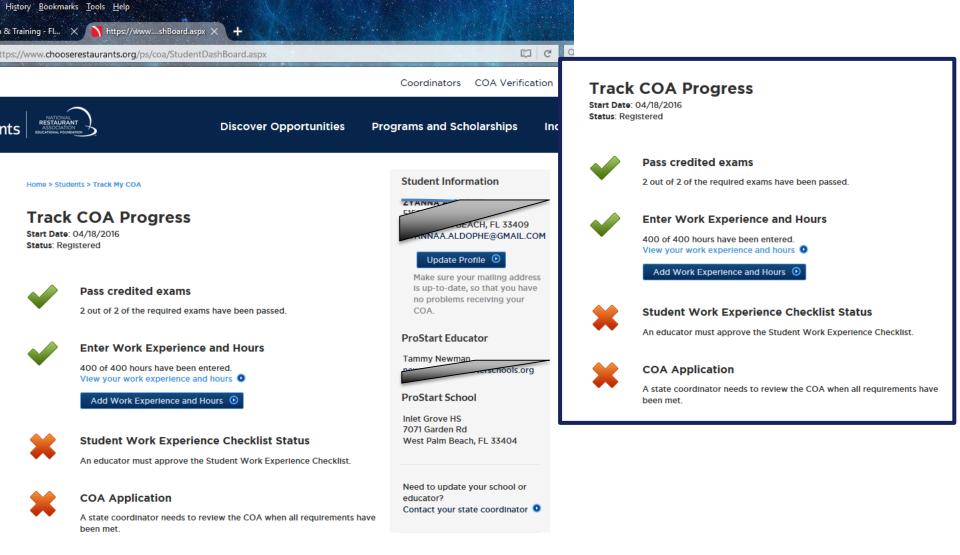
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## **Work Experience Hours**

	Add Work Experience and Hours	B
	Paid O un-paid/school enterprise O un-paid/service (volunteer)	* Indicates a required field
	Date Started* Date Total Hours* Completed*	
	Job Responsibilities*	
	Company Name*	
Work Experience and Hours		
food service : 400 hours	City* State* AL  V	
2016 elete	Zipcode*	
	Mentor/Supervisor Name*	
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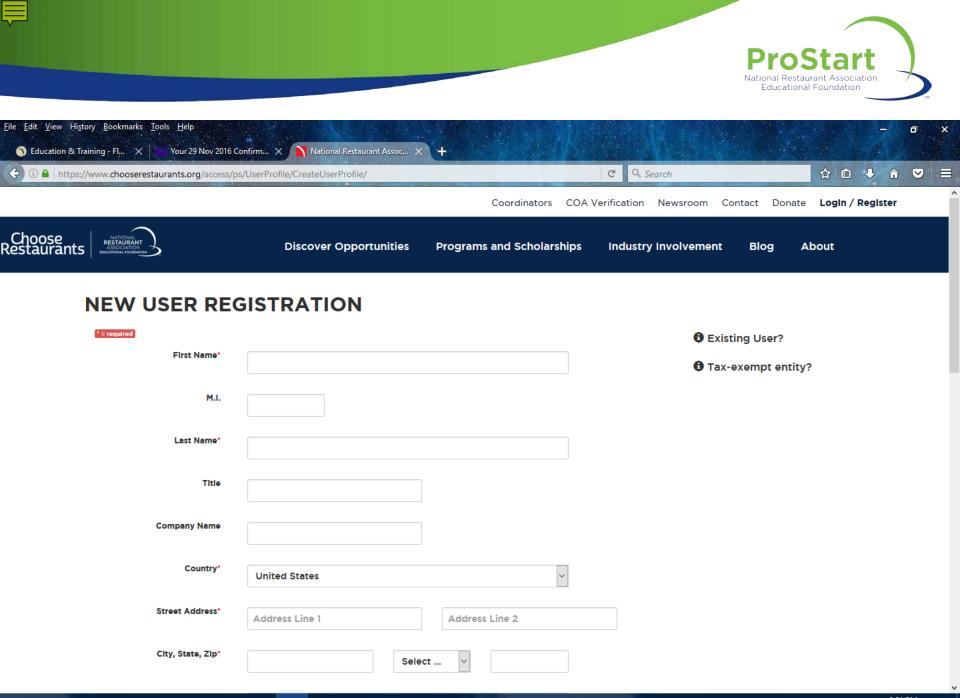
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Exam Results

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	Meet ProStart	ProStart for Educators	
	- Program Overview	- Curriculum Materials	
	- Program Experience	- Educator Services	
	<ul> <li>National ProStart Invitational</li> </ul>	- Franchise Formula	
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<b>Now Hiring:</b>	ProStart for Students	- Educator Registration	
Great restaurant careers come	– Exams	- Coordinators	an imagine.
	- ProStart Curriculum	Professional Development	
Disc	- Certificate of Achievement	- Summer Institutes	
	Scholarship Opportunities	- Education Certification	
		- Educator Scholarships	

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Register as an Educator **Educator Services** 

Welcome to the Educator Services, where you'll find everything you need to successfully schedule, administer and view the results of your exams, and manage your students COA applications. To access these materials, you'll need to be registered as an Educator.

