ProStart

National Restaurant Association Educational Foundation





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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

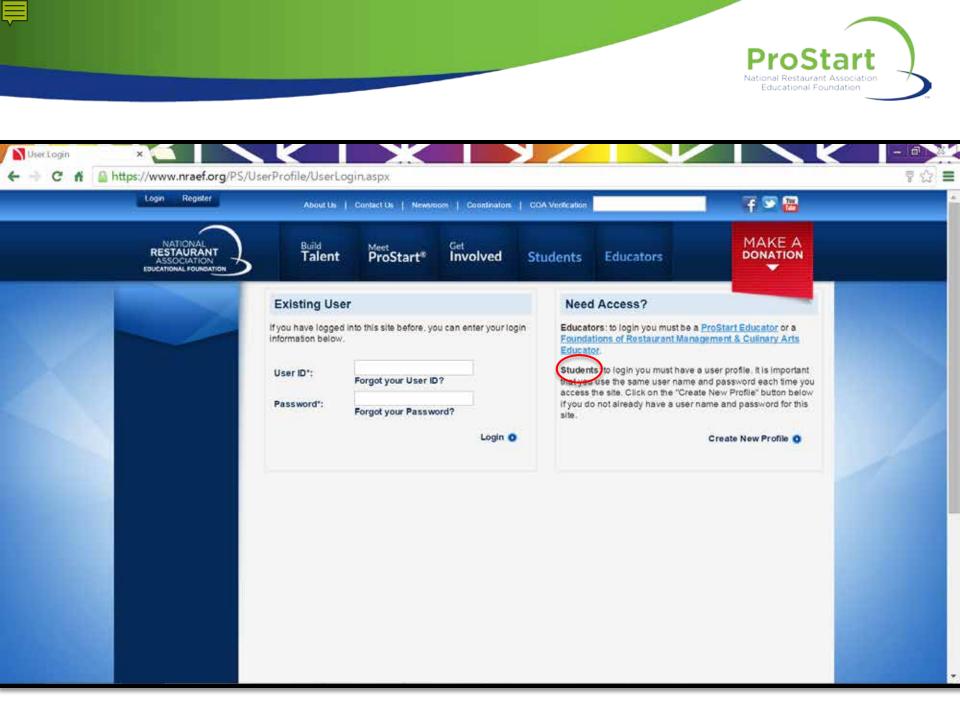






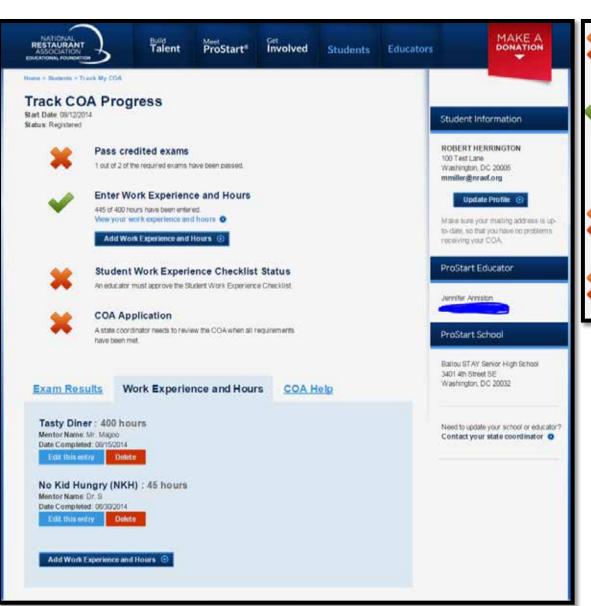


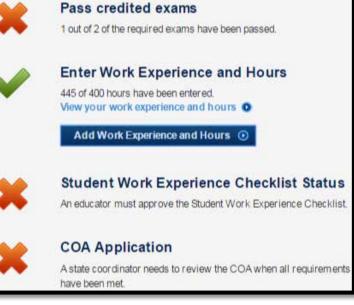
















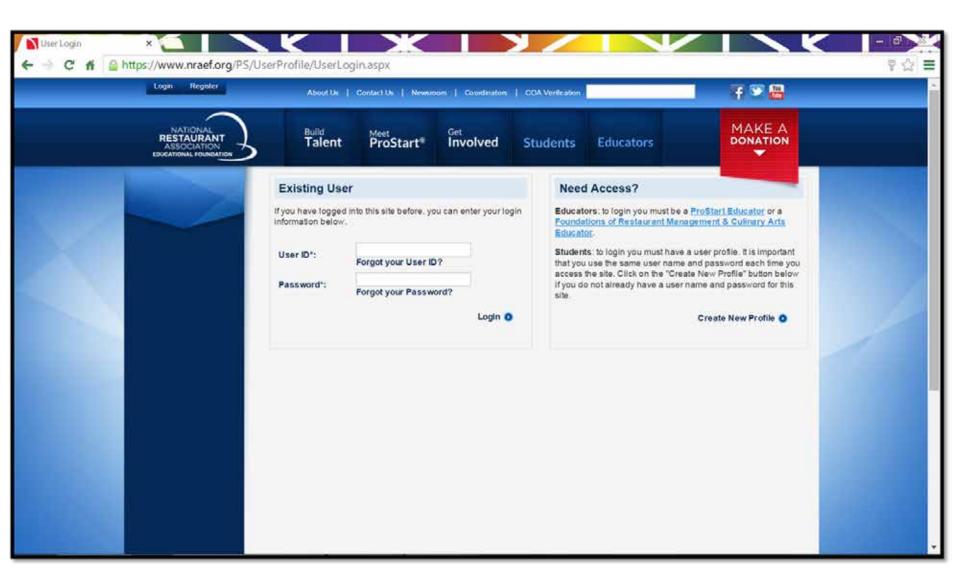
Work Experience Hours



		indicates a required field
Paid un-paid/sc	hool enterprise un-paid/service (v	olunteer)
Date Started*	Date Completed* Total Ho	urs*
Job Responsibilities*		
		/.
Company Name*	Mentor/Supervisor	Name*
, and the same of	The state of the s	
Company Address*		
Company Address		Contact Information
	(Either email or phon	e is required)
	Email*	
City*		
	Phone Number	er*
State* Zipcode	(XXX)XXX-XX	XX
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Build Talent

Meet ProStart® Get Involved

Students

Educators

MAKE A

This site will be unavailable due to scheduled maintenance between 8pm - 9pm CST on Wednesday, November 05, 2014. read n

Educators

Register as an Educator

Scholarships

Curriculum

Educator Services

Manage Exam Session

View Scores

Manage COAs

Professional Development

ProStart Community

Home / Educators / Educator Services

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 0

Get Answer Keys 0

Help Documents 0

View Scores

Access student scores, download and print their certificates

View Scores 0

Manage COAs

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

Manage COAs 0

Back to Top









