

ProStart

National Restaurant Association
Educational Foundation

TM



@ProStart



/ProStartProgram



/ProStartProgram



/GoProStart

ChooseRestaurants.org

FRLA.org/educational-foundation/

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

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.

ProStart for Educators

We have the tools to help you excel

FOR STUDENTS

Meet ProStart

- Program Overview
- Program Experience
- National ProStart Invitational
- State Competitions

ProStart for Students

- Exams
- ProStart Curriculum
- Certificate of Achievement

Scholarship Opportunities

FOR EDUCATORS

ProStart for Educators

- Curriculum Materials
- Educator Services
- Franchise Formula
- Project Taste Test
- Educator Registration
- Coordinators

Professional Development

- Summer Institutes
- Education Certification
- Educator Scholarships

NEW USER REGISTRATION

* = required

First Name*

M.I.

Last Name*

Title

Company Name

Country*

Street Address*

Address Line 2

City, State, Zip*

Select ...



Existing User?

Tax-exempt entity?

ProStart

Exams

Curriculum

Certificate of
Achievement

FAQs

Track COA Progress

Exams

Access the tools you need to make the most of your

Take Exam

Launch your *Foundations of Restaurant Management*

Check Scores

Find out how well you did on your exam.

Print Certificate

Congratulations on passing your exam! Print your Ce

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Donate Now

FOLLOW US:

Latest News

The National Restaurant Association Educational Foundation (NRAEF), in partnership with PepsiCo Foodservice, released its fifth



Latest Tweet from @NRAEF

- These 10 groundbreaking #restaurants changed how we dine: <http://to.pbs.org/3gpc7A> via @newshour

ProStart

Scholarships

Exams

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Curriculum

My Exams

Note: If your exam does not appear here it may be because it is still in progress or being processed. To check the status of the Exam Session click here [Print/Reprint your certificate by selecting "Print Certificate" in the table below.](#)

*You must disable your Popup Blocker when downloading and printing your certificate.

Exam Session Number	Course	Date	Score %	Pass	Expiration Date	Exam Session Tracking	Print/Reprint Certificate
1771540	Foundations of Restaurant Management Level 1	01/15/2016	95	Passed	N/A	Tracking	Print/Reprint
1820498	Foundations of Restaurant Management Level 2	04/01/2016	87	Passed	N/A	Tracking	Print/Reprint

Don't see your score %?

If you do not see the score % for your Exam Session, please click the Exam Session number to view your results.

Don't see your class?

If you don't see your Exam Session Number in the above list, please provide us with as much of the below information as you can, based on the information that you recorded on your exam answer sheet. Then click the "Find Record" button.

Exam Session Number :

Certificate Number :

ProStart

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FOLLOW US:

Latest News

The National Restaurant Association Educational Foundation (NRAEF), in partnership with PepsiCo Foodservice, released its fifth annual ProStart Curriculum Review video.

https://www.choosereaurants.org/Programs-and-Scholarships/ProStart-for-Students/Exams



Latest Tweet from @NRAEF

- These 10 groundbreaking #restaurants changed how we dine: <http://to.pbs.org/3goc7A> via @nbcnews

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](#)

STUDENT WORK EXPERIENCE CHECKLIST



Student Name:

School 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

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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[Download your work experience checklist today!](#)

[Track your COA Progress Here](#)

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](#)



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

STANNA
515
BEACH, FL 33409
STANNA.ALDOPHE@GMAIL.COM

[Update Profile](#)

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

ProStart Educator

Tammy Newman
newman@prostartschools.org

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.
[View your work experience and hours](#)

[Add Work Experience and Hours](#)



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

[Exam Results](#)

Work Experience and Hours

Palm beach county food service : 400 hours

Mentor Name: Teri portz

Date Completed: 09/22/2016

[Edit this entry](#)

[Delete](#)

[Add Work Experience and Hours](#)

Add Work Experience and Hours

☒ Paid
☐ un-paid/school enterprise
☐ un-paid/service (volunteer)

* Indicates a required field

Date Started*
Date Completed*
Total Hours*

Job Responsibilities*

Company Name*

Company Address*

City*

State*

Zipcode*

Mentor/Supervisor Name*

Mentor/Supervisor Contact Information (Either email or phone is required)

Email*

Phone Number*

Add Work Experience and Hours

NEW USER REGISTRATION

* = required

First Name*

M.I.

Last Name*

Title

Company Name

Country*

Street Address*

Address Line 2

City, State, Zip*

Select ...



Existing User?

Tax-exempt entity?

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- **Educator Services**
- Franchise Formula
- Project Taste Test
- Educator Registration
- Coordinators

Professional Development

- Summer Institutes
- Education Certification
- Educator Scholarships

Now Hiring:

Great restaurant careers come

Disc

alists

an imagine.

[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.

[Register as an
Educator](#)

[Scholarships](#)

[Educator Services](#)

[Manage Exam Session](#)

[View Scores](#)

[Manage COAs](#)

[Professional
Development](#)

[Curriculum](#)

[ProStart Community](#)

[Home](#) > [Educator Services](#) > [Manage COAs](#)

Manage COAs

Enter the search criteria below to find and manage a Student's COA application.

Student First Name:

Student Last Name:

Year: 2016

Start Month: January

End Month: June

Educator Name: Laura Rumer
School: Florida Rest Assn Ed Found**

Search

Need to add another Educator's students?

Find and Connect to other students here

Workplace Checklist

**STUDENT WORK EXPERIENCE
CHECKLIST**



Student Name: _____

To The Students

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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.

Employability Skills: Employability skills help you handle responsibility and include the attitudes and habits you bring 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 people of differing backgrounds.

School Name: _____

To The Employers

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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 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 classroom, 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 people 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

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

[Next](#) [Last](#)

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 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 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

The Hub

Coordinators

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.

Donate Now

FOLLOW US:



Latest News

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.



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](#)

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 www.nraef.org/students 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.

A handwritten signature in black ink, appearing to read "Rob Gifford".

Rob Gifford

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

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

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14082701 v.1208B



THIS CANDIDATE IS A CREDENTIALLED 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.nraef.org and click on "COA Verification" in the upper right corner.

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REJECTED







Q&A



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