

National Restaurant Association **Educational Foundation** 



@ProStart



/ProStartProgram



/ProStartProgram



ChooseRestaurants.org /GoProStart FRLA.org/educational-foundation/

TM

# The New COA Process

**Effective Fall 2014** 



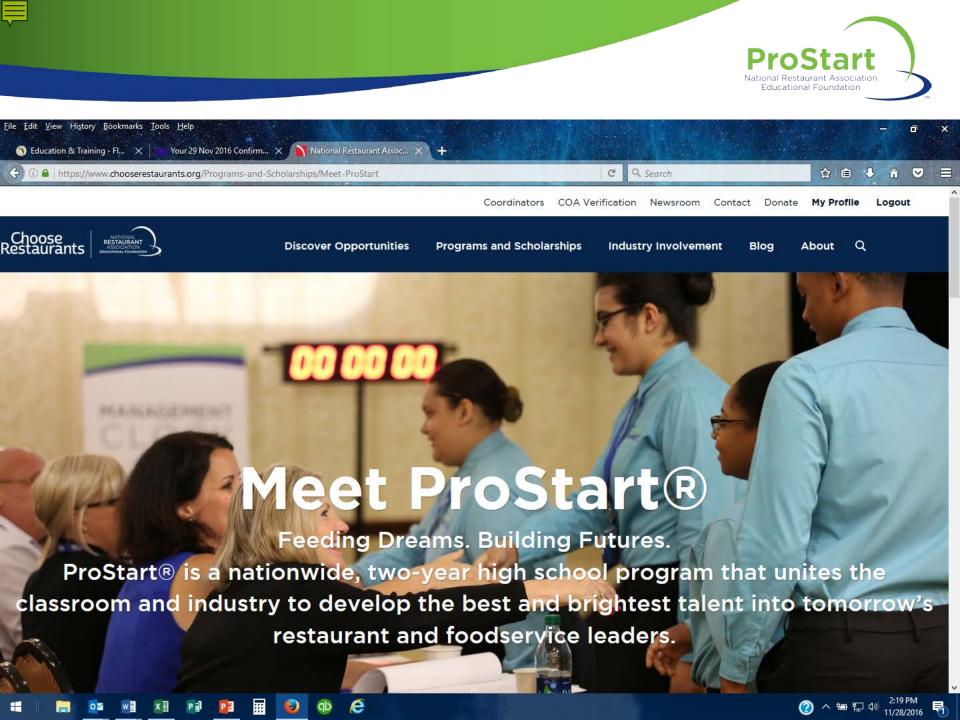


## The New Process: What Changed?

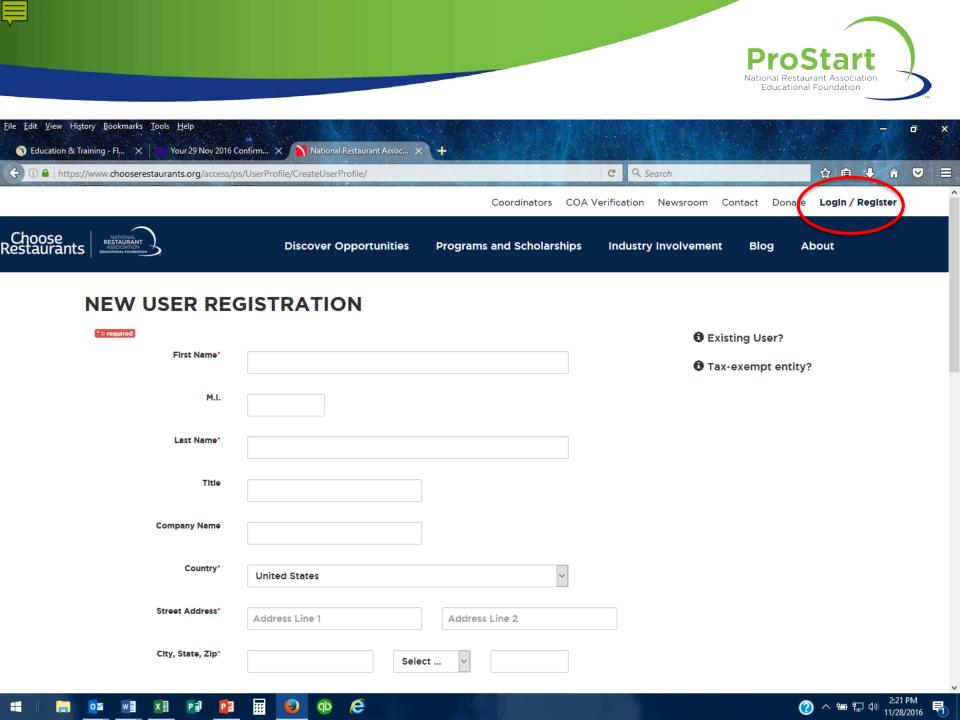
- Changes:
  - Increased Capacity
  - Better, trackable Data
  - Streamlined process

