



**ACCREDITED HOSPITALITY EDUCATOR (AHE)
ACCREDITED HOSPITALITY COACH (AHC)**

WORKSHOP REGISTRATION

*“There is a misconception that service is ‘simple’,
but service is simple only when it is at its finest.”*

Cindy Martinage, Director, FDRP

FDRP ACCREDITED HOSPITALITY EDUCATOR/COACH BENEFITS

As an FDRP Accredited Hospitality Educator you represent the FDRP in an ambassador-like role and are treated as such. We will do all that we can to help you and your business shine because the better you look, the better we look! Here are just some of the benefits you receive by joining our ranks:

➤ ***On-site testing and certification***

- The ability and right to administer and correct hard copy examinations to pupils allows you to deliver certification in remote locations or facilities where the internet or computer access is limited, such as in restaurants and hotels.
- Save time and money with instant ability to provide certificates and avoid the time delay of mailing back examinations to FDRP and waiting for results.
- Instant satisfaction for your pupils with the ability to provide certificates. FDRP provides Accredited Hospitality Educators with blank certificates for credentialing pupils immediately at completion of the training. You need only to provide FDRP with a Roster within ten days of the training completion.

➤ ***Personalized and customized FDRP Certificates***

As an FDRP Accredited Hospitality Educator you need not deliver your service under the umbrella of an Accredited Institution in order to obtain branded certificates. Highlighting your Educator accreditation and the trust conferred upon you by FDRP, you are provided certificates bearing:

- Your organization's logo;
- Wording highlighting that certification was achieved under your tutelage;
- Your name and title is pre-printed;
- A blank signature space for you to sign the final endorsement of certification.

➤ ***Faster access to FDRP training materials.*** Your order of any stocked inventory will be priority shipped to you within 48 hours.

➤ ***FrontSUMMIT® management tools without annual contract*** (per-pupil fee applies) that includes:

- StaffNET™ administrative functions:
 - Keep your registration materials available for pupils in one location;
 - Speed communication and document propagation to your pupils / clients;
 - Fast-track your delivery by giving 24/7 online training access to any pupil.
- PowerRECORDS™:
 - Organize your multiple classes / clients into one combined record;
 - Consolidate FDRP training and external training into one easy-to-use system;
 - Anywhere, anytime access to your complete training history.

➤ ***Complimentary FDRP Membership discount and benefits*** for both hardcopy Instructor Toolkits and Student Handbooks.

➤ ***Value Added Reseller (VAR) Pricing available.*** If consulting is your business, here is your opportunity not only to generate income from your service, but also from the materials you provide your clients.

➤ ***No cost personalization of student manuals.*** With a small, minimum order of 100 manuals, FDRP can produce student manuals that bear your organization's logo on the cover and include your own foreword page so you can look your best!

STEPS TO FDRP ACCREDITATION

Accredited Hospitality Educator (AHE)

STEP ONE

Establish that you meet the pre-requisites to become a FDRP Accredited Hospitality Educator. Do this by reviewing the '*Qualification Checklist*' in this application and ensure that all boxes are checked within your selected category.

STEP TWO

Complete this application and return it to FDRP with your deposit and copies of pre-requisite course documentation. FDRP accepts mail / email and check or credit card. After registration you will receive a box from FDRP which will contain these preparatory materials:

- Three student manuals, each corresponding to a certification program;
- The Volumes I and II of The Professional Service Guide;
- A folder containing documentation about each program;
- An examination code to the Certified Dining Room Professional™ (CDP), if applicable;
- Directions and travel accommodation recommendations.

STEP THREE

Complete your workshop preparation:

- Pass the APP^(a), DRA^(a), WSA^(a), and CDP^(b) certification examinations;

STEP FOUR

Attend and successfully complete the AHE workshop by actively participating in all the exercises, scoring a 90% score or higher in the examination, and gaining the recommendation from the AHC.

(a) CDP may be completed after the workshop. (b) Waived if you hold a CDP or higher FDRP certification.

Accredited Hospitality Coach (AHC)

Qualified, experienced, FDRP Accredited Hospitality Educators (AHE) may seek appointment as an FDRP Accredited Hospitality Coach (AHC) to recruit and train FDRP Accredited Hospitality Educators (AHE).

To be eligible, they must:

- Have a minimum of 2 years experience teaching FDRP Apprentice or Associate courses.
- Have successfully certified 50+ individuals and performed five training sessions.
- Attend a Coach Development Workshop and receive the endorsement of FDRP Executive Staff.
- Have a track record of high integrity, excellence and consistency in the delivery of FDRP certification.