Industry Involvement

Blog

Programs and Scholarships

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About

## **Manage Exam Session**

Schedule, view and download exam materials.

Schedule Exams, Get Answer Keys and get Help Documents

**Discover Opportunities** 

## **View Scores**

Access student scores, download and print their certificates



Access your students COA applications, review application status, work hours and approve COA Competencies.

Educator

Scholarships

Educator Services

Manage Exam Session

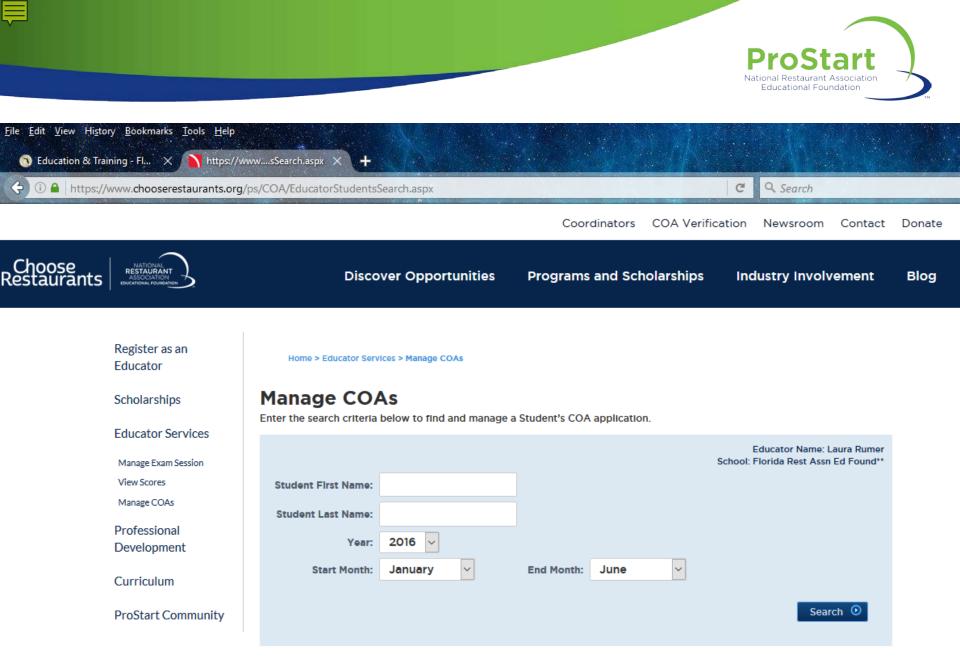
View Scores

Manage COAs

Professional Development

Curriculum

ProStart To Go



#### Need to add another Educator's students?

Find and Connect to other students here 📀



## **Workplace Checklist**

#### STUDENT WORK EXPERIENCE CHECKLIST

National Restaurant Association Educational Foundation

#### Student Name: \_\_\_\_\_

To The Students

Welcome to the ProStart® program! Through your participation, you are taking the first steps toward preparing for a successful restaurant and foodservice career. As you use the ProStart program materials in class, you will be learning important skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer, complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing an in a think of the 75 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

Job-Related Observable Skills: These are skills that you are likely to be trained to do over a short time during your employment. These skills are listed according to the topics you will learn in your classroom so that your employer can coordinate your workplace learning experiences with what you are learning in class.

Employeability Skills: Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helpfalmess. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through obsert activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group overking in changing settings and with people of differing backgrounds.

## School Name: \_\_\_\_\_

Welcome to the ProStart® program! You have taken a great step toward developing a stronger restaurant and floodservice workforce by providing a meaningial work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and floodservice career. Experience gained in your operation will help the student earn a ProStart National Certificate of Achievement. This certificate is awarded to students who successfully complete the ProStart carriculam and pass the two examintions, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

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Jab-Related Observable Skills: These are skills that the student is likeby to be trained to do over a short time during employment with you. These skills are listed according to the topics taught in the student's classroom, but you are free to teach and observe them in any order appropriate to your business.

Employability Skills: Imployability skills help the student handle responsibility and include the attitudes and habits he or she brings to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gimed through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in clauging settings and with scoule of differing backgrounds.







