

# North Carolina ProStart School Criteria Handbook

## 2019-2020



This handbook was written in partnership with ProStart leadership, the National Restaurant Association Educational Foundation (NRAEF), the Council of State Restaurant Associations (CSRA) and the North Carolina Restaurant & Lodging Association (NCRLA) with additional guidance provided by the North Carolina Department of Public Instruction (NCDPI). By signing this, each ProStart school commits to the outlined criteria and services with which they will be expected to comply. Please print this document for reference throughout the academic year.

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## 2019-2020 CALENDAR FOR NC PROSTART SCHOOLS

<b>Sept. 20-21, 2019</b>	ProStart educator fall workshop, Wake Technical Community College
<b>Sept. 20, 2019</b>	ProStart School Criteria Agreement & School Profile Form due. Also please complete the NRAEF data collection process via <a href="http://www.chooserestaurants.org">www.chooserestaurants.org</a>
<b>Oct. 1, 2019</b>	NCPI 2019 rules distributed to all NC ProStart teachers
<b>Oct. 21, 2019</b>	Manteo to Murphy NCRLA event at Angus Barn, Raleigh Student volunteer event-selected through online application process
<b>Nov. 1, 2019</b>	Competition Skills Boot Camp-Students, JWU, Charlotte, NC
<b>Dec. 2, 2019</b>	NC HEF scholarship and grant applications open ( <b>closes 3/13/20</b> )
<b>Jan. 6, 2020</b>	North Carolina ProStart Invitational (NCPI) Intent to Participate Form due
<b>Jan. 17, 2020</b>	Team registration and payment for NCPI due
<b>Jan. 31, 2020</b>	NCPI cancellation deadline
<b>Feb. 20-22, 2020</b>	NCPI, JWU, Charlotte, NC
<b>May 8-10, 2020</b>	National ProStart Invitational, Washington, D.C.

## **ProStart Program Criteria Definitions**

The ProStart program is based on the curriculum and materials developed by the National Restaurant Association Educational Foundation (NRAEF) along with industry leaders, ProStart educators and post-secondary educators. This industry written curriculum helps launch students into their restaurant and foodservice career. Educators are welcome to supplement with additional materials but Foundations of Restaurant Management & Culinary Arts, Levels 1 & 2, should be the primary textbooks for ProStart students. Although the 1<sup>st</sup> edition textbook is still available for use, the NC Essential Standards for ProStart (FH71 and FH72) are aligned to the 2<sup>nd</sup> edition materials.

### **Foundations of Restaurant Management & Culinary Arts Curriculum Resources (2<sup>nd</sup> edition) Written and distributed by the National Restaurant Association**

#### Student Resources:

- Level 1 student textbook (hardback)
- Level 1 student e-book
- Level 1 activity guide
- Level 1 online exam code voucher
- Level 2 student textbook (hardback)
- Level 2 student e-book
- Level 2 activity guide
- Level 2 online exam code voucher
- 2e print exam answer sheet (Level 1 or Level 2)

#### Teacher Resources:

(all teacher resource materials are HIGHLY RECOMMENDED)

- Level 1 ExamView Digital Download
- Level 1 Teacher resource USB
- Level 2 ExamView Digital Download
- Level 2 Teacher resource USB

\*There is no separate wraparound teacher edition textbook for the 2<sup>nd</sup> edition.

### **Foundations of Restaurant Management & Culinary Arts Curriculum Resources (1<sup>st</sup> edition) Distributed by Pearson**

#### Student Resources:

- Student Edition Level 1
- Student Edition Level 2
- Activity Guide Level 1
- Activity Guide Level 2
- Paper/Pencil Exam Sheet (Level 1 or 2)
- Online Exam Voucher Level 1
- Online Exam Voucher Level 2
- Companion Website

#### Teacher Resources:

- Teacher Wraparound Edition Level 1
- Teacher Wraparound Edition Level 2
- TestBook with ExamView® Assessment Suite CD-ROM Level 1
- TestBook with ExamView® Assessment Suite CD-ROM Level 2
- Teacher's Resource DVD Level 1
- Teacher's Resource DVD Level 2

