

# North Carolina ProStart School Criteria Handbook

## 2017-2018



This handbook was written in partnership with ProStart leadership, the National Restaurant Association Educational Foundation (NRAEF), the Council of State Restaurant Associations (CSRA), the North Carolina Restaurant & Lodging Association (NCRLA) and 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 and hold onto for reference throughout the academic year.

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## 2017-2018 CALENDAR FOR NC PROSTART SCHOOLS

**September 24-25, 2017** ProStart educator fall workshop, ASU School of Hospitality, Boone

**September 29, 2017** ProStart School Criteria Agreement & School Profile Form due

**October 23, 2017** Manteo to Murphy PAC event at Angus Barn, Raleigh (student participation-selected through online application process)

**October 27, 2017** NCPI 2018 rules distributed to all NC ProStart teachers

**November 3, 2017** Competition Skills Boot Camp, JWU, Charlotte, NC

**December 1, 2017** NC HEF scholarship and grant applications open

**December 15, 2017** North Carolina ProStart Invitational (NCPI) Intent to Participate Form due

**January 12, 2018** Team registration and payment for NCPI due

**January 25, 2018** NCPI cancellation deadline

**February 25-27, 2018** NCPI, JWU, Charlotte, NC

**April 27-29, 2018** National ProStart Invitational, Providence, RI

**May 2018** NCRLA legislative event, Raleigh (student participation)

2017-2018 ProStart Program School Criteria Comparison  
Differences in program are noted by highlighted comments

	<b>PREMIER PROGRAM PROSTART SCHOOL</b>	<b>FULL/CONFIRMED PROGRAM PROSTART SCHOOL</b>	<b>CURRICULUM- ONLY SCHOOL</b>
<b>Text</b>	FRMCA used	FRMCA used	FRMCA used
<b>Registration/ Educator Status</b>	<b>*Educator is ServSafe certified</b> *Approved as ProStart Educator by coordinator	*Approved as ProStart Educator	*Approved as FRMCA Educator only
<b>COA (Certificate of Achievement)</b>	<b>*Promotes and assists students to earn COA</b> *Submits COA materials to coordinator in timely manner	*Promotes the COA  *Submits COA materials to coordinator in timely manner	<b>N/A</b>
<b>Exams</b>	Administers FRMCA exam to students working toward COA as determined by LEA	May choose to administer FRMCA exam	May choose to administer FRMCA exam
<b>Professional Development</b>	<b>Educator required</b> to attend at least 1 event during academic year (summer, fall or NRAEF-sponsored institute)	<b>Educator required</b> to attend at least 1 event during academic year (summer, fall or NRAEF-sponsored institute)	<b>Educator is invited to attend events</b>
<b>Scholarships and Data Collection</b>	*promotes NC HEF and NRAEF scholarships to students *participates in data collection by NC HEF and NRAEF in regards to student success and placement	*promotes NC HEF and NRAEF scholarships to students *participates in data collection by NC HEF and NRAEF in regards to student success and placement	*promotes NC HEF and NRAEF scholarships to students *participates in data collection by NC HEF and NRAEF in regards to student success and placement
<b>Industry Connections</b>	<b>Connects with industry through 2</b> or more: 1. Industry advisory board 2. Compete in state invitational 3. Work with class industry mentor 4. Participate in NCRLA/NC HEF sponsored events 5. Arrange for industry guest speakers and/or field trips	<b>Connects with industry through 1</b> or more: 1. Industry advisory board 2. Compete in state invitational 3. Work with class industry mentor 4. Participate in NCRLA/NC HEF sponsored events 5. Arrange for industry guest speakers and/or field trips	<b>May choose to connect with industry.</b>  <b>*Not eligible to participate in ProStart Invitational</b>

# ProStart School Program Agreement

*\*This page MUST be signed and returned to state ProStart Coordinator by Sept. 29, 2017*

After reviewing the previous chart outlining the differences in ProStart programs, please select which program your school will be offering during the **2017-2018** academic year:

\_\_\_\_\_ **Premier Program ProStart School**

\_\_\_\_\_ **Full/Confirmed Program ProStart School**

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

By signing this agreement, the Educator, Principal and CTE Director acknowledges that the criteria in the previous chart will be met during the 2017-2018 school year. For purposes of clarification, be sure to understand that FRMCA is the Foundations of Restaurant Management and Culinary Arts textbook and curriculum. To earn a Certificate of Achievement (COA), a student is required to pass the ProStart Level 1 and Level 2 exams, work 400 or more hours in a hospitality industry job, and complete a skill assessment related to the job that includes competencies related to the industry. After completing these 4 components, the educator submits the paperwork package to the state coordinator for verification after the student has completed his/her online portion of the application process. ***If the coordinator does not receive paperwork verifying the completion of work hours and competencies, the COA will not be approved.***

Specific items related to assessment:

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.**

**Educators must also acknowledge that only IMCs, CTE Directors or assigned CTE Administrators may schedule and submit or send ProStart national exams to the National Restaurant Association Solutions Center for scoring. This is imperative in keeping with high standards of testing security and administration as set forth by the NC Department of Public Instruction.**

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 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 gold-standard 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.

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

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

### **Foundations of Restaurant Management & Culinary Arts Curriculum Resources (2<sup>nd</sup> edition)**

[Click Here](#) for information on the transition to the 2<sup>nd</sup> edition.

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:

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.

## Register Online

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 in Full and Premier programs 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 that are administering exams only should be registered as ProStart Proctors through the online 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, they receive a Certificate of Recognition from the National Restaurant Association. 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 CTE Post-Assessment for that course. NCRLA and NCDPI will provide a ProStart Exam Scheduling and Administration video and instruction each semester for IMCs, CTE Directors, and educators. The ProStart Level 1 exam, and the subsequent Certificate of Recognition, furnished by the NRAEF will serve as a distinct credential for reporting technical attainment. 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. Only IMCs, CTE Directors or assigned CTE Administrators may schedule and send ProStart national exams to the National Restaurant Association Solution Center for scoring. 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.

## **National 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. Students who earn the certificate 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 about how they award credit for the COA.

In order 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.chooserestaurants.org](http://www.chooserestaurants.org) website. The COA is approved and awarded by the 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 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 that relate 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 know with plenty of advance notice so they can make plans ahead of time. The cost for the educator to attend this training will vary depending on location, materials, and special events included.

### **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. In order to achieve 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 who want 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 Westat Data Collection process indicating their level of program involvement with ProStart. This data collection tool is emailed to educators with specific questions about their school program.

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. 29.

## **Industry Connections**

The interaction of industry and the classroom is the heart of the ProStart program. That is why the 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 your ProStart program development, sustainability and growth. The advisory board can be used to help with partnerships, donations, student internships, job shadowing, mentoring, guest speakers, field trips, training and development, competition, industry expertise, building 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. Often times 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 2018 NCPI is scheduled for Feb. 25-27, 2018 ,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 so they can directly provide overall support for student goals, career competence and character development, and can help students gain real-world experience and practical skills that help 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 that provide an opportunity 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. Events consist of Manteo to Murphy Political Action Committee event (Oct. 23, 2017), Rally in Raleigh Legislative Day (May 2018, Offices of NCRLA in Raleigh), Future of Hospitality Benefit & Golf Classic (TBD), and additional events as scheduled.

## **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 coordinator for ideas. 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 receive a 15 percent discount on ServSafe materials, including books, answer sheets, and online exam vouchers; to receive this discount, contact the 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
  - Facilitate industry 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 Program School Profile - Due Sept. 29, 2017

\*Turn in to state coordinator along with SIGNED program form on page 4.

High School:

Educator Name:

email Address:

School Phone Number:

Personal Phone Number:

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

Summer ProStart Workshop (July 21-22, 2017)

NRAEF Summer Institute (June-July 2017)

Fall ProStart Educator Workshop at ASU (September 24-25, 2017)

What type of culinary lab do you have?

