



**ProStart Web Site**  
**[prostart.restaurant.org](http://prostart.restaurant.org)**  
**Frequently Asked Questions for Educators**

- Q. How do I order ProStart curriculum materials?  
A. You will continue to order the curriculum through your state ProStart Coordinator. Your state Coordinator will have current pricing for you, and will place your orders.
- Q. The site keeps referring to my state ProStart Coordinator – who is that?  
A. Your state ProStart Coordinator is the designated person in your state that is there to help you with: general information about ProStart in your state, ordering ProStart materials, competition information, helping you find mentors, etc. You can find your state Coordinator on <http://prostart.restaurant.org/about/contacts.aspx>
- Q. What is the difference between Educator Services and Educator Info?  
A. “Educator Services” is a password-protected section for ProStart educators that contains the tools you need to effectively implement ProStart. This includes all exam information, classroom templates and worksite tools, among other resources. “Educator Info” is a public page and can be seen by anyone. This section contains general information on the program, including professional development opportunities and an overview of the curriculum.
- Q. Where do I find ProStart exams?  
A. Click on “Educator Services” (top link in left-hand navigation bar) and then click on “Exams and Answer Keys” in the “Administer Exams” box. You will be prompted to enter your login ID and password, and then will be taken to the exams and answer keys.
- Q. How do I get my ProStart exams graded?  
A. Follow the instructions and checklist in the Exam Administration Handbook in “Educator Services.”
- Q. How do I order retest answer sheets?  
A. Follow the instructions and checklist in the Exam Administration Handbook in “Educator Services.”
- Q. Where do I find current files for the forms and templates available in the Toolkit?  
A. Click “Educator Services.” In “Classroom Tools and Forms” in the “Educator Toolbox” you’ll find classroom-related forms and templates. “Mentoring & Workplace Tools” contains forms and templates to help you set up and evaluate your students’ mentored work experiences.
- Q. Where do I find the student workplace validation form?  
A. Click “Educator Services” then click on “Workplace Validation Form” in the “Educator Toolbox.”
- Q. Who do I send the student workplace validation form to?  
A. Send your workplace validation forms to your state ProStart Coordinator. He/she is then responsible for approving and sending the form to NRA Solutions.

- Q. I'd like to market the program to future students and the local community, do you have any resources to help me?
- A. NRA Solutions has developed national marketing materials designed to recruit students into the program, and recruit mentors to work with them. You may see examples of these materials by logging into "Educator Services" then clicking on "Marketing Materials" in the "Educator Information Center." Contact your state ProStart Coordinator to order these materials.
- Q. How do I register for the Summer Institutes?
- A. If you are paying with a credit card, please click "Learn about Summer Institutes" on the top navigation bar. From there you may choose which level you would like to attend and click on the respective link. Then you will scroll to the bottom and click "Register for this Level." If you are paying with a check you must download the registration form from the Summer Institutes home page and fill out the application. NRA Solutions does not accept purchase orders for Summer Institutes. *2009 Registration materials will be available in December 2008.*
- Q. How do I apply for the Certified Secondary Foodservice Educator (CSFE) certification?
- A. You must fulfill all the requirements for the CSFE and then fill out the application. Click "Professional Development" on the left navigation bar. Then click "Certified Secondary Foodservice Educator certificate" and download the application for a complete list of the requirements.
- Q. I'm interested in competing in the National ProStart Invitational – where do I find the rules?
- A. Click on "Learn about National ProStart Invitational" on the top navigation bar. On the right navigation bar click "2009 Competition Rules."
- Q. Where do I find my State ProStart Invitational rules?
- A. Contact your state ProStart Coordinator.
- Q. I heard that my students and I are qualified for a complimentary membership in the National Restaurant Association – how do we sign up?
- A. That's right! For an educator's complimentary membership please visit [http://www.restaurant.org/prostart/signup\\_FAN.cfm](http://www.restaurant.org/prostart/signup_FAN.cfm). For student's complimentary memberships please visit [http://www.restaurant.org/prostart/signup\\_SDN.cfm](http://www.restaurant.org/prostart/signup_SDN.cfm). These links are also available in "Educator Services" in the "Educator Toolbox" section.
- Q. Do students who earn the ProStart National Certificate of Achievement automatically receive a scholarship?
- A. No, they must fill out the scholarship application at <http://www.nraef.org/scholarships/prostart/>.
- Q. How do my students and I apply for scholarships?
- A. Please visit [www.nraef.org/scholarships](http://www.nraef.org/scholarships) for more information and to apply.
- Q. I'm stuck and just can't find what I'm looking for – who can I contact for help?
- A. Please forward any questions you have to your state ProStart Coordinator. Either he/she will get back to you, or someone from NRA Solutions will get back to you with the answer.