

National Culinary & Baking School

June 1, 2017 to December 31, 2018

National Culinary & Baking School is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Any question a student may have regarding the school brochure/catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the following.

Address: 2535 Capitol Oak Drive, Suite 400
Sacramento, CA 95833

Web address: www.bppe.ca.gov

Telephone: 916-431-6959 or by (888) 370-7589

Fax: 916-263-1897

Overview

National Culinary & Baking School is the leader in hospitality training in San Diego County comprising the following academic programs:

<u>Diploma Programs</u>	<u>Tuition</u>
Culinary Arts	\$12,000.00
Baking and Advanced Pastry Arts	\$14,000.00
Advanced Confectionary and Sugar Arts	\$5,400.00

<u>Workshops</u>	<u>Tuition</u>
Individual modules within curriculum	\$1,800.00*

*Culinary & Advanced Baking Arts Program only

National Culinary & Baking School was founded in 1976. Today, more than ever, cooking has become one of the largest, strongest, and fastest growing industries. Here at National Culinary & Baking Schools, we offer serious students an intense culinary and baking curriculum, taking them all the way from basic to advanced level at a faster pace than another school's one-year program while giving them the same knowledge, and for a fraction of the cost.

Upon graduation, students receive a certificate of completion and **job placement assistance**. This kind of education gives the student the opportunity to enter the workforce at a faster pace with private schooling. Our school works with the more exclusive hotels, restaurants, resorts, country clubs, and casinos for job placement.

Our school offers extraordinarily small classes of **no more than 10 students per class** which sets us apart from other culinary schools and provides lots of **hands-on training** and interaction with the instructor. Students are encouraged to be creative, ask questions and make comments about each lesson. Our **highly qualified chef instructors** are all certified and have teaching experience in addition to many years' experience as leading chefs in the hospitality industry.

National Culinary & Baking School is conveniently located close to I-8, Highways 125 and 94 in the Grossmont area of La Mesa. Trolley and bus access are within a short walking distance of the school, and there is plenty of parking for those who drive.

We offer a choice of two class times per day for both Culinary and Baking in order to accommodate most anyone's schedule. Classes are held five days per week to ensure learning retention. By seeking education in our excellent Culinary and Baking school, you will learn how to prepare foods and how to present them with flare, in addition to learning recipes, garnishes, food costing, and menu development. Our state of the art facility offers students the proper way of cooking with commercial gas equipment, the only acceptable method of cooking in the hospitality industry, and includes 28 feet of cooking area just for the culinary kitchen and additional ovens and cooking area for the bakery. Sharpening your talent with a formalized program will provide the necessary skills to make you more marketable to the employers of this industry.

National Culinary & Baking School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Academic Criteria, Tertiary Level

The National Culinary & Baking School sets a very high standard of education for our students with a broad-based curriculum which encompasses basic to advanced culinary skills and knowledge. We work with the more exclusive employers in the hospitality industry for job placement for our students because they have grown to trust the training and abilities of our graduates.

For the Culinary program, our chef instructors use *On Cooking* by Pearson Education to guide students through our extremely comprehensive curriculum, beginning with the history of the food service industry, sanitation and safety all the way to international cuisine. The students are familiarized with all the commonly used tools and equipment in the industry as well as portion control, recipes, and food costing. Knife skills are honed throughout the course, as is the art of seasoning and basic cooking principles.

Our curriculum is designed to teach students to create haut cuisine from scratch. They will become proficient in making stocks, sauces and all different kinds of soups. We teach them a thorough and complete understanding of all the different methods of cooking meats, poultry, fish and shellfish using the hands-on approach. They also learn how to select and cook vegetables and starches to complement the meal, in addition to making salads and salad dressings. Another phase of training is making sandwiches, hors d'oeuvres, canapés, relishes and dips, garnishes and food presentation.

Our Advanced Baking and Pastry Arts Program uses begins with sanitation and goes directly into yeast breads, rolls, and sourdough. The next step is breakfast pastries such as puff pastry, croissant, cinnamon snails and knots, and brioche. The students then move on to sugar dough, European style, and tea cookies and custards and tarts including flan, crème brûlée, pudding, custard tarts, lemon meringue tarts, and three different types of meringues. Cakes and sponge cakes are followed by piping and decorating. The final phase of schooling covers individual plated desserts and encourages individuality and creativity in presentation. Our students are also given demonstrations in sugar work and wedding cakes, flower making and chocolate creations.

Our greatest source of pride is our students' success in the food industry. We have a well-established reputation for excellence in training with the finer hotels, restaurants, country clubs and resorts in the area. Not only do our students know how to create wonderfully delicious culinary delights, but they also know how to present them beautifully. Some of our students leave our school and go into business for themselves, while others seek employment in fine dining establishments. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Academic & Administrative Staff

Dal Smith CCA, CPA
Owner

Stephan Smith B.A., M. Ed.
Academic Director

Michael Rolon
Executive Culinary Instructor

Rhea Smith
Student Liaison

Equalia S. Vines
Operations Manager

Admissions Office

National Culinary & Baking School's Admissions Office is located at:
8400 Center Drive
La Mesa, CA 91942
Telephone: (619) 249-5180
Website: www.nationalschools.com

Disclosure Statement

The National Culinary & Baking School, hereinafter referred to as National Culinary & Baking School, located at 8400 Center Dr., La Mesa, CA, is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approved to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Institutional licensing must be applied for every three years and is subject to continuing review. National Culinary & Baking Schools is licensed to provide training in the following courses:

- Culinary Arts
- Baking and Advanced Pastry Arts

Physical Facilities

The physical facility of the National Culinary & Baking School is a free-standing building of approximately 5,100 square feet located at the corner of Jackson Drive and Center Drive, La Mesa, California, with its own large private parking lot. The address is 8400 Center Drive, La Mesa, CA 91942

Admissions Requirements

- Prospective students must have a tour of our school and a personal interview with a school representative to determine the degree of interest.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Prospective students must fill out an application and submit this with a \$150 non-refundable fee prior to applying for a student loan through National Culinary & Baking School.
- The prospective student is required to present a high school diploma, GED or its equivalent to complete enrollment in the school. For non-high school graduates, the prospective student must pass a standardized and nationally recognized test approved by the U. S. Department of Education.
- Prospective student must make financial arrangements to a school representative with required back-up information.
- Schooling must be funded or financial arrangements completed prior to class start date.
- Applications of prospective students under 18 years of age are considered on an individual basis and require the signed permission of a parent or guardian on the enrollment agreement.
- The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. National Culinary & Baking School does not provide English Language Services.
- National Culinary & Baking School does not provide visa services to international students. International students are required to pay tuition in full before graduation.
- National Culinary & Baking School does not grant credit for "prior experiential learning."

VA students are required to notify National Culinary & Baking School of Post-secondary training. National Culinary & Baking School is required to evaluate transcripts and grant credit as appropriate.

Admissions Procedures

- Complete a tour of the school and have a personal interview with the director.
- Complete an application for admission.
- Make financial arrangements covering tuition.
- Complete an Enrollment Agreement and submit with a non-refundable registration fee of \$150.00 to reserve a place in the class.

Administration:

Dal O. Smith
Owner

Stephan Smith B.A., M. Ed.
Academic Director

Equalia S. Vines
Operations Manager

Rhea Smith
Student Liaison

Course Hours

Culinary Arts – 400 Hours
Bakery and Advanced Pastry Arts – 600 Hours
Advanced Confectionary and Sugar Arts – 200 Hours

All courses offered by National Culinary & Baking School are considered full time courses and are held five days per week, Monday through Friday for better learning retention and to allow our students to enter the job market at a faster pace.

The Culinary Arts Diploma is offered from:
12:00 p.m. to 4:00 p.m. – 4 hours per day, 5 days per week.

The Bakery and Pastry Arts Diploma is offered from:
7 a.m. to 12 p.m. – 5 hours per day, 5 days per week.

The Advanced Confectionary and Sugar Arts Diploma is offered from:
12: p.m. to 4 p.m. – 4 hours per day, Monday through Wednesday

Clock Hours

A clock hour of training at National Culinary and Baking School is 30 minutes of instruction or lab, with two 10-minute breaks for 5 hours per day class.

Culinary Arts and Baking and Advanced Pastry Arts

The Culinary Arts Program and Baking and Advanced Pastry Arts Program are held five days per week and are designed to give our students a comprehensive education in culinary and baking & pastry arts which includes classroom lectures, homework assignments, hands-on instruction, tests, weekly progress reports, menu preparation, written final exam, and practical final exam. The curriculums are extensive and enable our students to enter the job market at a level commensurate with their abilities.

Student Services

Student Services works directly with students to assist with tuition payments, information on job placement after or before graduation, and processing any documents required by the school. Student services are here to accommodate any school related circumstances of the student.

Library

The students may use the Chef's office and lobby area to access computers, the Internet, use books, textbooks, and DVDs as additional resources in their education. The students have access to these materials Monday through Friday from 7:00 AM – 4 PM.

Food Handlers Card

All students are required by California law to obtain a food handlers card. After passing the sanitation examination, students receive their Food Handlers Card which is necessary to work in any food facility. This will be discussed with you more fully by the Operations Manager, Ms. Vines, shortly before the commencement of your program.

Financial Aid

In-house financing at the prerogative of National Culinary & Baking School requires proof of identity in the form of a valid driver's license, issued by any state in

the U.S. and a social security card. Also, proof of income (2 current pay slips) and/or a co-signor may be required. There is no interest applied to the amount of the loan amount you receive. Students are, however, required to pay a down payment equal to 20% of the total cost of tuition at the time of enrollment plus the cost of uniforms, textbooks, the administrative fee, and supplies. Please refer to the following section on tuition for further information. If approved, monthly payments of \$200.00 are due beginning one month following graduation and continuing until the loan is paid in full. Forms and details are available at reception. As this is an interest-free loan, there is no penalty for early repayment National Culinary & Baking School is not a Federal title IV school.

National Culinary & Baking School as for many years has accepted, on our credit approval, a few WIA contracts that require the school to finance the majority of the loan to the funded by the owner, Dal Smith.

WIA will contribute \$5,000.00 per contract, a minority share of the total cost as follows,

Culinary Arts

\$12,605.00 less \$5,000.00 (WIA funds) in which we finance the difference.

Baking and Advanced Pastry Arts

\$14,340.00 less \$5,000.00 (WIA funds) in which we personally finance the difference.

National Culinary & Baking School requires a credible co-signor on such loans with a provision that this student has been examined by me personally for the ability to become a chef. We do not accept any student without this requirement.

Our promissory note is made in the name of National Culinary & Baking School and receives funds from the Veterans of Administration only based on the same requirement above. We are not a federal title IV school.

