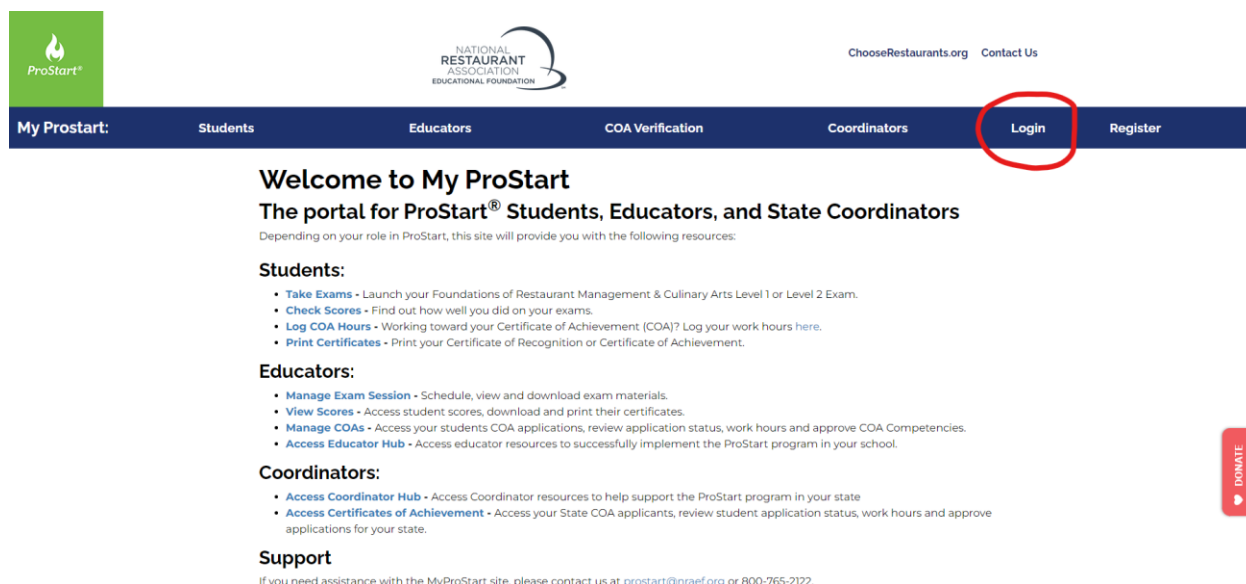


Registering for ProStart Educator Access on MyProStart.ChooseRestaurants.org

Note: ProStart and ServSafe are hosted on the same NRA database. Previously, multiple accounts could be created by a single user. Now, only a single, email address-based account is used across all NRA and NRAEF websites and databases. If you already have a ServSafe account, you do not need to create a new account.



Go to myprostart.choosereaurants.org. At the top of the page on the blue bar, click on "Login."

The screenshot shows the MyProStart website. At the top, there is a green header with the ProStart logo on the left and the text "ChooseRestaurants.org" and "Contact Us" on the right. Below this is a dark blue navigation bar with the following links: "My Prostart:", "Students", "Educators", "COA Verification", "Coordinators", "Login" (which is circled in red), and "Register". The main content area has a white background and contains the following text: "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:", "Educators:", "Coordinators:", and "Support". Each section lists specific resources available to that user type. A red "DONATE" button is visible on the right side of the page.

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.

This brings you to the log in page. If you do not already have an account through ServSafe, Click on the “Create Account” button on the right hand side. If you have a ServSafe account, you can login and go straight to page 5.

Choose
Restaurants



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.](#)

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

Already have an account? [Log In](#)

You will be brought to the “Create Your Account” page. Enter a valid, unique email address and hit “Submit”

Create Your Account



Enter an Email Address

Email Address:

Cancel

Submit

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.

