

PROSTART EDUCATOR HANDBOOK 2025



TABLE OF CONTENTS

What is ProStart?	3
What is a COA	4
How to Create an Account	5
How to Submit an Application	7
Explanation of Websites	9
MyProStart	9
Servsafe	9
How to Change My School	10
Exam Administration	11
The ProStart COA	12
Managing a Student's COA	13
Accessing a Student's COA	13
How to Complete Data Collection	14
Resources	15
The Educator Hub	
Grants and Scholarships	
The ProStart Passport	
Textbooks and Curriculum	
NC online resources page	

WHAT IS PROSTART?

ProStart is a two-year, industry-backed culinary arts and restaurant management program for high school students.

The program reaches approximately 165 thousand students in over 1,800 schools in 48 states, Washington, DC, and the Territory of Guam. Over the past 23 years, more than 1 million students have participated in the program. ProStart is taught with a two-level curriculum that:

- Integrates practical skill sets.
- Allows students to become familiar with restaurants and foodservice.
- Exposes students to innovative career opportunities.
- Provides tools and skills needed to become a successful industry leader.

To be an official, confirmed ProStart program, only two things are required:

1. Purchase and use the curriculum, *Foundations of Restaurant Management and Culinary Arts*.
2. Partake in the annual ProStart data collection survey.

That's it! The benefits of being a confirmed ProStart program include being eligible to compete at annual state and national ProStart competitions, as well as your state receiving more funding each year to support and grow the program.



WHAT IS THE COA?

The COA stands for Certificate of Achievement. Students who pass both of their Level 1 and Level 2 FRMCA exams, complete 400 hours of industry work experience, and complete a work experience checklist are eligible to be awarded a COA.

The certificate is not only viewed favorably in industry, it grants college credit and scholarship opportunities among partnering post-secondary institutions through the ProStart Passport.

Because use of the Foundations of Restaurant Management and Culinary Arts exams are not a confirmed program requirement — only the use of the curriculum is — ProStart schools do not need to partake in the COA portion of the program. But those who do may find that it not only deepens a student's connection to ProStart, but to the industry as a whole!



CREATING AN ACCOUNT



5

ProStart, ServSafe and Mobilize are all hosted under the same National Restaurant Association database, so the credentials used will grant access to each!

If you do not already have an account, here's how to create one. Accounts should be created by students as well.

1.

Go to **MYPROSTART.CHOOSERESTAURANTS.ORG**. At the top of the page on the blue bar, click on **"LOGIN"**.

Welcome to My ProStart
The portal for ProStart® Students, Educators, and State Coordinators
Depending on your role in ProStart, this site will provide you with the following resources:

Students:

- [Take Exams](#) - Launch your Foundations of Restaurant Management & Culinary Arts Level 1 or Level 2 Exam.
- [Check Scores](#) - Find out how well you did on your exams.
- [Log COA Hours](#) - Working toward your Certificate of Achievement (COA)? Log your work hours [here](#).
- [Print Certificates](#) - Print your Certificate of Recognition or Certificate of Achievement.

Educators:

- [Manage Exam Session](#) - Schedule, view and download exam materials.
- [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.
- [Access Educator Hub](#) - Access educator resources to successfully implement the ProStart program in your school.

Coordinators:

- [Access Coordinator Hub](#) - Access Coordinator resources to help support the ProStart program in your state
- [Access Certificates of Achievement](#) - Access your State COA applicants, review student application status, work hours and approve applications for your state.

2.

Click on the **"CREATE ACCOUNT"** button on the right-hand side.

Log In

Email
Password
Reset Password
☐ Remember my email
Log In

OR

Create Account

[Important information for Tax-Exempt Entities and Existing Users with Credit Terms](#)

Are you having trouble logging in? [Click here](#).

3.

Enter the information requested. Everything that is optional is marked as such. Once you have entered and confirmed your password, click on **"CREATE"**. Be sure that *all information entered is accurate*.

Your password requires:

- ✓ At least 8 characters minimum
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- At least 1 special character (e.g., !@#%&*)

Password

Confirm Password

Tax-exempt entity?

