

2025-26 NATIONAL RESTAURANT ASSOCIATION – PRO-START TESTING INFORMATION

1. Name of Test

ProStart Foundations of Restaurant Management and Culinary Arts Level I & II

2. Name and address of test provider

National Restaurant Association
Educational Foundation
2055 L Street NW
Washington, DC 20036
(800) 424-5156

3. Number Of Test Items

100 questions each

4. Length Of Test

100 questions each

5. Technology Requirements for Testing Lab

Paper and pencil or online available

6. Web Site Where Test Information Is Available

[South Carolina Pro Start](#)

7. Web Site to Register Students for Test

[Registration website](#)

8. Step-By-Step Directions for Registering Students for Test

1. Make sure you are a registered ProStart Educator with the National Restaurant Association Educational Foundation (NRAEF). You can do so by clicking here -> [ProStart Educator Registration](#)
2. Request Exam Answer Sheets from the South Carolina Restaurant and Lodging Association. Thanks to grant funding and local support from our members Exam Answer Sheets are available to Full ProStart Program Educators free of charge. SCRLA recognizes the importance of testing and certifying students and is committed to providing answer sheets as long as we can. You can request exam answer sheets by getting a hyperlink from Christal Van Wickler by emailing her at christal@scrla.org

Exam Answer Sheet requests are due by Nov. 15 for fall semester and March 1 for spring semester. Please allow 10-14 days for delivery.

3. Once you are registered and have requested your exam answer sheets from SCRLA, now you need to schedule the exams. You can obtain ProStart Exams directly from the NRAEF website at chooserestaurants.org which ensures you have the current exam as quickly as you need it.
 - Print-based and online exam sessions must be scheduled through the web site. After logging in with a valid educator access, select “Exam Management” from the Educator Services section of the web site. To Schedule the Exam, select the appropriate exam edition and level (Level 1, Level 2 from 2nd edition or Level 1, Level 2 from new 3rd edition), accept proctor agreement and then indicate if this is an online or print-based exam. Both Level 1 and Level 2 exams are available in online format. In addition, the Level 1 exam can be taken in English or Spanish.

FOR PRINT-BASED EXAMS CONTINUE, ONLINE EXAMS ARE FINISHED AT THIS POINT.

Once you have completed all of the required fields, you will be taken to the Print Exam Schedule Confirmation Page.

This page includes:

- Your Exam Session Number
- Links to the Exam Information Form
- The Master Exam, which can be downloaded in PDF format
- Please record the Exam Session Number for your records and print both the Exam Information Form and the Master Exam. Once you have finished administering the exam, you must submit the Exam Information Form, and all completed answer sheets to NRAEF for grading.
- You will receive only one copy of each Master Exam, including an answer key. You may make as many copies of the Master Exam as needed to test your examinees. The answer key should be kept in a secure place at all times and can be used if you must submit grades to your registrar prior to when they will be available from NRAEF. New Foundations Exams are available every year in September, and the expiration date is indicated on the exam. Any Foundations Exam currently in your possession that does not have an expiration date should be destroyed. You must obtain a new exam each year. Never use an expired exam, as this will cause difficulty in grading

*The Exam also comes with an Answer Key. Answer Keys can be used if you must submit grades prior to when they are available from NRAEF.

4. (For print based exams only) Submit completed Exam Answer Sheets and Exam Information Form to NRA. Send all information no later than 2 business days after exam administration via an in-route traceable/trackable mailing method (UPS, Airborne, Fed-Ex) to:

National Restaurant Association
Attention: Service Center
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606

If there is a valid e-mail address on file, you will receive an e-mail when the results are available online.

Testing complete!

9. Web Site for Test Administration Directions

[Test Administration Directions website](#)

10. Test Provider Contact Person's Name and Title

National Restaurant Association
Attention: Service Center
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606

Phone: 800.765.2122, ext. 6703 (toll-free) or 312.715.1010, ext. 6703 (local)
Fax: 866.665.9570 (toll-free) or 312.583.9853 (local)

Web site: choosere restaurants.org
Email: Servicecenter@restaurant.org

Security Department: Servicecenter@restaurant.org
You must include "Exam Security" in the subject line.

Exam Security Hotline: 888.291.6462

11. Test contact person's phone number

Christal Van Wickler, Education Coordinator 803-766-0179 or 765-9000

12. Test contact's person's e-mail address

christal@scrla.org

13. Phone number for technical assistance during the test

800.765.2122, ext. 6703 (toll-free) or
312.715.1010, ext. 6703 (local)

14. **Is a sample test provided?**

No

15. **Are sample test items provided?**

No

1.

16. **What fields of data are required to be entered to register students for a test?**

First Name, Last Name, School

17. **Who can register students for a test?**

Teacher

18. **Who can administer the test?**

Teacher

19. **Are teachers allowed to administer/proctor the tests?**

Yes

20. **Is remote/virtual proctoring available?**

No

21. What are the rules for proctors?

Proctors have these responsibilities:

- Follow the exam administration guidelines in the proctor handbook (including how to handle exam irregularities and accommodations) and stay current with changes to procedures.
- Organize and administer all exam location activities and procedures to ensure secure, standardized exam administration.
- Maintain exam security, report security breaches, and cooperate with any security-related inquiries.
- Return all appropriate exam materials within two (2) business days from the date of the exam or grade the online exam within one day of proctoring.
- Conduct exam administration in accordance with all requirements of your State Restaurant Association and if appropriate by your school or state department of education.
- Treat all examinees in a fair and equitable manner. You must also ensure the integrity of the exam by not:
 - Reviewing or discussing any exam questions/answers with anyone other than examinees at any time.
 - Administering the exam to anyone who might pose a conflict of interest or an exam security risk (such as a relative).
 - Using information gleaned from an exam to teach the Foundations curriculum. Exams are for examinee testing purposes only.
 - Falsifying or tampering with exam answer sheets or score results.

22. How do test administrators/proctors advise you of accommodations needed by students, as required in students' IEPs, for example?

Examinees with Disabilities NRAEF provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the Americans with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Educational and Psychological Testing. This includes alternate test formats (such as oral instead of written) and test aids (such as readers or translators). Please follow your school's guidelines when making such accommodations.

Foreign Language Translations An examinee with limited proficiency in English may use a qualified interpreter to assist the Educator in administering his or her Exam. The interpreter must be fluent in both English and the examinee's native language. The interpreter may have no personal relationship to the examinee. The interpreter also may not interpret subjective

opinions or provide cues to the examinee. Examinees who want to take the Exam in English are permitted to use a bilingual English- native language dictionary (e.g., English–Spanish) during the Exam.

Inspect the dictionary when the examinee arrives for the Exam. English-language dictionaries are not permitted.

23. What accommodations do you routinely provide for individual students?

See above

24. What are the dates for test administration during the 2025-26 school year?

October 1, 2025 - June 30, 2026

25. When are the results available?

Online: immediately Paper: 1-4 weeks

26. Who receives the test results?

Teacher

27. What extra steps, if any, are required to be completed by schools/teachers, before students can be registered for tests? These steps might be specific to SC.

The teacher must be approved to administer the exam in advance through the SC office.

28. What are the cut scores for the test(s)?

70%