



Natural Gourmet Institute

FOR HEALTH AND CULINARY ARTS

CHEF'S TRAINING PROGRAM CATALOG ISSUED EFFECTIVE JANUARY 2018

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Licensed by the New York State Education Department
Accredited by ACCET (Accrediting Council for Continuing Education and Training)
Recommended by the International Association of Culinary Professionals (IACP)





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Renée Loux, Raw Foods Chef
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Katherine Gregory, Owner, Food Incubator

Natural Gourmet Institute for Health and Culinary Arts is incorporated as a C Corporation. Owners are as follows: Kaila Colbin, Shana Colbin, Jenny Matthau, Lissa DeAngelis, Michael Marks



History

Founded in 1977 by Annemarie Colbin, PhD, Natural Gourmet Institute for Health and Culinary Arts (hereafter “NGIHCA”) has been the leader in progressive culinary education for over three decades. After recognizing the need for healthful culinary education, Dr. Colbin began teaching natural foods cooking classes in her home to fewer than a half-dozen students. As the demand for health-supportive culinary professionals grew, so did the school. In 1987, the professional Chef’s Training Program was born. Today we have over 2,600 graduates from more than 33 countries and have helped countless industry professionals and entrepreneurs launch successful and meaningful careers.

Social Mission

NGIHCA empowers individuals and communities to take charge of their own health and well-being through a holistic relationship with food and its environment. By making mindful, deliberate decisions about what we consume, we promote a sustainable food system that respects the earth’s natural resources and the people that make each meal possible. Through education, advocacy, and collaborative partnerships, we create and nurture health-supportive culinary initiatives that strengthen communities through an ongoing dialogue about eating in harmony with nature and tradition.

Chef’s Training Program Mission

NGIHCA is dedicated to providing Chef’s Training Program students superior education that will prepare them for satisfying careers in the natural food service industry.

- To provide students with the information and culinary skills necessary to succeed in the rapidly expanding field of food and health.
- To supply students with the knowledge and understanding necessary to make dietary choices that support individual health needs for themselves and their clients.
- To empower students to maximize their creative potential by giving them the tools to develop fulfilling careers in the health-supportive culinary arts.

Chef’s Training Program Objectives

NGIHCA offers progressive, professional culinary education with a curriculum focused on utilizing whole ingredients in responsible, health-supportive ways. Chef’s Training Program students learn principles of culinary technique, food science, fundamentals of nutrition, and sustainable business practices.

The program is largely plant-based with further instruction in sustainable seafood, poultry, and meat. Strong emphasis is placed on whole grain and gluten-free baking techniques, and students learn to convert traditional recipes with refined sweeteners and flours to more whole and healthier versions.



Chef's Training Program Overview

Total Program Hours: 619

The Chef's Training Program blends lecture periods, demonstrations, practical cooking time, and workshops with focus on areas of theory, technique, product, and cooking application. The final segment of the program is dedicated to a 100-hour internship in which students practice their skills in professional kitchens in New York State.

- Average Full-Time Program duration: 5.5 months
- Average Part-Time Program duration: 11.5 months
- Maximum 16 students per class
- Instructor to student ratio 1:16

Curriculum Outline

Total classroom hours: 464

Instruction is given through lectures, demonstrations, and hands-on cooking classes.

Area of Study	Description
Equipment and Sanitation	Study of best practices in safe handling, food safety, and equipment ID and usage.
Knife Skills	Introduction to essential cuts and cutting technique. Development of speed and accuracy.
Quality Ingredients	Introduction to sourcing, product identification, best handling practices, assessment, and usage.
Culinary Technique	Whole grains, beans, produce, sea vegetables, pasta, nuts, seafood, organic eggs and poultry prepared as appetizers, soups, entrees, salads, stocks, sauces, and desserts.
Cost Control	Whole vegetable cooking, waste management, food costing.
Diet and Health	Principles of nutrition, cooking to support digestion and prevent illness, special diets, and cleansing and detoxification.
Baking and Dessert	Emphasizing whole grain flours and natural sweeteners; yeasted breads, pizza, cakes, cookies, pies, tarts, and gluten-free baked goods.
Menu Development	Meal planning, creative cooking, balancing meals, and contemporary food presentation.
Opportunities in the Food Business	Catering, spa and restaurant work, teaching, recipe writing, private cooking, and introduction to structuring and managing a small business enterprise.
Line Simulation	Production and execution experience involving the preparation and presentation of an a la carte menu, brunch, and Friday Night Dinner.
Internship	100 hours working in a professional kitchen, working closely with experienced chefs.



