



# Chinese American Service League Chef Training Program

2141 S. Tan Court, Chicago, IL 60616

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## CATALOG

### **What is Chinese American Service League's Chef Training Program?**

The Chef Training Program of the Chinese American Service League (CASL) which is located at 2141 S. Tan Court, Chicago, IL 60616 has successfully provided students with professional European and continental style cooking skills needed to enter the food service industry for 24 years. The training focuses on basic cooking, food preparation skills, sanitation procedures, food safety and correct kitchen equipment usage, and pre-employment skills. Students will be assisted in obtaining employment in food service industry after graduation.

*You must be 18 or older to be eligible for the program.*

### **What do I get out of the Chef Training Program?**

- Free tuition for qualified students
- Scholarships or sliding fee scale tuition based on family income
- Program includes 640-hour on site culinary training and 65-hour Sanitation Class. The delivery method is all in-residence.
- Free 2 weeks Head Start English is provided if need
- Free Sanitation Class provided by experienced instructor from City College of Chicago
- Free Sanitation Exam and students who pass the exam get Chicago Sanitation License
- Free tasting of daily food production starting from the 5<sup>th</sup> week
- Supportive services including transportation stipends and/or childcare subsidy (\$9.25/day for one child and \$15.00/day for two children) for students with children under five years old and the subsidy is to be paid to the childcare provider
- Located near downtown Chicago with convenient transportation
- Daily instruction and demonstration by a highly experienced Chef Instructor
- Daily hands-on practice

- Daily Vocational English as a Second Language lessons for students in need
- Pre-employment training and counseling
- Referral and placement into various food service industry such as hotels, restaurants, hospitals and other places with fringe benefits
- Over 90% completion rate and 80% placement rate
- On-the-job counseling
- Follow-up services after placement
- Unique Chinese cultural environment
- Textbooks, uniform and equipment provided on site and no minimum equipment needed from student for participation

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### **How long is the class and where is it?**

The 16-week program includes a 14-week hands-on cooking skills training, a 2-week intensive pre-employment training and sanitation training (a total of 705 clock hours). Classes are held from 8:00 a.m. to 4:00 p.m., Monday through Friday and at the Chinese American Service League, 2141 S. Tan Court, Chicago, IL 60616.

### **What do I learn?**

- Introduction to food service
- Sanitation procedure and food safety
- Basics of kitchen equipment usage
- Breakfast, lunch, and dinner preparation
- Western Cuisine
- Teamwork skills
- Vocational English
- Pre-employment skills

## **Where are the job opportunities?**

- Hotels
- Restaurants
- Hospitals
- Universities
- Food Service Companies
- Airline Companies

## **How much shall I pay?**

The full cost for the 16-week tuition for self-paying participants is \$5,000 (all costs included). CASL accepts payment by check. Free tuition is available for qualified participants based on his/her family income.

## **What is the policy on due-date of payment?**

50% of the full tuition must be paid by the first day of training. The other half must be paid by the first day of the 5<sup>th</sup> week of training.

## **What is the refund policy?**

Any student has the right to cancel his/her contract until midnight of the 5<sup>th</sup> calendar day after the student is accepted by the school and contract is signed by the student. The school will cancel a student's enrollment upon the written request of the student. The student's financial obligation at the time of cancelation is as follows:

If notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition will be refunded to the student.

If notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the 5<sup>th</sup> day of training (5% of the course of instruction), all paid tuition will be refunded to the student but a \$300 processing and instructional charge will be charged to the student.

If the student cancels after the 5<sup>th</sup> day of training, but before the first day of 8<sup>th</sup> week of training, \$2000 will be refunded to the student.

If the student cancels after the 1<sup>st</sup> day of the 9<sup>th</sup> week of training, no refund will be issued to the student. The student is responsible for paying the full tuition.

If applicable, the school will issue a refund within fifteen days after a written request is made.

A school may make refunds which exceed those prescribed in the Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

## **Rules of Conduct**

Attendance/Roll Call will be taken at 8:00 a.m. A student is considered tardy if he or she is not seated, dressed according to program standards, and ready for class.

If a student intends to leave school before the scheduled end of the school day, he or she must announce his or her intentions at the time of roll call. Leaving early will result in a tardy for that day, and leaving early without having informed the instructors at the time of roll call will result in an absent for that day.

1. Three counts of tardiness will be equal one absence.
2. The accumulation of two absences will be tolerated with no adverse action.
3. Upon accumulating a third absence, a verbal warning will be issued.
4. Upon accumulating a fourth absence, a written warning will be issued.
5. Upon accumulating a sixth absence, a final written warning will be issued.
6. Any further tardiness or absences will result in termination.

Previous commitments, i.e., family or personal commitments do not justify a waiving of the attendance rules.

Sickness, with or without a written doctor's excuse, does not justify a waiving of the attendance rules.

## **Grading Scale**

Each student will be graded on the following grading scale:

In-class assignments:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% or below

Final Grade for the class will be a “Pass” = 70% or above, and “Fail” = 69% or below.

## **Criteria for the Issuance of Certificates**

Each student must successfully complete the full course of instruction for which he/she is registered with a grade “Pass”, equivalent to “C” or better. Upon successful completion of the course, students will receive a certificate and/or transcript from CASL Chef Training Program.

## **Eligibility check for free tuition:**

- Birthday/Age;
- Social Security Card Number;
- Authorization to work in the U.S. (Green Cards, Birth Certificate. or Certificate. of Naturalization);
- Selective Services Registration Number (DD 214) (for male applicants);
- Address/Residency: State ID, Driver’s license or utility bills (Gas & Electricity bill);
- Income Verification:
  - Paycheck stubs, W2 Form, Pension, UI documents;
  - Self-support letter;
  - Support letter with paycheck stubs from relatives/friends;
  - Any document from government, i.e. food stamps, medical cards, child support, Homeless shelters, disability allowance award letters, Form SSA-1099, printouts from Social Security;

## **Holidays**

Training class will be closed during the observation of the following holidays:

- New Year’s Day
- Martin Luther King
- Chinese New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## **How to Get your Transcript**

You can request a transcript in three different ways: by mail, by telephone, or in person.

However, we will not accept transcript requests by fax, or e-mail. The process of issuing the transcript will take 5-10 working days. The transcript is free of charge.

## **Student Complaint Procedures**

Upon enrollment, every participant will be informed of the grievance procedure to follow should he/she have a complaint while participating in training. Each individual has the right to file a complaint if he/she feels that he/she is being treated unfairly or if he/she suspects that a violation of his/her rights has occurred. The grievance procedure to be adhered to in the event of a complaint is as follows:

1. Participants are encouraged to try and resolve their particular complaint or problem in the classroom. The participant should first bring the complaint to the attention of the Employment Counselor. Within two working days, if a solution can not be reached or if the complainant is not satisfied with the solution offered, he/she will be advised of the next level of appeal.
2. Within two working days, the complainant should bring the issue to the Employment and Training Manager. If the complainant is still not satisfied with the decision, he/she will be advised by the Employment and Training Manager of the next level of appeal.
3. Within 2 working days, the complainant will should the issue to the Executive Director. If the complainant is still not satisfied with the decision made by the Executive Director, he/she will be advised to submit the complaint to the Equal Employment Opportunity Section (EEO) of the Department of Community Development, 1615 West Chicago Avenue, Chicago, IL. or call the EEO office at (312) 744-6521.

Complaints against the school may be registered with the Illinois State of Board of Education by sending a letter to either of the following addresses:

Illinois State Board of Education  
Private Business and Vocational School Unit  
100 North First Street

Springfield, Illinois 62777-0001

(217) 782-3860

Illinois State Board of Education

Private Business and Vocational School Unit

100 West Randolph Street, Suite 14-300

Chicago, Illinois 60601-3407

(312) 814-5818

### **Equal Opportunity Statement**

The CASL Chef Training Program is committed to equal opportunity in training development, placement, and financial assistance for all students. The CASL Chef Training Program offers equal opportunity to all students regardless of sex, age, race, color, sexual orientation, national origin, religion, or physical challenges.

### **This Program is funded by:**

Chicago Cook Workforce Partnership (CCWP)

The Illinois Department of Commerce and Economic Opportunity (DCEO)

Chinese American Service League is not accredited by an accrediting body recognized by the U.S. Department of Education.

**Certificate of Approval To Operate Issued By the Illinois State Superintendent of  
Education, 100 North First Street, Springfield, Illinois 62777.**

Last Revised: March 2<sup>nd</sup>, 2017