**Register Online \*\* VERY IMPORTANT – PLEASE COMPLETE ASAP if you do not already have an account.**

ProStart is a nationwide program for high school students and educators. To develop the sense of national community and encourage dialog between ProStart educators across the country, the National Restaurant Association Educational Foundation (NRAEF) has built and enhanced existing vehicles for educators to network virtually. This web-based community for educators allows one to share ideas, share files, build a national support network and access to educator services. Register online at [www.chooserestaurants.org](http://www.chooserestaurants.org) to have access to educator services. See page 12 for registration instructions for educators on this website. All ProStart teachers are required to register on the NRAEF website. It is recommended that you register with the same password and log in credentials that you use on the ServSafe.com website.

### **NC Online Networking**

ProStart teachers across the state are encouraged to share ideas and collaborate. The ProStart coordinator maintains a Facebook group (closed) for a private collaborative space to share ideas and ask questions.

### **Educator Status**

Each year, educators must be approved by the state ProStart Coordinator as a ProStart Educator. Approval is granted based on agreeing to and meeting ProStart program criteria as outlined on the forms in this booklet and registering online using the directions found in this handbook. ***School personnel or educators other than the classroom teacher that may assist in administering exams should only be registered as ProStart Proctors through the [www.chooserestaurants.org](http://www.chooserestaurants.org) website.***

### **Exam**

Each year the National Restaurant Association Educational Foundation (NRAEF) develops final exams for Levels 1 & 2 of Foundations of Restaurant Management & Culinary Arts. These exams provide a means to gauge the knowledge students have gained throughout the year. For students, it provides an opportunity to leave the classroom with an industry-based certificate. When a student passes an exam, a Certificate of Recognition from the National Restaurant Association is issued to the student. The exams are also milestones students must complete to earn the ProStart National Certificate of Achievement (COA).

***If the Local Education Agency (LEA) so chooses, the recognized ProStart certifications can serve in lieu of the CTE Post-Assessment for technical attainment. LEAs choosing to offer this option should test students using the appropriate ProStart national exam. If the student fails to earn the certification, then he/she is required to take the NC CTE Post-Assessment for that course.*** NCRLA will provide ProStart national exam instructions each semester for educators and proctors. Students may retake the national exams in order to earn the certificate of recognition for each level of ProStart. Please be sure when scheduling your exams that you purchase the correct edition testing material as these cannot be exchanged.

For more information about ProStart state-recognized credentials, assessment and curriculum status please refer to the NC Department of Public Instruction's Status of Curriculum, Credentials, and Assessment (SoCCA) document.

## **National ProStart Certificate of Achievement**

The ProStart National Certificate of Achievement (COA) is an industry-recognized certificate signifying that a student has completed the ProStart program and has already received valuable industry experience. Students who earn the COA receive special consideration when applying for NRAEF scholarships and are eligible for course credits at more than 60 of the country's leading hospitality and culinary arts colleges and universities. In some cases, the COA may also be used in assessing articulation credit with local community colleges. Please check with specific colleges for their COA credit award process.

To earn the COA, students must pass both Level 1 and Level 2 national ProStart exams, as well as work 400 hours in the industry and complete a set of job skill competencies. For students who elect to pursue the COA, see page 13 for COA process instructions. After students have taken the Level 1 exam, they can begin entering the hours toward their COA electronically through the [www.chooseresaurants.org](http://www.chooseresaurants.org) website. The COA is approved and awarded by the NC ProStart coordinator after all criteria have been met by the student.

## **Professional Development**

### **1. In-State Training**

To build a sense of community among state ProStart educators, provide industry relevant training and foster peer relationships, NC HEF hosts in-state training for ProStart educators. Training is held during the summer and/or fall, and covers various topics relating to the ProStart curriculum, best practices, and industry trends. These locations and dates change each year based on location and availability of trainers and special events. Educators will have advance notice to make plans to attend. The cost for the educator to attend this training will vary depending on location, materials, and special events included. Information about the current training opportunities available found at: <https://www.ncrla.org/foundation/prostart/educator-resources/>.