Space, Facilities, and Equipment

NGIHCA's 8100 square foot space occupies the entire 2nd and 3rd floors at 48 West 21st Street in Manhattan. Our facility includes a dedicated lecture room and culinary reference library. The three teaching kitchens are outfitted with professional restaurant quality equipment, including:

- Vulcan heavy-duty restaurant ranges
- Vulcan convection ovens
- Traulsen and Continental reach-in refrigerators
- Restaurant grade walk-in refrigerators
- Emory Thompson ice cream machine
- Kitchen-Aid mixers
- Cuisinart food processors
- All-Clad Master Chef cookware
- Vitamix Blenders

Skills Practice

Total Skills Practice Hours: 55

As part of NGIHCA Chef's Training Program, all students are required to complete 55 hours of skills practice outside of normal class hours. These skills practice hours give students the opportunity to practice technique and skills learned during classroom hours, meet other members of the NGIHCA's staff and students, gain exposure to culinary operations, and learn new skills that are essential to a successful culinary career. Skills Practice Hours consist of Friday Night Dinner prep and Stewarding hours.

Stewarding

6 hours

Stewarding hours will typically include assistance with public class or special event kitchen set up and prep. The hours and jobs available are based on event and public class scheduling needs. Additional stewarding opportunities will be posted on the student bulletin board or sent to students by email.

Friday Night Dinner

49 hours

Friday Night Dinner is an event open to the public designed to give students the experience of planning and executing a menu for a large group. In addition to in-class cooking experience,

students also complete 49 hours of Friday Night Dinner prep and service as per the below.

Most shifts end at about 10:00 p.m.

- Floor: Two (2) Friday shifts 4:30 p.m. until completion of duties
- Kitchen Prep: Three (3) Thursday shifts 4:30 p.m. until completion of duties
- Kitchen: Three (3) Friday shifts, 1:30 p.m. until completion of duties

Internship

Total Internship Hours: 100

Internships are an essential component of the Chef's Training Program and provide students with the opportunity to apply their technique and skills in a professional kitchen setting, to continue to learn new skills, and to develop their professional network. While NGIHCA has internship programs with many partner restaurants, students are welcome to reach out to establishments not in our network and set up individual internship programs. All internships require the approval of the Internship Coordinator.

Admissions

Applicants to the Chef's Training Program must be at least 18 years of age and have a minimum of a high school diploma or the equivalent. As classes are limited to 16 students, applicants are encouraged to complete and return applications promptly. If the desired class is full, the student will be automatically slotted for the next available class and the application added to the waitlist for the initial class choice. Should a position become available in the student's initial class choice, the student will be notified right away.

Application Procedure

Applicants to the Chef's Training Program must be at least 18 years of age and have a minimum of a high school diploma or the equivalent.

STEP 1: Contact the Admissions Office at admissions@nginyc.com or (212) 645-5170 ext. 2337 to discuss career goals, program details, and application requirements.

STEP 2: Register for an open house or schedule a tour or phone appointment.

STEP 3: Begin to gather application materials:



- Two personal or professional letters of recommendation
- Documentation of high school, high school equivalency, or college education
- Recent photograph of student
- Current resume
- International students should also provide the following:
 - Bank certification of financial stability and eligibility
 - Current valid passport
 - Proof of successful completion of a TOFEL (score of 85+, or intermediate scores in each category) or equivalent program.

STEP 4: Submit completed application and materials from Step 3 with the \$100 application fee online at www.ngihca.edu. Only completed applications will be considered for enrollment.

International Students

International students must meet all admissions requirements and submit the noted additional information for student visa processing. Students should contact the Admissions Office for further information about how to apply to NGIHCA as an international student.

Academic Calendar

Programs start approximately thirteen times per year. Students should consult the Admissions Office for specific starting dates. No classes are held in observance of the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The below religious holidays are taken into consideration when planning class schedules.

Passover

- Rosh Hashanah
- Good Friday
- Yom Kippur

Students should refer to the Important Dates document in their course materials to see class schedules for these dates.