▲ By creating this account, you agree to our Privacy Policy and Terms of Use.

Create

Cancel

CREATING AN ACCOUNT *continued*

6



- 4.** You will be brought to the **THE “CREATE YOUR ACCOUNT”** page. Enter a valid, unique email address and hit **“SUBMIT”**.

Create Your Account

- 5.** A verification code will then be sent to your email address. The code may take up to 15 minutes to send and will remain active for 60 minutes. Enter the code when received.

Choose Restaurants | NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

Almost There

To complete your registration, please check your email (and Junk mail folder) for the verification code and enter it below.

- 6.** Once created, this email address will function as your login for all things **MyProStart** and **ServSafe**. Any certificates or links — like the link to the annual data collection survey — will be sent to this email address. Should you need to change this email address in the future, you may do so by clicking on **“MY PROFILE”** in MyProStart and selecting **“UPDATE PROFILE.”**

SUBMITTING A PROSTART EDUCATOR/PROCTOR APPLICATION



Now that you have an account, the next step is to submit a Confirmed ProStart School Educator and Proctor Application. Once the application is submitted and approved by your state restaurant association's ProStart coordinator, the application will allow your account to:

- Access the Educators portion of MyProStart, which includes:
 - Exam administration for the FRMCA curriculum
 - Access to the COA portal
 - Access to the resources in the Educator Hub
- Function as a point-of-contact for your school, allowing you to receive and complete the annual data collection survey.

To submit your application, begin by visiting [MyProStart](#) and logging into your account. From there, just follow these steps!

1.

Click on **"EDUCATORS"** on the blue banner at the top of the screen. Then select the first application option, **CONFIRMED PROSTART SCHOOL EDUCATOR AND PROCTOR**.

Note: Even if you do not currently plan on administering exams for the FRMCA curriculum, selecting this Educator and Proctor application type will still allow you to do so in the future, and will not negatively impact your account in any way should you not administer or proctor FRMCA exams.

The bottom application **FOUNDATIONS OF RESTAURANT MANAGEMENT & CULINARY ARTS EDUCATOR** is only for non-ProStart schools that use the FRMCA curriculum. *Selecting this application type will not connect your account to ProStart.*

Register as an Educator

Scholarships

Educator Services

Exam Management

View Scores

Manage COAs

Change My School

Professional Development

Curriculum

ProStart Community

Choose your program

Register below as a ProStart educator or Foundations of Restaurant Management & Culinary Arts educator.

IMPORTANT: Select ProStart if you are a ProStart program educator, regardless of which edition of the curriculum you use

Confirmed ProStart School Educator and Proctor

Who can become a Confirmed ProStart School Educator and Proctor?

- Your school is recognized as a Confirmed ProStart Program by both the state restaurant association and the National Restaurant Association Educational Foundation.
- You use the "Foundations of Restaurant Management and Culinary Arts" curriculum.
- You teach the course, participate in ProStart program activities and also administer the FRMCA exams to your students.

If you select this category your eligibility will be confirmed by your state ProStart Coordinator.

Select

Confirmed ProStart Program Educator

Who can become a Confirmed ProStart Program Educator?

- Your school is recognized as a Confirmed ProStart Program by both the state restaurant association and the National Restaurant Association Educational Foundation.
- You use the "Foundations of Restaurant Management and Culinary Arts" curriculum.
- You teach the course and participate in ProStart program activities but do NOT administer the FRMCA exams to your students. Per state or school policy, exams are administered by someone other than the educator.

If you select this category your eligibility will be confirmed by your state ProStart Coordinator.

Select

Confirmed ProStart Program Proctor

Who can become a Confirmed ProStart Program Proctor?

- Your school is recognized as a Confirmed ProStart Program by both the state restaurant association and the National Restaurant Association Educational Foundation.
- The curriculum used in the class is "Foundations of Restaurant Management and Culinary Arts" (FRMCA).
- You do not teach the course.
- You have been designated by your school to administer the FRMCA exams to ProStart students.

Your eligibility will be confirmed and approved by the state ProStart coordinator.

Select

Foundations of Restaurant Management & Culinary Arts Educator

Who can become a Foundations of Restaurant Management & Culinary Arts Educator?