Conventional

Commercial

Combination of Conventional & Commercial

How would you rate the condition of your culinary lab? Poor  Fair  Good  Excellent

Which way(s) do you connect with the industry? 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 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 earn the approved certifications then he/she is required to take the NC CTE Post-Assessment for that course. The NCRLA and NCDPI will provide a ProStart Exam Scheduling and Administration assistance through video tools later this semester for IMCs and directors.  
*Note: This does not apply to NCDPI approved pilot sites.*

***\*Having read and understood this paragraph above, please initial: \_\_\_\_\_***

Only IMCs, CTE directors or assigned CTE administrators may schedule and submit or send ProStart national exams to the National Restaurant Association Solution Center for scoring.

**Who will be in charge of scheduling and submitting your school's ProStart exams?**

Name:

Title:

Email:

Phone Number:

**Please provide your schedule for the fall and spring semester of the 2017-2018. Include times and subjects.**

**Fall Semester 2017**

**Spring Semester 2018**

1st Period:

1st Period:

2nd Period:

2nd Period:

3rd Period:

3rd Period:

4th Period:

4th Period:

## 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." If you are the IMC or administrator of the exam, select "confirmed ProStart proctor." In very few exceptions, will the NC ProStart educator register as the "confirmed ProStart educator and 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 how many students will be 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 will be scheduled by the approved administrator/IMC at your school on the NRAEF website and the vouchers/exams will be ordered separately through Pearson. 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. Up to 200 hours can be volunteer and/or school-based enterprise. These hours must be documented through logs and/or paystubs.

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, in most cases is the IMC. Therefore, you will need to locate your students AFTER their exam and connect them to yourself. Teachers must examine and confirm work experience documentation on the checklist. If your students work 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 Mandy Hines, 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, 1<sup>st</sup> edition by Pearson. Those schools identified as NC ProStart pilot schools will be using the Foundations 2<sup>nd</sup> edition by NRA. **All NC CTE ProStart Programs will need to plan to transition to the 2<sup>nd</sup> Edition curriculum materials for SY18-19 as the NC CTE Essential Standards are updated to reflect *Foundations of Restaurant Management and Culinary Arts, 2<sup>nd</sup> edition*.**

### If you are using the 1<sup>st</sup> edition:

1. To order materials, call Pearson at 800-848-9500. You can visit the Pearson website at [www.pearsonschool.com](http://www.pearsonschool.com) to learn more about the different materials that may supplement what you are currently using. For exams, follow these steps to order the correct materials for your end of course testing:  
\*Plan to order online voucher codes or paper/pencil answer sheets. If you plan to have students that need accommodations, paper/pencil exams are recommended.  
Step 1: Decide to use paper/pencil tests or give the online version of exam. IMC and Educator should discuss the best option for their students.  
Step 2: IMCs should order necessary materials from Pearson.
  - Paper/Pencil Answer Sheet (Level 1 or 2) (9780131380127)
  - Online Exam Voucher Level 1 (9780132156745)
  - Online Exam Voucher Level 2 (9780132549790)
  - Each exam voucher or test is approximately \$18 per student and are ordered directly from Pearson. (Please see other email document with ordering instructions.)Step 3: IMC should schedule exam session online through NRAEF.
2. There is a companion website for those schools using the Pearson curriculum materials.

### If you are using the 2<sup>nd</sup> edition (pilot schools):

1. You will order through this link: <https://textbooks.restaurant.org/Purchase-Products>
2. Log in here with the SAME log in you use for ServSafe.com when you order products.
3. If you have trouble getting your school/county account set up, please call 800-765-2122. They will walk you through account set up and assist getting the order placed correctly.
4. As a ProStart school, you should receive 10 percent discount on your order. Inform them of that on your call or make sure when you finish your "shopping cart" that this discount is applied. **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.**
5. Orders can be placed with a credit card or purchase order (most of you will use this). Upon check out, there will be a payment option. If it does not appear, call the phone number. They are 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.
6. 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 e-book from NRA for review, please contact the state coordinator.