National Culinary & Baking School is not an accredited school. National Culinary & Baking School students are not eligible for federal financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Housing

National Culinary & Baking School does not own any housing facilities, and we are not responsible for finding or assisting students in housing accommodations. However, students interested in obtaining housing in the greater San Diego area can consult the San Diego Housing Commission. Their telephone number is (619) 231-9400. Alternatively, you may visit their website at <http://www.sdhc.org/> According to Rentcafe.com, the average price of a one-bedroom apartment in La Mesa, California close to where students receive instruction is \$1,518.00 for the year 2017. (Source: rentcafe...<https://www.rentcafe.com/average-rent-market-trends/us/ca/la-mesa/>)

Payment Policies

All school fees must be funded prior to class start date. No student may attend class prior to the payment of tuition or the acceptance of a payment plan.

There will be a \$150.00 non-refundable registration fee due upon signing the Enrollment Agreement.

Tuition and fees are subject to change. Tuition changes will not affect currently enrolled students or those on approved Leave of Absence. If a student withdraws and then re-applies, then any tuition changes that have taken place will apply at the start of the new enrollment. We will provide amendment to catalog for any changes as required.

Terms of Enrollment

The agreement governs the named student for the specific course mentioned. Tuition is separate from the registration fee which is non-refundable upon execution of the agreement.

Class start date may be changed by either party upon notice, with reasonable cause. Once start date is determined or has commenced, the parties will be bound by the agreement. Student shall have three business days in which this agreement may be cancelled providing the school is notified in writing.

NSF Checks or Stop Payments

There will be a charge of \$25.00 for non-sufficient checks or stop payments. Collection of accounts that fall past due for more than two months are subject to collections under normal business practice and failing that by an independent collection agency at an additional fee of 35% or cost of collection.

Refund Policy Pertaining to Cancellation and Withdrawal by Student:

The refund policy for National Culinary & Baking School students who have completed 60 percent or less of the periods of attendance shall be a pro rata refund. Students who have completed 60 percent or greater of the contracted period of enrollment as indicated on the student application, shall receive no refund of tuition or of institutional charges incurred.

A notice of cancellation shall be in writing and can be sent by mail or email. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance or violation of federal or state law.

Email: Contact@nationalschools.com

Mail: 8400 Center Drive La Mesa CA, 91942

The following refund schedule applies to students who have paid to enroll in an academic program and who have had a place reserved for them in class. The amount of refund a student shall receive is calculated as a percentage of the total amount paid and is predicated upon the number of days passed since the

commencement of his or her program. This policy applies regardless or not if a student has attended classes:

0 -3 days, 100% refund*

4-10 days, 75% refund*

11-25 days, 60% refund*

26-40 days, 40% refund*

40 days to 60% of class time elapsed, 20% refund*

By state law, tuition is not refundable after 60% of class time elapsed.

Please note that school uniforms, textbooks, knife kits, and the administration fee is nonrefundable.

Student Conduct

Failure to comply with the rules stated in the manual of student conduct that is provided to all students upon admission may result in disciplinary action at the sole discretion of the Academic Director. As an institution of higher learning (tertiary level instruction) National Culinary & Baking School is committed to fostering a safe and respectful atmosphere that is conducive to learning. Students are therefore expected to afford instructors, staff, and fellow students the dignity and respect that all deserve. Depending on the gravity of the offense, the Academic Director reserves the right to expel a student from National Culinary & Baking School. All funds due or paid to up to such time will be forfeited.

Any student not conducting him or herself in an orderly and professional manner, which includes the use of drugs and alcohol before or during class, engaging in dishonesty, repeatedly disrupting class, defacing school property, using profanity, engaging in excessive tardiness, acting with insubordination among faculty or staff, knowingly violating safety rules, or not abiding by specific class rules set by instructors will lead to either probation or dismissal from classes at the sole discretion of the Academic Director. Termination occurring from student's failure to abide by the terms of probation based on the above terms will result in student's loss of tuition and will be considered breach of contract.

Attendance

Students must complete all lessons before graduating. Students are required to notify the school office if they are not coming to class. One absence is defined as not being present for one scheduled class. Students who have three unexcused absences will be placed on probation. Further absences can lead to termination at the discretion of the school. Student must maintain 80% attendance to graduate.

Interruptions and leaves must be requested in writing to the Director, and may be granted for valid reasons. Students may make up classes at no additional charge as long as it was an excused absence, and should meet with their chef instructor to arrange scheduling. Students or graduates are only allowed to appear in class if their name is on the roster or advance permission has been granted by the Director.

Tardiness Policy

Students who are tardy more than 15 minutes will not be admitted into class unless they have received prior approval from the school.

Leave of Absence Policy (LOA)

A leave of absence cannot exceed more than 14 consecutive days, and can be made up after a student's expected graduation date. You can receive a LOA by written or verbal request made to the Operations Manager. As it is applied to Veterans Administration (VA) students only, these students must complete all courses before graduation, and in the event the leave of absence occurs for VA students, they must make up all classes before graduation. In addition, the housing allowance from VA has to be terminated until the student resumes the class. In addition, students who are not receiving G.I. benefits are required to complete all courses with a down payment acceptable to National Culinary & Baking School, of 20% of the tuition cost. This is required to establish an agreement between student and owner that the tuition of the school will be paid. If a student, financed by National Culinary & Baking School, fails to complete certain classes resulting in his or her rate of attendance falling below 80%, such classes must be made up by said student.