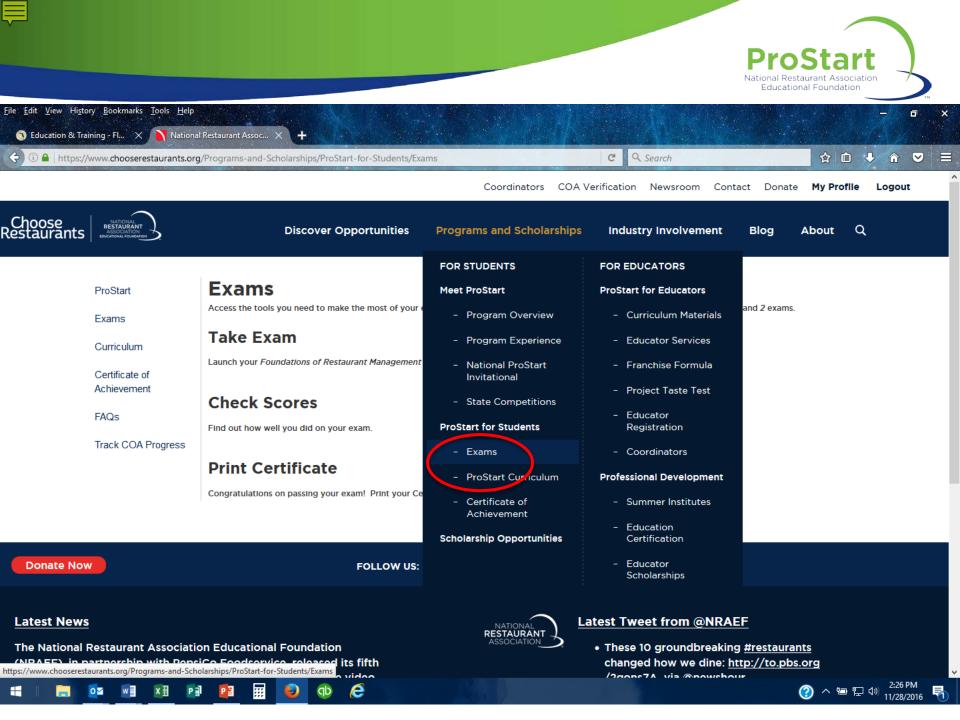
### What Doesn't Change:

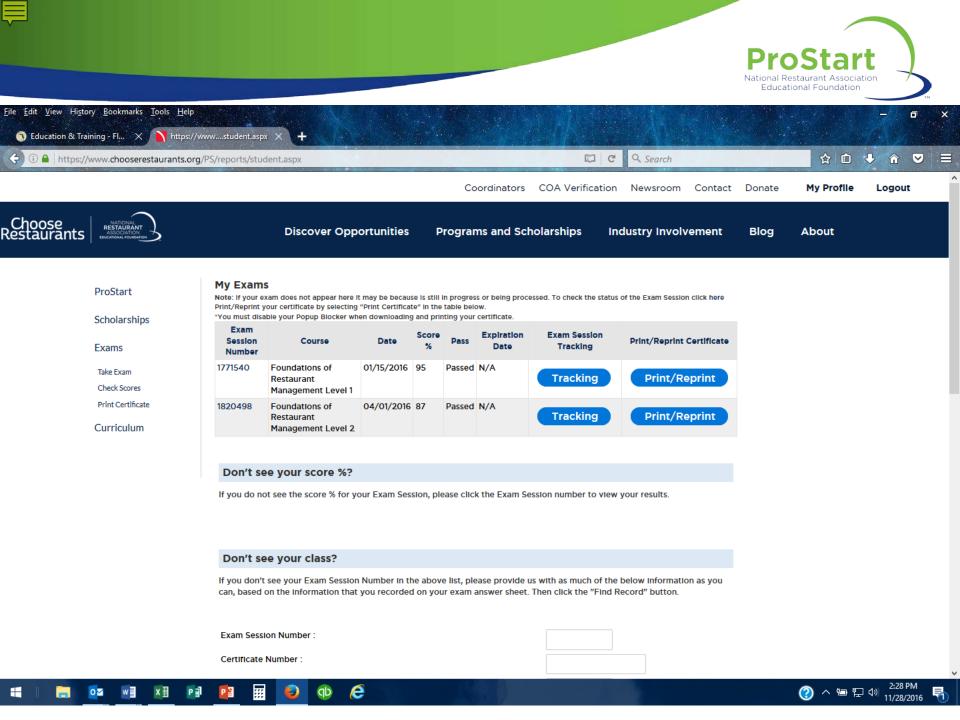
- Requirements
  - Pass both exams
  - Document 400 hours
  - Complete Work
     Experience Checklist
- Exams
  - Paper and Online Acceptable
- Timeline
  - Scores are valid for 3 years

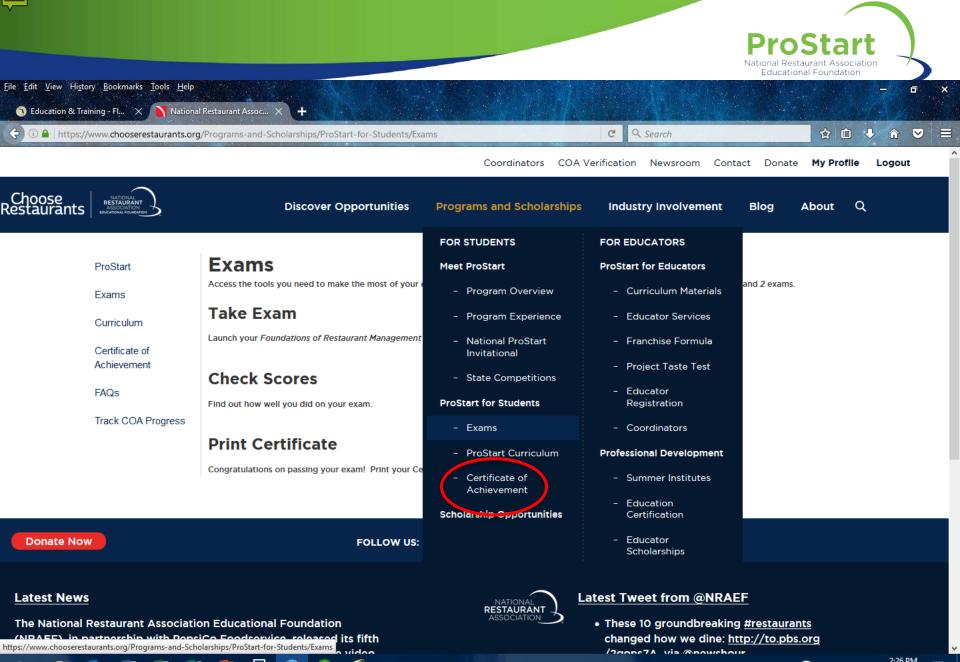


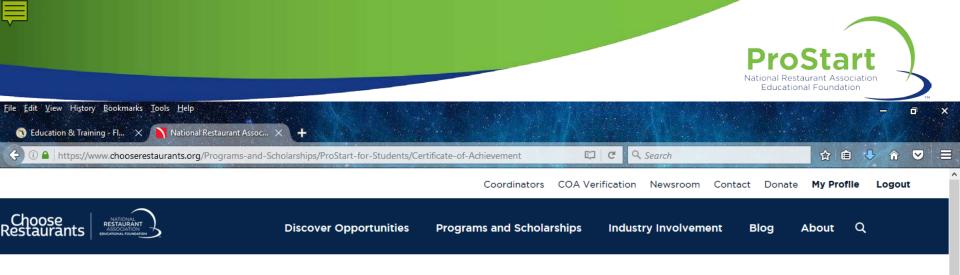












#### **Certificate of Achievement**

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.