### **2. Summer Institutes**

The Summer Institutes, brought to you by Darden Restaurants, Inc. and the NRAEF, provide technical and professional instruction for restaurant and foodservice educators. The goal is to provide educators with a forum for cutting-edge skills they can apply to the classroom. These week-long intensive workshops are delivered by industry experts at post-secondary institutions across the country. A professional development scholarship is available through the NRAEF to attend Summer Institutes. These scholarships typically become available in January for the upcoming summer. Educators are encouraged to apply.

### **3. Certified Secondary Foodservice Educator Certification**

The Certified Secondary Foodservice Educator (CSFE) certificate was developed for secondary educators to improve and enhance restaurant and foodservice knowledge and develop technical and teaching skills. To attain the CSFE certification, educators must complete levels one through three of the Summer Institutes, 120 hours of industry experience and submit a written report of their industry experience.

## Scholarships

The NRAEF and NC HEF want to put students on the path of achieving their dreams by offering a variety of scholarships to students seeking an education and a career in the foodservice industry. NRAEF scholarships are available at various times throughout the year and NC HEF scholarships are open from December through early March for applications. ProStart educators are encouraged to promote these scholarships to their ProStart students. The ProStart coordinator will share these scholarship opportunities through newsletters, emails, and social media for educators to pass along to their students. ProStart students are given preference when competing for NC HEF scholarships. The scholarship award recipients are notified late spring of their award.

## Data

ProStart schools are required to participate in NRAEF and NC HEF data collection. The annual data is basis for the national program census. This data is critical to garnering industry support for the program, lobbying for federal funding and submitting grant applications. The NRAEF and NC HEF also use the provided contact information for educators to communicate important program information. While the state restaurant association is the primary conduit to schools, the NRAEF sends several direct communications to educators each year, including scholarship updates, professional development alerts and program specific newsletters. Each fall, ProStart educators are required to participate in the NRAEF data collection process indicating their level of program involvement with ProStart. **This data collection will be completed online at [www.chooserestaurants.org](http://www.chooserestaurants.org) using your account information. For questions, please reach out to Laura Hayden – [lhayden@ncrla.org](mailto:lhayden@ncrla.org), NCRLA or Amy Saltzman – [asaltzman@nraef.org](mailto:asaltzman@nraef.org), Director of ProStart Programs, NRAEF.**

The first piece of data collection for each school is the submission of the two forms in this handbook communicating the type of ProStart program at your school and school profile information. **These forms are due by Sept. 20.**

## Industry Connections

The interaction of industry and the classroom is the heart of the ProStart program. Contributions of professionals play such an integral role in the program. Here are ways to bring the industry to your ProStart program.

### **1. Industry advisory board**

An advisory board is an informal group of local hospitality professionals who can help with ProStart program development, sustainability and growth. The advisory board helps build partnerships, donations, student internships, job shadowing, mentoring, guest speakers, field trips, training and development, competition, industry expertise, increasing program awareness and much more. Advisory boards should meet in person at least once each semester and via conference call, as needed. The board should be current on your ProStart program activities and events. Career Development Coordinators (CDCs) may assist the ProStart educator in implementing this industry connection opportunity. When a local industry partner reaches out to NCRLA, the state ProStart coordinator will try to match them with a school and begin this relationship. Please follow through and connect with an NCRLA member that has been connected with your school. These members want to connect with ProStart through your students and program.

## **2. Compete in state ProStart competition**

The North Carolina ProStart Invitational (NCPI) is a high school competition focused on restaurant management and culinary arts. Student competitors put their skills to the test in front of industry leaders, family and friends, all with the hopes of earning a coveted scholarship from the nation's premier culinary and restaurant management programs. **The 2019 NCPI is scheduled for Feb. 20-22, 2020 at Johnson and Wales University in Charlotte, NC.**

## **3. Work with class industry mentor**

Mentors help students make a connection between their present performance and their future career by acting as a teacher, supervisor, coach, counselor and role model. Mentors are encouraged to hire ProStart students to work in their establishment to provide direct support for student goals, career competence and character development, and can help students gain real-world experience and practical skills helping to shape students' futures in the foodservice industry. If hiring students is not an option for your class-industry mentor at the time, he or she can assist students in preparation for competition, serve as a project evaluator, or act as a guest instructor.