- You use the "Foundations of Restaurant Management and Culinary Arts" (FRMCA) curriculum.
- Your school is not a confirmed ProStart program.

Select

SUBMITTING AN APPLICATION continued



2.

After you have selected your application type, you can select your school from the dropdown menu.

*Note: If your school is not listed, you can select **"SCHOOL REQUEST"** to have the necessary information sent to ProStart@nraef.org in order to add a new school to the database.*

DC ▾

-- Select One --

-- Select One --

-- School Request --

Ballou HS

Ballou STAY Senior High School

Rest Assn of Metro Washington*

Roosevelt Culinary-Hospitality Academy

Roosevelt High School

3.

Next, enter the requested information to the best of your ability. If you do not know the number of students yet, an estimate will suffice.

Course - Students for the next year

Please enter the number of students per course that you will be teaching this year. At least one course is required.

- ☐ Foundations of Restaurant Management Level 1
- ☐ Foundations of Restaurant Management Level 2
- ☐ Foundations of Restaurant Management Level 1 2nd Edition
- ☐ Foundations of Restaurant Management Level 2 2nd Edition

Save

4.

Read through the performance agreements and select **"I ACCEPT"** at the bottom.

Performance Agreement

This performance agreement is intended to ensure consistent and high quality delivery of the ProStart program and curriculum, and to ensure compliance to the procedures related to the exam. Please read the following expectations and conditions carefully. By clicking the boxes next to each statement, you are committing to the National Restaurant Association Educational Foundation (NRAEF) and National Restaurant Association Solutions (NRA Solutions) that you will follow these standards as a ProStart Educator and that you agree and accept all the conditions and requirements stated herein.

I understand that while providing ProStart classroom instruction, I am, at that time, operating solely as a ProStart Educator. Educators are responsible for ensuring that these important lessons are taught in a clear and consistent manner. Additionally, I understand that while administering a ProStart Exam, I am no longer serving as a ProStart Educator; I am at that time serving in a role as a ProStart Proctor. A Proctor is responsible for maintaining the confidentiality of the test contents and adhering to the standards and ethics of secure Exam administration.

When delivering a ProStart class, I agree to use any available ProStart instructional materials, media, and methods in the delivery of the program.

I will abide by all copyright guidelines set forth in NRAEF materials. I will only reproduce or alter NRAEF materials that are explicitly stated can be duplicated or altered for which I have received written permission from the NRAEF. I will not portray NRAEF content or materials with my own logo.

I am aware of and will follow the policies established by NRA Solutions that ensure the confidentiality of the exam contents and of secure exam administration. These exam policies and procedures are outlined in the ProStart Exam Administration Handbook. I have read the Handbook and understand the penalties for violating the standards.

I will comply with the procedures regarding handling any breaches of security that might occur before, during, and after an exam and understand that NRA Solutions will investigate any allegations of exam security violations.

I will not administer the exam to anyone who may result in a conflict of interest.

I understand that I am responsible for conducting classes and/or administering the exam in accordance with guidelines set by my state restaurant association, school, and district. (Please check with your State Coordinator regarding the training and exam administration requirements for your area.) Additionally, I will comply with all current policies implemented by the NRAEF and NRA Solutions.

I authorize any references named in this application, to provide NRAEF with any information that may be requested to arrive at an approval decision. I release all such persons, entities and NRAEF from all liability that may arise from such investigation and release of information.

I understand that NRAEF may notify third parties of penalty actions, with or without prior notice to me. These parties include: educational institutions and my state restaurant association ProStart Coordinator.

I understand that information concerning my status as a ProStart Educator may be shared with NRAEF affiliates, transferees and assignees.

Confidentiality

I understand that score reports are considered privileged and strictly confidential information. The only individuals authorized by NRA Solutions to distribute scores and certificates to examinees are as follows: NRAEF or its designee, the examinee's registered Educator, the examinee's school, the State Restaurant Association ProStart Coordinator or his/her designee.

