

# National ProStart® Certificate of Achievement

November 15, 2019



Certifying Organizations	National Restaurant Association Education Foundation (NRAEF) <a href="http://www.NRAEF.org">www.NRAEF.org</a> Louisiana Restaurant Association Education Foundation (LRAEF) <a href="http://www.LRAEF.org">www.LRAEF.org</a>																																																
Description of Credential <b>IBC# 253</b>	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 restaurant industry leaders. A student who earns the Prostart COA is cross-trained in all aspects of the restaurant's operations and has demonstrated a commitment to and knowledge of the industry, including but not limited to: Front of House/Back of House operations, industry related fields such as hotel, food and beverage management, food safety and sanitation, logistics and supplies, inventory control, marketing and sales, accounting and financial management, human resources, and culinary research and development.																																																
Part of which Graduation Pathways <sup>1</sup>	<u>Statewide:</u> ProStart Restaurant (including ServSafe) <u>Integrated:</u> Hospitality, Tourism, Culinary and Retail																																																
<a href="#">Associated with Which Careers?</a>	<u>4 Star:</u> Chefs & Head Cooks; Dietitians & Nutritionists; Food Service Managers <u>3 Star:</u> Food Science Technicians; First-Line Supervisors of Food Preparation & Serving Workers; Food Scientists & Technologists																																																
Entry-Level Annual Salaries	\$16,000 - \$27,000																																																
<b>Industry-Based Certification Requirements: Students</b>																																																	
Standard / Curriculum	<p style="text-align: center;">Foundations of Restaurant Management &amp; Culinary Arts: Table of Contents</p> <table border="1" data-bbox="626 997 1284 1780"> <thead> <tr> <th>Level I</th> <th>Level II</th> </tr> </thead> <tbody> <tr> <td>Chapter and Title</td> <td>Chapter and Title</td> </tr> <tr> <td>1 Welcome to the Industry</td> <td>1 Introduction to Marketing</td> </tr> <tr> <td>2 Career Opportunities</td> <td>2 Menu Management</td> </tr> <tr> <td>3 Professional Expectations</td> <td>3 Eggs and Dairy Products</td> </tr> <tr> <td>4 Communication Skills</td> <td>4 Breakfast Cookery</td> </tr> <tr> <td>5 Beginning Your Career</td> <td>5 Fruits</td> </tr> <tr> <td>6 Introduction to Food Safety</td> <td>6 Vegetables</td> </tr> <tr> <td>7 Hygiene and Cleanliness</td> <td>7 Potatoes, Grains, and Pasta</td> </tr> <tr> <td>8 The Safe Flow of Food</td> <td>8 Introduction to Cost Control</td> </tr> <tr> <td>9 Risk Management</td> <td>9 Food Costing</td> </tr> <tr> <td>10 Workplace Safety Procedures</td> <td>10 Labor Costing</td> </tr> <tr> <td>11 Foodservice Equipment</td> <td>11 Purchasing</td> </tr> <tr> <td>12 Knives and Smallwares</td> <td>12 Building Successful Teams</td> </tr> <tr> <td>13 Kitchen Basics</td> <td>13 Sustainability</td> </tr> <tr> <td>14 Culinary Math</td> <td>14 Introduction to Nutrition</td> </tr> <tr> <td>15 Salads</td> <td>15 Building Healthful Menus</td> </tr> <tr> <td>16 Sandwiches and Pizza</td> <td>16 Meat</td> </tr> <tr> <td>17 Stocks, Sauces, and Soups</td> <td>17 Poultry</td> </tr> <tr> <td>18 Cooking Methods</td> <td>18 Seafood</td> </tr> <tr> <td>19 Introduction to Baking</td> <td>19 Yeast Breads</td> </tr> <tr> <td>20 Principles of Great Service</td> <td>20 Cakes and Pies</td> </tr> <tr> <td>21 Front-of-House Basics</td> <td>21 Desserts</td> </tr> <tr> <td>22 Introduction to Management</td> <td>22 Plating and Garnishing</td> </tr> </tbody> </table>	Level I	Level II	Chapter and Title	Chapter and Title	1 Welcome to the Industry	1 Introduction to Marketing	2 Career Opportunities	2 Menu Management	3 Professional Expectations	3 Eggs and Dairy Products	4 Communication Skills	4 Breakfast Cookery	5 Beginning Your Career	5 Fruits	6 Introduction to Food Safety	6 Vegetables	7 Hygiene and Cleanliness	7 Potatoes, Grains, and Pasta	8 The Safe Flow of Food	8 Introduction to Cost Control	9 Risk Management	9 Food Costing	10 Workplace Safety Procedures	10 Labor Costing	11 Foodservice Equipment	11 Purchasing	12 Knives and Smallwares	12 Building Successful Teams	13 Kitchen Basics	13 Sustainability	14 Culinary Math	14 Introduction to Nutrition	15 Salads	15 Building Healthful Menus	16 Sandwiches and Pizza	16 Meat	17 Stocks, Sauces, and Soups	17 Poultry	18 Cooking Methods	18 Seafood	19 Introduction to Baking	19 Yeast Breads	20 Principles of Great Service	20 Cakes and Pies	21 Front-of-House Basics	21 Desserts	22 Introduction to Management	22 Plating and Garnishing
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	<p>For details concerning the ProStart curriculum, please contact the ProStart® State Coordinator at <a href="mailto:lraef@lra.org">lraef@lra.org</a>. Students must also attain the ServSafe Food Protection Manager or ServSafe Food Handler certification to graduate under the ProStart/Restaurant (including ServSafe) statewide graduation pathway. Certificate of Achievement (COA) application paperwork must be submitted to the ProStart® State Coordinator at <a href="mailto:lraef@lra.org">lraef@lra.org</a>.</p> <p><b>IMPORTANT:</b> ProStart® and ServSafe are different industry accreditations. A student can pass and receive the ProStart® COA without ServSafe Food Manager Certification or Handler Certificate, vice-versa.</p>					
Testing Methodology	Paper?	Yes	Online?	Yes	Performance Exams / Tests?	Yes
Re-Testing (if available)	Re-Testing Procedures	Students who fails the exam will need a new answer sheet. Retest answer sheets can be ordered through the National Restaurant Association Solutions.		Max Attempts	Unlimited; the NRAEF recommends that retesting occur within 90 days of original exam date. Allow for sufficient time for test results if tested on paper.	
Testing Details (including any age requirements / accommodations)	<p>To receive the NRAEF ProStart Certificate of Achievement, the student must:</p> <ol style="list-style-type: none"> <li>1. Pass <i>Foundations of Restaurant Management &amp; Culinary Arts</i> Level 1 examination.</li> <li>2. Pass <i>Foundations of Restaurant Management &amp; Culinary Arts</i> Level 2 examination.</li> <li>3. Complete 400 hours of mentored work experience.</li> <li>4. Complete 52 of the 75 competencies on the Student Work Experience Checklist. Skills must reflect hours earned.</li> </ol> <p>Level 1 and Level 2 exams each contain 100 multiple choice questions. The passing score is 70% accuracy for each test. ProStart® is for 11<sup>th</sup> and 12<sup>th</sup> grade, must have approval by the Louisiana Restaurant Association Education Foundation for 10<sup>th</sup> grade. All students in program must have a waiver on file with the LRAEF once enrolled in class. Please contact the ProStart® State Coordinator for the Proctor Handbook, Student Waiver, and grade level restrictions.</p>					
<p><b>Industry-Based Certification Requirements: Teachers</b></p> <p><i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i></p>						
Instructor Certification Requirements (by certifying agency)	<p>The Louisiana Restaurant Association Education Foundation certifies Louisiana ProStart teachers and maintains records of certification.</p> <p>To receive the Louisiana ProStart Educator Certification, the instructor must:</p> <ol style="list-style-type: none"> <li>1. Pass <i>Foundations of Restaurant Management &amp; Culinary Arts</i> Level I examination.</li> <li>2. Pass <i>Foundations of Restaurant Management &amp; Culinary Arts</i> Level II examination.</li> <li>3. Complete 400 hours of mentored work experience within five (5) years. The Certified Secondary Food Service Educator certification may be used in lieu of 400 hours of mentored experience.</li> <li>4. Attend a New ProStart® Teacher Training.</li> <li>5. Currently working at, or will be hired at an approved ProStart® Program.</li> </ol> <p><i>For the new teacher application form, contact the ProStart® State Coordinator at <a href="mailto:lraef@lra.org">lraef@lra.org</a></i></p> <p>To maintain certification, all ProStart® educators must attend at least one LRAEF educator training session annually. New ProStart® Teachers must attend a New ProStart® Teacher Training within the first school year of being hired at approved school. Instructors must also maintain a valid Louisiana teaching certificate and ServSafe Food Protection Manager with ServSafe Instructor/ Proctor credential to teach the ProStart/Restaurant (including ServSafe) curriculum.</p>					
Proctoring / Test Security (if any)	<p>All ProStart® Teacher exams are proctored through the Louisiana Restaurant Association Education Foundation. ServSafe Manager exams are instructed/proctored by certified ServSafe agents.</p>					