Enter the Verification Code

An email with a 6-digit code was sent to
lkna5fn@gmail.com



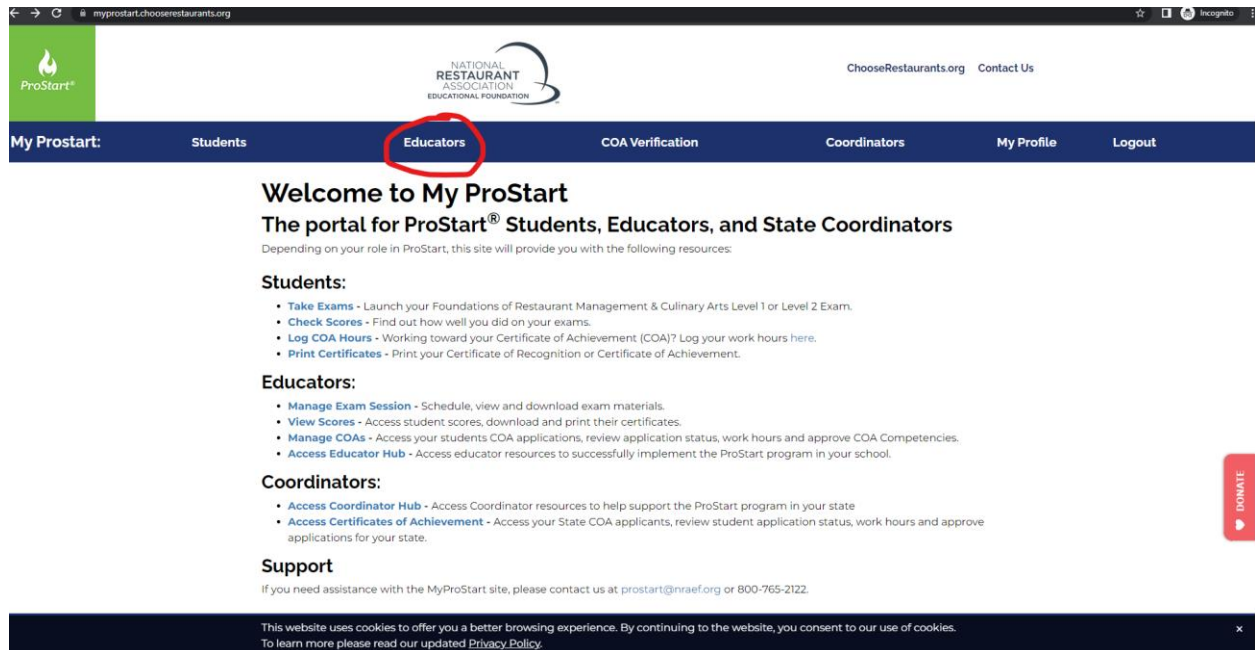
Verification code:

Continue

[Resend verification email](#)

It may take up to 15 minutes receive the email.

After verifying your new account or logging into your current account, you will be redirected to myprostart.chooserestaurants.org. Click on “Educators” at the top of the screen.



The screenshot shows the website myprostart.chooserestaurants.org in a browser window. The top navigation bar is dark blue with white text. The 'Educators' link is circled in red. The main content area is white and features a welcome message for ProStart, followed by sections for Students, Educators, and Coordinators, each with a list of resources. A 'DONATE' button is visible on the right side of the page. A cookie consent banner is at the bottom.

myprostart.chooserestaurants.org

ProStart®

NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

ChooseRestaurants.org Contact Us

My Prostart: Students **Educators** COA Verification Coordinators My Profile Logout

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.
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Support

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THIS WEBSITE USES COOKIES TO OFFER YOU A BETTER BROWSING EXPERIENCE. BY CONTINUING TO THE WEBSITE, YOU CONSENT TO OUR USE OF COOKIES. TO LEARN MORE PLEASE READ OUR UPDATED [Privacy Policy](#).

DONATE

Identify the type of Educator access needed and click 'Select' to begin the registration process. There are four categories available with different levels of access. **Please select #1. This will give you the option to give exams in the future, but does not require it.**

**If you are uncertain which category you need, please refer to the ProStart Role Decision Tree.*

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

1

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

2

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

3

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

4

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

After you have selected the type of Educator access needed, you can select your school from the dropdown menu.

If your school is not listed, you will need to submit a School Request. Please notify your state ProStart Coordinator conkling@ctrestaurant.org so they can work with the Service Center to get it approved. You will then be notified that you are clear to proceed with the Educator Registration again.

School Selection

Select your primary school. If you don't see your school listed, please select the option "School Request" at the top of the list, a request form will be displayed.

State: DC

School*:

-- Select One --

-- Select One --

-- School Request --

Appleton High School

Bayside High School

John Adams High

Lawndale High

McKinley High School

North Shore High School

ProStartville High School

Ridgemont High

Riverdale High

Rydell High

Continue

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

Save

Read the Performance Agreement and check off each of the requirements to be able to accept.

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 which 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 examinees' registered Educator, the examinees' 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, 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 waive any objection to personal jurisdiction that I may otherwise have.

I accept

Once you accept the agreement, your application is complete. Your State Coordinator will receive an email the following day asking them to confirm you as part of the ProStart program. You will receive a confirmation email to the email address on file notifying you when you have the requested access.

All steps completed

Congratulations, Lisa. 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@restaurant.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

Final Note

- You only need to complete this registration process one time to sign up. Your access will remain unchanged from school year to school year provided you and your school comply with program standards.
- Ensure your students can login to your account at least 2-3 weeks before any exam session.
- If you are having trouble accessing your account, please reach out to ProStart@nraef.org.