Download your work experience checklist today!

Track your COA Progress Here







Sign In

📆 Work Experience Checklist.pdf - Adobe Acrobat Standard DC

File Edit View Window Help

Home Tools **Document** 





















#### STUDENT WORK EXPERIENCE CHECKLIST

National Restaurant Association Educational Foundation

Student Name:

#### To The Student:

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 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





























#### 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.

> Download your work experience checklist today! Track your COA Progress Here













**Discover Opportunities** 

**Programs and Scholarships** 

Inc

Home > Students > Track My COA

#### **Track COA Progress**

Start Date: 04/18/2016 Status: Registered



#### Pass credited exams

2 out of 2 of the required exams have been passed.



#### **Enter Work Experience and Hours**

400 of 400 hours have been entered. View your work experience and hours

Add Work Experience and Hours 

O



#### Student Work Experience Checklist Status

An educator must approve the Student Work Experience Checklist.



#### **COA Application**

A state coordinator needs to review the COA when all requirements have been met.

#### Student Information



#### Update Profile ①

Make sure your mailing address Is up-to-date, so that you have no problems receiving your

#### **ProStart Educator**

Tammy Newman



#### ProStart School

Inlet Grove HS 7071 Garden Rd West Palm Beach, FL 33404

Need to update your school or educator? Contact your state coordinator

#### **Track COA Progress**

Start Date: 04/18/2016 Status: Registered



#### Pass credited exams

2 out of 2 of the required exams have been passed.



#### **Enter Work Experience and Hours**

400 of 400 hours have been entered. 

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#### **Student Work Experience Checklist Status**

An educator must approve the Student Work Experience Checklist.



#### **COA Application**

A state coordinator needs to review the COA when all requirements have been met.























