

How to start

To really make the difference we offer our Certification program to the Hospitality Industry as a whole. Once 80% of all Food & Beverage employees are certified we will start our continuing education program.

The following Positions will be certified

Positions	Sanitation Course	Food Education	Beverage Course	Cost Control	Human Resources Management	Safety Course	Safety Program	Early back to work program
Barman	Yes		Yes			Yes		
Service	Yes		Yes			Yes		
Stewards	Yes			Yes	Yes	Yes		
Culinary	Yes	yes		Yes	Yes	Yes		
Human Resources					Yes		Yes	Yes

- For Human Resources we provide free of charge our proven Safety and Early back to work programs. Please note the Safety Program is designed to be implemented by the Director of Human Resources, Chief Engineer and of course the General Manager. Ideally all monthly meetings should include as many line employees as possible.
- Tests may be administered by Executive Chef for Back of the House and Restaurant Manager for Front of the House employees. Human Resources, General Manager/Owner may administer testing to. You may also send completed tests to the **PCA-edu** commission for evaluation.

What does it cost?

As mentioned Affordability is the key, we realize the importance that every worker is included and therefore we charge only \$ 40.00 per participating employee and \$ 15.00 for printed courses materials (all courses are on line and may be printed out as Hand outs).

Included: free of charge one year of continuing education courses.

Course Description

- Early return to work program - shows how to motivate/provide different jobs to get the worker back, and off workers comp
- Safety Program – Proven methods to run an effective program at your operation
- Food Education Course – A jewel from the basic cooking methods to worldwide cuisine
- Beverage Education Course – Very informative and useful for today’s service/sales worker
- Sanitation & Safety – Required certifications
- Cost Control – Our duty to the Ownership to make money!
- Human Resource Management – Goes hand in hand with above courses

The Professional Chefs Association is proud to provide education for our Hospitality Industry!

For additional information please check out our website at www.ProfessionalChef.com or call (720) 379-8759

PCA CERTIFICATION APPLICATION FORM

- Please check the appropriate Quantities and Certification Level you are applying for

QTY.	POSITIONS	Printed Material		Total Employees
		Yes	No	
	Culinary			
	Steward			
	Barman			
	Server/Waiter			
	Culinary (Banquet Chef, Restaurant Chef, Chef Gardemanager, First cook, AM Sous Chef, PM Sous Chef any culinarian)			

NAME (Mr./Ms.)			Title	
Company/Property			E-mail	
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Resort	<input type="checkbox"/> Number of Restaurants	<input type="checkbox"/> Annual Dollar Volume – over \$3,000,000	
<input type="checkbox"/> Hotel	<input type="checkbox"/> Club	<input type="checkbox"/> Other	<input type="checkbox"/> \$2,000,000	<input type="checkbox"/> under \$1,000,000
Mailing Address				
City			State or Province/Postal Code/Country	
Business Phone			Business Fax	

SECTION 2 – CERTIFICATION AGREEMENT

Please read the following Certification Agreement and sign and date it at the bottom. We must have your signature below to process your application.

The information I have provided is accurate. I understand that acceptance into the PCA program is based on this application and any support materials I have enclosed. I give the Professional Chefs Association permission to investigate this property. I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which might result from such an investigation. If the property is accepted as a PCA candidate, I will have six months to complete all program requirements. If I do not complete the program within six months I will have to re-apply and submit all fees. I agree to hold the Professional Chefs Association and its Certification Commission harmless from any and all liability in the event this application is rejected on the basis of the information furnished by me or third persons, who would, in the judgment of the Professional Chefs Association, make the property ineligible for certification. I agree to accept the Certification Commission's decision as to my eligibility for this certification.

Signature: _____

Date: _____

Return to: Professional Chefs Association Educational Department, 1207 Hawkeye Court, Fort Collins, Colorado 80525

- **When You Apply**

When you apply for certification, it is important that we receive all completed forms. Copies of transcripts, organizational charts, and other supporting documents will help ensure that your application is processed quickly and correctly. All applications and supporting documentation become the property of the PCA Educational Institute.

- **Eligibility and Your Candidacy Status**

The Certification Commission will review your materials to determine your eligibility. You will receive written notification within three weeks of receipt of your application. Upon Commission approval, your property becomes a candidate for certification.

If your application is not accepted for any reason, you will be notified in writing. If you wish, you may appeal in writing to the Certification Commission Appeals Committee. Please submit your original application, all supporting documentation, and a letter outlining the reasons for reconsideration. The Committee will review your appeal and respond in writing.

- **Testing**

Tests may be administered by Executive Chef for Back of the House and Restaurant Manager for Front of the House employees. Human Resources, General Manager/Owner may administer testing. You may also send completed tests to the **PCA-edu** commission for evaluation. A passing score is 70 percent or better. To guarantee your privacy, absolutely no scores will be given over the phone. Your exam results will be mailed directly to you, along with a written assessment.

- **The PCA Exam Retake Policy**

If a successful score is not achieved during the first attempt at completing the examination requirement, candidates will be provided two additional opportunities to complete the requirement. For each retake, a fee of US\$25.00 will be charged and must be paid prior to the examination being sent. If a successful score is not achieved after all three attempts, the enrollment will be discontinued and the individual will be required to wait one year before reapplying.

- **Recertification:**

You are Key to Ongoing Professional Growth

Every 2 years the Certification Commission will recertify the property based on your continuing work experience and ongoing professional-development activities.

- **Policy Questions?**

We will be happy to answer any questions you might have. Call the Professional Certification Department at (720) 379-8759

- **FEES/PAYMENT**

My check or money order is enclosed, made payable in U.S. funds drawn on a U.S. bank to:

The Professional Chefs Association

*All fees and requirements are in effect as of July 1, 2002 and are subject to change without notice

- **PLEASE SEND THIS COMPLETED FORM TO:**

Professional Chefs Association Educational Department, 1207 Hawkeye Court, Fort Collins, Colorado 80525

Virtual Office Phone: (720) 379-8759