I agree to maintain score reports in strictest confidentiality and will not divulge the score of any candidate to anyone other than the candidate, my school or sponsoring organization, or my State Restaurant Association ProStart Coordinator. I understand that I may be held liable for damages resulting from any breach of this obligation.

I understand that all information gathered on examinees requiring special arrangements or accommodations in accordance with the Americans with Disabilities Act (ADA) is proprietary and confidential information. This includes information on individuals who assist candidates with special needs. I agree to not disclose to any other person any confidential information on examinees needing special accommodations as defined under the ADA.

I agree to maintain all information with reference to any candidate with special needs, or any individual assisting a special-needs candidate as strictly confidential and privileged information. I understand that I may be held liable for damages resulting from any breach of this obligation. I also understand and agree that NRAEF and NRA Solutions have the right to suspend or revoke my right to instruct or administer exams at any time at their discretion for any reason they believe are in the best interests of the ProStart program.

I agree that this Performance Agreement shall be governed by, continued in accordance with, and enforced solely in the state of Illinois. I agree that any claim or action relating to this Performance Agreement shall be commenced exclusively in an appropriate court in the state of Illinois, and I hereby waive any objection to personal jurisdiction that I may otherwise have.

I accept

5.

All application steps have been completed! Click **"FINISH"** to close the application portal.

All steps completed

Congratulations, Susan. You have successfully completed all the steps in the application process.

You will receive confirmation of your new status after we have verified the information you provided.

Official approval should be received in approximately 3-5 business days depending upon availability/accuracy of the information provided.

If you have any questions, please e-mail servicecenter@restaugent.org or call the Service Center at (800) 765 2122 ext. 6703 during business hours. (Monday through Friday, 8:00 am- 6:30 pm, CST)

Finish

EXPLANATION OF WEBSITES

Congratulations on submitting your ProStart Educator/Proctor application! Once your state coordinator approves the application, you will immediately have access to the functions and resources in the Educator portion of MyProStart. Remember, MyProStart and ServSafe both fall under the umbrella of the National Restaurant Association, so any account created will function across both!

What is MyProStart?

ProStart is the NRAEF's largest and longest-running program. [MyProStart](#) serves the program's three key stakeholders, and is where they can login for the following:

- **Students**
 - Take online exams
 - Check exam scores
 - Log COA hours
 - Print certificates
- **Educators**
 - Manage exams (schedule, view and download exam materials)
 - View exam scores
 - Manage student COAs
 - Access the resources in the Educator Hub
- **Coordinators**
 - Access the resources in the Coordinator Hub
 - Access student COAs

What is ServSafe?

Operated by the National Restaurant Association, [ServSafe](#) offers a variety of training and certifications for members of the restaurant and hospitality industry. While ServSafe is not required to be taught as in the ProStart curriculum, it offers both students and educators the opportunity to acquire knowledge about food safety and earn certificates that are recognized as the industry standard.



HOW TO CHANGE MY SCHOOL



When an educator submits a ProStart Educator/Proctor application, they indicate which school to tie their application to. This is how an educator's account is connected with a specific school for:

- Exam Administration
- COA Applications
- Data Collection

To submit your application, begin by visiting MyProStart and logging into your account. From there, just follow these steps!

1.

Login to [MyProStart](#) using the email that contains your ProStart Educator/Proctor application. Then select **"EDUCATORS"** on the blue banner at the top.



2.

Select **"CHANGE MY SCHOOL"** from the left side menu.



Welcome to My ProStart

The portal for ProStart® Students, Educators, and State Coordinators

Depending on your role in ProStart, this site will provide you with the following resources:

Students:

- [Take Exams](#) - Launch your Foundations of Restaurant Management & Culinary Arts Level 1 or Level 2 Exam.
- [Check Scores](#) - Find out how well you did on your exams.
- [Log COA Hours](#) - Working toward your Certificate of Achievement (COA)? Log your work hours [here](#).
- [Print Certificates](#) - Print your Certificate of Recognition or Certificate of Achievement.

Educators:

- [Manage Exam Session](#) - Schedule, view and download exam materials.
- [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.
- [Access Educator Hub](#) - Access educator resources to successfully implement the ProStart program in your school.