## **4. Participate in NCRLA/NC HEF events**

NCRLA/NC HEF hosts a variety of events throughout the year providing opportunities for ProStart programs to get involved. The state ProStart coordinator will invite ProStart schools to participate in these events for an opportunity for students to gain valuable industry experience that they can count toward their 400 work experience hours to earn a Certificate of Achievement (COA). Additionally, students' involvement helps to bring awareness of the school-to-career ProStart program amongst professionals in our state's hospitality industry. There are a variety of events each year and the ProStart coordinator will communicate in a timely manner to allow students a chance to apply and participate.

## **5. Host industry guest speakers and/or participate in industry tours at least twice per year**

Build a connection with your community. Make time for guest speakers or chef demonstrators so students can benefit from their expertise and experience. Also, consider planning out of classroom tours for students to see first-hand how a foodservice operation runs and learn about various career opportunities. If you need assistance making connections in your community, please reach out to the NC ProStart coordinator for NCRLA members in your area or your local Career Development Coordinator (CDC). NCRLA members are happy to welcome students and educators to their businesses. Post-secondary partners are eager to come to your classroom and engage with students about their career choices. Connect with public and private universities and colleges in your area to invite a guest speaker from a culinary-related field to come and speak.

## **ServSafe**

The best way to ingrain proper procedures into people is to change their behavior. Training and regularly applying those food safety-training principals will eventually change the way students handle and look at food to the extent that safe food handling just becomes second nature hence the importance of educators becoming ServSafe certified and incorporating these practices into the ProStart classrooms.

The ServSafe program provides safety training, exams and educational materials that blend the latest FDA Food Code, food safety research and years of food sanitation training experience. Educators will learn to implement essential food safety practices and create a culture of food safety in their classrooms. Educators who are successful on the national ServSafe exam can earn the ServSafe Food Protection Manager Certification. If you are choosing to offer ProStart as an honors level course or honors option, requiring honors level students to achieve ServSafe Management Certification is a great curriculum enhancement project. North Carolina Public Schools can receive a discount on ServSafe materials, including books, answer sheets, and online exam vouchers. To receive this discount, contact the ProStart coordinator to connect you with the educational ServSafe account representative to assist with this discount on ServSafe materials.

## **NC Restaurant & Lodging Association (NCRLA)/NC Hospitality Education Foundation (NC HEF) Commitment**

It is our desire to support your efforts of building a successful ProStart program. By teaching ProStart in your school, you are offering students a chance to explore all areas of the hospitality career path. Not only does our office support your efforts, but the coordinator will work to find you industry and mentor support to collaborate with your school's program. Here is what you can expect from our office:

### **The North Carolina ProStart Coordinator will:**

1. Communicate frequently with ProStart educators at each school and plan site visits to strengthen programs across the state.
2. Host professional development opportunities each year.
3. Help schools/educators connect with the restaurant and foodservice industry by:
  - Hosting the NCPI
  - Facilitating the participation of educators and students at NCRLA/NC HEF events
  - Assisting educators to coordinate and work with an industry advisory committee
  - Facilitating coordination of guest speakers and/or tours for ProStart schools
4. Ensure that educators promote ProStart program components such as exams and Certificate of Achievement (COA) and other relevant NRAEF programs, such as scholarships, to their students.
5. Approve applications for the ProStart National COA in a timely manner; maintain COA records (work experience documentation and Student Work Experience Checklists) for each student applicant for five years.
6. Promote the ProStart program to various constituents including state restaurant association members, secondary and postsecondary education institutions, state and local departments of education, educators, counselors, administrators, students, parents and any community/ state/local organizations the designated ProStart Coordinator identifies as relevant.
7. Assist interested schools and educators in learning how to become ProStart schools/educators.



