



# James Rumsey Technical Institute

3274 Hedgesville Road  
Martinsburg, WV 25403-0259  
304.754.7925 Telephone

## Admission Application Adult Programs

DO NOT WRITE IN THIS SPACE

Date Received \_\_\_\_\_

Program Enrolled \_\_\_\_\_

Full Time ( ) Yes ( ) No

Date to Enter \_\_\_\_\_

**REQUIRED:** An official, sealed West Virginia-recognized high school or high school equivalency transcript such as GED®, HiSET® or TASC™ that indicates graduation/completion must be mailed from your school to the JRTI Registrar's Office (address above).

- A. **Applications** should be submitted **as early as possible**, as they will be processed in the order they are received. After final acceptance in the program a \$50.00 nonrefundable registration fee is required to secure your enrollment.
- B. The **information** requested on this application will be **confidential** and used in evaluating your background and qualifications. This **information** will become a part of your **permanent record**.
- C. **NOTE:** James Rumsey Technical Institute **participates** in the Federal **Pell Grant Program** (FAFSA application), but **not** in student, loan programs, the **PROMISE Scholarship**, or the **West Virginia Higher Education Grant**.

**PROGRAM** in which enrolling \_\_\_\_\_

<p>How did you learn about James Rumsey programs/classes? <i>Please circle response.</i></p> <p>friend/family    high school counselor    newspaper    radio    television</p>	<p>current/former student instructor    other</p>
<p>Have you previously attended James Rumsey Technical Institute?    __ YES    __ NO</p> <p><i>If yes, what year?</i> _____</p> <p><i>In what course did you obtain a certificate?</i> _____</p>	
<p>Have you ever attended ANY college or postsecondary institution?    __ YES    __ NO</p> <p><i>If yes, please write the college/postsecondary institution name.</i> _____</p>	

### PERSONAL DATA

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Have you ever been convicted of a felony?    \_\_ YES (If yes, please attach additional page with explanation.)    \_\_ NO

**Ethnic Group—Optional—requested by the Federal Government for statistical reporting purposes only. Please circle response.**

- |                                  |                    |                       |   |                           |
|----------------------------------|--------------------|-----------------------|---|---------------------------|
| 1. American Indian/Alaska Native | 3. Caucasian/White | 5. Asian              | 7. Two or more races                      | 9. Race/ethnicity unknown |
| 2. Black or African American     | 4. Hispanic/Latino | 6. Non-resident alien | 8. Native Hawaiian/Other Pacific Islander |                           |

Will you live (check one):    \_\_ On campus    \_\_ Off campus with parents    \_\_ Off campus not with parents

**EMERGENCY INFORMATION**

Parent/Guardian/Spouse \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

I certify that I am a legal resident of the city of \_\_\_\_\_, in the county of \_\_\_\_\_, in the state of \_\_\_\_\_. If admitted to James Rumsey Technical Institute, I agree to abide by the rules and regulations of the school.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

*REQUESTS FOR SPECIAL ACCOMMODATIONS SHOULD BE MADE KNOWN TO JAMES RUMSEY TECHNICAL INSTITUTE AT THE TIME YOU FILL OUT THIS APPLICATION.*

As required by Federal laws and regulations, James Rumsey Technical Institute does not discriminate on the basis of sex, race, color, religion, disability, age, national origin, or lack of English skills in employment or in its educational programs and activities.

\_\_\_\_\_  
High School Instructor

\_\_\_\_\_  
Asst. Principal – Postsecondary

\_\_\_\_\_  
Asst. Principal – High School



# Cooking Aptitude Test

The only way for you to know if you are truly suited for the culinary arts industry is to spend years actually working , learning, and actively employing the skills learned in this program. Anyone can work in a restaurant, but not everyone is suited to be a restaurant professional. The following questionnaire will help you determine if you have some of the qualities necessary for a career in The Culinary Arts.



