



Professional & Community Education

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

Culinary Academy Fall 2018 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.

In Mid-Missouri there is a high demand for culinary skilled workers. In mid-Missouri there is a high demand for skilled culinary professionals in wide variety of environments such as fine dining, institutional food service, catering, and corporate restaurants.

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 Monday and Wednesday evenings from 5:30-9:30pm. Class will begin September 10, 2018 and will finish May 15, 2019. Additionally, there will be 100 hours of on the job training via internships with local food service providers distributed throughout the program. The internship portion must be completed by June 30, 2019. Assistance will be provided in locating internships however it will be the student's responsibility to secure the internship.

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, textbooks and uniform for the Fall 2018 session will be **\$3,399.00***. *Tuition may be paid in 4 payments of \$1,200.00 (due September 6, 2018), \$733.00 (due November 2, 2017) and \$733.00 (due January 17, 2019) and \$733.00 (due March 16, 2019). Additional payment plans are available upon request. Please give serious consideration to the how you choose your payment plan, if a payment is not made as agreed to in the payment plan the student is subject to dismissal.* Additional costs will be incurred by the student for proper shoes (black non-slip culinary shoes) to be worn during 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

- 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) – *please type*
- Letter of professional recommendation from an employer or instructor in support of your application (form enclosed)
- Submit copy of high school diploma or equivalent
- Interviews to be held week of Aug 27, 2018

NCRC TEST DATES

July 10, 2018	Tuesday	1:00 pm – 5:00 pm
July 26, 2018	Thursday	9:00 am – 1:00 pm
August 7, 2018	Tuesday	9:00am – 1:00pm
Week of August 20	TBA	

ADMISSION TIMELINES

- ***APPLICATION DEADLINE – Thursday, August 23, 2018 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)
- ***August 23, 2018 through August 31, 2018*** - Review of applications, possible interviews, and acceptance phone calls placed.
 - ***Monday, September 10, 2018*** - 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 2018 program must be received by **August 23, 2018**.

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

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:

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

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 August 23, 2018.



**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 August 23,2018.



**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