



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

# Culinary Arts

Information Guide and Application - August 19, 2019 - May 28, 2020

## FRANKLIN TECHNOLOGY CENTER

Mills Anderson Justice Center, Suite 50 3950 East Newman Rd

Joplin, MO 64801

Phone: 417-625-9571

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## **900 Clock Hour Certificate Program – Evening - Monday - Thursdays 5:00pm - 10:00pm**

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.

### **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.

### **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

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.

***\*\* Instruction subject to change, as determined by FTC.***

## **Step 1 - Complete and return application**

In order to be considered for the program, the first step in the process is 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 information about the program.

Review program cost sheet (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.

Submit 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 inquiries to:

Franklin Technology Center @ MSSU  
Mills Anderson Public Safety Center Suite 50  
3950 E. Newman Rd  
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](mailto: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 of GED

Signed Consent for Criminal Background Check Form

Applicants for whom English is a second language may be required to take the Test of English as a Foreign Language (TOEFL iBT) test. Non-English speaking applicants must meet the same general admission requirements as all other applicants. The TOEFL test is offered only at select sites and select dates in Missouri. Applicants are responsible for making their own arrangements for taking the TOEFL tests.

# FRANKLIN TECHNOLOGY CENTER

## Culinary Arts

Beginning date: August 19, 2019 ~ Ending Date: May 28, 2020

Non-Refundable Application Fee of \$50.00 is required prior to acceptance into program.

Tuition\*\*: \$9,000.00

Supplies, Books, and Fees\*\*: \$2,155.00

**GRAND TOTAL: \$11,155.00**

Revised 02/2019

## Tuition Withdrawal Policy

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 5th day through the 9th day of the pay period - 5% due

Student withdraws from the 10th day through the 15th day of the pay period - 10% due

Student withdraws from the 16th day through 21st day of the pay period - 20% due

Student withdraws from the 22nd day through the 30th day of the pay period - 40% due

Student withdraws after 30th day of 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](http://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 rear 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.

# Franklin Technology Center Culinary Arts

Date received: \_\_\_\_\_  
Receipt: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Counselor: \_\_\_\_\_  
Copy to Bookkeeper \_\_\_\_\_

## **PERSONAL INFORMATION** (please print clearly)

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: \_\_\_\_\_ Address: \_\_\_\_\_ City, St, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Wrk# \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ City, St, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Wrk# \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address \_\_\_\_\_ City, St, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Wrk# \_\_\_\_\_ Relationship: \_\_\_\_\_

\*\*\*A \$50.00 non-refundable fee must accompany this application\*\*\*

**CRIMINAL BACKGROUND CHECK: (ONLY APPLIES TO DAYTIME PROGRAMS)**

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. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. **Anyone who has been convicted of a felony cannot be enrolled in any program with minors, however a felony conviction does not necessarily exclude an individual from an evening, adults only, 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       1<sup>st</sup> & 2<sup>nd</sup> degree Arson       1<sup>st</sup> & 2<sup>nd</sup> degree Robbery
- 1<sup>st</sup> & 2<sup>nd</sup> degree Assault       Murder       Sexual Offender
- Other (Specify) \_\_\_\_\_

**PROGRAM INFORMATION:**

Have you taken any entrance exam for a program?  Yes  No  
Which test have you taken?  HOBET  TABE

How did you hear about the Franklin Tech Trade & Tech programs?  
 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.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_