

South  
Carolina  
ProStart  
Partner  
Handbook

2024-  
2025

This handbook was designed by the South Carolina Restaurant and Lodging Foundation and the National Restaurant Association Educational Foundation to show the services and standards a school is committing to provide and support students as a ProStart partner school.



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# **SOUTH CAROLINA PROSTART PARTNER PROGRAM**

## **STATEMENT OF PURPOSE**

The ProStart Program in conjunction with SC Restaurant and Lodging Foundation (SCRLF) of the South Carolina Restaurant and Lodging Association (SCRLA) and the South Carolina Department of Education introduces high school students to careers in the foodservice industry and teaches them the essential skills and knowledge they need to be successful in the hospitality industry. These objectives are accomplished through on the job mentoring coupled with a dynamic and comprehensive curriculum. As a South Carolina ProStart Partner site, the SCRLA will help you recruit students to the program, recruit mentors for qualified students, provide teacher orientation and professional development, structure student work-based learning opportunities, statewide competitions, scholarship opportunities and provide a national exam and certification from the National Restaurant Association Educational Foundation.

## **CRITERIA**

**In order to be considered as a South Carolina ProStart Partner school, the following criteria must be met:**

1. Instructor must adhere to the guidelines required by the South Carolina Department of Education to instruct culinary arts. Instructor must also have industry related experience, the willingness to complete an industry internship/mentorship or pursue Certified Secondary Foodservice Educator certification.
2. Allow the instructor to be given release time for industry professional development i.e. teacher training, program development meetings, etc.
3. Enable students to participate in industry work-based studies.
4. Facilitate student participation in industry related School to Career connecting activities such as career speakers, field trips and job shadowing.
5. Set up a School to Career Advisory Council (if not already set up) to direct and evaluate the activities of the ProStart program on a local basis.
6. Have an approved culinary lab facility.
7. Make every effort to participate in the annual South Carolina ProStart Invitational, in either the Culinary Format or Management Format or both.

## LETTER OF AGREEMENT FOR PROSTART® PARTNER SCHOOL

This agreement sets forth the roles and responsibilities of the South Carolina Restaurant and Lodging Association and the roles and responsibilities of \_\_\_\_\_(school) as pertaining to the ProStart Partner Program.

**Please return a signed copy to SCRLEF office by September 3, 2024.**

The South Carolina Restaurant and Lodging Association will provide:

1. Teacher orientation to the ProStart/Foundations classroom materials and program partners' roles and responsibilities for implementing a local ProStart program.
2. Assistance in recruiting and training of industry mentors
3. Assistance in recruiting industry worksites for purpose of paid student internships
4. Access to National ProStart/Foundations Certificate
5. Complimentary end-of-course answer sheets (upon availability of grant funding) One exam voucher per student; per level (Retail value \$16.80 to \$18.90) For Students who need to retest, exam voucher will need to be purchased by school.
6. Yearly professional development and ProStart educator networking workshops to enhance the ProStart classroom.
7. Access to Certified Secondary Foodservice Educator certification.
8. Complimentary South Carolina Restaurant and Lodging Association and National Restaurant Association membership
9. Provide a 15% discount off all ServSafe books, materials, online classes, and testing.
10. Full time staff associate to aid educators with all questions related to ProStart and partnership.
11. Produce the SC ProStart Invitational competition leading to the National ProStart Invitational

The School understands and agrees to:

1. Submit ProStart Program School Profile by September 3, 2024.
2. Implement the ProStart curriculum and materials in their entirety (NRAEF reserves right to revise curriculum as necessary to reflect the needs and innovations of both industry and education)
3. The ProStart National Certificate of Achievement will be promoted to the entire class.
4. Provide ProStart educator(s) with access to professional development workshops provided by the State Association
5. Test 100% of students utilizing the *Foundations of Restaurant Management* ProStart Level 1 and/or 2 exams.
6. Acquire or continue to engage the hospitality industry into the classroom through mentors, job shadows and/or site visits.