Coordinators:

- [Access Coordinator Hub](#) - Access Coordinator resources to help support the ProStart program in your state
- [Access Certificates of Achievement](#) - Access your State COA applicants, review student application status, work hours and approve applications for your state.

Support

If you need assistance with the MyProStart site, please contact us at prostart@nraef.org or 800-765-2122.

Register as an Educator

Scholarships

Educator Services

Exam Management

View Scores

Manage COAs

Change My School

Professional Development

Curriculum

ProStart Community

Choose your program

Register below as a ProStart educator or Foundations of Restaurant Management & Culinary Arts educator.

IMPORTANT: Select ProStart if you are a ProStart program educator, regardless of which edition of the curriculum you use

Confirmed ProStart School Educator and Proctor

Who can become a Confirmed ProStart School Educator and Proctor?

- Your school is recognized as a Confirmed ProStart Program by both the state restaurant association and the National Restaurant Association Educational Foundation.
- You use the "Foundations of Restaurant Management and Culinary Arts" curriculum.
- You teach the course, participate in ProStart program activities and also administer the FRMCA exams to your students.

If you select this category your eligibility will be confirmed by your state ProStart Coordinator.

Select

Confirmed ProStart Program Educator

Who can become a Confirmed ProStart Program Educator?

- Your school is recognized as a Confirmed ProStart Program by both the state restaurant association and the National Restaurant Association Educational Foundation.
- You use the "Foundations of Restaurant Management and Culinary Arts"

3.

Confirm that the school currently listed is no longer correct. If so, select **"UPDATE."** Then select the state and select the school that you are now teaching at. Hit update one last time. All done!

My ProStart: Students Educators COA Verification Coordinators My Profile Logout

← My Educator Information - Edit

Current Role and School	New Role and/or School
Role: Confirmed ProStart School Educator and Proctor Status: Pending Coordinator Approval State: DC School: Roosevelt Culinary-Hospitality Academy	Role: Confirmed ProStart School Educator and Proctor State: District of Columbia School: Roosevelt Culinary-Hospitality Academy Update

FRMCA EXAM ADMINISTRATION

Exams for the Foundations of Restaurant Management and Culinary Arts curriculum are available on paper and online. The Exam Administration Handbook offers a complete guide to the exam administration process, but we've also provided links to specific subsections below.

[Exam Administration Handbook](#)

Please read and review the information contained in this handbook prior to administering any Foundations Exams.

[Administering a Print Exam](#)

A step-by-step document on how to administer a Foundations print-based exam.

[Administering an Online Exam](#)

A step-by-step document on how to administer a Foundations online exam.

[Editing Your School](#)

How to update the primary school listed in your profile.

[Obtaining a Foundations Educator Login](#)

How to enter your user and school information in order to be granted an educator login.

[Ordering and Receiving Answer Sheets and Other Materials](#)

General information on ordering Answer Sheets and Foundations books.

[Returning Exam Materials to the National Restaurant Association](#)

Follow these instructions to avoid any delays or errors in processing.

[Scheduling an Online Exam](#)

A step-by-step guide to scheduling your online exam.

[Scheduling a Print-Based Exam Session](#)

A step-by-step guide to scheduling and printing your exam.

[Speed Schedule Exams](#)

If you have scheduled exams in the past, follow these instructions to schedule new exam sessions quickly.

[Submitting an Answer Sheet Review Form](#)

When and how to submit an Answer Sheet Review Form.

[Viewing Your Exam Session Results Online](#)

How to Obtain Exam Results Online



THE PROSTART COA

The Certificate of Achievement is an industry recognized certificate that demonstrates a student's mastery of the program. It also grants college credit and scholarship opportunities among partnering post-secondary institutions through the ProStart Passport. To earn a Certificate of Achievement, a student must:

- Pass both the Level 1 and Level 2 FRMCA exams
- Complete 400 hours of industry work experience
 - 120 Hours of experience comes from Culinary II
- Verify their mastery of 52 out of 75 (70%) work-place competencies, which range across both hard and soft skills.

