

Culinary Arts

Information Guide and Application

August 2018



FRANKLIN TECHNOLOGY CENTER
A D U L T E D U C A T I O N

FRANKLIN TECHNOLOGY CENTER @ MSSU
3950 E. Newman Road
Joplin, MO 64801

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E-mail: pennywilliams@joplinschools.org

Culinary Arts

Culinary Arts

900 Clock Hour Certification Program
Monday – Thursday 5:00 pm – 10:00 pm
Program Coordinator: Penny Williams
Phone: 417.659.4452
pennywilliams@joplinschools.org

Our Culinary Arts Program offers a hands-on learning environment with career-based instruction lead by local area professionals. Students will learn the basic fundamentals associated with working in a professional kitchen. The focus of this program is to educate students in various culinary areas such as techniques and design, baking and pastry, food production, customer service, inventory & purchasing, nutrition, hospitality & restaurant management, as well as menu development.

Students will also have the opportunity to gain the practical experience employers are seeking by participating in an industry internship program. Graduates will be awarded a program certificate which outlines, acknowledges, and validates the mastery levels required for successful program completion, as well as test for national certifications.

This program uses numerous instructional strategies to ensure optimal student performance.

Program Hours

The **Culinary Arts** program is 900 clock hours.

Certificates

Competency certificates from Franklin Technology Center will be awarded to each student who successfully completes the curriculum, grade, and attendance requirements. Students may test for national certifications.

Open Enrollment/Open Exit

The traditional beginning date for this program is August. Prospective students may contact the program coordinator to schedule an appointment for additional questions.



Program Curriculum *:

On Cooking Textbook

- Introduction to the Hospitality Industry and Professionalism
- Sanitation and Safety
- Preparation
- Identification of Products
- Food Preparation, Cooking and Design
- Garde Manger
- Baking
- Nutrition
- Menu Planning and Recipe Conversion
- Customer Service and Establishment Service
- Professional Presentation
- Purchasing and Receiving
- Leadership
- On-the-job Training Internship

ManageFirst Series:

The ManageFirst Program, created by the National Restaurant Association Educational Foundation (NRAEF) and managed nationally by National Restaurant Association Solutions, is a management development program that equips students with the key competencies they need to begin or advance their management careers in our demanding industry.

Certificates

Participants in the ManageFirst Program earn ManageFirst Program certificates after passing the exam correlating to a ManageFirst topic. These certificates, provided by the National Restaurant Association, are a lasting recognition of a student's accomplishment and serve as a resource to be used in the job search process.

ManageFirst Core Credential Topics/Textbooks

- Controlling Foodservice Costs
- Hospitality and Restaurant Management
- Hospitality Human Resources Management and Supervision
- ServSafe Manager / ServSafe Coursebook

ManageFirst Foundation Topics/Textbooks (Elective)

- Principles of Food and Beverage Management

The ManageFirst Professional® (MFPTM™) Credential

Upon successful completion of five ManageFirst Program exams (four core topics and one foundation topic) and 800 hours of requisite documented work experience, a student is awarded the ManageFirst Professional® (MFPTM™) Credential.

** Curriculum subject to change as determined by FTC.*

****Tuition and Fees for 2018-19 are estimates only and are subject to change****

FRANKLIN TECHNOLOGY CENTER

Culinary Arts

School Year **2018-19**

Beginning Date: August 2018

Ending Date: May 2019

Non-Refundable Application Fee of \$50.00 Required Prior to Acceptance Into Program

TUITION** \$8,775.00

SUPPLIES, BOOKS and FEES** \$2,030.00

GRAND TOTAL	\$ 10,805.00
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****Tuition and Fees for 2018-19 are estimates only and are subject to change****

Revised **02/2018**

Franklin Technology Center Trade & Technical Programs

Application Procedure

STEP 1 – Complete and return application

In order to be considered for the program, the first step in the process is receiving this packet with the enclosed information, completing the application, and paying the application fee. Once your application has been submitted, you will move to STEP 2. Please do the following in **STEP 1**:

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.
- Complete the application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC business office in the Mills Anderson Public Safety Center on MSSU campus.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU
Mills Anderson Public Safety Center Suite 50
3950 E. Newman Road
Joplin MO 64801
Telephone: (417) 659-4400 Fax: (417) 659-4408

STEP 2 – Contact Financial Aid Office

- All applicants must contact the Financial Aid Office at 417-625-9865 or cherylbrown@joplinschools.org

Important: In addition to completion of the Financial Aid application you must *ALSO* complete the FTC program application and pay the \$50.00 application fee as listed in STEP 1.