Career Services

Since the first graduating Chef’s Training Program class in 1987, NGIHCA students have gone on to exciting and rewarding careers in the culinary arts and related fields. While it is our policy to assist graduates seeking employment, NGIHCA cannot promise or guarantee employment. Our program prepares students for entry level positions such as Prep Cook, Garde Manger, Line Cook, and Pastry Cook. However, many of our alumni prefer to follow Personal Chef or Entrepreneurship career paths.

- Students can schedule career counseling sessions at any time during the program.
- Students who have completed all course work and requirements are given access to the Alumni Job Board which includes listings from restaurants and other food service establishments, as well as those from private clients seeking chefs who can prepare health-supportive meals for their families.
- This service is also extended to alumni.

2015/2016 graduation and placement statistics as reported to our accrediting agency, ACCET are as follows:

2016 Program Title	Length in Months	Graduation Rate	Employment Rate
Chef’s Training Program (Full-time)	5.5	95.83%	58.82%
Chef’s Training Program (Part-time)	11.5	90.16%	63.83%



Attendance Policy

Group work is an important part of the Chef's Training Program and absences are disruptive to the progress of fellow class members. Each class session covers multiple skills, techniques, and information that will be beneficial to the student's studies, and therefore 100% attendance is expected.

Skills Practice Hours Attendance

Students must complete all skills practice hours by the last day of class.

- If a student is not able to attend a scheduled shift, he or she must contact the Director of Chef's Training Program and Student Affairs via email to avoid the missed shift being recorded as "No call, no show."
- Students who do not notify the Director of Chef's Training Program and Student Affairs are recorded as "No call, no show" and must make up these hours according to the Class Make-Up Policy.

Class Absence

- Attendance is tracked daily by chef instructors and submitted to the Attendance Registrar for electronic recording.
- Attendance is reviewed weekly by Student Affairs. If attendance drops below 85%, the student will be placed on probation and will meet regularly with Student Affairs to discuss progress.
- If a student is unable to come to class because of illness or emergency, he or she may request to make up the missed class by submitting the class make-up request form by email to the Attendance Registrar.
- In the case of illness, students should submit a doctor's note with the make-up request.
- All make-up classes are subject to the Class Make-Up Policy and require the approval of the Director of Chef's Training Program and Student Affairs.

Class Lateness

- A student is marked absent if he or she enters the class 30 minutes or more after the beginning of a class or leaves 30 minutes or more prior to the end of class.
- If a student is late, his or her participation is at the discretion of the Chef Instructor.
- One point will be deducted from 100 grade points (of the class participation grade) for each lateness for each half of the program.

Excessive Absence

For both full- and part-time classes, excessive absence is defined as greater than 34.8 hours at midpoint or 69.6 hours by final class. Students who show excessive absence and do not make up missed hours or request a Leave of Absence or Transfer may be terminated from the program.

- Full-time students who are absent without giving notice to the Director of Chef's Training Program and Student Affairs for three (3) consecutive class days and part-time students who are absent without notice for two (2) consecutive class days will be notified that they may be withdrawn from the program.
- If the student does not respond to the notification within four (4) days from the date on which the notice is sent, the student will be officially withdrawn from the Chef's Training Program and reimbursed according to the Cancellation and Refund Policy.

Leave of Absence/Transfer

In the case of a prolonged illness, accident, death of a loved one, or other special circumstance that makes attendance impossible, a Leave of Absence (LOA)/Transfer should be requested by the student.

Full-time students are eligible for a Leave of Absence of up to 60 calendar days.

Part-time students are eligible for a Leave of Absence of up to 120 calendar days.

- A "Leave of Absence/Transfer Request" form must be submitted by email to the



Director of Chef's Training Program and Student Affairs for approval.

- The Leave of Absence term will not be extended past the student's scheduled return date.
- No more than one LOA/Transfer will be granted to each student.
- Students with a Leave of Absence longer than 30 days must take a return placement test to determine skill level and appropriate placement in the program.
- Students choosing to transfer to a different class schedule will be charged the tuition difference (if any). Students choosing to transfer to a less expensive schedule will be refunded the tuition difference.
- Because class sizes are limited to 16 students, all classes may be full when a student wishes to return. Students are not guaranteed a class placement for return from LOA.
- If a student fails to return from an LOA, the student will be withdrawn from the program and reimbursed according to the Cancellation and Refund Policy.

Class Make-Up Policy

Because of the nature of class schedules, make-up classes may not be available while the student is currently attending school.

