The New COA Process
Effective September 2014
The New Process: What Changed?

- Changes:
  - Increased Capacity
  - Better, trackable Data
  - Streamlined process

- What Doesn’t Change:
  - Requirements
  - Pass both exams
  - Document 400 hours
  - Complete Work Experience Checklist
  - Exams
    - Paper and Online Acceptable
  - Timeline
    - Scores are valid for 3 years
Summer Institutes

Educators Hone Their Skills at Top Culinary Schools

Study offers workforce insight

Kentucky joins ProStart

Apply for industry awards

Golfing and Giving Back
Summer Institutes

Educators Hone Their Skills at Top Culinary Schools

Study offers workforce insight

Kentucky joins ProStart

Apply for industry awards

Golfing and Giving Back
Existing User

If you have logged into this site before, you can enter your login information below.

- User ID*: 
  - Forgot your User ID?
- Password*: 
  - Forgot your Password?

Login

Need Access?

Educators: To login you must be a ProStart Educator or a Foundations of Restaurant Management & Culinary Arts Educator.

Students: To login you must have a user profile. It is important that you use the same user name and password each time you access the site. Click on the "Create New Profile" button below if you do not already have a user name and password for this site.

Create New Profile
Track COA Progress
Start Date: 09/12/2014
Status: Registered

- **Pass credited exams**
  1 out of 2 of the required exams have been passed.

- **Enter Work Experience and Hours**
  445 of 400 hours have been entered.

- **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.

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Exam Results

- **Tasty Diner**: 400 hours
  - Mentor Name: Mr. Magoo
  - Date Completed: 09/12/2014
  - Edit this entry
  - Delete

- **No Kid Hungry (NKH)**: 45 hours
  - Mentor Name: Dr. S
  - Date Completed: 09/09/2014
  - Edit this entry
  - Delete

Work Experience and Hours

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Student Information

ROBERT HERRINGTON
100 Tintel Lane
Washington, DC 20005
mmiller@nraef.org

- Update Profile
- View your work experience and hours

Note: Make sure your mailing address is up-to-date, so that you have no problems receiving your COA.

ProStart Educator
Jennifer Asiantio

ProStart School
Ballou STAY Senior High School
3401 4th Street SE
Washington, DC 20032

- Add Work Experience and Hours

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Pass credited exams
1 out of 2 of the required exams have been passed.

Enter Work Experience and Hours
445 of 400 hours have been entered.

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.
Work Experience Hours

Tasty Diner: 400 hours
Mentor Name: Mr. Magoo
Date Completed: 08/15/2014

No Kid Hungry (NKH): 45 hours
Mentor Name: Dr. S
Date Completed: 06/30/2014

Add Work Experience and Hours: 45 hours

- Date Started
- Date Completed
- Total Hours

Job Responsibilities:

Company Name:
Mentor/Supervisor Name:
Company Address:
Mentor/Supervisor Contact Information (Either email or phone is required):
- Email
- Phone Number

State: AL
Zipcode:
(XXX)XXX-XXXX

Add Work Experience and Hours
Existing User

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Create New Profile
Welcome to the Educator Services, where you’ll find everything you need to successfully schedule, administer and view the results of your exams, and manage your students’ COA applications. To access these materials, you’ll need to be registered as an Educator.

### Manage Exam Session
- Schedule, view and download exam materials
- Schedule Exams
- Get Answer Keys
- Help Documents

### View Scores
- Access student scores, download and print their certificates
- View Scores

### Manage COAs
- Access your students’ COA applications, review application status, work hours and approve COA Competencies.
- Manage COAs
Manage COAs

Enter the search criteria below to find and manage a Student’s COA application.

Student First Name: [Input Field]
Student Last Name: [Input Field]
Year: [Dropdown] 2014
Start Month: [Dropdown] January
End Month: [Dropdown] June

Search

Need to add another Educator’s students?
Find and Connect to other students here
Workplace Checklist

Student Work Experience Checklist

To The Student:

Welcome to the ProStart® program! Through your participation, you are taking the first steps toward preparing for a successful restaurant and foodservice career. As you use the ProStart program materials in class, you will be learning important skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer; complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing a minimum of 52 of the 75 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

Job-Related Observable Skills: These are skills that you are likely to be trained to do over a short time during your employment. These skills are listed according to the topics you will learn in your classroom so that your employer can coordinate your workplace learning experiences with what you are learning in class.