**I have read and understand the Statement of Purpose and the Criteria required for the partnership with the South Carolina Restaurant and Lodging Association**

Each year the SCRLA hosts an event Hospitality Day at the State House with the state lawmakers throughout the state about the Hospitality Industry. Would your school like to be invited & featured as one of the ProStart Programs Preparing/ Serving Food at the event on April 2, 2025? **Please check Yes or No box below.**

Yes

No

**Return the signed form via DocuSign email**

Instructor (signature)

printed name

date

**Return the signed form via DocuSign email**

CATE Director or Principal (signature)

printed name

date

**Return the signed form via DocuSign email.**  
Questions, please contact [christal@scrla.org](mailto:christal@scrla.org)

# EXPLANATION OF SCHOOL PROGRAM STANDARDS

## ProStart Program School Profile

*Standard: Submit ProStart Program School Profile by September 3, 2024, with full contact information.*

The annual ProStart Program School Profile is the 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 National Restaurant Association Educational Foundation (NRAEF) also uses 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 newsletters.

To provide this critical information, each ProStart educator should submit a completed ProStart Program School Profile (appendix I) to SCRLF. The NRAEF will then send an email link for the instructors to complete the report includes full program information for educators within a school.

Full program information includes:

- First name of educator and student (student optional)
- Last name of educator and student (student optional)
- School name
- School address
- Educator phone number
- Educator and student (student optional) email address
- Number of students in year 1
- Number of students in year 2
- Number of students working in the industry

## ProStart Curriculum

*Standard: Implement the ProStart curriculum and materials in their entirety (NRA reserves right to revise curriculum as necessary to reflect the needs and innovations of both industry and education)*

The ProStart program is based on the curriculum and materials developed by the National Restaurant Association Educational Foundation 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* or *Becoming a Restaurant and Foodservice Professional* should be the primary textbooks for ProStart students. An end-of-year survey will be conducted to collect data on the usage of the ProStart Curriculum.

## Professional Development Workshops provided by the SC Restaurant and Lodging Association

Professional development workshops are currently planned for **September 6-7, and SCPI Student Workshop for February 7, 2024** (dates are subject to change). The SCRLA will provide relevant professional instruction, ample meeting facilities, food and beverage during the training and hotel accommodation if necessary. Provided grant funding is available, the SCRLA will reimburse the school round-trip mileage for participation in the workshops.

## **Exams**

*Standard: Testing 100% of students utilizing the Foundations of Restaurant Management ProStart Level 1 or 2 exam.*

Each year the NRAEF develops final exams for Levels 1 & 2 of *Foundations of Restaurant Management & Culinary Arts* and Years 1 & 2 of *Becoming a Restaurant and Foodservice Professional*. 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. Educators must offer all students the opportunity to take the exam.

PLEASE NOTE: Exams will be provided by the South Carolina Restaurant and Lodging Association based on grant funding on a year-to-year basis. Educators are required to submit Exam Answer Sheet Request Forms for Fall & Spring testing periods (available on [www.scprostart.com](http://www.scprostart.com)) in order to receive free exam answer sheets, one exam voucher for per student per level. Note for students needing to retake an exam this would need to be purchased from the school. **Any requested forms received after the deadlines will not be processed.**

## **Promote the ProStart National Certificate of Achievement**

*Standard: The ProStart National Certificate of Achievement will be promoted to the entire class.*

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 75 of the country's leading hospitality and culinary arts colleges and universities.

Educators are required to promote the ProStart National Certificate of Achievement to the entire class.

In order to earn the COA, students must pass both Level/Year 1 and Level/Year 2 exams, as well as work 400 hours in the industry. For students who elect to pursue the COA, below is the process that educators must followed to have the student's certificate issued:

1. Student passes Level/Year 1 exam
2. Student passes Level/Year 2 exam
3. Student works/volunteers 400 hours in industry and completes the Student Work Experience Checklist
4. Educator submits the completed Student Work Experience Checklist and proof of hours worked to the state ProStart coordinator.

## **Build Industry Relationships**

*Standard: Acquire or continue to engage the hospitality industry into the classroom through mentors, job shadows and/or site visits.*

ProStart unites industry and the classroom to develop tomorrow's industry leaders. One primary opportunity to incorporate industry into the classroom is to develop industry relationships through mentors, job shadows and/or site visits. The South Carolina Restaurant and Lodging Association can assist in finding industry representatives. Once formed, educators should also work with advisory board members and mentors to assist with securing student internships.