- Make-up classes may be scheduled with the Attendance Registrar with the approval of the Director of Chef's Training Program and Student Affairs.
- A student may make up a maximum of 20 hours of classes.
- Make-up classes are subject to a \$15.00/hour administrative fee.
- If a student fails to attend a scheduled make-up class, the student is still responsible for the fee.

- Students may not schedule make-up classes after their last day of class.

Practical Exam Make Up

Enrolled students may make up practical exams in cases of illness or death of a loved one. If a practical exam is missed, the student must submit a make-up request form to the Attendance Registrar with a doctor's note and be granted approval by the Director of Chef's Training Program and Student Affairs. Practical make-up exams must be completed within three (3) months from the date of the missed exam or the student will receive a grade of "0" for that exam.

Daily Performance

Students are graded on attendance, punctuality, proper sanitation practices, and professional behavior. Daily Performance is recorded in every class by the chef instructor. For each half of the program, one point will be deducted from 100 grade points for missed classes (regardless of make-ups), lateness, and infractions pertaining to sanitation or professionalism.

Uniform Policy

NGIHCA requires that Chef's Training Program students be in full clean and pressed uniforms during all Chef's Training Program classes. One point will be deducted from 100 points of the Sanitation and Professionalism grade for every uniform infraction. Uniform requirements are as follows:

- NGI white chef's coat, clean and pressed
- NGI commis cap
- Checkered pants
- White apron
- Side towels (3)
- Non-slip kitchen shoes – must be hard soled and closed toed. Sneakers, backless clogs, or perforated clogs are not permitted
- Over the ankle socks
- Nail polish may not be worn at any time

Students may wear only a simple wedding band in class. Other types of jewelry are not allowed.



This includes but is not limited to rings, bracelets, necklaces, standard or upper earrings, nose rings or studs, or facial jewelry of any kind.

Conduct Guidelines

NGIHCA strives to give each of our students an exceptional culinary education and positive school experience. The following conduct guidelines are essential to maintaining a respectful and successful learning environment. If a student is in conflict with any of the policies, he or she may be dismissed from the program.

- Students are expected to arrive for class in a timely manner in full uniform (see Dress Code for further information).
- Students are expected to remain in the classroom for the duration of class, unless permitted by an instructor to step out. All necessary kitchen supplies should be obtained from lockers before class starts.
- Cell phone use is not permitted during the cooking portion of the class time. Tablets, cell phones, and laptops may be used during lecture periods for note taking purposes and otherwise kept out of the kitchen.
- Students must perform their assigned Kitchen Clean Up tasks to the satisfaction of their instructor. Kitchen Clean Up is a class responsibility and students may not leave until all tasks have been successfully completed.
- Recipes cannot be changed or altered to accommodate special dietary restrictions/choices, nor can students bring their own ingredients for classes and/or tests. Students may choose to refrain from tasting or handling foods without penalty.
- Students wishing to take home leftover food prepared in class must bring their own containers. Leftovers may not be stored in refrigerators. Raw or unused ingredients must be returned to the stewarding department.
- Students are not permitted to consume alcohol during school hours, at school

sponsored events, or on premises outside of an approved event with instructor supervision. Students under 21 are not permitted to consume alcohol in any circumstances.

- Illegal drug use is strictly forbidden.
- Students who are judged to be under the influence of drugs or alcohol will be removed from class and a disciplinary report will be filed.
- Cheating of any kind is cause for immediate dismissal from the program.

Conduct Dismissal

NGIHCA reserves the right to terminate any student who demonstrates behavior disruptive to a successful class environment; destroys or damages any property of the school; or engages in unlawful or improper conduct or conduct contrary to the best interests of the school. Students who are dismissed or terminated from the program are reimbursed according to the Cancellation and Refund Policy.

Reinstatement Following Conduct Dismissal

A student who is dismissed from the program because of conduct issues may request to be considered for reinstatement within 14 days of dismissal. The student must demonstrate a change in attitude or circumstance that may have led to dismissal. Cases will be reviewed by the Director of Chef's Training Program and Student Affairs, Chef's Training Program Instructors, and the CEO.

Grading System

The minimum grade considered satisfactory is 70%. Students are graded on Daily Performance, homework, quizzes, tests, and exams; and will be given a final grade at the end of the program. If a student's grades or progress are unsatisfactory, he or she may receive an academic warning. Continued poor performance will result in the student being placed on Academic Probation. If grades and progress do not improve, the student may be dismissed from the program. Each student will receive a copy of his or her student grade sheet at the program mid-point and upon final



completion of the program. Students may request their grade status at any time.

