



FDRP ACCREDITED HOSPITALITY EDUCATOR (AHE) WORKSHOP REGISTRATION

**FERNANDINA BEACH, FLORIDA
MONDAY, TUESDAY AND WEDNESDAY
JUNE 25, 26 AND 27, 2012**

**FERNANDINA BEACH, FLORIDA
MONDAY, TUESDAY AND WEDNESDAY
AUGUST 06, 07 AND 08, 2012**

**FERNANDINA BEACH, FLORIDA
MONDAY, TUESDAY AND WEDNESDAY
FEBRUARY 04, 05 AND 06, 2013**

*“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

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 access code to the Certified Dining Room Professional™ (CDP), if applicable;
- Directions and travel accommodation recommendations.

STEP THREE

Complete your workshop preparation:

- Pass the FDRP APP, DRA, WSA, and CDP certification examinations--CDP is waived if you already hold a CDP or higher certification with FDRP;
- Make your travel arrangements.

STEP FOUR

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



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):
.....
Phones H: W: C: Fax:
E-mail: Preferred method/time of communication:
FDRP Member (Y/N)? Membership Number:
List any successful FDRP certification credentials you hold:
Why do you wish to become an FDRP Accredited Hospitality Educator?.....
.....

ACADEMIC & TRAINING INFORMATION

Highest level of education completed: Current occupation:
Employer: How long at current position?
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"
.....

QUALIFICATION CHECKLIST *

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 the workshop.
- I hold the FDRP APP, DRA, and WSA certifications.
- 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:**/...../.....

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 the workshop.
- I hold the FDRP APP, DRA, and WSA certifications.
- 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:**/...../.....

*See 'Glossary of Terms' page for terminology

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.



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

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USA

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