SCAN & EMAIL aparker@FRLA.org laura@FRLA.org

MAIL FRLAEF PO Box 1779 Tallahassee, FL 32302

UPS/FEDEX FRLAEF ATTN: Amy Parker 230 S Adams St Tallahassee, FL 32301





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From: Service Center Sent: Friday, August 15, 2014 11:32 AM To: Monica Miller Subject: ProStart COA. Competency Approved

Dear Ryan Gosling,

You have a pending ProStart® National Certificate of Achievement application waiting for you to review and approve.

Please click here to review and approve this Certificate of Achievement application.

If you have more than one student application pending your approval, you can access those here.

Students will not be processed until you have approved their applications. To approve, you must access the website using your coordinator User ID and Password for your <u>www.nraef.org</u> account.

If your state has multiple users who have access, these applications may already have been reviewed. If you have any questions or believe this email has been sent to you in error, please email prostart@nraef.org or contact the National ProStart Coordinator immediately.

Sincerely,

ProStart Program Team National Restaurant Association Educational Foundation prostart@nraef.org

The ProStart® National Certificate of Achievement (COA) is an industry-recognized certificate that signifies a strong foundation in the basic management and culinary skills considered critical to success by industry leaders.



Manage COA Applications

#### Coordinators

The Hub

You are accessing the ProStart® State Coordinators Resource page as an approved Coordinator. State Coordinators can find all the resources they need to access secured materials, and link to the ProStart Community. State Coordinators who have been approved to manage Certificate of Achievements (COA's) in your state will see that link below as well. If you need to speak to someone regarding the below resources and your access, you can contact the National ProStart Coordinator or email Prostart@nraef.org.

#### Manage COA Applications

Access your State COA applications, review students application status, work hours and approve applications for your state.

#### The Hub

Access to Coordinator resources to help support the ProStart program in your state.

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#### Latest News

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The National Restaurant Association Educational Foundation (NRAEF), in partnership with PepsiCo Foodservice, released its fifth Project Taste Test - Servin' Up Successful Careers video. The video features Jett Mora, sous chef with Wolfgang Puck Catering, and is ideal for high school programs that teach culinary arts and restaurant management skills, such as NRAEF's ProStart® program.

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#### Latest Tweet from @NRAEF

 Take a look at how @polariscareer's @ProStart class is developing the future of the industry! http://bit.ly/2gpk10s @CrainsCleveland

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From: Service Center Sent: Friday, August 15, 2014 11:32 AM To: Monica Miller Subject: ProStart COA. Approved

Dear HANNAH,

Congratulations! The requirements have been approved to receive the ProStart® National Certificate of Achievement.

When the certificate is printed and ready to ship we'll notify you via email to the address that is registered with www.nraef.org.

The certificate will be shipped to the mailing address on your <u>www.nraef.org/students</u> profile. We encourage you to check that this address is correct as soon as possible.

Congratulations again on meeting the requirements and best wishes for continued academic success.

Sincerely,

Service Center National Restaurant Association

#### ServiceCenter@restaurant.org

The ProStart® National Certificate of Achievement (COA) is an industry-recognized certificate that signifies a strong foundation in the basic management and culinary skills considered critical to success by industry leaders.









Rob Gifford Executive Vice President, Strategic Operations and Philanthropy National Restaurant Association National Restaurant Association Educational Foundation



To verify this certification, go to www.nnset.org and click on "COA Verification" in the upper right comer.

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## THIS CANDIDATE IS A CREDENTIALED PROSTART® GRADUATE.

This means you can be assured that this candidate is ready to hit the ground running.

Earning the ProStart® National Certificate of Achievement means that this candidate has demonstrated a strong foundation in the basic management and culinary skills considered critical by industry leaders.

In addition to passing two important exams offered by the National Restaurant Association, this candidate has completed at least 400 hours of work in the industry and is well-qualified to begin his or her career.

For more information about the ProStart program and what it means to the industry and your organization, visit **NRAEF.org**.

#### ProStart Graduates understand & practice:

- Guest Service
- Food and Workplace Safety
- Kitchen Essentials
- Management Fundamentals
- Nutrition
- Controlling Foodservice Costs
- Stocks, Sauces, and Soups
- Communication
- Fruit and Vegetables
- Potatoes and Grains
- Breakfast Food and Sandwiches
- Marketing and the Menu
- Salads and Garnishing
- Purchasing and Inventory
- Meat, Poultry, and Seafood
- Desserts and Baked Goods
- Global Cuisines
- Sustainability

To verify this certification, go to www.nnael.org and click on "COA Verification" in the upper right comer.

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Q&A



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# Educational Foundation



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