Grades are as follows:

%	Definition
90-100	Good to Excellent
80-89	Fair to Good
70-79	Satisfactory to Fair
60-69	Unsatisfactory

Grade Review

Any requests for a formal review of a test, homework, or class grade must be submitted via email to the Director of Chef’s Training Program and Student Affairs. Following a review with the chef instructor, Director of Chef’s Training Program and Student Affairs will make the final decision regarding the grade with the input of the instructor and the student.

Satisfactory Academic Progress Policy

All students are required to maintain satisfactory academic progress. This consists of two components: Qualitative (grades) and Pace (attendance). If a student has not achieved the below progress by the program midpoint, he or she will face Academic Probation.

- A CGPA of at least 70%.
- Completed at least 85% of the first half of the program’s classroom hours.

Academic Probation

If a student is not meeting the academic standards noted in the Satisfactory Academic Progress Policy, the student will be notified by the Director of Chef’s Training Program and Student Affairs of the duration and terms of probation. If a student is unable to meet the terms of his or her probation as outlined, he or she will be dismissed from the school and any money owed to the student will be refunded within 30 days of the dismissal date according to the Cancellation and Refund Policy.

- Full-time students not meeting the satisfactory academic progress standards at the midpoint evaluation are automatically placed on 45-day probation.

- Part-time students failing to meet those standards are automatically placed on 60-day probation.

Academic Probation Appeal Process

Students wishing to appeal Academic Probation or dismissal must do so in writing within five (5) calendar days of receipt of notification. Appeals should be directed to the Director of Chef’s Training Program and Student Affairs. The student must provide explanation and documentation of mitigating circumstances forming the basis of the appeal.

The Director of Chef’s Training Program and Student Affairs will review all relevant documentation and may request further clarification or explanation. Upon receipt of all requested materials, the Director of Chef’s Training Program and Student Affairs will notify the student of the decision within 10 calendar days.

Reinstatement Following Academic Dismissal

Students who have been dismissed for lack of satisfactory academic progress may apply for readmission to the school two (2) months after their last date of attendance. The decision of readmission will be at the discretion of NGIHCA. If readmitted, the student will be placed on probation and must maintain an attendance rate of 85% and attaining a CGPA of 70% by the midpoint evaluation.

Requirements for Graduation and Receipt of Diploma

In order to graduate and receive a diploma, students must complete the below actions by the program end date:

- Satisfactory completion of an internship.
- Completion of Friday Night Dinner skills practice hours.
- Completion of Stewarding skills practice hours.
- A minimum final grade of 70% for the program.
- Minimum attendance of 85% for classes.
- Full payment of tuition and any other fees owed.



Transfer of Credit

Students wishing to apply to have prior credit assessed for transfer must meet the below requirements:

- Only credits from nationally accredited and licensed vocational culinary schools or nutrition programs will be considered for transfer.
- Only credits completed within the previous 24 months will be considered for transfer.
- All prior training must have been completed in a hands-on setting. Distance and online program credits are not applicable.
- Course syllabi and/or course outline must be equivalent to that of the course offered by NGIHCA.
- To be evaluated for transfer, students must have received a grade of at least 70% or passing, whichever is greater, for any requested credits.
Students will be tested on their skills and must pass the test to transfer credits.
- A maximum of 36 clock hours may be transferred. In the case of students requesting to transfer credits originally calculated as credit hours instead of clock hours, the school will consider the amount of instructional clock hours for the course when determining the number of hours awarded

To apply for transfer of credit, students must submit the following documentation at the time of application to the Chef's Training Program:

- A written request for transfer credit review, noting the number of clock hours or credit hours the student wishes to have reviewed and the specific class titles or modules to be reviewed.
- An official completed transcript showing satisfactory completion of requested transfer hours.

- Course or module syllabi or outlines describing skills covered and testing methods.

Should a student wish to appeal a transfer of credit decision, he or she may contact the Director of Chef's Training Program and Student Affairs. The written appeal will be reviewed and a final decision rendered.

Each clock hour approved for transfer carries a clock hour value of \$43.61. This value is calculated by dividing the full rate of tuition (\$27,000.00 USD) by the total program clock hours (619). Students will receive prorated tuition based on the number of clock hours approved for transfer.