Employability Skills: Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

To The Employer:

Welcome to the ProStart® program! You have taken a great step toward developing a stronger restaurant and foodservice workforce by providing a meaningful work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and foodservice career. Experience gained in your operation will help the student earn a ProStart National Certificate of Achievement. This certificate is awarded to students who successfully complete the ProStart curriculum and pass the two examinations, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

The competencies in this checklist outline the skills that the student should try to complete during all of his or her work experiences while in high school. It is the student’s responsibility to present this checklist to you from time to time in the course of his or her employment. In some cases, the student might have more than one employer; the student should complete as many competencies as possible. Students must complete 52 of the 75 competencies, or 70% of the checklist, in order to earn the ProStart National Certificate of Achievement. When the student has completed his or her work experience with you, please feel free to make any additional comments and sign the last page. The student will return the checklist to his or her teacher for verification.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.
From: Service Center  
Sent: Friday, August 15, 2014 11:32 AM  
To: Monica Miller  
Subject: ProStart COA. Competency Approved

Dear Ryan Gosling,

You have a pending ProStart® National Certificate of Achievement application waiting for you to review and approve.

Please click here to review and approve this Certificate of Achievement application.

If you have more than one student application pending your approval, you can access those here.

Students will not be processed until you have approved their applications. To approve, you must access the website using your coordinator User ID and Password for your www.nraef.org account.

If your state has multiple users who have access, these applications may already have been reviewed. If you have any questions or believe this email has been sent to you in error, please email prostart@nraef.org or contact the National ProStart Coordinator immediately.

Sincerely,

ProStart Program Team  
National Restaurant Association Educational Foundation  
prostart@nraef.org

The ProStart® National Certificate of Achievement (COA) is an industry-recognized certificate that signifies a strong foundation in the basic management and culinary skills considered critical to success by industry leaders.
Existing User

If you have logged into this site before, you can enter your login information below.

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Create New Profile
From: Service Center  
Sent: Friday, August 15, 2014 11:32 AM  
To: Monica Miller  
Subject: ProStart COA. Approved

Dear HANNAH,

Congratulations! The requirements have been approved to receive the ProStart® National Certificate of Achievement.

When the certificate is printed and ready to ship we'll notify you via email to the address that is registered with www.nraef.org.

The certificate will be shipped to the mailing address on your www.nraef.org/students profile. We encourage you to check that this address is correct as soon as possible.

Congratulations again on meeting the requirements and best wishes for continued academic success.

Sincerely,

Service Center  
National Restaurant Association  
ServiceCenter@restaurant.org

The ProStart® National Certificate of Achievement (COA) is an industry-recognized certificate that signifies a strong foundation in the basic management and culinary skills considered critical to success by industry leaders.
National Certificate of Achievement

AWARDED TO

The National Restaurant Association Educational Foundation awards this certificate in recognition of completion of all requirements of The ProStart Program and Demonstration of a strong foundation in the management and culinary skills considered critical by leaders in the restaurant and foodservice industry.

Rob Gifford
Executive Vice President, Strategic Operations and Philanthropy
National Restaurant Association
National Restaurant Association Educational Foundation

To verify this certification, go to www.nraef.org and click on "CDA Verification" in the upper right corner.
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THIS CANDIDATE IS A CREDENTIALED PROSTART® GRADUATE.

This means you can be assured that this candidate is ready to hit the ground running.

Earning the ProStart® National Certificate of Achievement means that this candidate has demonstrated a strong foundation in the basic management and culinary skills considered critical by industry leaders.

In addition to passing two important exams offered by the National Restaurant Association, this candidate has completed at least 400 hours of work in the industry and is well-qualified to begin his or her career.

For more information about the ProStart program and what it means to the industry and your organization, visit NRAEF.org.

ProStart Graduates understand & practice:

- Guest Service
- Food and Workplace Safety
- Kitchen Essentials
- Management Fundamentals
- Nutrition
- Controlling Foodservice Costs
- Stocks, Sauces, and Soups
- Communication
- Fruit and Vegetables
- Potatoes and Grains
- Breakfast Food and Sandwiches
- Marketing and the Menu
- Salads and Garnishing
- Purchasing and Inventory
- Meat, Poultry, and Seafood
- Desserts and Baked Goods
- Global Cuisines
- Sustainability
REJECTED