Home > Educator Services > Manage COAs **Educators** Manage COAs Enter the search criteria below to find and manage a Student's COA application. Register as an Educator Name: Monica Miller Educator Student First Name: School: National Restaurant Association Student Last Name: **Scholarships** Year: 2014 ▼ End Month: June Start Month: January ▼ **Educator Services** Manage Exam Session Search () View Scores Manage COAs **Need to add another Educator's students? Professional** Development Find and Connect to other students here





Workplace Checklist

STUDENT WORK EXPERIENCE CHECKLIST



Student Name

To The Students

Widome to the ProStart® progrant Through your participation, you are taking the first steps toward proparing for a seasonful restaurant and foodservice career. As you use the ProStart pergran materials in class, year will be learning important skifts and gaining valuable experience in the netatrant and foodservice inclusory.

The comprenencies in this checklist multime the skills that your should try to complete during all of your work experiences while in high schools. Completing each competency means that you have nucrossfully 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 men than one employer, complete as many computations as possible with such employer. Return the complete oil and signed checklisty) to your tracker for writication. You will receive a Problem National Certificate of Achievement upon monomorably completing the Problem contribution, pussing the new Problem cannot commission. Justing a minimum of 400 hours of work experience, and completing a minimum of 52 of the 21 competences or 20% of this Studiest Work Experience Checklist.

The Stadest Work Experience Clocklist is divided into two aroun-Job-Related Observable Skills and Employability Skills.

Job Related Observable Shills: These are skills that you are blady to be trained to do more 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 experionces with what you are learning in class.