Academic Probation

A student will be placed on probation for unsatisfactory attendance or academic progress only once. The length of probation will be for 30 days and at the end of the probationary period the student will be re-evaluated. During the probation period, the student must maintain 80% attendance and have satisfactory progress based upon feedback from his or her instructor. Progress and attendance must be satisfactory after the probationary period. (The Veterans Administration will be notified regarding unsatisfactory progress for Veterans receiving benefits and the Veteran's Benefits will cease.) The student can submit a written appeal of their probation to the Director. All requests will be evaluated and acted upon.

Grading / Graduation Requirement

On written tests:

100% to 70 % - Satisfactory

69% or less – Unsatisfactory

Students will also be evaluated on practical skills, homework, and other assignments by the chef instructor. Weekly tests will be given and a weekly progress report will be completed on each student by the chef instructor.

Job Placement Services

National Culinary & Baking School will assist with job placement prior to and after graduation. We inform students of all job openings received by employers to make sure they find a job fitting their interests. We schedule interviews either at school or at the location of prospective employers who are actively hiring; however, this will not guarantee that an offer of employment will be made. With this having been said, the small size of our school, its reputation for academic excellence, and length of time our school has been in business (over 40 years) means that very few of our graduates find difficulty in securing suitable job offers.

Student Grievance or Complaint

All grievances or complaints are to be made directly to the Director and are to be documented in writing and signed by the parties. The Director is responsible to investigate and attempt to resolve the grievance and communicate a decision to the student within ten (10) working days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web Site www.bppe.ca.gov

Policies Pertaining to Grievances

National Culinary & Baking Schools will receive information submitted by a student concerning a grievance in strict confidence. All involved members will discuss a grievance only with individuals directly involved and those involved with processing the grievance.

The Academic Director of National Culinary & Baking Schools is the Grievance Officer charged with ensuring that these policies and procedures are enforced when investigating complaints. Upon request, the Grievance Officer will provide information about how National Culinary & Baking Schools complies with federal and state laws. Decisions on grievances will be neither precedent-setting nor binding upon future grievances, unless they are officially adopted as policy. Students may direct grievances to the State of California, Bureau for Private Postsecondary Education at any time.

Bureau for Private Postsecondary Education
2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 445-3427

Affiliations

- San Diego Conventions & Visitors Bureau
- Greater San Diego Chamber of Commerce
- American Culinary Federation

Record Retention

All the records from the students which include Weekly Exams, Final Exam and Practical Final Exam are kept electronically indefinitely. We also keep records of monthly payments from both VA and non-VA students, any documents given to the student from the school, and a copy of the Diploma of each graduate.

Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of students' educational records. Students have the right to review their records and request changes to any records believed to be inaccurate. Records will be released without student's consent to a governmental agency as required by law or pursuant to a subpoena, court order or other compulsory legal process.

Class Size

National Culinary and Bakery School limits the size of each class to 10 students or fewer.

Uniforms

Uniforms are not covered by tuition. Students provide their own uniforms and shoes.

Uniforms are purchased online: www.schools.newchef.com

- 2 Chef Coats embroidered with National Culinary & Baking School's logo and student's name
- 2 Checkered Chef Pants
- 2 White Chef Aprons
- 2 Toques (Chef Hats)

Textbooks

Currently, textbooks are:

On Cooking, 2015 Edition published by Pearson Education.

On Baking, 2015 Edition published by Pearson Education.

Knife Set (Please speak with Stephan or Rhea)

Student must provide the following tools – National Culinary & Baking Schools has a very good source for a reasonable price.

Knife set -\$225.00

- Digital Thermometer
- 8" Chef's knife
- 8" x 2" Knife Guard
- 10" Steel-Genesis
- 11" Granton Slicer-Mill
- 3" Paring Knife

- 2-1/2" Peeling Knife
- 10" Wide Bread Knife
- 6" Narrow Boning
- 7" Straight Fork
- 10" Straight Spatula
- 6" Boning Knife
- Y Peeler
- Kitchen Shears
- 6pc. Plastic Tube Set-Plain
- 6pc. Plastic Tube Set-Star
- 1" & 7/8" Double Melon Baller

Shoes

Student must purchase black rubber-soled shoes or clogs. Canvas shoes and open toed shoes are not allowed.

Tuition:

Diploma in Culinary Arts:

Tuition (400 hours)	\$12,000.00*
Adm. Fee (non-refundable)	150.00
Text Book	125.00
Knife Set	225.00
Uniforms	140.00
Total Cost of Program*	\$12,640.00

Amount due at time of enrollment: \$3,040.00. This is calculated as follows: 20% of total tuition (or \$2,400). In addition, students are also responsible to pay the full cost of their textbook, knife set, uniforms, and administration fee as outlined above.

*Alternatively, non-matriculated students may pay \$1,800.00 per module (see curriculum) with a maximum of two modules to be taken at this price. Students who elect not to matriculate in the diploma program are responsible for the full cost of enrollment in the module at the time of enrollment which is \$1,800.00. In addition, such students are responsible for the full cost of their uniform and textbook as outlined below at the time of enrollment. There is no administration fee for non-matriculated students. Moreover, non-matriculated students in taking one or two modules in the Culinary Arts Program are not required to purchase their own knives; however, should they wish to do so, the price is the same as for matriculated students as outlined below.

