

**2018-2019 Louisiana ProStart *Confirmed* 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 Confirmed Louisiana ProStart program. Programs will be evaluated prior to June 2019 using the annual audit tool provided to determine adherence to criteria below for Confirmed Louisiana ProStart programs. Return this completed document to Rachel Bolotte LRAEF Program Manager at: [rbolotte@lra.org](mailto:rbolotte@lra.org) by **August, 2018**.

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

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|  | ***Confirmed ProStart Program*** |
| **Educator Status** | Educator is approved by the LRAEF ProStart Coordinator as a ProStart Educator/Proctor and holds valid Louisiana ProStart Educator certification and ServSafe 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 registers on the NRAEF and LRAEF website as ProStart Educator or Educator/Proctor  (chooserestaurants.org) |
| **Exam** | Educator may administer FRMCA exams |
| **COA** | Educator promotes COAs to students |
| **COA** | 0 or more COAs awarded per year |
| **Professional**  **Development** | Educators may or may not attend LRAEF Professional Development Conferences |
| **Scholarships** | Educator promotes NRAEF scholarships to students as well as LRAEF scholarships |
| **Data** | Educator participates in NRAEF and LRAEF ProStart Data Collection System and, if asked, in surveys.  **Note: Participation in data collection is required for Confirmed Program Status.** |
| **Industry**  **Connections** | Educator connects with Industry through **at** **least one** 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. |
| **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. |



**2018-2019 Louisiana ProStart C*onfirmed* School Agreement**

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

Please Print Legibly

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.