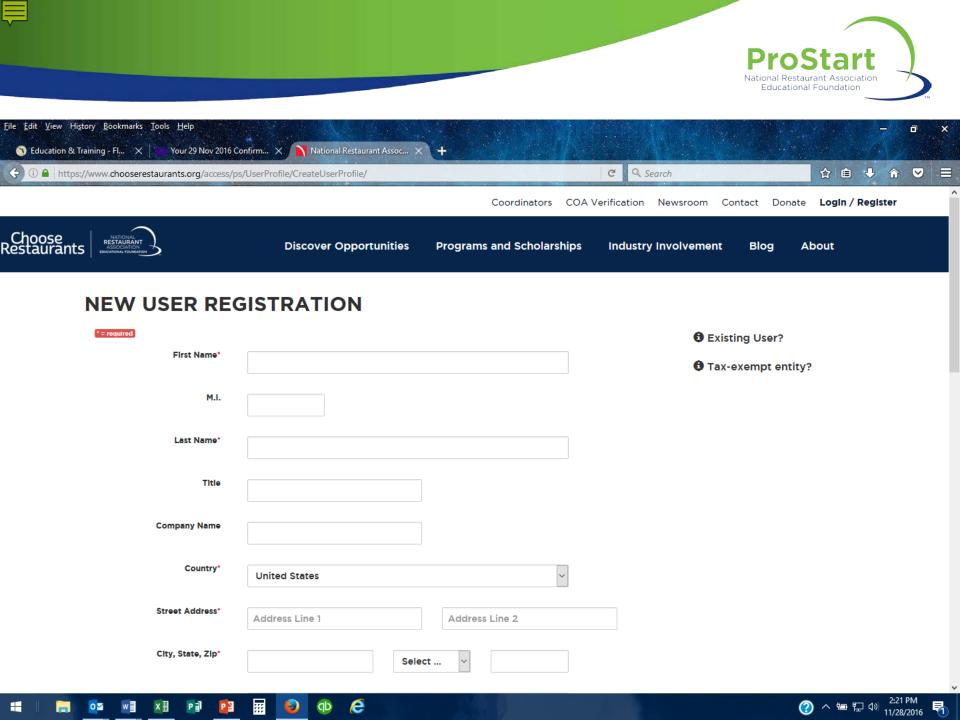




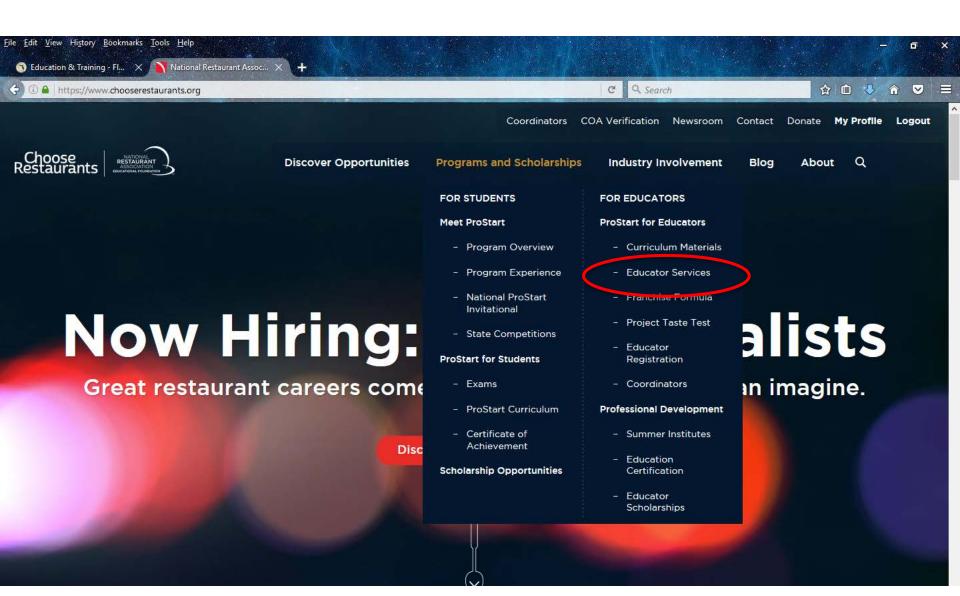
# **Work Experience Hours**



| dd Work Experience and Hours  Paid Oun-paid/school enterprise Oun-paid/service (volunteer) |   |              | E                            |  |
|--|---|--------------|------------------------------|--|
|  |   |              | * Indicates a required field |  |
| Date Started*  | Date<br>Completed*                              | Total Hours* |                              |  |
| ob Responsi  | bilities*                                       |              |                              |  |
|  |   | .il          |                              |  |
| Company Nan  | 1e*   | .22          |                              |  |
|  |   |              |                              |  |
| Company Add  | ress*   |              |                              |  |
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| City*  |   |              |                              |  |
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|  |   |              |                              |  |
| State*   | risor Name*                                     |              |                              |  |
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| AL V  Lipcode*  lentor/Supen  lentor/Supen  formation (Equired)                            | visor Contact<br>Either email or phone          | is           |                              |  |













**Discover Opportunities** 

**Programs and Scholarships** 

Coordinators

**Industry Involvement** 

Newsroom

Blog

About

a

Register as an Educator

Scholarships

Educator Services

Manage Exam Session

View Scores

Manage COAs

Professional

Development

Curriculum

ProStart To Go

#### **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.

#### Manage Exam Session

Schedule, view and download exam materials.

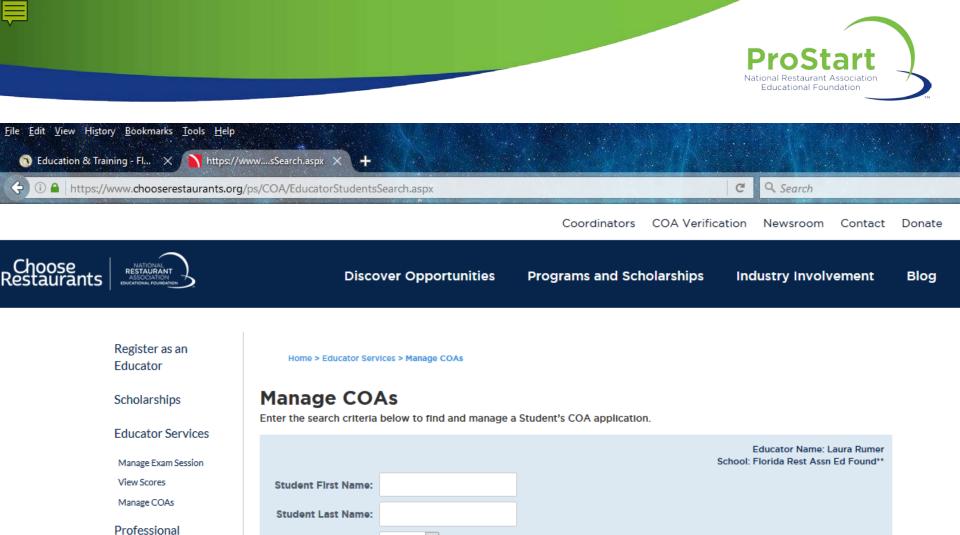
Schedule Exams, Get Answer Keys and get Help Documents

