COA Approval: Order of Events

1. Student and Educator must register on NRAEF website. (chooserestaurants.com).
2. Student must pass level 1 and 2 FRMCA exams.
3. Student enters hours on website as they work.
4. Student provides supporting documentation to Educator for review.
5. Educator reviews student documentation of work hours and checklist competencies.
6. Educator approves student’s account on website of hours and checklist competencies.
7. Educator recommended keeping the original hours collected for at least 2 years on file.
8. Educator sends supporting documentation to State Coordinator as per directions below.

**After you have collected ALL paper work for each student, please follow the next steps to ensure that the paperwork is submitted properly.**

**Scan** or **fax** each students’ paperwork in the following order to [rbolotte@lra.org](mailto:rbolotte@lra.org) or 504-454-2299. If possible, name each student’s file with last name and school (**Lewis\_ProStartville**). One file per student. Please do not group multiple students in one file when submitting. Please review the directions for each of these forms.

* Step 1: Student Work Verification form.
* Step 2: Student Work Experience Checklist (must reflect hours)
* Step 3: Total Hours Approved for COA with hours attached.

(Teachers will keep the original documentation of hours for at least 2 years on file.)