	yes	no	
1	<input type="checkbox"/>	<input type="checkbox"/>	Do you pay close attention to details?
2	<input type="checkbox"/>	<input type="checkbox"/>	Do you hate shopping for groceries?
3	<input type="checkbox"/>	<input type="checkbox"/>	Do you appreciate having variety in your work day?
4	<input type="checkbox"/>	<input type="checkbox"/>	Do you prefer working alone to working with others?
5	<input type="checkbox"/>	<input type="checkbox"/>	Are you good at basic math?
6	<input type="checkbox"/>	<input type="checkbox"/>	Do you have trouble working quickly in demanding atmospheres?
7	<input type="checkbox"/>	<input type="checkbox"/>	Do you have strong physical stamina?
8	<input type="checkbox"/>	<input type="checkbox"/>	Do you want a routine that is the same every day?
9	<input type="checkbox"/>	<input type="checkbox"/>	Do you have good communication skills?
10	<input type="checkbox"/>	<input type="checkbox"/>	Do you value a high level of privacy and quiet time when you are at work?
11	<input type="checkbox"/>	<input type="checkbox"/>	Do you enjoy cooking meals for family and friends?
12	<input type="checkbox"/>	<input type="checkbox"/>	Do you feel that weekends must be spent with your friends or family?
13	<input type="checkbox"/>	<input type="checkbox"/>	Do your friends ask you to cook for them?
14	<input type="checkbox"/>	<input type="checkbox"/>	Do you grow faint and listless when in an excessively hot environment?
15	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever asked someone for a copy of the recipe for a particular dish you enjoyed?
16	<input type="checkbox"/>	<input type="checkbox"/>	Do you get extremely nervous when working under tight, stressful deadlines?
17	<input type="checkbox"/>	<input type="checkbox"/>	Do you often eat out in fancy restaurants?
18	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a hard time motivating yourself to do things?
19	<input type="checkbox"/>	<input type="checkbox"/>	Do you watch one or more cooking shows per week on television?

## READ THIS WHEN YOU HAVE FINISHED THE QUESTIONNAIRE

*Don't read this until you have done the quiz.* If you answered yes to the majority of odd-numbered questions, and no to the majority of even-numbered questions, then you'll probably want to go full steam ahead towards a culinary arts career. However, if you answered yes to the majority of even-numbered questions, and no to the majority of odd-numbered questions, then you may want to consider a job in a field related to the culinary arts but not necessarily in the high-stress world of a professional kitchen.



# James Rumsey Technical Institute

## CULINARY ARTS

### 2017/2018 PROGRAM COSTS 1st Semester

TUITION	TOTALS
In-State Tuition (per semester)	\$ 1,320.00
Out-of-State Tuition (per semester)	\$ 1,450.00

FEES	
Registration Fee	\$ 50.00
Parking Sticker	\$ 20.00
Lab Fee (per semester)	\$ 800.00
American Culinary Federation (ACF) Membership	\$ 85.00
SKILLS USA FEE	\$ 35.00
ACF Fees, Accreditation	\$ 80.00
<b>TOTAL FEES</b>	<b>\$ 1,070.00</b>

TEXTBOOKS	
On Cooking: A Textbook of Culinary Fundamentals, 5e. My Culinary Lab 2014 with eText & printed text 9780133829174	\$ 180.00
The Book of Yields: Accuracy in Food Costing and Purchasing, 8th edition ISBN: 9780470197493	\$ 55.00
Servsafe Coursebook, 6th Edition, NRA, ISBN: 978-0133883510	\$ 95.00
<b>TOTAL TEXTBOOKS</b>	<b>\$ 330.00</b>

UNIFORMS AND SUPPLIES	TOTALS
Laptop (STUDENT RESPONSIBILITY)*	\$ 600.00
Full Chef Uniform, The Uniform Store	\$ 275.00
Miscellaneous Supplies: (Three-ring binder, paper, pens, pencils, calculator, black permanent marker)	\$ 25.00
Knives and Tools - Mercer (cooking Distric)	\$ 245.00
Microsoft 365 Subscription	\$ 149.00
<b>TOTAL UNIFORMS AND SUPPLIES</b>	<b>\$ 1,294.00</b>

1st Semester Total-In-State Cost	\$ 4,014.00
1st Semester Total Out-of-State Cost	\$ 4,144.00

***Fees and textbook prices are subject to change without prior notice. There are NO refunds for textbooks!***



# James Rumsey Technical Institute

## CULINARY ARTS

### 2017/2018 PROGRAM COSTS 2nd Semester

TUITION	TOTALS
In-State Tuition (per semester)	\$ 1,320.00
Out-of-State Tuition (per semester)	\$ 1,450.00

FEES	
Lab Fee (Per Semester)	\$ 800.00
ACF Accreditation Fees	\$ 50.00
<b>TOTAL FEES</b>	<b>\$ 850.00</b>

TEXTBOOKS	
Garde Manger: Cold Kitchen Fundamentals, 1e. My Culinary Lab w/eText & printed text 9780133098204	\$ 200.00
On Baking: A Textbook of Baking & Pastry Fundamentals My Culinary Lab w/eText & printed textbook 9780134115252	\$ 175.00
<b>TOTAL TEXTBOOKS</b>	<b>\$ 375.00</b>

UNIFORMS AND SUPPLIES	
Graduation Jacket (Chefworks)	\$ 50.00
<b>TOTAL UNIFORMS AND SUPPLIES</b>	<b>\$ 50.00</b>

1st Semester Total-In-State Cost	\$ 4,014.00
1st Semester Total Out-of-State Cost	\$ 4,144.00
2nd Semester Total-In-State Cost	\$ 2,595.00
2nd Semester Total Out-of-State Cost	\$ 2,725.00
<b>Total Program Costs In-State</b>	<b>\$ 6,609.00</b>
<b>Total Program Costs Out-of-State</b>	<b>\$ 6,869.00</b>

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## **Post-Secondary Culinary Arts Program Attendance Policy**

### ***ATTENDANCE***

The James Rumsey Technical Institute Post-Secondary Culinary Arts Program will adhere strictly with the “Adult Preparatory Students’ Attendance” regulations of Maximum 15 days absent or 90 hours.