WORKSHOP SCHEDULE & LOCATION

At FDRP, we believe in making your workshop experience as pleasing as possible. The workshop takes place on the intimate Amelia Island off the Atlantic coast of Florida near Jacksonville. The workshop itself is held at Fernandina Beach, the sole and quaint town on the island, where the shrimping industry was born.

A complimentary fellowship reception is held on Sunday evening at the workshop location.

The training starts promptly on Monday morning at 7:30am. On Monday and Tuesday, the workshop runs until 6:00pm with multiple breaks throughout the day and an one hour lunch break. On Wednesday the workshop runs from 7:30am to 11:30am. You may decide to be our guest for both lunches or be on your own.

The training ends Wednesday at noon. We recommend you take into consideration spare luggage for your return as you will be provided several binders during the workshop. There is also a UPS store on the island should you choose to send the material home to yourself. These binders contain all your lesson plans and standards so you can start training as soon as you receive your credentials.

Your travelling airport for this workshop will be Jacksonville, Florida (JAX).

Hotel accommodation and car service suggestion will be provided at registration.

APPLICANT DATA

GENERAL INFORMATION

Today's Date: Name:

Address (No P.O. Box):

Contact phone #:..... E-mail:.....

List any FDRP certification credentials you hold:

Why do you wish to become an AHE or AHC?

ACADEMIC & TRAINING INFORMATION

Highest level of education completed:..... Current occupation:

Have you held a faculty/educator position in an Accredited Institution or educator/coach position in a corporate environment? If 'Yes' describe:

Have you ever taught FDRP courses? If yes, where?

For how long? For what certification level?

Share with us any additional information you feel relevant: e.g. "I am a Veteran" or "I am a retired Principal"

AHE QUALIFICATION CHECKLIST (a)

I AM A HOSPITALITY PROFESSIONAL

- I speak, read and write in English fluently.
- 5 years in the FOH, including 2 years managing the same establishment in a managerial or equivalent role.
- OR**
- 10 years of active hospitality (may include BOH) with a minimum of two years on the floor and/or direct contact with the clientele. Hospitality Management is accepted and can be F&B Director, Assistant GM or GM.
- Responsible Alcoholic Beverage Service certification.
- Food Handler* or Sanitation certification.
- I hold a CDP or higher FDRP Certification.
- OR**
- I will complete the CDP exam prior to be accredited.
- I hold the FDRP APP, DRA, and WSA certifications(b).
- OR**
- I will complete the above exams prior to the workshop.
- I have attached my resume and I authorize FDRP to verify my employment/education history and references.
- COMPLETION AND MAILING DATE:** / /

I AM AN EDUCATOR

- I speak, read and write in English fluently.
- I am a full time or part time hospitality educator employed by an Accredited Institution.
- I have an approved degree or diploma in culinary arts or hospitality related discipline (excluding tourism).
- Responsible Alcoholic Beverage Service certification.
- Food Handler* or Sanitation certification.
- I hold a CDP or higher FDRP Certification.
- OR**
- I will complete the CDP exam prior to be accredited.
- I hold the FDRP APP, DRA, and WSA certifications(b).
- OR**
- I will complete the above exams prior to the workshop.
- I have attached my resume and I authorize FDRP to verify my employment/education history and references.
- COMPLETION AND MAILING DATE:** / /

AHC QUALIFICATION CHECKLIST (a)

- I Have a minimum of 2 years experience teaching FDRP Apprentice or Associate courses.
- I Have successfully certified 50+ individuals and performed five training sessions.
- I am an AHE
- COMPLETION AND MAILING DATE:** / /

(a) See 'Glossary of Terms' page for terminology (b) Waived if you already hold a CDP or higher certification with FDRP