Diploma in Baking and Advanced Pastry Arts

Tuition (600 hours)	\$14,000.00*
Adm. Fee (non-refundable)	150.00
Text Book	125.00
Uniforms	140.00
Total Cost of Program	\$14,415.00

Amount due at time of enrollment: \$3,215.00. This is calculated as follows: 20% of total tuition (or \$2,800). In addition, students are also responsible to pay the full cost of their textbook, uniforms, and administration fee as outlined above.

*Alternatively, non-matriculated students may pay \$1,800.00 per module (see curriculum) with a maximum of two modules to be taken at this price. Students who elect not to matriculate in the diploma program are responsible for the full cost of enrollment in the module at the time of enrollment which is \$1,800.00. In addition, such students are responsible for the full cost of their uniform and textbook as outlined below at the time of enrollment. There is no administration fee for non-matriculated students. Moreover, non-matriculated students in taking one or two modules in the Culinary Arts Program are not required to purchase their own knives; however, should they wish to do so, the price is the same as for matriculated students as outlined below.

Diploma in Advanced Confectionary and Sugar Arts

Tuition (200 hours)	\$5,200.00
Adm. Fee (non-refundable)	150.00
Text Book	125.00
Uniforms	140.00
Total Cost of Program	\$5,615.00

Amount due at time of enrollment: \$1,495.00. This is calculated as follows: 20% of total tuition (or \$1,080.00). In addition, students are also responsible to pay the full cost of their textbook, uniforms, and administration fee as outlined above.

*STUDENT RIGHTS AND RESPONSIBILITIES WITH **STUDENT TUITION RECOVERY (STRF) FUND** AS PROVIDED BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student in an educational program, who is a California resident, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Transfer of Academic Credits

There are no formal transfer admissions guarantee agreements in place between National Culinary & Baking School and other vocational schools or colleges. Thus, the transferability of credits you earn at National Culinary & Baking School is at the complete discretion of the institution to which you may seek admission. Acceptance of the diplomas you earn in Culinary Arts and/or Baking and Advanced Pastry Arts are also at the complete discretion of the institution to which you may seek to apply. If the credits or diploma(s) you have earned at this institution are not accepted at the institution to which you apply, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet any future educational goals you may have beyond the academic work completed at this institution. This may include contacting schools/colleges to which you may seek to apply to determine if the credits or diploma(s) earned at National Culinary & Baking School will be accepted.

Academic Transcripts

There is a \$12.00 fee for the first transcript requested. The fee for additional copies of transcripts requested at the same time is \$3.00 per copy. Requests for official academic transcripts (transcripts affixed with the school seal) must be made in writing and sent to National Culinary & Baking School at 8400 Center Drive, La Mesa, CA 91942.

Requests must include a student's first name, surname, (or surname whilst in attendance at National Culinary & Baking School if different) current address, and a copy of student's valid U.S. driver's license or identification card. All request must be signed by the student making the request. Should you wish to have your transcript sent directly to a third party, please include the name of the institution or person to whom you wish to have it sent.

Industry Earning Potential

United States Department of Labor, Bureau of Labor Statistics

Chefs and Head Cooks, Classification Code: 35-1011

Such individuals may direct and participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. They may also plan and price menu items, order supplies, and keep records and accounts.

As of May 2016, national employment estimates and mean wage estimates for this occupation are:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
134,190	2.3 %	\$22.79	\$47,390	0.9 %

As of May 2016, percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.36	\$15.50	\$20.76	\$28.40	\$36.67
Annual Wage (2)	\$23,630	\$32,230	\$43,180	\$59,080	\$76,280

This information may be accessed directly at:
<https://www.bls.gov/oes/current/oes351011.htm>

NATIONAL CULINARY & BAKING SCHOOL CURRICULUM

The following information applies to matriculated students across all programs. Students are required to complete all weekly exams with 70% or higher and the final exam with 70% or higher to complete their program. In addition, each student must complete the practical final exam with 75% or higher. Moreover,

students are required to complete their education hours based on the program that they are taking, Culinary Arts (400 hours), Baking and Advanced Pastry Arts (600 hours) or Advanced Confectionary Arts 200 hrs., to graduate. Written exams are given in the form of: multiple choice, fill in the blank, and short essay.



Diploma in Culinary Arts (400 Contact Hours)

Course Objectives and Learner Outcomes

Culinary Arts Program

Upon successful completion of this course, students should be able to:

- Apply various cooking methods, braising, poaching frying.
- Demonstrate proper knife skills
- Identify and discuss various ingredients used in the recipes used
- List and discuss appropriate techniques in planning, storing, and serving both hot and cold food items
- Produce all mother sauces
- Accurately measure ingredients using scales
- Identify and butcher various types of meats including beef, lamb, and pork

The Diploma in Culinary Arts has been separated into 4 rotating modules. This is to enable non-matriculated students to access those areas of the curriculum that best meet their unique learning needs. The tuition for any one module is \$1,800.00 and no more than two modules may be taken at this price. Non-matriculated students who subsequently decides to pursue the diploma must therefore pay the balance of the full cost of tuition to earn the diploma.

Curriculum for Culinary Arts Program, 400 hrs.

Module 1: Sanitation and Safety, Menu Planning, Knife Skills, Soups and Stocks, Garde Manger 100 Hours

Introduction to Microbiology

- B. Food Borne Diseases
- C. Personal Hygiene
- D. Food Handling, Preparation, and Storage
- E. Cleaning and Sanitizing Equipment
- F. Sanitation Test
- G. The Safe Workplace
- H. Kitchen Safety

KNIFE SKILLS, MENU PLANNING, COST CONTROL, COOKING PRINCIPALS, and TOOLS and EQUIPMENT: 20 hours

- A. Modern Food Service VS Classical
- B. The Organization of Modern Kitchens.
- C. Standards of Professionalism
- D. Classical Knife Skills
- E. Moist Heat Method
- F. Dry Heat Methods
- G. The Arts of Seasoning
- H. Introduction of equipment
- I. Equivalent of Weights and Measures
- J. Dry and Liquid Measurements
- K. The Written Recipe
- K. Converting Recipes
- L. Food Cost
- M. Menu Forms and Functions
- N. Building the Menu
- O. Nutritional Considerations

STOCKS & SAUCES: 20 Hrs.

- A. Ingredients
- B. Procedures and Methods of Stocks Reduction
- C. Glace
- D. Leading and Mother Sauces
- E. Roux
- F. Modern Sauces
- G. Butter Sauce

SOUPS: 20 Hrs.

- A. Classification of Soups
- B. Cream Soups
- C. Clear Soups
- D. Hearty Soups
- E. Chowder Soups
- F. Bisque

Module 2: Salads, Meat, Poultry, and Game Cookery
100 Hours

SALADS AND SALAD DRESSINGS: 15Hrs

- A. Types of Salads
- B. Arrangements and Presentation
- C. Components of a Salad Bar
- D. Emulsion Dressings
- E. Vinaigrette Dressings
- F. Art of Garde Manger

GARDE MANGER: 30 Hrs.

- A. Hors d' oeuvres
- B. Sandwiches
- C. Canapés
- D. Cocktails
- E. Dips

UNDERSTANDING AND COOKING MEATS: 30 Hrs.

- A. Grilling Method
- B. Braising Method
- C. Stewing Method
- D. Pan Frying Method
- E. Sauté method

UNDERSTANDING AND COOKING POULTRY: 30 Hrs.

- A. Chicken Fabrication
- B. Sauté Method
- C. Pan Frying Method
- D. Braising Method
- E. Pouching Method
- F. Grilling Method
- G. Deep Fry Method

Module 3: Shellfish, Pork, Vegetable and Starches Cookery
100 Hours

UNDERSTANDING AND COOKING FISH & SHELLFISH: 30 Hrs.

- A. Fish Fabrication
- B. Broiling Method
- C. Sauté Method
- D. Pan Fry Method
- E. Deep Fry Method
- F. Grilling Method
- G. Pouching Method

UNDERSTANDING AND COOKING PORK: 30 Hrs.

- A. Pan Frying Method / Cutlet
- B. Braising Method
- C. Pouching Method

- D. Grilling Method
- E. Stewing Method
- F. Sauté Method

UNDERSTANDING AND COOKING GAME: 15 Hrs.

- A. Grilling Method
- B. Braising Method
- C. Stewing Method

UNDERSTANDING AND COOKING VEGETABLES: 20 Hrs.

- A. Controlling Quality Changes during Cooking
- B. General Rules of Vegetable Cookery
- C. Standards of Quality in Cooked Vegetables
- D. Handling Fresh and Processed Vegetables
- E. Production and Holding Problems in Quantity Cooking
- F. Storage
- G. Boiling and Steaming
- H. Sautéing and Pan-frying
- I. Braising
- J. Baking
- K. Broiling and Grilling
- L. Deep-frying

COOKING STARCHES: 20 Hrs.

- A. Potatoes
- B. Rice
- C. Pasta & Dumplings
- D. Other Grains
- E. Stuffing and Dressings
- F. Pilaf Method

**Module 4: Breakfast Preparation, Baking and Restaurant Desserts, and International Cuisines
100 Hours**

BREAKFAST PREPARATION AND DAIRY PRODUCTS: 30 Hrs.

- A. Understanding and Cooking Eggs
- B. Breakfast Breads, Cereals, and Meats
- C. Milk, Cream, and Butter
- D. Cheese

BAKING AND RESTAURANT DESSERTS: 25 Hrs.

- A. Plated desserts
- B. Sauces
- C. Cakes
- D. Tarts
- E. Mousses
- F. Soufflé

INTERNATIONAL CUISINES: 50Hrs

- A. French
- B. Spanish
- C. Mexican
- D. Italian
- E. Thai

Most used equipment in the Culinary Arts Program:

- Knives
- Pots and pans
- Scales
- Gas stoves

Gas ovens
Whisks
Various metal and wooden spoons
Blenders
Rubber spatulas
Sheet pans
Hotel pans

Diploma in Baking & Advanced Pastry Arts (600 Contact Hours)

Course Objectives and Learner Outcomes

Baking and Advanced Pastry Arts Program

Upon successful completion of this course, students should be able to:

- List and discuss appropriate techniques in planning, storing and serving desserts
- Produce an assortment of creams, custards, puddings, and frozen desserts along with their appropriate sauces and garnishes.
- Demonstrate hands-on skills and advanced techniques in the production of specialty patisserie products
- Demonstrate piping borders and producing edible flowers
- Temper chocolate and produce chocolate stencils and cutouts
- Produce a variety of dessert sauces
- Demonstrate proficiency with gelatin as it applies to pastry production
- Identify and discuss ingredients used in the decoration of specialty and wedding cakes
- Select and use basic pastry/bakery equipment under different production scenarios
- List and define terminology specifically related to the production of pastry/baked goods - Scale ingredients accurately

The Diploma in Baking and Advanced Pastry Arts has been separated into 6 rotating modules. This is to enable non-matriculated students to access those areas of the curriculum that best meet their unique learning needs. The tuition for any one module is \$1,800.00 and no more than two modules may be taken at this price. Non-matriculated students who subsequently decides to pursue the diploma must therefore pay the balance of the full cost of tuition to earn the diploma.

Curriculum for Advanced Baking and Pastry Arts Program, 600 hrs.

- Introduction to Microbiology
- Food Borne Diseases
- Personal Hygiene
- Food Handling, Preparation, and Storage
- Cleaning and Sanitizing Equipment
- Sanitation Test
- The Safe Workplace
- Kitchen Safety

1. Module 1: BREAD – 100 Hrs.

This Module is focused on culinary concept and the production of a variety of yeast raised breads. Students will study the following subjects:

- Lean dough
- Straight dough Method
- Yeast bread
- Rolls
- Bagels
- Sponge Method
- Starters
- Poolish
- Biga
- Sour Dough Starter
- Artisan breads
 - L Gugelhopf
 - M Brioche
- Danish products
- Croissants

• Module 2: PASTRY - 100 Hrs.

This Module is focused on culinary concept and the production of making a variety European sweet dough, pastries and breakfast Items:

- Rich Dough

- Sweet dough
- Dough Lamination
- Cookies
- Tarts and Pies
- Puff Pastry 1,2 and 3
- Palmier, Pithiviers, Vol-au-vents
- Cannoli
- Berliner
- Quick Breads (Muffins, Scones, Biscuits)

- **Module 3: CAKES AND CAKE DECORATING - 100 Hrs.**

This Module focuses on variety methods of cakes mixing and variety of making butter cream.

- Creaming Method
- Two Stage Method
- Chiffon Method
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- Genoise Method
- Joconde Sponge Method
- Italian, French, Swiss Butter Cream Icing
- Bavarian creams

- **Module 4: WEDDIN CAKE - 100 Hrs.**

This Module focuses on required piping technique for decoration of wedding cakes. Students also learn the method of making fondant as well as making variety of flowers with gum paste.

- Piping technique
- Classical wedding cake piping
- Fondant Making
- Gum paste Flowers
- Lace making on Wedding Cakes
- Wedding Cake design

- **Module 5: PLATED HOT AND COLD DESSERTS/ INDIVIDUL DESSRTS – 100 Hrs.**

This Module focuses on making fine dining plated desserts, as well as individual desserts. Students will explore the design and presentation of hot and cold desserts.

- Different Custards, Flan, Crème Brulee, Pudding
- Individual Mousse Slice
- Bombes
- Chocolate Basket dessert with Mousse
- Chocolate Cup Desserts with Mousse
- Ice cream
- Sorbet
- Granita
- Fruit Sauce

- **Module 6: SUGAR CONFECTIONARY AND CHOCOLATE ARTS – 100 Hrs.**

This Module is focused on sugar and chocolate work. Students will learn to work with sugar and chocolate to create artistic showpiece. In addition, students learn to create variety of chocolate candies and truffles.

- Techniques of melting sugar to High temperature
- Casting Method
- Pulling Method
- Blowing Method
- Sugar Showpiece
- Pastillage
- Molding and cutting pastillage
- Pastillage Showpiece
- Tempering Chocolate
- Chocolate Showpiece
- Chocolate Candies and Truffles

**Most used equipment in the
Advanced Baking and Pastry Arts Program:**

Industrial-sized mixers
Offset metal spatulas
Scales
Piping bags
Various pots and pans

Gas ovens
Gas stoves

Kitchen Aid® mixers 6qt, and 8qt
Rubber spatulas
Rolling pins
Sheet pans
Whisks
Cake pans

Diploma in Advanced Confectionary and Sugar Arts (200 Contact Hours)

Advanced Confectionary and Sugar Arts Program

Course Objectives and Learner Outcomes

Upon successful completion of this course, the student should be able to:

- Demonstrate the correct use of chocolate molds, chocolate, and sugar tools.
- List and discuss correct selection and utilization of chocolate, isomalt, pans chocolate making supplies and ingredients
- List and demonstrate the skill involved in the mixing, production, and finishing of various chocolates, and confections

The Diploma in Advanced Confectionary and Sugar Arts has been separated into 2 rotating modules. This is to enable non-matriculated students to access areas of the curriculum that best meet their unique learning needs. The tuition for any one module in this program is \$2,600.00.

Curriculum for Advanced Confectionary and Sugar Arts Program, 200 hrs.

Module 1: CONFECTIONARY – 100 Hrs.

Truffles
Bonbons
Mendients
Penuche
Fudge
Toffee
Modeling chocolate

Module 2: SUGAR – 100 Hrs.

Pastillage sculpting
Sugar pulling
Sugar blowing
Rock sugar
Sugar basket
Sugar show piece

Most used equipment in the Advanced Confectionary and Sugar Arts Program

Sugar pumps
Rubber spatulas
Offset spatulas
Metal scrapers
Heat lamps
Pots and pans
Sugar thermometers
Wooden spoons

Silpat mats
Scales
Bonbon molds
Sugar pumps
Knives

Faculty Résumés

Michael Rolon Executive Culinary Instructor

Education:

March 1989 – August 1990: New York Restaurant School, New York, New York
Associate Degree in Culinary Arts
Graduated with High Honors.

Employment:

Executive Culinary Instructor
National Culinary and Baking school - La Mesa, CA
April 2016 to Present
Writing the curriculum, for both savory and baking classes, Ordering ingredients for each class, as well as teaching both the savory and baking classes.

Pastry Chef instructor
Cypress College
08/2013- 04/2014

Pastry Chef Instructor
The Art Institute California Orange County - Santa Ana, CA
July 2010 to April 2016
Taught all baking and pastry classes (introduction to baking and pastry, chocolates and confections, Artisan breads, and European Cakes and Tortes)

Chocolatier, flavor and menu design consultant
Michelle Haut Chocolat - Laguna Beach, CA
October 2012 to November 2014
I taught, the owner and employees how to make confections. (truffles, chocolate bars, caramels, pate de fruit)

Chef Instructor
Palomar College ROP - San Marcos, CA
January 2009 to June 2012
In charge of teaching a two-semester baking and pastry class, first semester, would be basic baking fundamentals, weights and measures, the second semester would be more advanced, laminated doughs, and artisan breads using levain.

Pastry Chef
San Diego Convention Center Corporation - San Diego, CA
January 2008 to November 2009
Delegating work for 12 employees Ordering for all events, food and inventory control Menu design meeting with vendors, producing and plating deserts for all events for thousands of guests.

Pastry Chef / Owner
Sweet Spot Desserts - Oceanside, CA (wholesale bakery)
September 2000 to November 2008
Delegating work for my employees Inventory and cost control, Payroll, In charge of daily production, meeting with vendors, as well as clients and designing dessert menus for various restaurants.

Pastry Chef
Ranch Valencia Resort - Rancho Santa Fe, CA
August 1995 to September 2000
In charge of menu design, delegating work amongst my employees, production for the restaurant (breakfast, lunch, and dinner) and banquets

Culinary Instructor
University California Irvine Extension - Irvine, CA
February 1994 to May 1996
Taught and demonstrated basic pastry skills, baking and bread production.

Pastry Chef
The Ritz Restaurant - Newport Beach, CA
March 1994 to April 1995
Menu design and production Service for the restaurant, and catering events.

Pastry Chef
Rancho Valencia Resort & Spa - Rancho Santa Fe, CA
October 1992 to February 1994
Menu design, delegating work amongst my employees. Daily production of desserts for the restaurant and banquets

Assistant Pastry Chef
Surf and Sand Resort - Laguna Beach, CA
November 1989 to October 1992
Assisting the Pastry Chef with daily production of desserts and breakfast pastries for all the restaurants and banquets

Culinary Arts Certificate in Culinary Arts
New York Restaurant School - New York, NY
March 1988 to October 1989

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**Arezoo Karimi**  
**Advanced Confectionery & Sugar Arts Specialist**

**Education:**

CRT HACCP for managers and chefs certification in 2006.  
Sanitation certification course in 2006.  
Training program in 2006.  
Nutrition certification in 2006.  
Train the trainer certification program in 2007.  
Vegetarian concepts certification in 2007.

**Employment:**

Chef  
Hilton Hotel – Tehran, Iran-  
March 1992 to December 1994  
Hotel chef (room service): cook and plate up the food order and making it look presentable.

Restaurant Manager  
The Khayam Restaurant – Tehran, Iran  
January 1994 to October 1999  
In charge of the staff such as cooks (scheduling them), Prepare menus, taking care of food safety such as sanitizing and organizing the kitchen

Chef  
The Marriot Hotel  
March 2000 to December 2002  
Cooking the Indian and Pakistani food and most of the Middle Eastern countries' foods in the room service area

Manager  
The Balboa International Market  
March 2005 to July 2006  
Making deli platter, salads, and etc..Being in charge of the staff, Taking care of the deli department expenses and controlling the budget

Chef de partie Garde Manager  
The Barona Valley Ranch & Resort Casino  
July 2003 to October 2013  
Starting as a cook # 3 in 2003, Promoted to cook # 2 in 2004, Promoted to cook #1 and job coach trainer in 2006, Promoted to chef de partie Garde Manger in 2007, Professional in preparing sauces and dressing, Curing and smoking, Sanitize and organizing kitchen, Training the employees for Garde manger jobs, Third place winner in the 2007 National Chefs Culinary Competition: fruit carving, Third place winner in the 2007 fancy food show, Third place winner in the 2008 National Culinary Competition in Las Vegas.

Chef in Commissary Kitchen, Room Service, and Staff Dining  
October 2013 to Present  
Being in charge of the staff such as cooks (scheduling them), Prepare the menus for next week, Taking care of the food safety such as sanitizing and organizing the kitchen

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Catalog Disclosure

This is to certify that this information is true and correct at the time of printing. We will provide amendment to catalog as required.

As this information must be prepared well in advance of the time it covers, changes may occur. Courses as described are subject to change with reasonable notice. Some classes offered might be cancelled because of insufficient enrollment, elimination or reduction of program, or for any other reason considered sufficient by the Director of National Culinary & Baking Schools.

National Culinary & Baking Schools is committed to providing equal opportunities in its activities and in its educational programs. Therefore, no National Culinary & Baking School student or staff member shall be unlawfully subjected to discrimination based on ethnic group, religion, age, gender, color, sexual orientation, marital status, or physical or mental disability.