STEP 3 – Submit the following:

- Official High School transcript or GED
- Signed Consent for Criminal Background Check Form

Franklin Technology Center

Culinary Arts Program Application PERSONAL INFORMATION *(please print clearly)*

Date Received: _____
Receipt #: _____
Agency: _____
Counselor: _____
Copy to Bookkeeper: _____

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address: _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____

E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? ____ Yes ____ No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY *(list your last two places of employment beginning with most recent)*

1. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving *(optional)*: _____

2. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving *(optional)*: _____

3. ____ I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION *(List three people we may contact in case of emergency)*

1. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

3. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

CRIMINAL BACKGROUND CHECK:

All applicants applying for FTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has resided in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. **Failure to have a clear background check will result in immediate dismissal from the program.**

Have you ever been convicted as an adult offender of any crime? Yes No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- Voluntary Manslaughter 1st & 2nd degree Arson 1st & 2nd degree Robbery
- 1st & 2nd degree Assault Murder Sexual Offender
- Other (Specify) _____

PROGRAM INFORMATION:

Have you previously applied for any Culinary Arts or similar program? Yes No
Where? _____

Have you taken any entrance exam for a program? Yes No

Which test have you taken? HOBET TABE

How did you hear about the Culinary Arts Program?

- Radio School Sign Friend Other
- TV Brochure Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT (SECTION IV).

If accepted as a student, I give FTC permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC.**

NOTICE OF CONFIDENTIALITY:

Franklin Technology Center receives funds under certain programs of the US Dept of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

Date: _____ Signature: _____



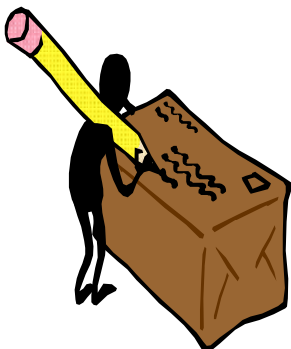
The Next Step



1. Complete your FAFSA online at fafsa.ed.gov. Call the FTC Financial Aid Office at 417-625-9865 if you have questions on how to fill it out or if you don't have access to a computer.



2. In order to fill out your FAFSA, last year's federal tax return must be completed. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Once your FAFSA is submitted, wait 2-3 business days then call the FTC Financial Aid Office to set up an appointment to complete the financial aid process.



4. You will receive a Student Aid Report (SAR) from the US Department of Education in approximately 2 weeks. Verify that all information is correct.



5. Your FTC Award letter will be given to you at the beginning of the program.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. Written letter on agency letterhead for \$50 application fee
2. Funding voucher, training agreement, etc. for any program costs

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript. Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE
OFFICIAL TRANSCRIPT
REQUEST FORM**

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:

GED Transcript:

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

HIGH SCHOOL AND COLLEGE Transcripts:

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records _____

Date GED granted or graduated _____ Social Security Number _____

My present name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

It is YOUR responsibility to request your transcript using this form.
(there may be a charge for this service)

Signature _____ Date _____

***** Attention School Official *****

Mail the official transcript and this form directly to the address below:

**Franklin Technology Center @ MSSU
3950 East Newman Road
Joplin, MO 64801**

WITHDRAWAL

Tuition Withdrawal Policy

For All Students -

A Title IV refund is completed on all financial aid recipients. The Title IV refund is calculated per payment period. If a student completes 60% of a payment period, a Title IV refund is not required.

NOTE: Any Title IV financial aid returned by FTC to the Direct Loan(s) and/or the US Dept. of Ed for Pell Grants will be charged back to the students account and will be his/her responsibility.

Institutional charges are due as follows: **Days = class days***

Student withdraws during the first 4 days of the pay-period	2% due*
*Fees, books, and supply fees will be assessed on usage	
Student withdraws from the 5 th day through 9 th day of the pay-period	5% due
Student withdraws from the 10 th through 15 th day of the pay-period	10% due
Student withdraws from 16 th day through 21 th day of the pay-period	20% due
Student withdraws from 22 st day through 30 th day of the pay-period	40% due
Student withdraws after 30 th day of the pay-period	100% due

All costs including tuition, books, and supplies are considered institutional costs and are figured in the refund calculation. ***Fees, books, and supply fees will be assessed on usage.**

All credit balances must be eliminated before a Title IV refund calculation can be performed.

All students completing a withdrawal form and received a Direct loan are required to complete an exit counseling session online at www.nslsds.ed.gov

School will determine the student's withdrawal date as the last date the student ceased attendance.

All Title IV funds WILL BE RETURNED no later than 45 days after it determines the student withdrew.

NOTE: If a student withdraws (a leave of absence is not included) from a program and wishes to re-enter at a later time, he/she will be responsible for any previous tuition, books, and fees owed and any additional and/or increased tuition, books, and fees of the year re-entered. If tuition has increased the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Director of FTC before a student can begin in the program.

If a student withdraws twice from any program at FTC, he/she will not be allowed to re-enter ANY FTC program