## ProStart Educator and IMC Registration Instructions (for new educators)

1. Go to [www.chooserestaurants.org](http://www.chooserestaurants.org) and create a personal profile. In the upper right corner, click "register." This will walk you through creating a personal profile. Be sure to use the same registration credentials as you have on ServSafe.com to connect your accounts. (You only need to do this once.)
2. After your personal profile is created, go to [www.chooserestaurants.org](http://www.chooserestaurants.org). Select "Programs and Scholarships." Select "Educator Registration." If you are the classroom teacher, select "confirmed ProStart educator and proctor." If you are the IMC, CDC or other school based CTE support and plan to assist in administration of the exam, select "confirmed ProStart proctor."
3. Follow the prompts on the website and contact the coordinator if you have questions.
4. Select your school. \*If your school is not listed, please select "school request" and click continue. There will be a form to complete and submit. Please be sure to fill in your school's contact information. **Please note, it may take up to four days before the new school will appear on the website.**
5. After selecting your school, on the next page, select the curriculum you are using and the number of students in each class level.
6. Fill out the reference section with two professional references' contact information. You can use an administrator at your school and CTE Director. Once your registration is complete, an email will be sent to your state ProStart Coordinator for approval. It may take up three days to process your registration after it has been approved.

## **ProStart Certificate of Achievement**

The ProStart National Certificate of Achievement (COA) is an industry-recognized certificate that signifies that a student has completed the ProStart program and has already received valuable industry experience.

### **Student Responsibilities:**

Prostart Exams: Student must take and pass the Level 1 and Level 2 National ProStart Exams.

To order answer sheets, please see page 14. The exams may be scheduled and administered by the ProStart educator or other school based CTE support person. Remember, this exam is a two-step process; ordering the testing materials through the vendor and setting up the exam through NRAEF. **Please do not wait until the end of the semester to begin preparing for the end of course exams.**

Work Experience: Student must work at least 400 hours through a combination of paid employment, school-based enterprise and/or service/volunteer work within the hospitality foodservice industry to earn the COA. Up to 200 hours can be volunteer and/or school-based enterprise. These hours must be documented through logs and/or paystubs. Students are strongly encouraged to register for CTE Internship or ProStart Co-op to earn additional course credits. This on-the-job experience will enhance their learning of the ProStart materials. For additional information about work experience credit, please talk with your CTE director and review the NCDPI Work-Based Learning Manual found on the FCS Education Moodle PLC. If further assistance is needed, contact the FCS Education state staff at NCDPI.

Student Must Register on ProStart Website: Students must register on the ProStart website. Students need to use their legal name each time they take a ProStart exam. This enables the National Restaurant Association Educational Foundation (NRAEF) to locate their record easily. Once a student has passed either ProStart exam, their online COA process officially begins. The student may log in and enter work experience hours. Students must submit a signed copy of the "Work Experience Checklist" to the teacher along with proof of hours. The skills checklist may also be found on the [www.chooserestaurants.org](http://www.chooserestaurants.org) website.

### **Teacher Responsibilities:**

Teachers must be registered as a ProStart Educator on the ProStart website. Instructions are in this handbook. Teachers can search for any student at their school to see the status of a student's COA application.

COA applications are connected to the teacher who administered the student's most recent exam. Therefore, the teacher should locate their students AFTER their exam. Teachers must examine and confirm work experience documentation on the checklist. If the student works within a school-based enterprise, the teacher may be one of the job mentors on the checklist. When all documentation is complete, the teacher will then mail all documentation (student work checklist and proof of employment with 400 or more hours) to NC HEF, Kara Hamilton, 222 N. Person St., Suite 210, Raleigh, NC 27601.

### **State ProStart Coordinator Responsibilities:**

The state coordinator will be notified whenever an educator has approved a student's COA application. After reviewing and confirming the documentation, the coordinator may approve a student's COA application. Once the application is approved, the coordinator will notify the educator and the student will be able to log in to their profile and print the COA. All documentation will be kept on file with NC HEF for five years.

## Curriculum Materials

This academic year, NC ProStart schools will be using the Foundations of Restaurant Management and Culinary Arts, 2<sup>nd</sup> edition, written by the National Restaurant Association. NC ProStart schools may choose to continue using the 1<sup>st</sup> edition, however, the NC Essential Standards for ProStart (FH71 and FH72) are written to align to the 2<sup>nd</sup> edition materials.

