## PROSTART EDUCATOR HANDBOOK



2024



## TABLE OF CONTENTS

| What is ProStart?   | 3  |
|---|----|
| What is a COA   |    |
| How to Create an Account  | E  |
| How to Submit an Application  | 7  |
| Explanation of Websites MyProStart                                    |    |
| Servsafe  |    |
| How to Change My School   | 10 |
| Exam Administration   | 1  |
| The ProStart COA  Managing a Student's COA  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 State Restaurant Association Coordinators** 





# WHAT IS PROSTART?

ProStart is a two-year, industrybacked 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

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

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:

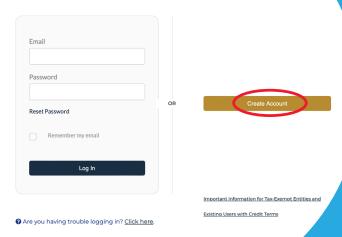
- Manage Exam Session Schedule, view and download exam materials.
- View Scores Access student scores, download and print their certificates.
- Manage COAs Access your students COA applications, review application status, work hours and approve COA Competencies Access Educator Hub - Access educator resources to successfully implement the ProStart program in your school

- Access Coordinator Hub Access Coordinator resources to help support the ProStart program in your state
- ment Access your State COA applicants, review student application status, work hours and approve Access Certificates of Achiev applications for your state.

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

Log In

by students as well.



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 Priva |
| Policy and Terms of Use.                           |



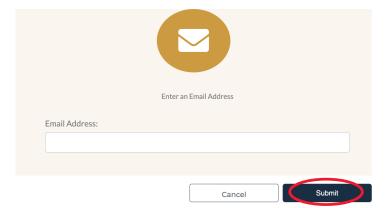
Cancel

## CREATING AN ACCOUNT continued



You will be brought to the THE
"CREATE YOUR ACCOUNT" page.
Enter a valid, unique email address
and hit "SUBMIT".

## **Create Your Account**



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.



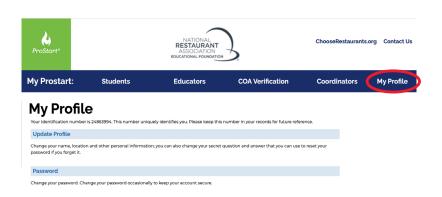
## Almost There

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



It may take up to 15 minutes receive the email.

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**

Scholarships

Exam Managem

View Scores

Manage COAs Change My School

Curriculum

**Educator Services** 



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:

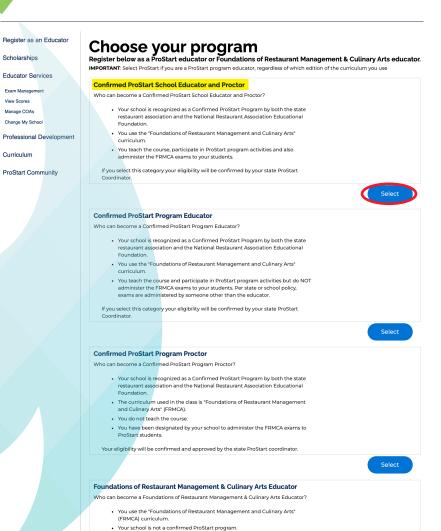
- Access the Educators portion of MyProStart, which includes:
  - Exam administration for the FRMCA curriculum
  - Access to the COA portal
  - Access to the resources in the **Educator Hub**
- Function as a point-of-contact for your school, allowing you to receive and complete the annual data collection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

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

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.



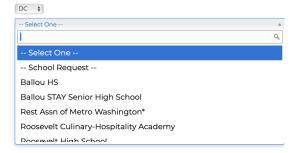


## SUBMITTING AN APPLICATION continued



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 <u>ProStart@nraef.org</u> in order to add a new school to the database.



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 |  |



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 derivery of the Problem program and curriculum, and to active compliance to the procedurrelated to the same. Reser send the following expectations and conditions carefully. By Edicking the Loser parts to each statement, you are committing to the Notional Restourent Association Educational Foundation (MAKEF) and National Restourent Association Solutions (NIRA Solutions) that you will follow these standards as a Problem Education and that you careful and occurred out the conditions and requirements stated herein.