Students wishing to transfer credits from NGIHCA to another educational institution should contact the Registrar for necessary documentation. NGIHCA's Registrar will work with the student in a timely manner to provide an official transcript, course outlines, syllabi and/or additional materials as required by the transfer of credits policy where the student is applying.

Tuition Reimbursement

The NY State Education Department has established a Tuition Reimbursement Fund to provide tuition refunds to all eligible students who are not able to obtain refunds from the schools in which they are enrolled. A student enrolled in a school which has not closed or ceased operation is required to show, in a manner determined by the Commissioner, that:

- The student is eligible for a refund
- The student has made a request to the school for a refund, and
- The school has failed to make the refund within the time period required by law.

Students may be entitled to a full tuition refund if they drop out of school and the Commissioner determines that a violation has occurred which warrants a refund. A student who is enrolled in a school at the time the school closes or ceases operation is entitled to a refund of the full amount of the prepaid tuition.



Voluntary Withdrawal

Any student who wishes to withdraw from the program may do so by following the procedure below. Students who withdraw will be reimbursed according to the Cancellation and Refund Policy.

- Submit a letter in writing to the Director of Chef's Training Program and Student Affairs. The letter must include the student's full name and the address where the tuition refund check should be mailed. The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.
- Remove all personal items from lockers on the last date of attendance.

Student Payment Responsibilities

It is the student's responsibility to remit tuition payments in full and in a timely manner. There is a service charge of \$20 for all returned checks. Students behind on payments are allowed a grace period of five (5) days to remit payment before being barred from class until the matter is resolved.

Students are assessed a \$30 fee for all late payments.

If a student does not honor the payment agreement, and the School is unsuccessful in obtaining payment, the account will be turned over for collection. Any costs, expenses, or fees incurred will be added to the amount owed. The collection policy is applied consistently to all students.



Fees, Tuition and Payment Plans

Following are the details of program costs and payment plans. In order to maintain good academic standing, students must maintain payments according to the selected payment schedule. Students may contact the Admissions office for more information on tuition payment plans.

FULL-TIME TUITION	
Registration Fee (non-refundable after 72 hours)	\$100.00
Tuition	\$26,275.00
Books	\$100.00
Books <ul style="list-style-type: none"> • <i>In the Hands of a Chef</i> • <i>Food and Healing</i> • <i>ServSafe</i> • <i>In Defense of Food</i> • <i>New Food Guide: Shopper's Pocket Guide to Organic, Sustainable, and Seasonal Whole Foods</i> 	
Information and Technology Fee	\$100.00
Uniform kits	\$250.00
Uniform Kit <ul style="list-style-type: none"> • 2 White long sleeved chef jackets • 2 Pair chef pants • 3 White bib aprons • 6 White side towels • 1 Commis cap 	
Equipment	\$375.00
Equipment <ul style="list-style-type: none"> • Chef's Cutlery Kit • Garde Manger Kit • Pastry and Utility Kit 	
TOTAL COST:	\$27,200.00

PART-TIME TUITION	
Registration Fee (non-refundable after 72 hours)	\$100.00
Tuition	\$20,275.00
Books	\$100.00
Books <ul style="list-style-type: none"> • <i>In the Hands of a Chef</i> • <i>Food and Healing</i> • <i>ServSafe</i> • <i>In Defense of Food</i> • <i>New Food Guide: Shopper's Pocket Guide to Organic, Sustainable, and Seasonal Whole Foods</i> 	
Information and Technology Fee	\$100.00
Uniform kit	\$250.00
Uniform Kit <ul style="list-style-type: none"> • 2 White long sleeved chef jackets • 2 Pair chef pants • 3 White bib aprons • 6 White side towels • 1 Commis cap 	
Equipment	\$375.00
Equipment <ul style="list-style-type: none"> • Chef's Cutlery Kit • Garde Manger Kit • Pastry and Utility Kit 	
TOTAL COST:	\$21,200.00



Cancellation and Refund Policy

Failure by the student to alert the Director of Chef’s Training Program & Student Affairs in writing of intent to withdraw may delay refund of tuition due pursuant to Section 5002(3) of the Education Law. The refund amount is calculated from the student’s last date of attendance.

As an ACCET accredited school, NGIHCA is required to provide students with a comparison of the New York State and ACCET refund policies. The school will issue a refund using the calculation most beneficial to a student.

Refund amounts are based upon the last date of attendance. A student who cancels before instruction begins receives all monies returned, with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for: 1) the non-refundable registration fee; 2) the cost of any textbooks or supplies accepted; 3) tuition liability as of the student’s last date of physical attendance. Total tuition liability is limited to the term during which the student withdraws or is terminated and any previous terms completed.