### Ordering materials for the 2<sup>nd</sup> edition:

- You will order through this link: <https://textbooks.restaurant.org/Purchase-Products>
- Log in here with the SAME log in you use for ServSafe.com when you order products.
- If you have trouble getting your school/county account set up, please let the NC ProStart coordinator know to assist.
- As a ProStart school, you are eligible to receive a 10 percent discount on your order of individual items. **The discount is not applied to bundle items that have already been discounted by bundling but is applied to single items such as hard back textbooks.**
- Orders can be placed with a credit card or purchase order. Upon check out, there is a payment option. If it does not appear, call the phone number on the screen. NRA Solutions is aware that most products will be purchased by schools using a purchase order. During the checkout process, there is a place to add additional emails (for your teacher) to receive confirmation of the order and shipping information.
- If you need a pricing quote, click this website for further instructions on how to do that.  
<https://textbooks.restaurant.org/quote-management-overview>

\*To receive a complimentary copy of the hardback text or e-book from NRA Solutions for review, please contact the NC ProStart coordinator.

## 2019-2020 ProStart Program School Criteria

\*Criteria aligned to NRAEF standards

	<b>Confirmed ProStart Program</b>	<b>Curriculum Only/Inactive Schools*</b>
<i>Text</i>	FRMCA (first or second edition) used in classroom	FRMCA may be used in classrooms
<i>Register</i>	Educators register on website as ProStart Educator or Educator/Proctor	Educators may register as FRMCA Educators (if using FRMCA curriculum) but not as ProStart Educators
<i>Educator Status</i>	Educators approved by State Coordinator as ProStart Educators or Educator/Proctors	Educators may not be approved by State Coord. as ProStart Educators
<i>Exam</i>	Administers FRMCA exams, at a minimum, to students interested in earning the COA	May administer FRMCA Exams
<i>COA</i>	Guides students in applying for & earning COA	Students not eligible for COA
<i>COA</i>	Approves COA applications in timely manner	N/A
<i>COA</i>	Submits student COA documents to Coordinator within 5 days of educator approval	N/A
<i>Professional Development</i>	Educators attend state Professional Development Conference(s), unless excused by Coordinator	Invitation to Professional Development Conference at discretion of Coordinator
<i>Scholarships</i>	Promotes NRAEF scholarships to students	May promote NRAEF Scholarships
<i>Data</i>	Participates in NRAEF Data Collection and, if asked, in surveys.	N/A
<i>Industry Connections</i>	Connects with Industry through any of the following: 1- Arrange for industry guest speakers &/or industry tours at least twice per year. 2- Recruit and work w/ industry mentor for entire class. 3- Work with an Industry Advisory Board. 4- Compete in state ProStart Invitational. 5- Participate in SRA events when asked. 6- Represent ProStart at industry/ community events.	May have industry connections <b>Not eligible to compete</b> at NPSI
<i>Optional</i>	Additional criteria at discretion of State Coordinator; valid upon notification and approval of NRAEF.	<b>*Curriculum Only schools use the FRMCA curriculum but are not recognized as ProStart schools. Inactive schools may have failed to participate in the data collection; participated and indicated they were not adhering to all criteria or we categorized by the state coordinator as inactive.</b>

## **NC DPI Limited Pilot Program | SY 2019-2020**

For ProStart programs who are participating in the North Carolina Department of Public Instruction's limited pilot program of the new Culinary Arts and Hospitality CTE career pathway program of study, please be sure to:

- Utilize the *Foundations of Restaurant Management & Culinary Arts* curriculum materials to teach the state standards, objectives, and unpacked content (a textbook crosswalk is available from NCDPI)
- Actively participate in the pilot program, providing feedback and input as available
- Contact NCRLA for
  - support locating possible internship sites for schools with residential facilities using the internship pathway
  - assistance in helping students earn the ProStart Certification of Achievement (CoA)

For questions pertaining to the pilot program please contact your CTE Director or FCS Education Consultant, Reno Palombit ([Reno.Palombit@dpi.nc.gov](mailto:Reno.Palombit@dpi.nc.gov) or 919-807-3904).

