

ProStart

National Restaurant Association
Educational Foundation

TM



@ProStart



/ProStartProgram



/ProStartProgram



/GoProStart

NRAEF.org/ProStart

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



Summer Institutes

Educators hone their skills at top culinary schools



Study offers workforce insight



Kentucky joins ProStart



Apply for industry awards



Golfing and Giving Back



The screenshot shows the ProStart website homepage. At the top, there is a navigation bar with links for 'About Us', 'Contact Us', 'Newsroom', 'Coordinators', and 'COA Verification'. A search bar and social media icons for Twitter, Facebook, YouTube, and Tumblr are also present. Below the navigation bar is a main menu with options: 'Build Talent', 'Meet ProStart®', 'Get Involved', 'Students', and 'Educators'. A red 'MAKE A DONATION' button is located on the right side of the menu. The main content area features a large banner for 'Summer Institutes' with the subtext 'Educators hone their skills at top culinary schools'. The banner includes a carousel of images showing chefs in a kitchen. Below the banner are four featured articles: 'Study offers workforce insight', 'Kentucky joins ProStart', 'Apply for industry awards', and 'Golfing and Giving Back'. Each article has a small thumbnail image and a 'ProStart' logo.

National Restaurant Assoc

www.nraef.org

Login Register

About Us | Contact Us | Newsroom | Coordinators | COA Verification

Search



Build Talent

Meet ProStart®

Get Involved

Students

Educators

MAKE A DONATION

- ProStart
- Scholarships
- Exams
- Curriculum
- Track COA Progress



Summer Institutes

Educators hone their skills at top culinary schools



Study offers workforce insight



Kentucky joins ProStart



Apply for industry awards



Golfing and Giving Back





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Students

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MAKE A DONATION

Existing User

If you have logged into this site before, you can enter your login information below.

User ID*:
[Forgot your User ID?](#)

Password*:
[Forgot your Password?](#)

Login

Need Access?

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Students to login you must have a user profile. It is important that you use the same user name and password each time you access the site. Click on the "Create New Profile" button below if you do not already have a user name and password for this site.

Create New Profile

Home > Students > Track My COA

Track COA Progress

Start Date: 08/12/2014

Status: Registered



Pass credited exams

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



Enter Work Experience and Hours

445 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.

[Exam Results](#)

[Work Experience and Hours](#)

[COA Help](#)

Tasty Diner : 400 hours

Mentor Name: Mr. Magoo

Date Completed: 09/15/2014

[Edit this entry](#)

[Delete](#)

No Kid Hungry (NKH) : 45 hours

Mentor Name: Dr. S

Date Completed: 05/30/2014

[Edit this entry](#)

[Delete](#)

[Add Work Experience and Hours](#)

Student Information

ROBERT HERRINGTON
100 Test Lane
Washington, DC 20005
mmiller@nraef.org

[Update Profile](#)

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

ProStart Educator

Jennifer Anniston

ProStart School

Ballou STAY Senior High School
3401 4th Street SE
Washington, DC 20032

Need to update your school or educator?
[Contact your state coordinator](#)



Pass credited exams

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Work Experience Hours

[Exam Results](#) | **Work Experience and Hours** | [COA Help](#)

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[Edit this entry](#) [Delete](#)

No Kid Hungry (NKH) : 45 hours
Mentor Name: Dr. S
Date Completed: 09/30/2014
[Edit this entry](#) [Delete](#)

[Add Work Experience and Hours](#)

Add Work Experience and Hours close

* indicates a required field

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

Date Started*	Date Completed*	Total Hours*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Responsibilities*

Company Name*	Mentor/Supervisor Name*
<input type="text"/>	<input type="text"/>
Company Address*	
<input type="text"/>	
<input type="text"/>	
Mentor/Supervisor Contact Information (Either email or phone is required)	
	Email*
	<input type="text"/>
	Phone Number*
	<input type="text" value="(XXX)XXX-XXXX"/>
State*	Zipcode*
<input type="text" value="AL"/> ▼	<input type="text"/>

[Add Work Experience and Hours](#)

User Login

https://www.nraef.org/PS/UserProfile/UserLogin.aspx

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NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

Build Talent Meet ProStart® Get Involved Students Educators

MAKE A DONATION

Existing User

If you have logged into this site before, you can enter your login information below.

User ID*: [Forgot your User ID?](#)

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Create New Profile

This site will be unavailable due to scheduled maintenance between 8pm - 9pm CST on Wednesday, November 05, 2014. [read more](#)

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](#)

[Get Answer Keys](#)

[Help Documents](#)

View Scores

Access student scores, download and print their certificates

[View Scores](#)

Manage COAs

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

[Manage COAs](#)

[Back to Top](#)

[Share](#)

[Print](#)

Educators

Register as an
Educator

Scholarships

Educator Services

Manage Exam Session

View Scores

Manage COAs

Professional
Development

[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:

Start Month:

End Month:

Educator Name: Monica Miller
School: National Restaurant Association

Search 

Need to add another Educator's students?

Find and Connect to other students here 

Workplace Checklist

STUDENT WORK EXPERIENCE CHECKLIST



Student Name: _____ School 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 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 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 experience 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.

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 operations 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 the checklist in his or her teacher for verification.

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 different backgrounds.



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.

User Login

https://www.nraef.org/PS/UserProfile/UserLogin.aspx

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[Create New Profile](#)

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 that reads "Rob Gifford". The signature is written in a cursive style.

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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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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14082701 v.12/08B

REJECTED







What If?



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