

# CULINARYLAB

## SCHOOL CATALOG

January 1, 2024 – December 31, 2024

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[www.culinarylabschool.com](http://www.culinarylabschool.com)

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### **Institutional Mission and Objectives**

The mission of CulinaryLab is to support all students in achieving their full educational potential in an environment of culinary excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the culinary field, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community. The objective of CulinaryLab is

- To provide students with extensive hands-on experience while keeping class sizes small.
- To offer an apprenticeship program that provides students with practical work experience in a restaurant setting mentored by reputable chefs.
- To engage students through comprehensive curriculum and live chef demonstrations.

### **Instructional Locations**

4th Street Market  
201 E Fourth Street, Santa Ana, CA 92701

### **Description of the Facilities & Type of Equipment Used for Instruction**

The school is located in Downtown Santa Ana inside 4th Street Market (4SM), an innovative culinary hub filled with creative chefs, food artisans, and small business entrepreneurs. The school facility is approximately 2,800 square feet with sufficient parking available behind the building. Inside 4SM, CulinaryLab has a small administrative area and meeting room. Restrooms are available in the building. The “teaching kitchens” are newly renovated with AV equipment to provide state of the art instruction inside the classroom. CulinaryLab classes are held in these facilities with equipment that is composed of different stations typically found in a restaurant or pastry kitchen and which fully comply with all federal, state, and local ordinances and regulations; including fire safety, building safety, and health requirements. The current equipment is sufficient to train each cohort which is limited to 16 students each. Most of our equipment is industrial equipment designed for heavy use and longevity. A majority of our equipment is warranted and receives annual service. Prep kitchens for staff are located behind the “teaching kitchen”. Each cohort is offered 4 times a year. The maximum number of students per cohort is 16. The maximum number of cohorts per year is 8. Unless the institution expands its facility, the enrollments at the institution will be limited to 96 students per year.

### **Library Resources**

At CulinaryLab, we provide online learning materials and resources through [Rouxbe’s Professional Cook’s Companion](#), as well as online magazines, blogs, culinary industry websites, and other resources faculty feel are appropriate to support our students. Students have access to Rouxbe throughout the entirety of their program and they can request access to our variety of online resources from their instructor at any time.

### **Websites for Supplemental Learning**

<https://www.chefsteps.com/>

Online Learning platform covering exploration with foods and revisions of culinary staple recipes and ideas.

<https://www.bonappetit.com/tag/test-kitchen>

Website for the test kitchen at Bon Appetit magazine where chefs come to do guest presentations and explain the “how’s and the why’s” behind the foods and experiments they are working on.

<https://www.theworlds50best.com/>

Website listing the top 50 restaurants in the world as well as linking to many articles and profiles about the restaurants and chefs on the list.

<https://www.seriousseats.com/>

Website for quality and approachable explanations of the science behind cooking techniques

<https://www.starchefs.com/>

Website students can use to find chef articles, forums, and learn more about the industry as a whole.

<http://theartofplating.com/>

Website featuring videos of dishes being plated in ways at the forefront of innovation.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at CulinaryLab is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, 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 your educational goals. This may include contacting an institution to which you may seek to transfer after attending CulinaryLab to determine if your diploma will transfer.”

### **Admissions Policies & Recognition of Credits**

1. Students must have graduated from high school, or earned a GED.
2. Students must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
4. This institution does not award credit for experiential learning.
5. No Ability to Benefit Students will be admitted.

6. This institution has not entered into an articulation or transfer agreement with any other institution.
7. This institution does not accept credits earned at other institutions.
8. All applicants are required to complete a one-on-one interview with the Director of Education in order to determine the applicant's compatibility with the program. During this process, a Reading Comprehension and Mathematics assessment will be administered. All applicants must successfully score 70 or above on the Reading Comprehension and Mathematics assessments in order to be accepted for admission. In addition, applicants must complete the online "Q&A".

**I. Student Skill + Competencies Assessment:**

Prior to Admissions, CulinaryLab conducts a 3 to 4-step process to determine if a prospective student has the skills and competencies necessary to succeed in our Pro Culinary or Pastry Diploma Programs:

1. Online Q+A
2. Chef Interview
3. Panel Interview
4. Math + Reading Assessment

**II. Online Q&A**

The purpose of the Q&A is to provide the Director of Education with basic background information on the prospective student prior to interviewing them. It helps him/her gauge the interviewees expectation of culinary/pastry school and work life in our industry. The Q + A is accessible to the public on the institution's website.

Questions asked:

- A. Give us some background on your life. What drew you to cooking/baking?
- B. What do you envision for your professional future after you've completed your culinary training?
- C. Describe the daily life of a chef. What is the most rewarding and most challenging?
- D. What is the biggest obstacle between you and your professional dream?
- E. Do you have any dietary restrictions/allergies/medical conditions we should be aware of? If so, are there any foods you will not TASTE? Are there any foods you will not COOK with?

**III. Chef Interview 1:1:**

**Reviewed by:** Director of Education

**Rubric:** This is informational only and is not scored.

The purpose of the 1:1 Chef Interview is to assess whether a student has a genuine interest in pursuing a career in the culinary industry and has a thorough understanding of the commitment necessary to successfully complete the Pro Programs, and to ultimately succeed in the industry. It is important that students enrolling in the programs know what they are getting into, and what to expect both during school and after. This interview was also designed to give prospective students an opportunity to ask a professional Chef what working in the industry is like, and what the challenges and perks are involved. Details disclosed include work hours/schedule of a cook, career paths that might be available in the industry, physical demands, industry trends, workplace etiquette, and more. This insight supports the student in creating realistic expectations that will set them up for success.

**Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

**Language Proficiency**

All applicants must demonstrate their proficiency in Reading Comprehension at a level adequate for success at CulinaryLab. Non-native English speakers are required to submit a TOEFL score. For the paper test, you must score at least 600. For the computer test, you must score at least 250, and for the Internet test, you must score at least 100. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain a qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high

school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. By enrolling as a student, you acknowledge that you understand all material, both verbal and written, in English.

Instructions will be given in no language other than English. This institution does not provide ESL instruction.

#### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

#### **STRF Disclosure**

##### **Student Tuition Recovery Fund Disclosures.**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Student Conduct & Behavior**

Students are expected to dress and act appropriately while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol on school premises, possession of weapons on school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

CulinaryLab is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

CulinaryLab encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the Director of Education ([briana@culinarylabschool.com](mailto:briana@culinarylabschool.com)) or by mail at 106 W 4th St Ste 314 Santa Ana, CA 92701.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

### **Withdrawal Policy**

The student has the right to voluntarily withdraw from the program at any time. In order to initiate a voluntary withdrawal the student must inform the Director of Education ([briana@culinarylabschool.com](mailto:briana@culinarylabschool.com)) of their intention to withdraw by sending an email (*text and phone call will not be accepted*). Student's are considered enrolled and scheduled to attend any class they have

not notified the DOE of their intention to withdraw at least five days in advance of class, as class resources are purchased **four days** before class. The email to the DOE must be clear about their intention to withdraw by stating directly, "I would like to withdraw from the program effective today". Should a student email, text, or verbally share their intention to withdraw with another CulinaryLab staff or faculty, this will not be accepted as an official notice of withdrawal. See the Refund Policy for reimbursement details.

### **Refund Policy**

A prorated refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance (level). For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation,

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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](http://www.bppe.ca.gov).

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Loan Repayment**

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. If a student with a TFC loan falls behind on payments **15 or more days**, they will not be allowed to attend class until their payments are brought current. Students will be contacted **Day 1** of their payment being late, and followed up with a minimum of every 2 days until their account is brought current. If a student needs to request a loan payment postponement, they may request one by sending an email to the Student Records Coordinator. All requests must be approved by the DOE.

### **Financial Aid + Financing Disclosures**

The institution does provide financial aid directly to its students in the form of in house financing with low interest rates, and student debt reduction credits toward tuition. An installment payment plan for any CulinaryLab program may incur a finance fee on the tuition balance due. Students choosing to finance their tuition must commit to monthly credit card charges via autopay. Loan payments must be current at the time of graduation in order for a student to receive a Diploma for a particular program and to continue with additional training. Tuition payments are due once a month on the first of the month. There will be a \$35 charge for all declined scheduled credit card payments. Educational services may be withheld from a student whose payment (including late fee) is more than 10 days late.



### Grades and Standards for Student Achievement - Satisfactory Progress - Attendance Tardies

Students are expected to arrive at school 15 minutes prior to the scheduled start time, just as they would be expected to arrive at least 15 minutes early for work in a kitchen. Arrival 15 minutes before the scheduled start time of the class is the expectation and the standard that is assessed for grading. Students arriving 14 or fewer minutes before the scheduled start time of class will see points deducted from the grade book for that course. Students arriving more than one minute after the scheduled class start time will be marked tardy. Students who are running late for class are expected to **email** their Chef Instructor. The Instructor's email address is located in each Google Classroom. It is not acceptable for the student to contact the school's number, the Admissions Manager, the Director of Student Engagement, or another student as an alternative to contacting the Instructor. If a student is late for class more than two times during the same level, the student may not be late to class again during that level. Should they arrive late another time during the same level they will not be allowed in class. The student will receive an absence for that day of class and a zeros for their daily grades.

### Absences and Make-Ups

Tardies and absences are recorded daily by faculty. A student who is not in class within one minute after scheduled start time will be marked 20 minutes late. Students who are allowed to arrive later than 20 minutes after the start of class will be marked tardy for the number of minutes they are late. Students who will be absent are expected to email their instructor. Any student who is absent more than 35% of the hours in any period of attendance will not be allowed to pass the program. CulinaryLab does not offer make-up classes for absent students. However, If a student is absent for a test he/she will be given an opportunity to retest. This must take place within two weeks of the students return and will be scheduled by the Chef Instructor.

### Leaving Early

Students may not leave class early. All efforts must be made to eliminate any situation that would require a student to leave early. Examples of unacceptable reasons to leave class include, but are not limited to, doctor's appointments, job interviews, picking up someone at the airport, vacation plans, and work schedule. The school recognizes that occasional emergency situations and situations outside of the student's control happen. In these instances the Instructor of the class will use their best judgment of the situation. Students who miss class time, no matter the reason, should expect an appropriate negative impact to their grades

### Grading System Standard

Evaluation of student achievement will be based on meeting the objectives for each Level.

### Grade Point Average (GPA)

Grade reports are available to students online. Grades are based on the quality of work as shown by online tests, practical, and exit exams as indicated on the curriculum. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 93 %	Excellent
A-	3.7	92 – 90 %	Excellent
B+	3.3	89 – 87 %	Good
B	3.0	86 – 83 %	Good
B-	2.7	82 – 80 %	Good
C+	2.3	79 – 77 %	Average
C	2.0	76 – 73 %	Average
C-	1.7	72 – 70 %	Average
F	0.0	Below 70 %	Failing
W	0.0	-	Withdrawal
I	0.0	-	Incomplete

### Application of Grades and Credits Grading

At CulinaryLab our modules are structured with one goal in mind, to prepare students for a career in the foodservice industry. We avoid including coursework in our curriculum that we believe to be unnecessary, and focus on what we think employers are looking for when hiring cooks. With this in mind, our grading system is designed to reward students' results.

#### All Levels

Preparation	Completed recipe cards, correct uniform & tools, timeliness, homework scores	20% of total grade
Professionalism	Teamwork, communication, showing respect, following direction, learning from mistakes	20% of total grade
Work Habits	Kitchen communication, cleanliness & organization, sanitation, staying busy & being on task, urgency & time management	20% of total grade
Key Competencies	Successful demonstration of key competencies, as outlined in each program, with a grade of 70% or better. (Key competencies can be tested via written exams, practical, or a combination of both. A score of less than 70% will be inputted into the grade book as a zero. Key competencies can be attempted three times.	40% of total grade

#### Apprenticeship Modules

Attendance and Participation During Modules	Completion of hours and participation in classroom sessions.	25% of total grade
Apprenticeship Job Performance	Submitted proof of hours worked in a timely manner, earned positive reviews from supervisors/chefs at apprenticeship site.	25% of total grade
Completion of Apprenticeship Job Hours	Successfully completed and logged 1,000 apprenticeship hours.	50% of total grade

### **Academic Probation and Dismissal Policies**

The Director of Education may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: CulinaryLab 106 W 4th St Ste 314 Santa Ana, CA 92701. After the completion of the currently enrolled level, the student will have one additional level to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The school will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring. Students must adhere to Best Practices guidelines—including timely completion of assigned tasks and responsiveness to apprenticeship team communication—in order to be considered for certain opportunities within the program. Such opportunities include preferred site placement, part or full-time availability accommodations, or potential for re-enrollment. Failure to abide by best practices will result in disciplinary measures, during which placement and student services may be withheld pending an established corrective action plan. Without sustained corrective action, the student runs the risk of being dropped from the program completely.

### **Expulsion**

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication**- The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty**- The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism**- The intentional or conscious representation of words, ideas, or work of others as one's own in any academic exercise.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus: CulinaryLab, 106 W 4th St Ste 314 Santa Ana, CA 92701. The written notice must contain a statement of the nature of the request. At the discretion of the Director of Education, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. In aggregate, leaves of absence may not exceed one hundred and eighty (180) days, and must comply with a student's total program term. Additional fees may apply to restart a period of attendance after completing a leave of absence.

### **Program Term**

The total term for the Pro Culinary Diploma and Pro Pastry Diploma Programs is set at one (1) calendar year, beginning on the program start date (first day of class). Students must complete requirements for all periods of attendance by the end of this term. Under certain circumstances, an extension period of six (6) months may be allowed for a student to complete program requirements. A second six (6) month extension may be additionally allowed pending review by the Director of Education. Students may be required to complete additional coursework as established within an extension agreement or re-enrollment agreement, and such privileges are granted at the sole discretion of CulinaryLab. The total program term cannot exceed two (2) years past the student's program start date, including any approved LOA, extension agreements, or re-enrollment agreements.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or the Student Engagement Director. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: CulinaryLab, 106 W 4th St Ste 314 Santa Ana, CA 92701. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The

student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the Office Coordinator if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Student Housing**

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. All student records are kept in conformance with CEC 94900 and 5, CCR 71920. The institution's recordkeeping policy and a detailed listing of documents maintained in student files is available to students who submit a written request to the school administration at 106 W 4th St Ste 314 Santa Ana, CA 92701 or email ([records@culinarylabschool.com](mailto:records@culinarylabschool.com)). Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due to the institution are paid.

### **Professions – Requirements for Eligibility for Licensure**

None of the educational services offered lead to occupations that require licensure.

### **Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice. Depending on the payment plan a student is accepted under and qualified for, tuition amounts may vary. Plan A receives a \$1,000 discount. From time to time, there are custom discounts on tuition that are reflected in a student's payment plan they receive and sign during their Finance meeting with the Enrollment Manager.

**Pro Culinary Diploma Program**

Tuition	\$26,900
Registration Fee (non refundable)	\$250 (50% due at Acceptance, 50% due at Enrollment)
Uniform (non refundable)	\$389 + tax
Tool Kit (non refundable)	\$994 + tax
STRF (non refundable)	\$67.50

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (Level 1: 94 Hours).....	\$7,014.21
TOTAL CHARGES FOR THE SECOND PERIOD OF ATTENDANCE (Level 2: 97 Hours).....	\$7,238.07
TOTAL CHARGES FOR THE THIRD PERIOD OF ATTENDANCE (LEVEL 3: 92 Hours).....	\$6,864.98
TOTAL CHARGES FOR THE FOURTH PERIOD OF ATTENDANCE (LEVEL 4: 90 Hours).....	\$6,715.74
TOTAL CHARGES FOR THE FIFTH PERIOD OF ATTENDANCE (LEVEL 5: 12 Hours) .....	\$895.43

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ..... \$28,728.43

**Pro Pastry Diploma Program**

Tuition	\$26,900
Registration Fee (non refundable)	\$250 (50% due on with Application, 50% due at Enrollment)
UUniform (non refundable)	\$389 + tax
Tool Kit (non refundable)	\$994 + tax
STRF (non refundable)	\$67.50

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (Level 1: 94 Hours).....	\$7,014.21
TOTAL CHARGES FOR THE SECOND PERIOD OF ATTENDANCE (Level 2: 97 Hours).....	\$7,238.07
TOTAL CHARGES FOR THE THIRD PERIOD OF ATTENDANCE (LEVEL 3: 92 Hours).....	\$6,864.98
TOTAL CHARGES FOR THE FOURTH PERIOD OF ATTENDANCE (LEVEL 4: 90 Hours).....	\$6,715.74
TOTAL CHARGES FOR THE FIFTH PERIOD OF ATTENDANCE (LEVEL 5: 12 Hours) .....	\$895.43

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ..... \$28,678.50

**Accelerated Culinary Certificate Program**

Tuition	\$16,500
Registration Fee (non refundable)	\$250 (50% due on with Application, 50% due at Enrollment)
Uniform (non refundable)	\$389 + tax
Tool Kit (non refundable)	\$994 + tax
STRF (non refundable)	\$32.50

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (Level 1: 45 Hours).....	\$4,287.52
TOTAL CHARGES FOR THE SECOND PERIOD OF ATTENDANCE (Level 2: 49 Hours).....	\$4,668.64
TOTAL CHARGES FOR THE THIRD PERIOD OF ATTENDANCE (LEVEL 3: 49 Hours) .....	\$4,668.64
TOTAL CHARGES FOR THE THIRD PERIOD OF ATTENDANCE (LEVEL 4: 45 Hours) .....	\$4,287.52
TOTAL CHARGES FOR THE THIRD PERIOD OF ATTENDANCE (LEVEL 5: 4 Hours) .....	\$381.11

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ..... \$18,293.43

### Uniform

- Chef Coats (2)
- Aprons (2)
- Chef Pants (1)
- Kitchen Cap or Bandana (1)
- CL T-shirt

### Rouxbe Online License (lifetime subscription)

We don't use textbooks for this program. This program uses [Rouxbe's Professional Cook's Companion](https://rouxbe.com/cooking-courses/rouxbe-professional-cooks-companion/details) as its core "online textbook". <https://rouxbe.com/cooking-courses/rouxbe-professional-cooks-companion/details>

### Culinary Tool Kit

4" Edge Guard	Plating Spoon, 7-7/8"L
6" Edge Guard	8" Whisk
8 Pocket Padded Knife Roll	Stainless Steel Measuring Spoon Set
8" Kitchen Scissors	Tongs, 9"
8" Edge Guard	6" Precision Plating Tongs
Bowl Scraper - Pocket Wht	5" Fish Pliers
Digital Thermometer	Two-Sided Water Stone 400 & 1000 Grit
10" Spatula	Vegetable Peeler, Y-type
Honing Steel, 10"	Microplane zester
3.5" Paring Knife	Perforated Spoon 7 1/8
6" Boning Knife	Fish Spatula
8" Chef's Knife	

### Pastry Tool Kit

10" High Heat Spatula	Avanta Bread Knife, 10"
2" Pastry Brush w/ White Plastic Handle	Avanta Paring Knife, 3.5"
4" Black Plastic Offset Pastry Spatula	Avanta Chef's Knife, 9"
7" Black Plastic Offset Pastry Spatula	Stainless Steel Measuring Cup Set
Bowl Scraper - Pocket Wht	Stainless Steel Measuring Spoon Set
Stainless Steel Dough & Bench Scraper	Microplane zester
Digital Thermometer	Plating Spoon, 7-7/8"L
Digital Candy Thermometer	Star Tips Set of 10
Digital Scale	Round Ring Cutter Set, Plastic
Honing Steel, 10"	8" Kitchen Scissors
Edge Guard, 4.5" Parer	Silpat, Silicone Sheet 1/2 Sheet
Edge Guard, 10" Bread Knife	13" High Heat Spoon
Edge Guard, 9" Chefs	
Cake Comb	

## Faculty

**Ryan Wagner** [ryan@culinarylabschool.com](mailto:ryan@culinarylabschool.com)

Founder/Chief Academic Officer

Chef Ryan is an Executive Chef with 25 years of extensive food and beverage experience, including running restaurant kitchens, high profile event catering, and various leadership roles in culinary education. He owned and ran a successful event catering business in Los Angeles, and has played key roles in several culinary startups. Over the years Chef Ryan has made appearances on the Food Network, catered events for Hollywood celebrities, and shared his experience with thousands of students. He's a self proclaimed "food geek", and is responsible for many of the gastronomic learning experiments here at CulinaryLab.

**Briana Bielucke** [briana@culinarylabschool.com](mailto:briana@culinarylabschool.com)

Pastry Chef Instructor/Director of Education

Chef Briana Bielucke first learned to cook from a very young age by her two matriarchal grandmothers. Her second love after her family is food in all forms. A native Southern Californian, she started working in restaurants at age 16. From Boulangerie to specialty cake shops (and everything in between), she has worked at a wide range of notable establishments and has taught Pastry Arts for the past several years. As the Dean of Education at a cooking school in Los Angeles, Chef Bri developed multiple Culinary & Pastry programs. In her free time, she enjoys growing produce in her garden and baking with her son at home.

**Chef Jacky** [Jacky@culinarylabschool.com](mailto:Jacky@culinarylabschool.com)

Pastry Chef Instructor

Chef Jacky grew up in Santa Ana and found a love for baking at a young age. She went to the French Pastry School in Chicago and, after graduation, honed her skills at Cut by Wolfgang Puck in Las Vegas. After Cut, she returned to Orange County to help open The Resort at Pelican Hill and became the Pastry Sous Chef. Chef Jacky has appeared on the Food Network show The Challenge and has won the Golden Foodie Award for Pastry Chef in 2019. Her last position before joining CL was as Pastry Chef at The Waterfront Beach Resort in Huntington Beach. Chef Jacky joins CulinaryLab as our Pastry Chef Instructor and looks forward to mentoring and sharing her experiences with ambitious students.

**Chef TC** [tc@culinarylabschool.com](mailto:tc@culinarylabschool.com)

Culinary Chef Instructor

Chef Tanit's, also known as Chef TC, adventure into culinary started on a different road but ended in the path he loves. When he was younger he always helped his mom make dessert and pastries for the Thai Temple on the weekends but his parents originally didn't support his interest in food. He was always encouraged to either be a doctor, lawyer or scientist when he grew up. So while going to college, he went through a plethora of jobs. He was a cellphone salesman, a karate instructor and even a train conductor at Disneyland but all that changed when Chef TC got his first job working for the Patina Group. He started as a food runner but was always interested in the culinary side of the restaurant. He then switched sides from front of house to back of house and did amazing events with them such as the Grammy's and U.S. Tennis Open. From there, his passion for culinary grew and so he attended culinary school and shortly after worked for multiple high end resorts like Pelican Hill and was the private chef for the CEO/Owner of Ketel ONE Vodka. On his off-time he wanderlusts for new places to eat or stay active by playing golf, tennis, long boarding and spending time with his daughter.

**Chef Rich** [richard@culinarylabschool.com](mailto:richard@culinarylabschool.com)

Culinary Chef Instructor

Chef Richard was born to first-generation Korean-American parents. He studied economics and computer science at Rutgers University and began his career in the corporate world, but switched gears to pursue a culinary career. He apprenticed at Le Cirque in New York and then helped open Rocco's in NYC, where the reality TV series "The Restaurant" was filmed. After Rocco's, Chef Richard got the opportunity to work at Geisha with Michelin star chef Eric Ripert and then went on to work at Napa Rose at the Grand Californian Hotel & Spa.

Chef Richard's fondest food memories include eating fries & aioli in Belgium, and eating raw beef bibimbap with his wife in Korea.

**Chef James** [james@culinarylabschool.com](mailto:james@culinarylabschool.com)

Culinary Chef Instructor

Chef James' passion for food was lit at a very young age, having come from a family that loves to cook. After finishing high school, Chef James attended Culinary School at Cerritos College then went on to complete his apprenticeship at The Ritz Carlton

in Marina Del Rey. He eventually moved to Park City, Utah, and continued to grow as a cook. Chef James eventually moved back to California to join the kitchen at Splashes at the Surf and Sand Resort, where he worked his way up the ranks to Sous Chef. Before joining Culinary Lab, Chef James also spent time in Chef David Kinch's Three Michelin Starred restaurant, Manresa, and Avant Restaurant at Rancho Bernardo Inn in San Diego. Some of Chef James' favorite techniques include pasta making and fermentation, and he's excited to share his knowledge with our students.

## Programs

### Pro Culinary Diploma Program

#### Description

This program provides students with the knowledge and skills needed to be successful in an entry-level role in a professional kitchen. Students learn how to safely and efficiently handle food, working with tools and equipment commonly used in foodservice. Fundamental cooking techniques are taught using a combination of videos, live demonstration, guided practice, and repetition. Topics covered include knife skills, vegetable cookery, plant-based cooking, sauces, soups, meat cookery, seafood, plate presentation, charcuterie, salads, sandwiches, baking and pastry skills, and international cuisines. Through the apprenticeship portion of the program, students gain hands-on practice working in a real working professional kitchen. They learn time management, urgency, teamwork, professionalism, and gain hundreds of hours of cooking technique practice.

#### Educational Objectives

- Understand cross contamination, time and temperature requirements, proper food storage, and the general guidelines to safe food handling.
- Identify common kitchen equipment, and know how to assemble and safely operate it.
- List names and dimensions of common knife cuts.
- Know key ratios for common cooking techniques, including grain cookery, stocks, sauces and cooking liquids, thickeners, mirepoix, forcemeats, custards, and doughs.
- Understand each step of common meat, seafood, and vegetable cooking techniques and list them in order.
- Describe the characteristics of plate composition and identify opportunities to display food in visually pleasing ways.
- List main ingredients in common sausages and cured meats.

#### Length of Program

**385 clock hours**

#### Graduation Requirements

**To complete this program a student must complete all prescribed levels and earn a grade of "C".**

#### Final Tests or Exams

**Students are evaluated through written and performance assessments.**

#### Standard Occupational Code

**(SOC# 35-2012, 35-2014)**

#### Outline of Subject Matter

	Course/Module Description	Hours
LEVEL 1: SKILLS	Wk1: Knife Cuts & Vegetable Cookery Wk2: Salads & Dressings Wk3: Soups, Stocks & Sauces Wk4: Grains & Legumes Wk5: Plant-Based Cooking Wk6: Review & Exit Exam  <b>Learning Outcomes (LO)</b> At the completion of this level the student will be able to: <ul style="list-style-type: none"> <li>● Recognize name and usage for common kitchen equipment</li> <li>● Demonstrate how to use common commercial kitchen equipment safely and effectively</li> <li>● Accurately scale a recipe up or down as needed, using appropriate units of measure</li> </ul>	94



	<ul style="list-style-type: none"> <li>● Demonstrate the use of common kitchen communication, such as “behind you” or “hot pot”</li> <li>● Clean and sanitize a work station according to health department approved methods and standards</li> <li>● Demonstrate proper grip, effective cutting motions, body posture, efficiency, and accuracy with a chef's knife</li> <li>● Name and demonstrate common knife cuts, including julienne, batonnet, dice, supreme, and concasse</li> <li>● Complete knife work within an acceptable time limit for an entry-level cook</li> <li>● Sharpen a chef’s knife</li> <li>● Understand the effects of heat applied to vegetables</li> <li>● Demonstrate proficiency in blanching, simmering, poaching, sautéing, sweating, and caramelizing vegetables</li> <li>● Show a fundamental understanding of the effects of salt on a vegetable</li> <li>● Appropriately season a vegetable to enhance its natural flavor</li> <li>● Create a salad with balanced flavors and textures</li> <li>● List and demonstrate the steps to making traditional brown and white stocks</li> <li>● Adjust a liquid to balanced levels of sweet, salt, sour, bitter, and umami</li> <li>● List common sauce preparations in the appropriate category (reduction, emulsion, starch and puree thickened)</li> <li>● Prepare reduction, emulsion, starch and puree thickened sauces</li> <li>● Prepare a broth-based soup and starch or puree-thickened soup</li> <li>● Cook common varieties of tubers, legumes, and grains to correct doneness/tenderness, moisture, and consistency</li> <li>● Identify common varieties of tubers, legumes, and grains by sight</li> <li>● Understand and be able to achieve “al dente” texture of rices and grains</li> <li>● Successfully execute the pilaf and risotto methods with common grains</li> <li>● Identify common sources of nutrients in edible leaves, fruits, and grains</li> <li>● Have a basic understanding of vegetarian and vegan cooking methodology</li> </ul>	
<p>LEVEL 2: WHOLE ANIMAL</p>	<p>Wk1: Poultry</p> <p>Wk2: Pig</p> <p>Wk3: Lamb + Beef</p> <p>Wk4: Finfish</p> <p>Wk5: Shellfish</p> <p>Wk6: Review &amp; Exit Exam</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Fabricate a chicken into eight parts in a reasonable amount of time</li> <li>● Identify common cuts of pork, beef, and lamb as well as the appropriate techniques to apply to each.</li> <li>● Successfully execute dry heat cooking techniques of sauté, pan fry, deep fry, grilling, and roasting.</li> <li>● Determine internal temperature/doneness of a protein using touch and a thermometer.</li> <li>● Successfully execute moist heat cooking techniques with meats including braising, stewing, poaching, and sous vide</li> <li>● Identify approximate cook times for each protein and be able to identify characteristics of a properly braised or stewed item.</li> <li>● Identify appropriate cuts of proteins for moist heat application and identify where on the animal they are located.</li> <li>● Explain how the application of moist heat over time converts collagen to gelatin in proteins</li> <li>● List and identify the basic anatomy of a pig</li> <li>● Demonstrate basic meat fabrication techniques</li> <li>● Demonstrate understanding of how curing of meats is achieved and the components required.</li> <li>● Understand nitrates, nitrites, “tinted cure mix”, including their sources and uses.</li> </ul>	<p>97</p>

	<ul style="list-style-type: none"> <li>● Understand and demonstrate the three basic grinding methods of straight, progressive and emulsified</li> <li>● Demonstrate proper sausage casing procedures</li> <li>● Demonstrate the techniques of filleting a roundfish and a flatfish</li> <li>● List and categorize the various types of seafood</li> <li>● Understand the way fish flesh differs from land animals and how it applies to their cooking</li> <li>● Clean and fabricate common species of shellfish</li> <li>● Successfully execute a variety of dry and moist heat cooking methods with common types of seafood</li> <li>● Have an understanding of how to determine specific doneness in seafood</li> <li>● Understand and be able to achieve “al dente” texture of pastas</li> <li>● Make fresh pasta dough including dough formation, kneading, rolling, and shaping</li> <li>● Understand the proper cooked texture of dry and fresh pastas</li> </ul>	
LEVEL 3: RESTAURANT PRODUCTION	<p>Wk1: Plate Presentation &amp; Menu Development</p> <p>Wk2: Restaurant Week - Latin American</p> <p>Wk3: Restaurant Week - Asia</p> <p>Wk4: Restaurant Week - Regional US</p> <p>Wk5: Restaurant Week - Europe</p> <p>Wk6: Review &amp; Exit Exam</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Demonstrate a more advanced understanding of heat transfer to food and how to better control heat’s effect on texture</li> <li>● Describe and compose a visually balanced plate of food</li> <li>● List and describe the components of a visually appealing plate presentation</li> <li>● Set up a water bath, a thermal circulator, and operate a vacuum sealer</li> <li>● Students will compose and cost a menu based on their clients needs, target demographic and seasonality.</li> <li>● Students will acquire the basic knowledge needed to properly maintain a pantry or walk-in for any restaurant, hotel or bakery, including food safety guidelines and developing vendor relations.</li> </ul>	92
LEVEL 4: SPECIALTY	<p>Wk1: Pastry 1: Breads</p> <p>Wk2: Pastry 2: Fundamentals</p> <p>Wk3: Pastry 3: Plated Desserts</p> <p>Wk4: Family &amp; Friends Practice Run</p> <p>Wk5: Family &amp; Friends Meal</p> <p>Wk6: FINAL PRESENTATION</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Successful measure and execute baking recipe using volume and weight measurements.</li> <li>● Prepare common pastry sauces</li> <li>● List, describe, and prepare common custards</li> <li>● Successfully prepare cookies, quick breads and yeasted breads</li> <li>● Outline and explain the components and timing of a successfully planned event</li> </ul>	90
LEVEL 5: APPRENTICESHIP	<p><b>Course/Module Description</b></p> <p>Apprenticeship Modules consist of seven, two to four-hour sessions. Each session is designed to cover topics to best prepare students for a career in the culinary industry. Sessions are both field trip and lecture-based with engaging student interaction. Students will participate in Apprenticeship Modules for 2-4 hours for each of seven (7) modules.</p>	12

	<p><b>As part of Level 5, students are required to complete 1,000 Apprenticeship hours working at an approved job site. Students start working at their Apprenticeship job site as early as the week 13 of the program. Apprenticeship hours must be completed within 12 months of the start of the professional program at CulinaryLab. An extended term may be allowed under special circumstances, pending met criteria for eligibility and approval by the Level 5 Instructor and Director of Education.</b></p> <p><i>Mod 1: Culinary Career Paths</i>  <i>Mod 2: Interview Skills + Apprenticeship Orientation</i>  <i>Mod 3: Farm Field Trip</i>  <i>Mod 4: Vendor Relations Field Trip</i>  <i>Mod 5: Elective Module*</i>  <i>Mod 6: Elective Module*</i>  <i>Mod 7: Team Building + Leadership</i></p> <p><i>*to be chosen by student at Orientation</i></p> <p><b>Learning Outcomes (LO)</b>  At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Students will be prepared to start employment with one of our industry partnerships, where they will continue to develop their knowledge and techniques with repetition of high volume production.</li> <li>● Students will learn how to become a valued team member and how to become a strong leader in the industry.</li> </ul>	
	<b>Total Hours</b>	<b>385</b>

## Pro Pastry Diploma Program

### Description

This course provides students with the knowledge and skills needed to be successful in an entry-level role in a professional bakery or pastry kitchen. Students learn how to safely and efficiently handle food, working with tools and equipment commonly used in foodservice. Fundamental baking and pastry techniques are taught using a combination of videos, live demonstration, guided practice, and repetition. Topics covered include knife skills, vegetable cookery, baking and pastry basics, chocolates, breads, ice creams, cookies, laminated doughs, specialty cakes, and tortes. Through the apprenticeship portion of the program, students gain hands-on practice working in a real working bakery or pastry professional kitchen. They learn time management, urgency, teamwork, professionalism, and gain hundreds of hours of technique practice.

### Objectives

- Understand cross contamination, time and temperature requirements, proper food storage, and the general guidelines to safe food handling.
- Identify common kitchen equipment, and know how to assemble and safely operate it.
- List names and dimensions of common knife cuts.
- Know common vegetable cookery techniques, including blanching, sautéing, sweating and caramelization.
- 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.
- Prepare baked custards and creams.
- Organize and produce contemporary plated desserts.
- Produce pastries using classical materials ie puff pastry and pate a choux
- Identify and explain the terms as they apply to the pastry/baking process
- Discuss the process/method for making chocolate. Demonstrate a variety of tempering techniques and correctly handling chocolate products. Selection and usage of equipment used for chocolate and 7 confectionery making.
- Discuss the fermentation processes in Artisan bread making and how they contribute to flavor. Identify the characteristics of wild and commercial yeasts. Understand the 10 steps to baking, baker's math, various dough styles, temperature differences in doughs. Retarding doughs, shaping techniques, and baking methods for several different types of breads and rolls.

- Understand and discuss overrun and maturation in the process of making ice creams and sorbets. Demonstrate the usage of ice cream machines and understand the sanitation that needs to take place during the process of making frozen desserts. Describe flavor profiling, insertions, granitas, alcohol in ice creams and sorbets and mixing and matching of flavors.
- Understand and demonstrate various folding techniques in Classic, Blitz Puff , Danish and Croissant doughs.
- Understanding the making of various sponge cakes. Usage of mousse cakes and identifying the correct process of building a torte from the bottom up. Discussing and demonstrating the making of Joconde and paté a décor.
- Demonstrate hands-on skills and advanced techniques in the production of specialty cakes. Demonstrate piping borders and producing celebratory decorations. Identify and discuss ingredients used in the decoration of specialty and wedding cakes. Produce a three-tiered wedding cake as a final project.

**Length of Program**

**385 clock hours**

**Graduation Requirements**

**To complete this program a student must complete all prescribed courses and earn a grade of “C”**

**Final Tests or Exams**

**Students are evaluated through written and performance assessments.**

**Standard Occupational Code**

**(SOC# 35-1011)**

**Outline of Subject Matter**

	<b>Course/Module Description</b>	<b>Hours</b>
LEVEL 1: SKILLS	<p>Wk1: Pantry Preserves &amp; Milk Crafting</p> <p>Wk2: Quick Breads &amp; Yeasted Breads</p> <p>Wk3: Cookies &amp; Custards</p> <p>Wk4: Pies, Tarts, &amp; Vegan/GF</p> <p>Wk5: Pate a Choux &amp; Basic Cakes</p> <p>Wk6: Review &amp; Exit Exam</p> <p><b>Learning Outcomes (LO)</b> At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>• Identify common commercial kitchen equipment by name</li> <li>• Demonstrate how to use common commercial kitchen equipment safely and effectively</li> <li>• Accurately scale a recipe up or down as needed, using appropriate units of measure</li> <li>• Demonstrate the use of common kitchen communication, such as “behind you” or “hot pot”</li> <li>• Clean and sanitize a work station according to health department approved methods and standards</li> <li>• Prepare common pastry sauces</li> <li>• List, describe, and prepare common custards</li> <li>• Mix, proof and bake yeasted breads</li> <li>• Successfully prepare basic tarts, quick breads and choux-based pastry</li> <li>• Demonstrate preparation of a proper Swiss Meringue</li>   <li>• Describe the effects of fat content, air, and maturation in ice creams</li>   <li>• Make ice cream with acceptable texture from base, to freezing, to storage</li> <li>• Incorporate a variety of flavoring and garnish ingredients to ice cream bases while maintaining desirable textures</li> </ul>	94
LEVEL 2: CRAFT BAKING & PASTRY	<p>Wk1: Yeasted Breads</p> <p>Wk2: Specialty Yeasted Breads</p>	97

	<p>Wk3: Laminated Doughs</p> <p>Wk4: Candies &amp; Confections</p> <p>Wk5: Artisan Chocolates</p> <p>Wk6: Review &amp; Exit Exam</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● List and demonstrate the 10 steps to making bread</li> <li>● Successfully scale recipes using baker's percentages</li> <li>● Identify common styles of bread</li> <li>● Knead and proof yeast bread properly for optimum texture</li> <li>● Shape rolls and baguettes</li> <li>● Produce baked items in quantity</li> <li>● Select, scale, mix, and fold ingredients needed to make a flakey laminated dough</li> <li>● Execute common folding techniques used in laminated dough production</li> <li>● Cut, fill, and roll croissants and Danishes</li> <li>● Shape and bake laminated dough for the production of common pastries</li> <li>● Make classic and blitz puff dough and describe the differences</li>   <li>● Describe the general history of chocolate, and the steps to going from raw products to finished</li> <li>● Successfully temper chocolate by hand and with a tempering machine</li> <li>● Enrobe truffles and fill bonbons</li> <li>● Execute basic decorating techniques</li> <li>● Create confections with proper aeration and texture</li> </ul>	
<p>LEVEL 3: MODERN TECHNIQUES</p>	<p>Wk1: Entremet &amp; Chocolate Applications</p> <p>Wk2: 3-D Cakes and Cupcakes</p> <p>Wk3: Tiered &amp; Fondant Cakes</p> <p>Wk4: Modern Plated Desserts</p> <p>Wk5: Plated Desserts &amp; Food Photography</p> <p>Wk6: Review &amp; Exit Exam</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Demonstrate a more advanced understanding of heat transfer to food and how to better control heat's effect on texture</li> <li>● Describe and compose a visually balanced plate of food</li> <li>● List and describe the components of a visually appealing plate presentation</li> <li>● Create a visually appealing image using a phone camera and fixed light source</li> <li>● Identify the different classifications of specialty cakes</li> <li>● Create chocolate lattice and other common cake decorations</li> <li>● Identify the components of mousses and Bavarians, and the differences between them</li> <li>● Build, decorate, and hold a celebration cake</li> <li>● Cost a cake out by ingredient, determining total cost and retail pricing</li> <li>● Create simple sugar decorations</li>   <li>● Explain the merits of various sponge cakes</li> <li>● Successfully prepare the components of an entremet and assemble from the bottom up</li> </ul>	<p>92</p>

	<ul style="list-style-type: none"> <li>● Enrobe, frost, and finish a cake</li> </ul>	
LEVEL 4: SPECIALTY	<p>Wk1: Vegetables &amp; Starches</p> <p>Wk2: Grains &amp; Pasta</p> <p>Wk3: Meats, Seafood, &amp; Sauces</p> <p>Wk4: Final Exit Exam</p> <p>Wk5: Advanced Pastries</p> <p>Wk6: Final Presentation</p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Demonstrate effective cutting motions, body posturing, and accuracy while using a chef's knife</li> <li>● Name and demonstrate common knife cuts, including julienne, batonnet, dice, supreme, concasse, and others</li> <li>● Sharpen a chef's knife</li> <li>● Demonstrate correct technique while executing the following vegetable cookery techniques: blanching, simmering, poaching, sautéing, sweating, and caramelizing</li> <li>● Season vegetables with the correct amount of salt needed to enhance flavors</li> <li>● Cut a cake or entremet cleanly using the hot knife method</li> </ul>	90
LEVEL 5: APPRENTICESHIP	<p><b>Course/Module Description</b></p> <p>Apprenticeship Modules consist of seven, two to four-hour sessions. Each session is designed to cover topics to best prepare students for a career in the culinary industry. Sessions are both field trip and lecture-based with engaging student interaction. Students will participate in Apprenticeship Modules for 2-4 hours for each of seven (7) modules.</p> <p>As part of Level 5, students are required to complete 1,000 Apprenticeship hours working at an approved job site. Students will be eligible to start working at their apprenticeship job site as early as week 13 of the program. Apprenticeship hours must be completed within 12 months of the start of the professional program at CulinaryLab. Delays in completion may be allowed under special circumstances and must be approved by the Level 5 Instructor and Director of Education.</p> <p><i>Mod 1: Culinary Career Paths</i></p> <p><i>Mod 2: Interview Skills + Apprenticeship Orientation</i></p> <p><i>Mod 3: Farm Field Trip</i></p> <p><i>Mod 4: Local Bakery Field Trip</i></p> <p><i>Mod 5: Elective Module*</i></p> <p><i>Mod 6: Elective Module*</i></p> <p><i>Mod 5: Team Building + Leadership</i></p> <p><i>*to be chosen by student at Orientation</i></p> <p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Students will be prepared to start employment with one of our industry partnerships, where they will continue to develop their knowledge and techniques with repetition of high volume production.</li> <li>● Students will compose and cost a menu based on their clients needs, target demographic and seasonality.</li> <li>● Students will acquire the basic knowledge needed to properly maintain a pantry or walk-in for any restaurant, hotel or bakery, including food safety guidelines and developing vendor relations.</li> <li>● Students will learn how to become a valued team member and how to become a strong leader in the industry.</li> </ul>	12

	<b>Total Hours</b>	<b>385</b>
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### Accelerated Culinary Certificate Program

#### Description

This program provides students with the knowledge and skills needed to be successful in an entry-level role in a professional kitchen. Students learn how to safely and efficiently handle food, working with tools and equipment commonly used in foodservice. Fundamental cooking techniques are taught using a combination of live demonstration, guided practice, and repetition. Topics covered include knife skills, vegetable cookery, plant-based cooking, sauces, soups, meat cookery, seafood, salads, and sandwiches. Through the apprenticeship portion of the program, students gain hands-on practice working in a real working professional kitchen. They learn time management, urgency, teamwork, professionalism, and gain hundreds of hours of cooking technique practice.

#### Educational Objectives

- Understand cross contamination, time and temperature requirements, proper food storage, and the general guidelines to safe food handling.
- Identify common kitchen equipment, and know how to assemble and safely operate it.
- List names and dimensions of common knife cuts.
- Know key ratios for common cooking techniques, including grain cookery, stocks, sauces and cooking liquids, thickeners, and mirepoix.
- Understand each step of common meat, seafood, and vegetable cooking techniques and list them in order.
- Describe the characteristics of plate composition and identify opportunities to display food in visually pleasing ways.

Length of Program: 192 clock hours

Schedule:

Levels 1, 2, 3 & 4: Two sessions weekly, 7 ½ hours per session, 12 weeks

Level 5: Modules to take place on Weeks 4, 7, and 13 of the program. Eligibility to start working and reporting Apprenticeship hours starting Week 13.

#### Outline of Subject Matter

	Course/Module Description	Hours
LEVEL 1: PLANT	Wk1: Knife Cuts & Vegetable Cookery Wk2: Salads & Soups Wk3: Grains, Tubers & Legumes	45

<p>LEVEL 1:PLANT</p>	<p><b>Learning Outcomes (LO)</b></p> <p>At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Recognize name and usage for common kitchen equipment</li> <li>● Demonstrate how to use common commercial kitchen equipment safely and effectively</li> <li>● Accurately scale a recipe up or down as needed, using appropriate units of measure</li> <li>● Demonstrate the use of common kitchen communication, such as “behind you” or “hot pot”</li> <li>● Clean and sanitize a work station according to health department approved methods and standards</li> <li>● Demonstrate proper grip, effective cutting motions, body posture, efficiency, and accuracy with a chef’s knife</li> <li>● Name and demonstrate common knife cuts, including julienne, batonnet, dice, supreme, and concasse</li> <li>● Complete knife work within an acceptable time limit for an entry-level cook</li> <li>● Sharpen a chef’s knife</li> <li>● Understand the effects of heat applied to vegetables</li> <li>● Demonstrate proficiency in blanching, simmering, poaching, sautéing, sweating, and caramelizing vegetables</li> <li>● Show a fundamental understanding of the effects of salt on a vegetable</li> <li>● Appropriately season a vegetable to enhance its natural flavor</li> <li>● Create a salad with balanced flavors and textures <ul style="list-style-type: none"> <li>● Adjust a vinaigrette to balanced levels of sweet, salt, sour, bitter, and umami</li> </ul> </li> <li>● Prepare reduction, emulsion, starch and puree thickened sauces</li> <li>● Prepare a broth-based soup and starch or puree-thickened soup</li> <li>● Cook common varieties of tubers, legumes, and grains to correct doneness/tenderness, moisture, and consistency</li> <li>● Identify common varieties of tubers, legumes, and grains by sight</li> <li>● Understand and be able to achieve “al dente” texture of rices and grains</li> <li>● Successfully execute the pilaf and risotto methods with common grains</li> </ul>	
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	Course/Module Description	Hours
<p>LEVEL 2:ANIMAL</p>	<p>Wk4: Two Legged</p> <p>Wk5: Four Legged</p> <p>Wk6: Land &amp; Sea</p>	<p>45</p>



<p>LEVEL 2:ANIMAL</p>	<p><b>Learning Outcomes (LO)</b>  At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Fabricate a chicken into eight parts in a reasonable amount of time</li> <li>● Identify common cuts of pork, beef, and lamb as well as the appropriate techniques to apply to each.</li> <li>● Successfully execute dry heat cooking techniques of sauté, pan fry, deep fry, grilling, and roasting.</li> <li>● Determine internal temperature/doneness of a protein using touch and a thermometer.</li> <li>● Successfully execute moist heat cooking techniques with meats including braising, stewing, poaching, and sous vide</li> <li>● Identify approximate cook times for each protein and be able to identify characteristics of a properly braised or stewed item.</li> <li>● Identify appropriate cuts of proteins for moist heat application and identify where on the animal they are located.</li> <li>● Explain how the application of moist heat over time converts collagen to gelatin in proteins</li> <li>● Clean and fabricate common species of shellfish</li> <li>● Successfully execute a variety of dry and moist heat cooking methods with common types of seafood</li> <li>● Have an understanding of how to determine specific doneness in seafood</li> <li>● Understand and be able to achieve “al dente” texture of pastas</li> <li>● Make fresh pasta dough including dough formation, kneading, rolling, and shaping</li> <li>● Understand the proper cooked texture of dry and fresh pastas</li> </ul>	<p>45</p>
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	Course/Module Description	Hours
<p>LEVEL 3: PLATED</p>	<p>Wk7: Essentials   Wk8: Elements   Wk9: Advanced</p>	<p>45</p>

LEVEL 3: PLATED	<p><b>Learning Outcomes (LO)</b> At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Describe and compose a visually balanced plate of food</li> <li>● List and describe the components of a visually appealing plate presentation</li> <li>● Apply plating presentation concepts to composed dishes</li> <li>● Organization or prepared mise en place for multiple components of a dish</li> <li>● Effective “firing” of held items to final plating (hot, fresh, proper plating)</li> <li>● Two stage “blanch and fry” method for pommes frites</li> <li>● Curing as a preservation method</li> <li>● Confit method of cooking - preservation</li> <li>● Fabrication of flatfish and roundfish including skin removal</li> <li>● Cooking methods for fish including - grilling, poaching, skin on searing, batter frying, breaded</li> <li>● Butter sauce, beurre monte</li> <li>● Charging, using, cleaning of siphon gun</li> <li>● Make mayonnaise from scratch - by hand and with robot coupe</li> <li>● Create gastrique through reduction</li> <li>● Duck fabrication and cookery - scoring of duck breast, slow rendering</li> <li>● Proper searing of scallops</li> <li>● Lobster fabrication - characteristics and uses of different parts</li> <li>● Proper cooking of lobster and creating a flavorful lobster stock</li> <li>● Cold smoking</li> </ul>	
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	Course/Module Description	Hours
LEVEL 4: MODERN	Wk10: Modern Chefs Wk11: Modern Chefs Wk12: Exit Exam	45

LEVEL 4: MODERN	<p><b>Learning Outcomes (LO)</b> At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● List common sauce preparations in the appropriate category (reduction, emulsion, starch and puree thickened)</li> <li>● Emulate and understand the characteristics of some examples of modern plant-based fine-dining.</li> <li>● Fully grasp what is necessary to create, execute and serve an appealing plant-based menu item in today’s industry.</li> <li>● Knowledge of the current fine-dining landscape around the world - including knowledge of today’s best, most innovative culinary minds.</li> <li>● Proper cooking of filled pastas, ideal saucing, plating, garnishing.</li> <li>● Making of a filled pasta from scratch. Dough, farce, building agnolotti and other shapes of filled pastas.</li> <li>● Understanding of some examples of today’s modern preparation and plating techniques. How these items are prepared, why each component is included. The basic knowledge needed to create menu items.</li> <li>● Knowledge of how the best modern fine-dining restaurants prepare, hold and execute some of their best items.</li> <li>● Preparation of octopus - how its texture is affected by time and temperature of cooking methods.</li> <li>● Chilled, poached shrimp</li> <li>● Modern plating methods - how to emulate - and how to create.</li> </ul>	
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<p>LEVEL 5: APPRENTICESHIP</p>	<p><b>Course/Module Description</b> Apprenticeship Modules consist of three, four-hour sessions covering the topics below. Each session is designed to cover topics to best prepare students for a career in the culinary industry. Sessions are both field trip and lecture-based with engaging student interaction.</p> <p>As part of Level 3, students will participate in a 500-hour paid Apprenticeship at an approved job site. Students should expect to start working at their Apprenticeship job site as early as week 13 of the program. Apprenticeship hours must be completed within 9 months of the start of the professional program at CulinaryLab. Delays in completion may be allowed under special circumstances and must be approved by the Level 3 Instructor and Director of Education.</p> <p><i>Mod 1: Culinary Career Paths</i> <i>Mod 2: Interview Skills + Apprenticeship Orientation</i> <i>Mod 3: Farm Field Trip</i></p> <p><b>Learning Outcomes (LO)</b> At the completion of this level the student will be able to:</p> <ul style="list-style-type: none"> <li>● Students will be prepared to start employment with one of our industry partnerships, where they will continue to develop their knowledge and techniques with repetition of high volume production.</li> <li>● Students will acquire the basic knowledge needed to properly maintain a pantry or walk-in for any restaurant, hotel or bakery, including food safety guidelines and developing vendor relations.</li> <li>● Students will learn how to become a valued team member and how to become a strong leader in the industry.</li> </ul>	<p>12</p>
	<p><b>Total Hours</b></p>	<p>192</p>

**Other Disclosures**

**Academic Advisement**

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance. CulinaryLab welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the Director of Student Engagement.

**School Policies**

The following policies apply to every day of every program at CulinaryLab unless otherwise specified. Policies related to behavior also apply during off campus school gatherings and special events outside of class time. Uniform and hygiene policies apply anytime students are in the kitchen, including at special events outside of class time. Failure to abide by these policies may result in a lower grade, being excused from class for the day, probation or expulsion from the program.

**Uniforms**

If enrolled in our Pro Culinary or Pro Pastry program, students must be in full-approved uniform when class is scheduled to begin. A student may not enter the kitchen until in full uniform:

- a. Black non-slip close-toed shoes
- b. CulinaryLab chef coat with a white, black, or CulinaryLab issued undershirt (no logoed or colored shirts). Students may wear a black or white long sleeve under their chef coat. No other color will be permitted.
- c. CulinaryLab bandana or kitchen cap, with long hair, either tucked underneath cap or tied back
- d. CulinaryLab-issued apron (to be put on fully prior to entering the kitchen)

Not allowed:

- e. Necklaces that hang outside of the chef coat
- f. Any rings or wrist jewelry, including watches but excluding simple wedding bands
- g. Visible piercing jewelry that hangs or dangles
- h. Any chef coat, apron, or hat not issued by CulinaryLab

### **Hygiene**

Proper hygiene is important for food safety reasons. Poor hygiene can not only be unsafe, but can affect other people in the kitchen. As a student, you are required to follow these hygiene guidelines:

- a. Nails free of polish and trimmed below the fingertip
- b. Nobody odor that can affect other people's sense of smell, including perfume, cologne, and body odor caused by not bathing
- c. Beards either trimmed to no more than ½" thick, or covered by a beard net

### **Side Talking**

When the class is gathered together as a group and the instructor or another student is speaking, no other talking is allowed, except to ask and answer questions. When the chef stops production in the kitchen to make an announcement or demonstrate a technique, no other talking is allowed, except to ask and answer questions.

### **Professionalism**

Students are expected to behave in a professional manner at all times. This includes:

- a. Showing respect to instructors, fellow classmates, and visitors
- b. Always referring to chefs as "Chef" or "Chef [Name]", including chef instructors, guest chefs, and chefs at apprenticeships
- c. Adhering to proper kitchen etiquette, including being urgent, using call-outs like "behind you" and "hot pot", and working with a high level of kitchen safety
- d. Working with integrity, always doing what is ethical and honest, even when no one is watching
- e. Being a team player, looking out for the best interests of classmates and being mindful of how your own actions may impact another person

### **Wearing Uniforms Outside of Class**

Students who are wearing the CulinaryLab uniform are representing the school in the eyes of the public. Students are expected to act respectfully and responsibly when wearing the uniform, or remove the uniform in situations where the school might be represented in a negative light.

### **Practicing for Exit Exams**

Students are encouraged to practice what they have learned in class to better prepare themselves for their exit exam. Though this is not mandatory it is highly recommended. The school does not provide additional ingredients for students to take home, nor is the school able to re-sale products to students.

### **Criteria for Exit Exams**

Students must receive a 70% or better to pass their exit exam. A score of less than 70% will be input into the grade book as a zero. An exit exam may be retaken one time. It must be scheduled within two weeks of the last failed exam.

### **Online Homework**

If online homework is part of the student's program, it is the student's responsibility to complete the online homework prior to class, as it is a critical component for success of CulinaryLab students. By completing the required course homework prior to coming to class, students will be better able to keep up with the fast pace of our kitchen classes. Students who fail to complete the required learning prior to coming to class not only reduce their chances of success in the CulinaryLab program, but also detract from the learning of other students, as unprepared students generally require more of the chef's time to be caught up on missed learning. With this in mind, CulinaryLab's policy about completion of homework prior to class is as follows:

All assigned homework must be done prior to attending class on Day 1 of each week. The chef will check online 15 minutes prior to the start of class to ensure that all students have completed their homework. Those students who come to class without completing their homework will be seated away from the rest of the group and allowed to complete their homework during class time. During this time, however, students will not be counted as present in class. Points may be deducted from the student's grade for the week, and any minutes spent doing homework during class time will be counted as minutes absent, and may affect the student's overall standing in the program.

### **Medical/Safety**

Any injury that occurs on the training premises must be reported to a staff member immediately. You are required to fill out an accident report for every injury, even minor ones such as small cuts and burns.

### **Sexual Harassment**

Sexual harassment is against state and federal laws. It is unwelcome sexual attention and unsolicited sexual advances from peers, teachers, staff or anyone with whom the student may interact. Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct to the Director of Student Engagement immediately.

### **Retaliation**

Retaliation against any individual in any manner for reporting harassment or assisting in providing information relevant to a claim of harassment is a serious violation and will be investigated and treated in the same manner as a claim of harassment. Retaliation includes any action taken in an effort to punish an individual or negatively impact their environment or conditions as a result of his/her report of harassment. Any action an individual believes constitutes retaliation should be reported to the Director of Student Engagement immediately.

## **STUDENT SERVICES INFORMATION**

### **Student Services**

This institution does not provide airport reception services, housing assistance, or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Student Orientation**

Student Orientation will take place a minimum of two weeks prior to the start of a program. During orientation, the Director of Education will familiarize the students with the school facilities, services, grading policies, program completion requirements, etc. as described in this catalog. CulinaryLab welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the Director of Student Engagement.

### **Current Student Information**

It is important that students notify the school of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

### **Employment Guarantee Disclaimer**

CulinaryLab staff and faculty do not guarantee employment to individuals who complete their programs.

### **Family Rights & Privacy Act**

CulinaryLab complies with the confidentiality and students accessibility provision of the Family Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order, or
3. Other oversight agency's requirements

However, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student. An appointment should be scheduled with the Director of Student Engagement if a file inspection is required. A student may access his/her own records by submitting a written request to the Director of Student Engagement

### **Compliance Procedure**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of Student Engagement should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

### **Pregnancy**

Upon confirmation of pregnancy, the student must provide the Director of Student Engagement with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

### **Visitors**

Parents, spouses, prospective employers, etc. are cordially invited to visit the school upon request. As visitors during certain hours may cause a distraction for students, we require that instructors be given at least 48 hours to respond to any requests prior to any planned visits. Special arrangements may be made for groups. Anyone who disrupts the smooth operation of the school may be asked to leave the premises immediately. Students are not allowed to bring children into the kitchen without approval from the administration.

### **The Prevention of Abuse/Use of Alcohol and Other Substances**

No person may use, possess, sell or distribute alcohol, cannabis, other illegal controlled substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician, or alcohol provided

directly to each student by the school for learning purposes. This prohibition applies to all students as well as employees. The term "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs is also prohibited. Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

### **Physical Requirements**

Students must perform the essential job requirements of a cook, as well as those of a student, while in the training programs. A student must be able to perform the requirements with or without reasonable accommodation. Examples include:

- Lift and carry up to 50 lbs.
- Work on your feet for 8 hours with minimal breaks.
- Work continuously with your hands for up to 7 hours at a time with minimal breaks.

If you are a person with a disability and require accommodation, please inform the Director of Education prior to completing your enrollment and start date at [briana@culinarylabschool.com](mailto:briana@culinarylabschool.com).

### **Health & Dietary Restrictions**

A portion of your coursework will involve regularly tasting and evaluating food. The ability to taste all of the foods prepared in class is a requirement for entry into the CulinaryLab program. The Chef Director may, at his discretion, make exceptions for certain dietary restrictions. You must inform the Chef Director of any health conditions or dietary restrictions that would affect your ability to do so prior to submitting your application.

### **Placement Services**

This institution provides job placement beginning when students are attending CulinaryLab (for their apprenticeship) continuing after they have graduated. We make direct introductions to local employers looking to hire.

### **Apprenticeship**

One of the levels of instruction offered in the Pro Programs and Accelerated Culinary is the Apprenticeship. This is a required element for completion of the programs and students will have the opportunity to work as an apprentice at a local restaurant, bakery, or other professional kitchen. This guided mentorship will take place at a well-respected local business under the tutelage of a seasoned chef, and allow the student to gain valuable experience in a professional setting. Students will also participate in Apprenticeship Modules for 2-4 hours for each of seven (7) modules for the pro programs or three (3) modules for Accelerated Culinary. These modules will occur during levels 1, 2, 3, 4, and 5 for the pro programs and levels 2, 3, and 4 for Accelerated Culinary.

The Apprenticeship Modules total 25 hours in length for the Pro Culinary and Pro Pastry programs and 12 hours in length for Accelerated Culinary. Attendance at each Apprenticeship module is mandatory and will count as part of the overall grade for the Apprenticeship Level. There are no guaranteed make-ups for classroom or field trip modules, so students should plan accordingly to attend. Students who miss a module, no matter the reason, should expect an appropriate negative impact on their grade. The school recognizes that occasional emergencies and situations outside of the student's control happen. In these instances, we strongly encourage students to complete and turn in all assigned homework in Level 5, including assignments for any missed modules, to maintain good standing and avoid falling behind for their Apprenticeship placement.

Students agree to work a paid Apprenticeship to practice and hone a student's culinary skills. Students must accumulate 1,000 working hours for the Diploma programs and 500 working hours for the Certificate program to complete the program and be eligible for their diploma or certificate. All hours must be worked at an approved Apprenticeship site that meets CulinaryLab's guidelines and is approved by the CAO and DOE.

CulinaryLab will arrange the first round of Apprenticeship interviews by connecting students with job opportunities. It is up to the student to secure an Apprenticeship through the interview process and maintain that Apprenticeship throughout the duration of the program. As part of the interview process, students may be required to complete a background check through Frasco Profiles. A criminal history may affect your admission into the Apprenticeship. Students must finalize and turn in their resume by week 13 of the program to avoid delays in their Apprenticeship placement.

Students must adhere to program Best Practices: Submit resume assignment no later than Week 14 of the program, respond to all Apprenticeship team contact within three attempts, complete Paystub Submission monthly in a timely manner [with no more than two (2) consecutive late submissions], attain 70% or higher Apprenticeship Feedback score two times during program, provide notice of absence (including two weeks for voluntary resignation) to Apprenticeship site, and attend at least 60% of provided modules. Failure to abide by Best Practices will result in disciplinary action that includes establishing a correction plan, as well as creating a record that may exclude a student from re-enrollment and future program opportunities.

Students must submit hours monthly via Google Classroom. Students who fail to submit monthly job hours and work summary reports will be at risk of failing the level. Students must provide the monthly hours and work summaries in order to attend the scheduled Apprenticeship Session.

#### **Holidays 2024**

Monday, January 15th - Martin Luther King Jr. Day  
Monday, February 19th - Presidents' Day  
Monday, May 27th - Memorial Day  
Monday, June 24th - Friday, June 28th - Summer Break  
Thursday, July 4th - Independence Day  
Monday, September 2nd - Labor Day  
Monday, November 25th - Friday, November 29th - Thanksgiving Break  
Monday, December 23rd - Friday, January 3rd - Winter Break

#### **Plagiarism**

Students are cautioned that all instructors require that each student submit his/her own original work. Any student(s) violating this policy by turning in work copied, even in part, from another student or from any other source, including the internet, may be subject to dismissal.

#### **Appeal**

Terminated students may appeal the school's decision in writing to the Director of Student Engagement. The school must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance. CulinaryLab welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the Head of Heart..



## REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897
- 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](http://www.bppe.ca.gov) are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy 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.
- 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.