

 **2018-2019 Louisiana ProStart *Premier* School Agreement**

By signing this agreement, the ProStart program acknowledges that each of the criteria below will be met during the 2018-2019 school year and that the school will be recognized as an approved Premier Louisiana ProStart program. Programs will be evaluated prior to June 2019 using the annual audit tool provided to determine adherence to criteria below for Premier Louisiana ProStart programs. Return this completed document to Rachel Bolotte LRAEF Program Manager at: rbolotte@lra.org by **August 31, 2018**.

**Please read the following items carefully before completing and signing the agreement on the following page.**

|  |  |
| --- | --- |
|  | ***Premier ProStart Program*** |
| **Educator Status** | Educator is approved by the LRAEF ProStart Coordinator as a ProStart Educator or Educator/Proctor and holds valid Louisiana ProStart Educator certification andServSafe Instructor/Proctor certification |
| **Text** | FRMCA (first or second edition) used in classroom as well as ServSafe Food Protection Manager and/or Handler instructional resources (if taught during ProStart) |
| **Register** | Educator register on the NRAEF and LRAEF website as ProStart Educator or Educator/Proctor(chooserestaurants.org)  |
| **Exam** | Educator must administer FRMCA exams, to students interested in earning the COA and also administers ServSafe Food Protection Manager/Handler exams to all students (if taught during ProStart) |
| **COA** | Educator guides students in applying for & earning COA |
| **COA** | Educator approves COA applications in timely manner |
| **COA** | Educator submits student COA documents to Coordinator within 5 days of educator approval |
| **Professional****Development** | Educators attend LRAEF Professional Development Conference(s),unless excused by Coordinator |
| **Scholarships** | Educator promotes NRAEF scholarships to students as well as LRAEF scholarships |
| **Data** | Educator participates in NRAEF and LRAEF Data Collection and, if asked, in surveys. **Note: Participation in data collection is required for Premier Program Status.** |
| **Industry****Connections** | Educator connects with Industry through **two** **or more** of the following:1. Arrange for industry guest speakers &/or industry tours at least twice per year.
2. Recruit and work w/ industry mentor for entire class.
3. Work with an Industry Advisory Board.
4. Compete in state ProStart Invitational.
5. Participate in SRA events when asked.
6. Represent ProStart at industry/ community events.
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| **Industry Connections**  | Educator submits Industry Interactions report after each grading period. |
| **Student Info** | Educator must submit student waivers to LRAEF for each student with class roster |
| **Student Info** | Educator facilitates students earning 400 work experience hours through a combination of paid employment, school-based enterprise, and service/volunteer work |
| **Classroom** | Educator provides access to adequate supply of materials, culinary equipment, and commercial restaurant equipment throughout school year |
| **Program Info** | Educator submits School Profile Information Document |
| **Grade Level** | The program is only 11th and 12th grade students. If under 11th grade, the school must have approval from the LRAEF. |
| **Established Industry Partner/Mentor**  | Provide a list of established industry partners, mentors or ProStart student employers in your community in School Profile.  |



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Official ProStart Program Name (School): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ProStart Educator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please Print Legibly

ProStart Educator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Principal /AP of Curriculum and Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal /AP of Curriculum and Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

CTE Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Circle one: Parish or School

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CTE Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Signature

\*One fully-executed copy of this Agreement will be maintained at the LRA/LRAEF office for two years or until a new Agreement is signed. This signed Agreement will be available for NRAEF to review upon request.