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**Professional & Community Education**

4203 S. Providence Rd · Columbia, MO 65203  
Ph: 573-214-3803 · Fax: 573-214-3811

## Culinary Academy Fall 2017 Application Packet

Thank you for your interest in the Culinary Academy sponsored by the Columbia Area Career Center. This classroom/kitchen-based, instructor-led program will help you develop the background knowledge and skills you need in preparation for working in commercial kitchens. This letter explains the important considerations of the application as well as information on our program.

Culinary workers are employed at fine dining locations, campus dining/cafeterias, catering facilities, chain restaurants, grocery stores and bakeries or are self-employed. All of these facilities require skilled employees that share a similar knowledge base. Job prospects for culinary workers are expected to be excellent and brisk due to Columbia's diverse mixture of education, industry and overall population growth.

Classroom instruction in basic culinary skills includes: sanitation, safety, professional knife skills, culinary math, basic cooking methods with scratch preparation, hospitality, equipment and product identification. Students also gain hands-on experience during their internship with local food service providers.

### GENERAL PROGRAM INFORMATION

Classes will meet Tuesday and Thursday evenings from 5:30-9:30pm. Class will begin September 19, 2017 and will finish May 30, 2018. Additionally, there will be 100 hours of on-the-job training via internships with local food service providers distributed throughout the program.

All students who complete 300 hours of curriculum and 100 hours of internship will receive the Columbia Area Career Center Culinary Academy Certificate and ServSafe Certificate, upon successful completion of the ServSafe Food Managers Certification test.

The tuition and textbooks for the Fall 2017 session will be **\$3,399.00\***. *Tuition may be paid in 3 payments of \$1,200 (due September 14, 2017), \$1,100 (due November 2, 2017) and \$1,099 (due February 2, 2018) if needed. Additional payment plans are available upon request.* Additional costs will be incurred by the student for proper attire to be worn during class. \*As of 3/2016.

The course requires a mandatory uniform of white chef's coat, chef's hat, black chef's pants, black non-slip culinary shoes and bar apron. Students will receive a professional chef's coat, hat and pants during the first week of class. Uniforms will be pressed and cleaned for each class.

Items not required but highly recommended are a personal culinary thermometer, chef's knives and carrying case. If you have any questions on these items, please contact the Professional and Community Education office at 573-214-3803.

### **ADMISSION CRITERIA**

- Contact Financial Aid Administrator (573) 214-3809
- Accurate completion of the application (form enclosed)
- \$45 application fee, payable by cash, check or M/C, Visa, or Discover
- Completion of NCRC Admission Test
- Letter of intent (form enclosed)
- Letter of professional recommendation from an employer or instructor in support of your application (form enclosed)
- Submit copy of high school diploma or equivalent
- Possible Interview (to be held after application deadline)

### **NCRC TEST DATES:**

Call Professional and Community Education Office 573-214-3803

### **ADMISSION TIMELINES**

- ***APPLICATION DEADLINE – Thursday, September 7, 2017 at 4:00pm***  
Items to include in admissions packet are:
  1. Application (including \$45 application fee)
  2. Letter of intent
  3. Professional Letter of recommendation
  4. Copy of High School diploma or equivalent
  5. Notification and documents of student disability (if applicable)
- ***September 7, 2017 through September 11, 2017*** - Review of applications, possible interviews, and acceptance phone calls placed.
- ***Tuesday, September 19, 2017*** - Classes begin (orientation will be held during the first class session).

*Columbia Area Career Center complies with the Americans with Disabilities Act and will provide reasonable accommodations for individuals with disabilities. If you require special arrangements for testing, you must submit the following:*

- *Documentation of disability by a qualified professional. (This documentation must not be more than 3 years old and should be based upon adult norms.)*
- *Request for accommodations.*

*Please allow 30 days for accommodations to be coordinated. Direct your requests to: ADA Coordinator, Columbia Area Career Center, 4203 S. Providence Rd., Columbia, MO 65203.*

**Mail the application packet to:**

Admissions Committee/Culinary Academy  
Columbia Area Career Center  
Professional & Community Education – Room 147  
4203 South Providence Road  
Columbia, MO 65203

Or via email:  
adulted@cpsk12.org

*As a political subdivision, employer, recipient of federal funds, and an educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination. This includes harassment and creating a hostile environment on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board of Education is an equal opportunity employer.*

**COLUMBIA AREA CAREER CENTER – PROFESSIONAL & COMMUNITY EDUCATION  
Culinary Academy**

Please complete this application as accurately as possible in typed form or print legibly in ink. Application for Fall 2017 program must be received by **September 7, 2017**.

**GENERAL INFORMATION**

Last	First	Middle	Maiden/Formal Name
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Current Address	City	State	Zip
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Home Phone	Cell Phone	Social Security Number
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Email address
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Sex	Date of Birth	Emergency Contact	Phone Number
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**WORK EXPERIENCE**

Employer Name & Address	Dates of Employment
Basic Duties	

Employer Name & Address	Dates of Employment
Basic Duties	

**PROFESSIONAL REFERENCES – please list 3**

Name, Company/School, & Phone #	Relationship
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Name, Company/School, & Phone #	Relationship
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Name, Company/School, & Phone #	Relationship
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List any current certificates, licenses, or other credentials:

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List any previous employment, training, workshops, seminars, or other educational opportunities you have experienced related to the culinary field.

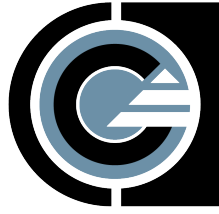
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**I certify that the above information is correct and complete. I understand that I am responsible for notifying the Program Director of any changes of address or phone number. I also understand that I am responsible for my own transportation to and from commercial kitchen sites.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Deadline for receipt of application packet is September 7, 2017.***



**Professional & Community Education  
Culinary Academy  
Letter of Intent**

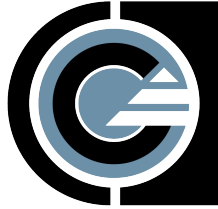
Please discuss your interest in the Culinary Academy Program in the space provided below. Include in your discussion how these interests have developed, why you wish to train in the culinary field and what you plan to do upon completion of this program. Please include in your response why specifically you want to work in a commercial kitchen. Also, please give examples of your experience in the cooking industry, even if they are not professional experiences.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Deadline for receipt of application packet is September 7, 2017.***



**Professional & Community Education  
Culinary Academy  
Letter of Recommendation Form**

Application to the Columbia Area Career Center Culinary Academy requires a letter of recommendation. Please utilize this form to submit your recommendation.

Applicant's Name \_\_\_\_\_

*Please provide information below that led to your recommendation of this applicant.*

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date