Industry-Based Certification Requirements: Schools	
School Program Requirements (by certifying agency)	<p>The following criteria must be met for your school to establish an official LRAEF ProStart® Program:</p> <ol style="list-style-type: none"> <li>1. Educator must hold or have plans to complete the Louisiana ProStart Educator Certification</li> <li>2. Educator should have prior experience working or teaching in foodservice, culinary arts, hospitality or business programs</li> <li>3. Administration and the educator must have a successful track record of business and education partnerships</li> <li>4. Administration must allow the educator time away from instruction to attend ProStart or LRA industry-related activities, in addition to general program activity coordination</li> <li>5. Industry partners willing to provide work and internship opportunities to your ProStart students (as evaluated by the LRAEF ProStart team) must be readily available in your community</li> <li>6. All students must be able to use commercial culinary equipment throughout the program. Access to a minimum of a commercial range and hood system and a three compartment sink is required</li> <li>7. The applying school must be a Curriculum Only Program for one school year before moving to the next level as a Confirmed school</li> </ol> <p><i>For the new school application form, contact the ProStart® State Coordinator at <a href="mailto:lraef@lra.org">lraef@lra.org</a></i></p> <p><i>Confirmed ProStart® Program status is based on a full school year evaluation. Schools must sign an LRAEF ProStart® Program Agreement each school year to remain an official ProStart® School.</i></p>
Certification Tracking	
Credentialing Documentation	<p><b>Student-</b> A certificate will be issued after all four (4) components of the NRAEF ProStart® Certificate of Achievement have been completed.</p> <p><b>Educator-</b> A certificate will be issued after all four (4) components of the Louisiana ProStart Educator Certification have been completed.</p> <p><a href="#">Picture of National ProStart Certificate of Achievement</a></p> <p><a href="#">Picture of ServSafe Food Protection Manager Certificate</a></p> <p><a href="#">Picture of ServSafe Food Handler Certificate</a></p>