A COA application will be automatically created for students once they pass their FRMCA Level 1 exam. Students are then able to enter valid work hours from up to one year prior to and three years following the date of the Level 1 exam. For example:

- John Doe passes his Level 1 exam on 5/5/2023.
- John Doe can go back in his records and enter work hours he completed from 5/5/2022 and forward.
- His COA application will expire on 5/5/2026.

• *Note: a COA does not expire.*



MANAGING A STUDENT'S COA



1.

Once a student's COA application has opened, work hours can be entered by the student, their educator, or their state coordinator in MyProStart.

Track COA Progress

Start Date: 03/09/2021

Status: Registered

-  Pass credited exams
1 out of 2 of the required exams have been passed.
-  Enter Work Experience and Hours
0 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.

2.

Only once a student has passed both exams and all 400 industry work hours have been completed and entered can the [Student Work Experience Checklist](#) be uploaded.

After the checklist has been updated, the state restaurant association ProStart coordinator will be eligible to approve the student's COA. After approval, the COA application will display four green checkmarks.

Track COA Progress

Start Date: 12/15/2021

Status: Approved

-  Pass credited exams
2 out of 2 of the required exams have been passed.
-  Enter Work Experience and Hours
861 of 400 hours have been entered.
[View your work experience and hours](#)
-  Student Work Experience Checklist Status
The Student Work Experience Checklist has been approved.
-  COA Application
The COA has been approved.

ASSESSING A STUDENT'S COA

1.

Once a student's COA has been approved, a hardcopy will be mailed to the address listed in their MyProStart account. Students can also access all their electronic certificates in MyProStart by selecting **"PRINT CERTIFICATES."**

My ProStart: [Students](#) [Educators](#) [COA Verification](#) [Coordinators](#) [Login](#) [Register](#)

Welcome to My ProStart

The portal for ProStart® Students, Educators, and State Coordinators

Depending on your role in ProStart, this site will provide you with the following resources:

Students:

- [Take Exams](#) - Launch your Foundations of Restaurant Management & Culinary Arts Level 1 or Level 2 Exam.
- [Check Scores](#) - Find out how well you did on your exams.
- [Log COA Hours](#) - Working toward your Certificate of Achievement (COA)? Log your work hours here.
- [Print Certificates](#) - Print your Certificate of Recognition or Certificate of Achievement.

Educators:

Any educators in need of a student's electronic COA should contact their state coordinator or ProStart@nraef.org.

COMPLETING DATA COLLECTION



The ProStart team conducts data collection annually to better understand and serve the educators and students of the program. During data collection season, state coordinators will confirm that a school is participating in ProStart for this particular school year.

What are the implications for not completing data collection?

In addition to the fact that the process provides the NRAEF with a more precise view of the students and educators who make up ProStart, completing data collection also will affect schools in two key areas:

- Funding – The more confirmed programs that a state has, the more money they receive annually from the NRAEF to support their ProStart program.
- Competition – Only confirmed programs are permitted to compete at NPSI (the National ProStart Invitational), and as such, many states only allow confirmed programs to compete at their state ProStart invitational competitions.

What is the timeline?

While the exact dates change year-to-year, data collection season usually occurs right around the time that the new school year begins in mid-to-late August. Data collection remains open through the coming months and will close on September 30, 2025.

What is the process?

[Each ProStart Educator should complete the annual survey at this link.](#)

EDUCATOR RESOURCES

From classroom resources to grants and scholarships and everything in between, the NRAEF strives to provide our ProStart educators with the resources they need to effectively teach this program. Below, you will find some of those resources, as well as a brief description of what they offer.

The Educator Hub: Located in the Educator portion of MyProStart, the Educator Hub is only accessible to accounts that contain an approved ProStart Educator/Proctor application. The Educator Hub contains ProStart branding and marketing collateral, classroom resources like activity guides, newsletters, webinars, and supporting materials for the FRMCA exams. Additionally, all documents related to the National ProStart Invitational (NPSI) are available here as well.

Grants and Scholarships: Each year, the NRAEF awards millions of dollars in grants and scholarships, some of which are specific to ProStart. These include educator grants to attend ProStart Professional Development each summer; undergraduate grants for students who will be attending a post-secondary culinary program or majoring in a hospitality related field; and Rachael Ray Grow Grants, which are awarded to schools to bolster their ProStart program.