GLOSSARY OF TERMS

| Term | Definition |
|---|---|
| Accredited Institutions | An educational institution accredited by the State Board of Education. Generally speaking "Accredited Institutions" are eligible to assist their students with States and Federal funding for their education, and offer education which translate into "Credits" that can be transferred to another "Accredited Institution". |
| Active hospitality | An occupation in an establishment providing lodging and/or food & beverage table service to a paying clientele, and where the applicant's function implies a direct connection with production and/or service to the clientele. |
| APP | Certified Apprentice is a FDRP Certification credential. |
| Approved culinary degree | A culinary degree (AOS, CAP or higher) from a school accredited by its State's Board of Education, and that includes dining room hospitality courses and wine education. |
| CDP | Certified Dining Room Professional, a FDRP Certification credential. |
| DRA | Certified Dining Room Associate is a FDRP Certification credential. |
| FOH (Front of the House) Experience | Knowledge gained while working a dining room position that includes contributing to the service of food and beverages to paying guests. A bussboy/girl or runner position fits this definition, but host, hostess or bartender does not. |
| Food Handler or Sanitation certification | FDRP recognizes the 30 hour <i>ServeSafe</i> course but will also review other qualifications and equivalent course material. Most basic <i>Food Handler</i> courses are required by many state sand do suffice in meeting this pre-requisite. |
| Linguistic requirement | The applicant must be able to converse, write and read comfortably in English. |
| Maitre D', Managerial or Equivalent Role | One whose position and the structure of the dining room put him/her fully in charge of an entire dining room, its clientele and staff. Responsibilities include control over of employee scheduling and inventories relating to the dining room, such as linen, equipment and beverages. He/she must have authority to hire and fire without the need to consult a higher authority, and be the decision-maker in handling customer complaints or dining room issues. |
| Responsible Alcoholic Beverage Service certification | These courses are often required to serve alcohol beverages. They cover alcohol beverage laws, signs of intoxication, safe serving of alcohol beverages, and the like. |
| WSA | Certified Associate Wine Steward is a FDRP Certification credential. |
| Year | 365 days of continued employment within the same dining room or two consecutive full seasons (for seasonal employment) each of which must be a minimum of six months. |

EDUCATOR/COACH ACCREDITATION AGREEMENT

With this application, I am seeking accreditation from the FDRP. I understand that it is my responsibility to provide the FDRP with all documentation requested in the application form. In submitting this application, I acknowledge that the information I have provided is accurate. I hereby give the FDRP the right to make a thorough investigation of employment and educational references. I release from liability all persons and companies supplying information to the FDRP for the purpose of this application. I indemnify all persons I have listed in this application against any liability which might result from such an investigation.

I am aware that all educational and career information on the application must be accompanied by the appropriate documentation, as requested in the application, which may include letters of recommendation, newspaper and magazine articles and/or documentation relating to establishments and institutions. I am aware that all documentation provided will be retained by the FDRP. I have been informed to not send originals. All documents in a language other than English must be accompanied by a notarized English translation.

I agree to hold the Federation of Dining Room Professionals and its Judge Panel harmless from any and all liability in the event this application is rejected on the basis of the information provided to the FDRP by me or third persons which would, in the judgment of the FDRP, make me ineligible for accreditation. I agree to accept the Judge Panel's decision as to my eligibility for accreditation.

I further acknowledge that following my accreditation by the FDRP, and I pledge to uphold the standards of hospitality and conduct presented in the accreditation program, and will place the interest of my clients above my own. I accept the fact that if it is established that I disrepute my accreditation, it will be revoked.

Date:/...../.....
July 15-17, 2013
August 12-14, 2013
October 21-23, 2013

Name (please print): Signature:

TUITION

| Workshop Attendance | Accreditation Process | FDRP Discount | Total |
|---|-----------------------|---------------|------------|
| \$2,635.00 (includes \$1,264.00 in materials) | \$150.00 | (\$1,486.00) | \$1,299.00 |

Please email FDRP at Roster@FDRP.com to receive workshop schedule

- I am paying in full
- For professional convenience I am paying the 50% required deposit and I hereby authorize FDRP to charge my card for the remaining balance according to the following schedule:
\$699.00 on reception of this registration. \$300.00 15 days prior to the workshop. \$300.00 on the Friday prior to the workshop.

PAYMENT AND CANCELLATION POLICY

You may cancel your attendance up to two weeks prior to start date. Cancellation must be made by sending an Email to Roster@FDRP.com or by traceable mail sent to FDRP's address, Attn. FDRP Certification Director. The notification must be received by FDRP two weeks prior to the workshop start. The cost of sent materials (\$402.00) will be deducted from your deposited funds and the remainder refunded. No returns will be accepted for these materials.

| | |
|---|--|
| Name as printed on card | Cardholder Signature |
| METHOD OF PAYMENT <input type="checkbox"/> <input type="checkbox"/> | CREDIT CARD ACCOUNT NUMBER <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 60%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 2px;"></div> </div> |
| | EXPIRATION ALPHA CODE ⁽¹⁾ <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px; margin-bottom: 2px;"></div> </div> |

(1) The 3 digit number printed on front of credit card, right and above the engraved card number

Billing address (If different from your shipping address listed on the 'Applicant Data' page):

Name:
 Number/Street/Apt or Suite #:
 City: State/Country: Zip:

Mail your application and payment to: FDRP - 1417 Sadler Road #100 - Fernandina Beach, Florida 32034 - USA



The Federation of Dining Room Professionals (FDRP)[®]

1417 Sadler Road #100
Fernandina Beach, Amelia Island, Florida 32034
USA

www.FDRP.com - www.FrontSUMMIT.com

904.491.6690 - info@FDRP.com

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