> Lunderscard that while providing Profitant clasuroom instruction, I am, a streat time, operating solely as a Profitant Educator, Educator are repossible for ensuring that these important elections are supplied in eight and consistent manner. Additionally, understand that while deministering a Profitant Educator. Earn, I am no longer raiving as a Profitant Educator; I am at that time serving in a role as a Profitant Proctor. A Proctor is responsible for maintaining the confidentiality of the ast protecters and electricates the confidentiality of the ast protecters. And electricates the advantage of the confidentiality of the ast protecters and electricates from administration.

When delivering a ProStant class, Tagres to use any available ProStant instructional materials, madia, and methods in the delivery of the program I will added by all copyright guidelines set forth in IRAEF immersials. Will only reproduce or later IRAEF certainship that are explicitly stated can be decipitated or battery or which in have received written permission from the IRAEEF, will not portray IRAEF content or materials with my one I are aware of and will follow the policies established by IRAE Solutions that ensure the confidentiality of the aware contents and of access examinations. One seem policies and procedure are outsided in the ProStant Examinationship interpretate intendiose. I have set the Herobottes of the State of the ProStant Examination Irade III.

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

I understand that I am responsible for conducting classes and/or administering the exam in accordance with guidelines set by my state restaurar association, school, and district, (Please check with your Score Coordinator reporting the training and exam administration requirements for your cree; ) Additionally, I will comply with all curvent policies implemented by the NASEE and NRAS chalcins.

I authorite any references named in this application, to provide NNARF with any information that may be requisted to arrive at an approval decision release all such persons, entities and NNARF from all fability that may arise from such investigation and release of information.

Lunderstand that NNARF may notify third parties of pensity actions, with or without prior notice to me. These parties include reducational institution

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

## 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 examineses are as follows: AREF or its designee, the examineer' registered Educator, the examineer's school, the St Restaurant Association ProStant Coordinator or his/her designee.

Breach of the obligation.

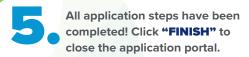
Lunderstand that all information gathered on examinees requiring special arrangements or accommodations in accordance with the Americans with

Disabilities Art (ADA) is proprietary and confidential information. This includes information on individuals who assist candidates with special needs. I agree to not addiscious to my other person and confidential information on examiness eneding 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

lagree that this Performance Agreement shall be governed by, construed 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 walve

I accept





## **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!

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

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



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

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

- 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:

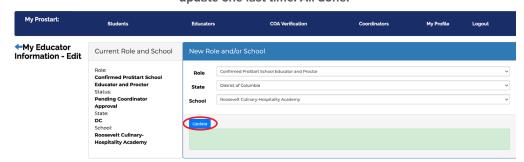
- Manage Exam Session Schedule, view and download exam materials
- Mantage Exam I season Screen Access to Month of the Committee of the Committ

- 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 approapplications for your state.

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



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!





## 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 <u>ProStart Passport</u>. 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
- Verify their mastery of 52 out of 75 (70%) workplace 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

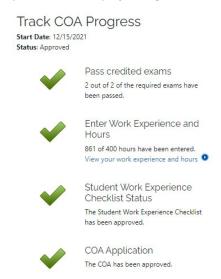


Once a student's COA application has opened, work hours can be entered by the student, their educator, or their state coordinator in MyProStart.

> 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. 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.

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.



## **ASSESSING A STUDENT'S COA**

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.
- og 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.

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

# COMPLETING DATA COLLECTION



The NRAEF's 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 yeatr-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 usually closes sometime in November.

## What is the process?

Data collection begins with state coordinators going through their state's roster of schools to determine which schools have active ProStart programs. Once confirmed, the state coordinator will select one educator from the school to function as the school's point-of-contact (POC) for that year, and a link to complete the survey will be emailed to them. Once the survey has been successfully submitted by an educator, the school is a considered confirmed ProStart program for that school year.

Note: Only one educator can be selected as their school's POC.

## How do I complete the survey?

A link containing to your school's data collection page that contains your survey will be emailed to the email address that contains your ProStart Educator/Proctor application. You must be logged in using that account in order to access the data collection website and survey. Note: You may need to clear your cache and browsing history in order to load the page correctly.

## 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 contact the textbooks team directly, please email textbooks@restaurant.org

<u>State Coordinators:</u> Do you know who your state's ProStart coordinator is? If not, no sweat! The ProStart page on ChooseRestaurants maintains an up-to-date list of each state's ProStart coordinator and their contact information. That state coordinator will be able to point you toward any additional local resources specific to your state.