If a class is cancelled by NGIHCA all monies including the registration fee are refunded. NGIHCA may not deny refunds to or on behalf of students who are terminated due to violations of the institution’s written disciplinary and/or attendance policies, or local, state, or federal law.

NYSED Refund Schedule

Chart based on a tuition amount of: \$27,200

Quarterly tuition paid in full: \$6,775 (NYSED)

If student withdrawal or termination occurs during the first quarter	school may keep:	Student refund amount
Prior to or during the first week	0%	\$6,775
During the second week	25%	\$5,081.25
During the third week	50%	\$3,387.50
During the fourth week	75%	\$1,693.75
After the fourth week	100%	\$0
If student withdrawal or termination occurs during the second quarter	school may keep:	Student refund amount
During the first week	25%	\$5081.25
During the second week	50%	\$3,387.50
During the third week	75%	\$1,693.75
After the third week	100%	\$0
If student withdrawal or termination occurs during the third quarter	school may keep:	Student refund amount
During the first week	25%	\$5,081.25
During the second week	50%	\$3,387.50
During the third week	75%	\$1,693.75
After the third week	100%	\$0
If student withdrawal or termination occurs during the fourth quarter	school may keep:	Student refund amount
During the first week	25%	\$5,081.25
During the second week	50%	\$3,387.50
During the third week	75%	\$1,693.75
After the third week	100%	\$0



NGIHCA provides several payment options including payment plans and private loans.

CASH, ELECTRONIC FUNDS TRANSFER (EFT), OR CHECK TUITION SAVINGS

Students who opt to pay tuition fees with cash, electronic funds transfer (EFT), or check are eligible for a tuition savings. To qualify, students must provide down payment for the Chef's Training Program, along with intent to pay remainder of tuition fees, via cash, EFT, or check. Students initially qualifying for the savings but who then opt to pay the remainder of fees via credit card will pay the remainder of tuition owed at a prorated, non-savings rate.

Tuition includes:

- Personalized uniform
- Knife sets, tools, and pastry kit
- Reading materials and digital notes
- Knife-skills workshops
- 15% discount on all recreational classes
- 15% discount at student store
- Access to alumni panels and events
- Opportunities for paid internships
- Volunteer opportunities
- Access to NGIHCA's private job board

FULL TIME PROGRAM

Payment Method	PAYMENT IN FULL		PAYMENT PLAN*	
	Credit Card	Cash/Check/Sallie Mae/EFT	Credit Card	Cash/Check/EFT
Application Fee	\$100	\$100	\$100	\$100
Down Payment	\$9,000	\$9,000	\$9,000	\$9,000
Tuition	\$18,100	\$17,450	\$18,281.32	\$17,580
Monthly Payments			4 x \$4,570.33	4 x \$4,395
TOTAL	\$27,200	\$26,550	\$27,381.32	\$26,680

PART TIME PROGRAM

Payment Method	PAYMENT IN FULL		MONTHLY PAYMENT PLAN*		QUARTERLY PAYMENT PLAN*	
	Credit Card	Cash/Check/Sallie Mae/EFT	Credit Card	Cash/Check/EFT	Credit Card	Cash/Check/EFT
Application Fee	\$100	\$100	\$100	\$100	\$100	\$100
Down Payment	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Tuition	\$12,100	\$11,595	\$12,404.50	\$11,854.70	\$12,312.63	\$11,766.60
Monthly Payments			10 x \$1,240.45	10 x \$1,185.47	3 x \$4,104.21	3 x \$3,922.20
TOTAL	\$21,200	\$20,695	\$21,504.50	\$20,954.70	\$21,412.63	\$20,866.60

*Includes 6% compound annual interest



Grants

Applicants wishing to pursue any of the listed grants must apply to NGIHCA, meet specific grant award criteria, and be eligible for enrollment in the Chef's Training Program starting January 1, 2018 through December 31, 2018. For more information on grant award criteria, contact the Admissions Department or visit www.ngihca.edu

NGIHCA Better Food Movement Grant: A \$3,000 grant is provided as a tuition credit to a maximum of four (4) Chef's Training Program applicants per year who have completed 100+ volunteer hours with a recognized not-for-profit (501-C3) organization dedicated to healthy food education, sustainability, food access, or health and wellness in the one (1) year prior to program start date. This grant is funded by NGIHCA.