**ProStart Marketing:**

The SCRLA is dedicated to helping you and your program recruit students, develop partnerships and gain necessary recognition. We do this through a variety of marketing initiatives listed below.

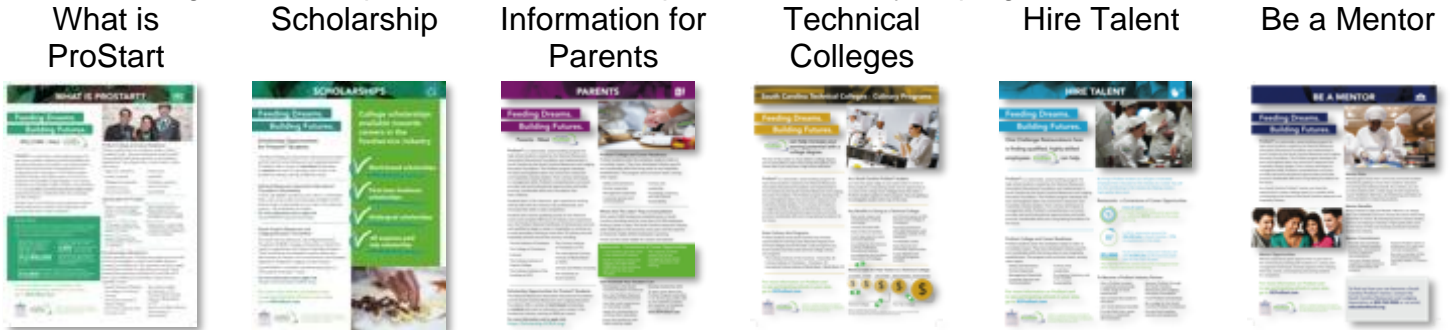
**Website:**

GoProStart.com website offers students the ability to continue their learning in and out of the classroom. The students-based website is designed to engage current students and recruit new students into the program. The website offers videos, practice exams, social media links, scholarship information, competition guidelines and much more.



**ProStart Engagement flyers available:**

The following information pieces are available in print and PDF for your program.



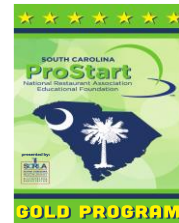
**Classroom Recognition:**

These banners are provided to schools that have students who have achieved the Certificate of Achievement and/or the ServSafe Food Protection Managers Certification. Each year a student in your program is certified, a ribbon designating the year will be provided for each banner.

ServSafe Banner



Certificate of Achievement Banner



**Student recruitment:**

In addition to the engagement documents, the bookmark is a tool that can be provided as a handout when recruiting students to the program. The bookmark features information about ProStart as well as knife cuts the student will learn in the program. The bookmark also has a ruler that students can use to measure their knife cuts.

Social Media Campaign -Using several social media applications (Facebook, Instagram & Snapchat) Students, Educators & Schools can show us what is going on in and outside of the classroom about SC ProStart using the official hashtag #SCPROSTART



# APPENDIX I



## ProStart School and Educator Information **2024-2025 South Carolina ProStart Program School Profile**

Please complete the information by **September 3, 2024**.

Email addresses are **mandatory** as they are our primary communication source.

### ProStart School and Educator Information

## [Use Link to Complete](https://www.cognitofrms.com/Hubitality/ProStartSchoolEducatorInformation)

<https://www.cognitofrms.com/Hubitality/ProStartSchoolEducatorInformation>

<b>Educator Name:</b>	
<b>School/Career Center Name:</b>	
<b>Mailing Street Address:</b>	
<b>City, State, Zip</b>	
<b>Director's Name and Email Address</b>	
<b>Primary Email Address</b>	
<b>Secondary Email Address</b> <i>Please provide for alternate contact email.</i>	
<b>School Phone Number &amp; Ext</b>	
<b>Cell Number:</b>	
<b>Industry Mentor Name &amp; Company:</b>	

## [Use Link to Complete](https://www.cognitofrms.com/Hubitality/ProStartSchoolEducatorInformation)

<https://www.cognitofrms.com/Hubitality/ProStartSchoolEducatorInformation>

**Please complete by September 3<sup>rd</sup>, 2024.**