Attendance is also important to the daily grade of the student. Each day, 20 points will be awarded to students for completing certain tasks. If a student is not present to complete these tasks this daily grade cannot be made up.

Lab grades are a crucial part of the learning environment and missed experience with hands-on instruction can only be made up at the discretion of the instructor.

*\*The Chef / Instructor will not be responsible for reminding the student if he/she owes make-up work.*



## Cleanliness and Personal Hygiene

It is the responsibility of James Rumsey Technical Institute to provide all students with a safe and accident free environment. Cleanliness and Personal Hygiene is important to a healthy learning environment.

- Student Cleanliness and Personal Hygiene Responsibilities:
  - **Take a Bath or Shower daily**
    - Instructor has the right to dismiss you for the day due to improper cleanliness. This will count as an absence against your attendance and excessive occurrences could lead to dismissal from the program.
  - **Proper Uniform (outlined in the Culinary Arts “Uniform Policy”)**
    - Non-slip sturdy shoes (no open toe or sandals permitted, sneakers are not recommended)
    - Goggles, respirators, and gloves will be worn when applicable.
    - Loose fitting clothing will not be permitted; the reason is to prevent clothes from getting caught in machines moving parts.
    - Long pants (no shorts or Capri’s). Pants must be properly worn; not excessively baggy or too large.
    - Tee shirts with abusive or obscene language or content are not permitted (according to Berkeley Co. Policy this includes the confederate flag)
    - No jewelry including:
      - Dangling earrings (small studs are ok)
      - Rings
      - Bracelets (including medical ID)
      - Exposed facial or body piercings. Covering them with Band-Aids is not an acceptable solution for this. They must be removed while participating in any James Rumsey Technical Institute function.
    - Clean and wrinkle-free Chef Coat.
    - Aprons will be worn at knee length with strings tucked in. Aprons should always be removed BEFORE leaving food preparation areas.
    - Hat & hair restraints will be worn as recommended by the instructor.
  - **Clean and Neatly Manicured Fingernails; no false nails allowed**
  - **Properly Shaven**
    - Neatly trimmed or cleanly shaven
    - Instructor has the right to dismiss you for the day due to lack of shaving. This will count as an absence against your attendance and excessive occurrences could lead to dismissal from the program.
  - **Hair clean, neat and under control**
  - **No Perfume or Cologne**
    - We need to be able to smell and taste the food; strong smelling perfume and cologne hinder our ability to do this.
    - If you come into class with too much on you will be asked to wash it off.
  - **Wounds Properly Bandaged Before Class Begins**
    - If you have any cuts, scrapes or burns they must be properly covered and taken care of *before* class begins. *James Rumsey Technical Institute will not provide you with bandages on a daily basis for a wound.*
  - **Smoking and use of Tobacco is not allowed in uniform.**
    - If you are a smoker or use tobacco products, you must remove your uniform before using these items.
  - **No Chewing Gum or Eating in the Food Preparation Areas**
  - **Report illness such as diarrhea, vomiting, fever, sore throat, or any instances of food-borne illness to instructor as soon as possible.**
    - *This is required by the health department and instructor has right to send student home at his/her discretion*



# James Rumsey Technical Institute



## Interview Disclaimer

	<i>Agree</i>	<i>Disagree</i>
Tuition and Costs of Program		
Computer Requirements for Program		
Reliable Transportation		
Hours of Class		
Smoking and Tobacco Usage		
Personal Hygiene Agreement		
Internship Requirements		
Attendance Policy		

James Rumsey Technical Institute considers all information, including references, interview responses, and test scores, to be confidential records of the school. As a result of this, James Rumsey Technical Institute reserves the right not to release or discuss any information pertaining to interview results or candidate selection process to the interviewee and/or other non-affiliated parties.

I \_\_\_\_\_, the undersigned candidate for the James Rumsey Technical Institute Culinary Arts Post-Secondary Program have discussed the following items with interview committee and understand & agree to each as conditions of my acceptance into the program.

\_\_\_\_\_

*Interviewee Signature*

\_\_\_\_\_

*Date*