Note: To be eligible to receive a Rachael Ray Grow Grant, schools must either be a confirmed program or be committed to immediately becoming confirmed ProStart program the following school year.

The ProStart Passport: Students who earn their ProStart COA are eligible to receive college credit and/or scholarships if they matriculate in any of the partnering post-secondary institutions listed in the ProStart Passport.

Textbooks and Curriculum: The Textbooks website is your resource for all information about the FRMCA curriculum. You can also use the website to place an order. In addition to the FRMCA textbooks, the website also offers teacher resources (chapter lesson plans, activity guides, and PowerPoints) and student activity guides. To order textbooks, please reach out to Courtney Hamm first.

NCRLA ProStart Educator Resource Page: This password-protected page is full of resources to help you implement your ProStart Program. To get the annual password, please complete the data collection survey!





2025-2026 ProStart® Program Schedule

July 28, 2025	Combined NCRLA Survey and NRAEF Data Collection open
Aug./Sept. 2025	Rachael Ray Foundation ProStart® Grow Grants and JumpStart grant applications
Sept. 30, 2025	NCRLA Survey and NRAEF Data Collection due
Oct. 3-4, 2025	Fall ProStart Leadership Training, Charlotte
Oct. 10, 2025	NCPI 2026 rules distributed to all NC ProStart Educators
Nov. 2025	ProStart® Student Bootcamps—location and date TBD
Dec. 3, 2025	NCRLA Foundation scholarship applications OPEN
Jan. 10, 2026	North Carolina ProStart Invitational (NCPI) Intent to Participate Form due
Jan. 31, 2026	NCPI Team Registration and Payment Due
Feb. 7, 2026	NCPI Cancellation deadline
Mar. 6, 2026	NCRLA Foundation scholarship applications CLOSE
Mar. 8-9, 2026	NCPI, The Westin Raleigh-Durham Airport, Raleigh
Mar./Apr. 2026	NCPI Winners Bootcamp, Location TBD
Apr. 24-26, 2026	National ProStart Invitational, Baltimore, MD
TBD Summer 2026	National ProStart® Professional Development

LETTER OF AGREEMENT FOR PROSTART® PARTNER SCHOOL

This agreement sets forth the roles and responsibilities of the North Carolina Restaurant and Lodging Association and the roles and responsibilities of _____(school) as pertaining to the ProStart Partner Program.

Please e-sign by September 30, 2025.

The North Carolina Restaurant and Lodging Association will provide:

1. Teacher orientation to the ProStart/Foundations classroom materials and program partners' roles and responsibilities for implementing a local ProStart program.
2. Assistance in recruiting and training of industry mentors
3. Assistance in recruiting industry worksites for the purpose of student internships
4. Access to National ProStart/Foundations Certificate
5. Yearly professional development and ProStart educator networking workshops to enhance the ProStart classroom.
6. Access as a ProStart Educator to complete ProStart Educator certification
7. 10% discount off all ServSafe books, materials, online classes, and testing.
8. A full-time staff associate to aid educators with all questions related to ProStart and the partnership
9. the NC ProStart Invitational competition leading to the National ProStart Invitational

The school understands and agrees to:

1. Submit the ProStart Program School Profile and Data Collection Survey and Letter of Agreement by September 30, 2025.
2. Implement the ProStart curriculum and materials as the primary source material (may supplement with other texts)
3. Promote the ProStart National Certificate of Achievement to the entire class.
4. Administer FRMCA exams, at a minimum, to students interested in earning the COA. Test participating students using the *Foundations of Restaurant Management* ProStart Level 1 and/or 2 exams.
5. Provide ProStart educator(s) with access to professional development workshops provided by the State Association
6. Acquire or continue to engage the hospitality industry in the classroom through mentors, job shadows, and/or site visits

I have read and understand the Statement of Purpose and the Criteria required for the partnership with the North Carolina Restaurant and Lodging Association

Instructor (signature)

printed name

date

CTE Director or Principal (signature)

printed name

date

Questions, please contact chamm@ncrla.org