#### **View Scores**

Access student scores, download and print their certificates

#### Manage COAs

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



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

End Month:

June

Search 

O

Find and Connect to other students here

Year:

Start Month:

Development

Curriculum

**ProStart Community** 

2016

January





### **Workplace Checklist**

#### STUDENT WORK EXPERIENCE CHECKLIST



Student Name:

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

Job-Related Observable Shills: 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.

Employability Shills. Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helphisness. 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 other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds. School Name:

#### To The Employers

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 som 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.

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Job-Related Observable Skills: These are skills that the student is likely 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 clasmoom, but you are free to teach and observe them in any order appropriate to your business.

Employability Skills: Employability 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 gained 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 changing settings and with seasons. Clifful in the seconds.







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FRLAEF
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230 S Adams St
Tallahassee, FL 32301





◆Next

Last

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 <u>here</u> to review and approve this Certificate of Achievement application.

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

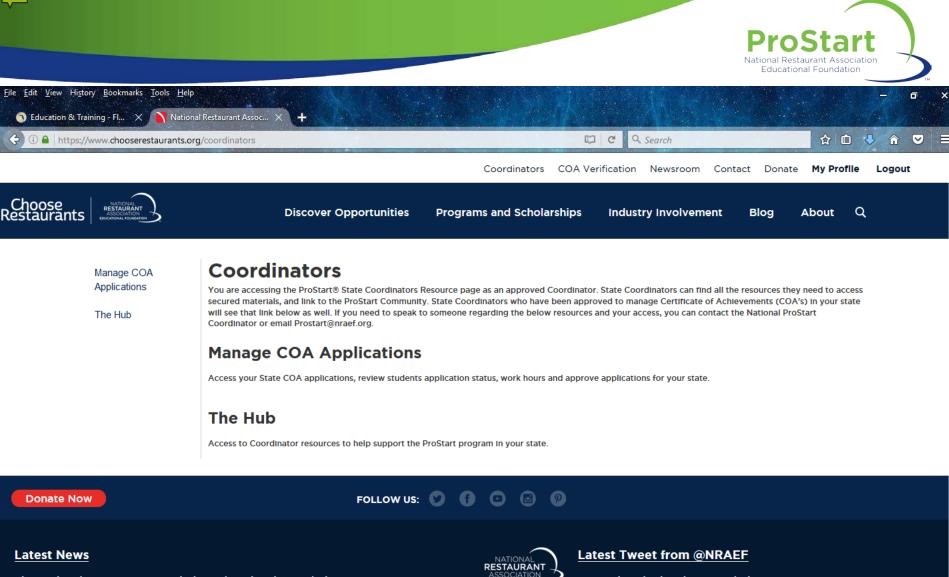
Students will not be processed until you have approved their applications. To approve, you must access the website using your coordinator User ID and Password for your www.nraef.org account.

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 <a href="mailto:prostart@nraef.org">prostart@nraef.org</a> 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.



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.



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







































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.







Certificate No. Date

#### **National Certificate of Achievement**

AWARDED TO

The National Restaurant Association Educational Foundation awards this certificate in recognition of completion of all requirements of The ProStart Program and Demonstration of a strong foundation in the management and culinary skills considered critical by leaders in the restaurant and foodservice industry.

Rob Gifford

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







# 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





# REJECTED













# Q&A



# ProStart

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