Certification Tracking System	Online Tracking System?	Yes	Details	<p>Verification of NRAEF ProStart Certificate of Achievement is also available through ProStart® State Coordinator.</p> <p>Duplicate certificates can be printed from online account at <a href="http://www.NRAEF.org">www.NRAEF.org</a>.</p> <p>The LRAEF maintains certification records for Louisiana ProStart Educator certifications. Contact the LRAEF for verification <a href="mailto:lraef@lra.org">lraef@lra.org</a></p>	
Other Details	Expiration Timeframe?	<p><b>Student-</b></p> <ul style="list-style-type: none"> <li>Has three (3) years to complete the ProStart® Program from the time the student enters the ProStart® class and registers with the NRAEF/LRAEF, otherwise COA application will expire if time exceeds.</li> <li>The NRAEF Prostart Certificate of Achievement once earned, will not expire.</li> <li>Reserved for 11<sup>th</sup> and 12<sup>th</sup> grade only. NOTE: 10<sup>th</sup> grade students entering the ProStart® classroom must have approval from the LRAEF.</li> <li>Every student enrolled in the class must have a student waiver on file with the LRAEF every school year, otherwise they will not be able to continue in program</li> </ul> <p><b>Educator-</b></p> <ul style="list-style-type: none"> <li>Five-year expiration for Louisiana ProStart Educator certification the LRAEF. Contact the ProStart® State Coordinator for more information <a href="mailto:lraef@lra.org">lraef@lra.org</a></li> </ul>			
<b>Certification Costs / Funding Sources</b>					
Cost Details	<p>Student Print Textbook Package: \$83.00</p> <p>Student eBook Package (1 year/per student): \$38.00</p> <p>Level 1 and 2 exam answer sheets</p> <ul style="list-style-type: none"> <li>Print: \$23.00</li> <li>Online: \$18.00</li> </ul> <p>Please contact the ProStart® State Coordinator to receive a price quote from the NRA Solutions sales representative <a href="mailto:lraef@lra.org">lraef@lra.org</a></p> <p>Prices are subject to change.</p>				
Re-test / Refund Policies	<p>Students who fail the certification exams are eligible to retake all certification exams by purchasing retest answer sheets.</p> <p>Refund questions will be directed to the NRA Solutions sales representative.</p>				
Funding Sources <sup>2</sup>	CDF?	Yes	Perkins?	Yes	Alternative Source (other than General Funds)
<b>For More Information</b>					
Certifying Agency Contact Info	<p>Louisiana Restaurant Association Education Foundation</p> <p>(504) 454-2277</p> <p><a href="mailto:lraef@lra.org">lraef@lra.org</a></p>				
LDOE Contact	<a href="mailto:JumpStart@La.Gov">JumpStart@La.Gov</a>				
Jump Start Regional Team Experts	TBD				

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway. Always check with certifying agency for latest updates.

2 – CDF = [Career Development Fund](#)