## ProStart Program School Agreement-Due Sept. 20, 2019

**\*Turn in to NC ProStart coordinator with SIGNED ProStart Program School Profile  
Email to khamilton@ncrla.org or mail to NCRLA | 222 North Person St. Suite 201 | Raleigh, NC | 27601**

After reviewing the previous chart outlining the ProStart program school criteria, please select the program at your school during the **2019-2020** academic year:

\_\_\_\_\_ **Confirmed ProStart Program**

\_\_\_\_\_ **Curriculum-Only ProStart School**

By signing this agreement, the educator, principal and CTE Director acknowledge that the criteria in the previous chart will be met during the 2018-2019 school year. For purposes of clarification, FRMCA is the Foundations of Restaurant Management and Culinary Arts textbook and curriculum. In order to earn a Certificate of Achievement (COA), a student is required to pass the ProStart Level 1 and Level 2 exams administered through the NRAEF website, work 400 or more hours in a hospitality industry job, and complete a skill assessment with industry related competencies. After completing these four (4) components through the online application process, the educator submits paperwork documentation of hours worked to the state coordinator for verification. ***If the coordinator does not receive paperwork verifying the completion of work hours and competencies, the COA is not approved.***

Specific items related to assessment:

1-The educator acknowledges that the ProStart national exam from NRAEF can serve in lieu of the NC CTE Post-Assessment for technical attainment. LEAs choosing to offer this option should test students using the appropriate ProStart national exam. If the student fails to pass then he/she is required to take the NC CTE Post-Assessment for that course. **The ProStart level 1 exam furnished by the NRAEF will serve as a distinct credential for reporting. For students completing ProStart level 2, the credential for reporting will be the Certificate of Achievement, which includes passing the level 2 exam, working 400 hours and completing the skills checklist.**

**2- The ProStart educator may schedule, administer and submit ProStart national exams to the National Restaurant Association Solutions Center for scoring.** Please review the NRAEF's ProStart Exam Administration Handbook for details specific to exam administration. Prior to administering this exam, the ProStart educator should work with their school based representative (IMC, CDC, Department Chair) to secure a proctor for the exam. **All ProStart teachers administering the NRAEF exam will be required to submit the name of the testing proctor after completing the exam process.**

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

**ProStart Educator/Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**School Principal/Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**CTE Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**\*One fully-executed copy of this form will be maintained at the NCRLA/NC HEF office each year.**

## ProStart Program School Profile - Due Sept. 20, 2019

**\*Turn in to NC ProStart coordinator with SIGNED ProStart Program School Profile**  
Email to [khamilton@ncrla.org](mailto:khamilton@ncrla.org) or mail to NCRLA | 222 North Person St. Suite 201 | Raleigh, NC | 27601

**High School:**

**Educator Name:**

**Email Address:**

**School Phone Number:**

**Personal Phone Number:**

**Which of the following ProStart professional development workshop(s) did you or will you participate in?**

- NC CTE Summer Conference ProStart Preconference (July 16, 2019)  
 NRAEF Summer Institute (June-July 2019)  
 Fall ProStart Educator Workshop at Wake Tech Northern Campus (September 20-21, 2019)

**What type of culinary lab do you have?**

- Residential  
 Commercial  
 Combination of residential & commercial/hybrid

**Which way(s) do you already connect or plan to connect with the industry in SY19-20? Check all that apply.**

- Industry Advisory Board       Participate in NCRLA/NC HEF events  
 Compete in NCPI       Host industry guest speakers or take tours/field trips  
 Work with class industry mentor(s)

**Your Local Education Agency (LEA) may choose to use the ProStart approved certifications (NRAEF exam) in lieu of the NC CTE Post-Assessment for technical attainment. LEAs choosing to offer this option should test students using the appropriate NRAEF exam. If the student fails to pass this exam, then he/she is required to take the NC CTE Post-Assessment for that course.**

**Does your LEA plan to use the "in lieu of" option?**       YES       NO

**Who is the school-based person most likely to assist with proctoring your school's ProStart exams? (Most likely to be a CDC, IMC, or other CTE school-based support person.)**

Name:

Title:

Email:

Phone Number:

**Please provide your class schedule for the fall and spring semester of the 2019-2020.**

**Fall Semester 2019**

**Spring Semester 2020**

1st Period:

1st Period:

2nd Period:

2nd Period:

3rd Period:

3rd Period:

4th Period:

4th Period: