



## Chinese American Service League Culinary Training Program

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## CATALOG

### **What is Chinese American Service League (CASL)?**

Chinese American Service League is the largest and most comprehensive social service agency in the Midwest dedicated to serving the needs of Chinese Americans. It was founded in 1978 and is located at 2141 S. Tan Court, Chicago, IL 60616.

CASL provides a full range of services that strengthen the economic, cultural, physical, and mental well-being of our clients. Our programs include: a Pre-school Center, a Family Learning and Resource Center, and a School Age Center for families and children; adult, elderly, and youth employment programs for those seeking jobs or training opportunities; counseling and social and health services for any individual in need; citizenship and immigration assistance for new immigrants; and an In-Home Services Program and Adult Day Center for seniors.

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

The Culinary Training Program is a component of CASL's Adult Employment Program. It serves students who are 18 or older. The purpose of the program is to give students the basic culinary knowledge, skills, and experience necessary to enter the food service industry. Our training emphasizes the basic preparation and cooking techniques of Western cuisine, kitchen management and sanitation procedures, kitchen equipment usage, and pre-employment skills. Upon completion of the training, students receive assistance in obtaining suitable employment in the industry.

## **What do students get out of the Culinary Training Program?**

- 640 hours of classroom instruction and hands-on practice
- Bilingual instruction in English and Chinese (Cantonese and Mandarin)
- Daily Vocational English-as-a-Second-Language (VESL) lessons
- One free week of intensive Head Start English Class for students who need extra help
- Free tuition and examination fee for the ServeSafe Sanitation Manager's Certification Course and application fee for the city sanitation license
- Supportive services, including transportation stipends and/or childcare subsidy (\$9.25/day for one child and \$15.00/day for two children) for income-eligible students with children under five years old (the subsidy is to be paid to the childcare provider)
- Convenient location (near downtown Chicago) and public transportation
- Pre-employment training and counseling
- Job referral, placement, and follow-up services
- A successful 30-year track record
- A multicultural learning and working environment
- Provision of all required learning materials, uniforms, and kitchen equipment
- Referral for tuition assistance from other funding sources

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

The program is 16 weeks long. (It is preceded by a 1-week Head Start English Class for those who need extra help in learning English.) Classes are held from 8:00 a.m. to 4:00 p.m., Monday through Friday at the Chinese American Service League, 2141 S. Tan Court, Chicago, IL 60616.

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

- Hotels
- Restaurants

- Institutional kitchens (museums, universities, hospitals, casinos, nursing homes, corporate dining rooms and cafeterias, etc.)
- Supermarkets
- Catering and banquet services
- Private clubs
- Airline food services

### **How much is the tuition?**

Full tuition of the 16-week program is \$5,530. It covers all fees and expenses and includes all learning materials, uniforms, and equipment necessary for the completion of the program. Payments can be made by check. Free tuition, reduced tuition, and scholarships are available to students who qualify based on their family income.

### **What information do students need to determine if they meet the eligibility requirements for free or reduced tuition or a scholarship?**

- Date of Birth/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
- Income Verification:
  - Paycheck stubs, W2 Form, Pension, UI documents
  - Self-support letter
  - Support letter with paycheck stubs from relatives/friends
  - Any document from government (e.g., food stamps, medical cards, child support, homeless shelters, disability allowance award letters, Form SSA-1099, printouts from Social Security, etc.)

### **When is tuition payment due?**

50% of the full tuition is due on the first day of training. The other half is due on the first day of the 5<sup>th</sup> week of training.

### **What are the cancellation and refund policies?**

Students can cancel their enrollment anytime before the midnight of the 5<sup>th</sup> calendar day after they signed the program contract. Cancellation notices must be made in writing.

If notice of cancellation is received before midnight of the 5<sup>th</sup> calendar day but prior to the 1<sup>st</sup> day of class, all tuition will be refunded to the student. If notice of cancellation is given after the first day but prior to the 5<sup>th</sup> day of class, all paid tuition will be refunded to the student minus a \$300 processing and instructional charge. After the 5<sup>th</sup> day of training but before the 1<sup>st</sup> day of the 8<sup>th</sup> week of training, only \$2000 will be refunded to the student. After the 1<sup>st</sup> day of the 9<sup>th</sup> week of training, no refund will be issued to the student.

Refunds, if applicable, will be made within fifteen days after a written request is received.

### **What are the attendance requirements of the program?**

Students are expected to attend each and every day of the training, from 8:00 a.m. to 4 p.m. All absences without an instructor's prior approval or a doctor's statement are considered unexcused absences.

Attendance will be taken at 8:00 a.m. every day. Students are considered tardy if they are not seated, dressed to program standards, and ready for class. If they are late by more than an hour, their tardy will automatically become an unexcused absence.

Students who intend to leave before the end of the school day must obtain prior approval of the instructor. No one is allowed to leave the program for any reason or for any amount of

time without prior approval. All unapproved departures from the program are considered unexcused absences.

Tardies and unexcused absences carry the following consequences:

- Three (3) tardies equal one (1) unexcused absence
- Two (2) unexcused absences result in a friendly reminder
- Three (3) unexcused absences result in a verbal warning and a written reminder
- Four (4) unexcused absences result in a written warning
- Five (5) unexcused absences result in a second written warning and a meeting with the Culinary Training team to discuss the student's intentions and plans
- Six (6) unexcused absences may result in termination from the program. The Culinary Training team will decide on a case by case basis. But even if the student is allowed to continue in the program, he or she will be asked to make up the missed work by completing additional assignments, to be determined by the instructors. If the student fails to do so, he or she will NOT receive a diploma of successful completion for the program.

### **How do students “pass” the program?**

The following grading scale will be used:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% or below

In order to “pass” the training program, students must obtain at least an average grade of “C”.

Otherwise, the student will fail.

## **What do students need to receive the Certificate of Completion for the program?**

To receive the Certificate of Completion for the program, students need to have fulfilled the following requirements: 1) passed their written and practical examinations with an average grade of “C” or above; 2) returned their chef knives, caps, and textbook; and 3) met all attendance requirements.

## **Holidays**

Classes will be cancelled in observance of the following holidays:

- Independence Day
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Day
- New Year Day
- Martin Luther King Jr
- Chinese New Year
- Good Friday
- Memorial Day

## **How can students get a copy of their transcript?**

Students can request a copy of their transcript in three ways: by mail, telephone, or in person. We do not accept transcript requests by fax or e-mail. The time to process a transcript request is 5 to 10 working days. There is no service fee.

## **Can students transfer their certificates of completion to another institution?**

This program does not guarantee the transferability of students' certificates of completion to another program, school, college, or university. Any decision on the comparability, appropriateness, and acceptance of a student's certificate rests solely on the receiving

institution. It is important that students consult with the institution to which they may seek to transfer about this matter before making any decisions.

### **How can students file a complaint if they have one?**

All students have the right to file a complaint if they believe they have been treated unfairly or their rights have been violated. On the first day of class, a Student Handbook will be distributed to all students that describe in detail the procedures they should follow in filing a complaint.

Students should first try to address their complaint with the instructors of the program. If they are dissatisfied with the outcome, then they can advance to the next level, that of the Department Manager. If they are still dissatisfied with the decision, they can appeal to yet the next level, that of the Executive Director. If students are still not satisfied with the decision made by the Executive Director, they will be advised to submit their 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 this school may be registered with the Illinois Board of Higher Education:***

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
Academic Affairs/Diversity & Outreach  
1 N. Old State Capitol Plaza,  
Springfield, Illinois 62701  
General Information Phone: (217) 782-2551  
Institutional Complaint Hotline: (217) 557-7359  
Link to the Online Complaint System: <http://complaints.ibhe.org/>

## **Equal Opportunity Statement**

The CASL Culinary Training Program is committed to offering equal opportunity in every aspect of its operation to all students, regardless of their sex, age, race, color, sexual orientation, national origin, religion, or physical challenges.

## **CASL's Culinary Training Program is funded by:**

- Chicago Cook Workforce Partnership (CCWP)
- The Illinois Department of Commerce and Economic Opportunity (DCEO)

## **When will the next class begin?**

Our next class will begin on **1/13/2020** and ends on **5/01/2020**. Head Start English will start one week earlier, from **1/06/2020** to **1/10/2020**.

*The food service industry is one of the fastest growing industries in the country. The Employment and Training Department of Chinese American Service League is ready to help you take your first step into this exciting new world. Call one of our employment counselors today at: **(312) 791-0418, EXT: 3611**.*

**CASL's Culinary Training Program is not accredited by any accrediting body  
recognized by the U.S. Department of Education**

**Certificate of Approval to Operate issued by the  
Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Springfield, IL 62701**