Employability Stellie: Employability skills help you havelle responsibility and include the attitudes and tables you bring to the workplant. These habits include dependability, metication, and helphalmens. These habits are gained through academics and the outstall procuss of gaining maturity in high school. They are acquired divough the classnoom as well as through other activities such as addedus, organizations, and witesterring. Teaswork skills are built by actively participating in a group or working in changing settings and with prople of differing backgrounds. School Name

To The Employers

Wishome to the ProStart* program? You have taken a great step toward developing a stronger restaurat and footherwise workstraw by providing a meaningful work experience it a high shool student. The ProStart program helps students take their first real steps toward, a primiting restaurant and foodservice carser. Experience gained in your operation will help the student name a ProStart National Certificate of Ardiovement. This certificate is awarded to students who successfully complete the ProStart certificates and pass the two examinations, with a minimum of 400 hours in the restaurant and foodservice industry, and complete the Student Work Experience Checkful.

The competencies in this checklist coeffine the skills that the student should by in complete during all of his or her work experiences while high school. It is the student's responsibility in present this check. But to you from time to kine in the course of this or her employment. In some cases, the student night have more than one employer and will competen some of the competencies clocwhoor. Completing these competencies indicates that the student has necessfully demonstrated the skill at a point in time. Students are encouraged to complete as many competencies as possible. Forefrest must enterpiete 32 of the 73 many forefrest or 70% of the checklist, in order to earn the Profitary National Certificate of Activerment, When the student has complete of his or her work experience with you, please fiel free to make any additional comments and sign the large. The student will return the checklist in his or her teacher for verification.

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

Job Boleskal Observable Stalls. These are skills that the vindent is likely to be trained to do over a short time during employment with you. These shills are listed according to the topics taught in the student's chargeous, but you are free to teach and observe them in any order appropriate to your business.

Employability Mellis Employability while being the student hundle responsibility and include the attitudes and habits he or she brings to the workplace. These babits include departability, motivation, and helpfulmen. These habits are gained through academics and the owned process of gaining materity in high achool. They are acquired through the clasmoon as well as through other activities much as addedict, organizations, and volunteering. Framework shills are built by actively participating in a group or working in changing settings and











◆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.

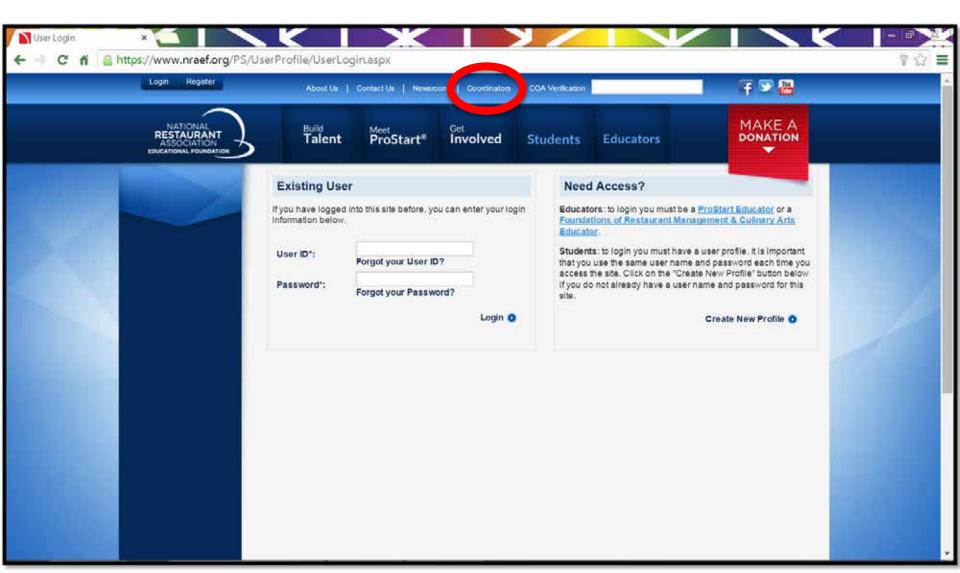
If your state has multiple users who have access, these applications may already have been reviewed. If you have any questions or believe this email has been sent to you in error, please email prostart@nraef.org or contact the National ProStart Coordinator immediately.

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.









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













What If?



ProStart

National Restaurant Association Educational Foundation



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