NGIHCA Career Change Grant: A \$3,000 grant is provided as a tuition credit to a maximum of six (6) Chef's Training Program applicants per year who have transitioned from non-culinary careers to careers in the culinary or health and wellness fields in the two (2) years prior to program start date. This grant is funded by NGIHCA.

NGIHCA Health Coach Grant: A \$3,000 grant is provided as a tuition credit to a maximum of six (6) Chef's Training Program applicants per year who have completed a certified Health Coach Training Program. This grant is funded by NGIHCA.

NGIHCA Yoga Practitioner Grant: A \$3,000 grant is provided as a tuition credit to a maximum of four (4) Chef's Training Program applicants per year who have completed a certified 200-hour Yoga Teacher Training Program in the two (2) years prior to program start date. This grant is funded by NGIHCA.

NGIHCA Food as Medicine: A \$3,000 grant is provided as a tuition credit to a maximum of six (6) Chef's Training Program applicants per year who have completed training in a recognized medical field. This grant is funded by NGIHCA.

NGIHCA Military Allowance Grant: A \$5,000 military allowance is provided as a tuition credit to a maximum of 10 Chef's Training Program applicants per year who have served in the United States Armed Services funded by NGIHCA.



Occupational Education Data Survey (OEDS)

The below data shows student completion and job placement for the two most recent periods.

		Full Time	Part Time	Total
Jul 1, 2015 - June 30, 2016				
Total Graduates		76	44	120
Employed in:	Related Field	31	26	57
	Slightly Related Field	3	1	4
	Unrelated Field	18	9	27
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		0	0	0
Other, Unavailable for Employment		14	3	17
Status Unknown		10	5	15

July 1, 2014 - June 30, 2015		Full Time	Part Time	Total
Total Graduates		96	43	139
Employed in:	Related Field	39	12	51
	Slightly Related Field	6	5	11
	Unrelated Field	13	11	24
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		2	0	2
Other, Unavailable for Employment		1	0	1
Status Unknown		35	14	49



Copyrighted Materials

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Americans with Disabilities Act

If you are a student with a disability and would like to request reasonable accommodation, please contact the Admissions Office. NGIHCA does not discriminate against qualified students based on disability. Any information on disabilities that an applicant chooses to disclose will be used only in reviewing an applicant's request for reasonable accommodations.

Student Information Policy

NGIHCA will only share student contact information upon written consent from the student.

Nondiscrimination Statement

NGIHCA does not discriminate based on age, ethnic background, creed, disability, religion, marital status, national origin, race, sex, sexual orientation, or gender identification. This policy is followed with respect to the admission of students and the hiring of staff.

Students Receiving Veterans Affairs Educational Benefits Transfer of Credit Information

To comply with federal regulations concerning credit for previous training (38 CFR 21.4253), NGIHCA is required to evaluate all previous education and training completed elsewhere to determine what credit, if any, should be granted to students eligible to receive Veterans Affairs educational benefits. NGIHCA will complete an evaluation on acceptance of the student of a place in an approved program. Previous transcripts will be evaluated, and credit will be granted as appropriate.

Information for Students: Student Rights

Schools are required to give this disclosure information to individuals interested in enrolling in their school.

What is the purpose of this information?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this information. The following provides an overview of student rights with regard to filing a complaint against a

school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curricula offered in the schools is educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.



What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the **New York State Education Department** are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two

years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

The steps you must take to file a complaint with **ACCET** (the institution's accrediting agency) are:

1. Write to ACCET CHAIR, COMPLAINT REVIEW COMMITTEE, 1722 N Street, NW
2. Washington DC 20036, telephone: (202) 955-1113, email: complaints@accet.org (website: www.accet.org).
3. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
4. The letter of complaint must contain the following:
 - Name and location of ACCET institution
 - Detailed description of alleged problem
 - Approximate date that the problem occurred
 - Name and title/position of all individuals involved in the problem
 - What was previously done to resolve complaint along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
 - Name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET



will not reveal his or her name to the institution involved; and

- The status of the complainant with the institution (e.g., current student, former student, etc.)

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address provided. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement.

Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to



a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

**New York State Education Department 116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760**

This information is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

NGIHCA is an accredited member of ACCET (Accrediting Council for Continuing Education & Training) where a complaint may also be filed as follows:

**ACCET, Complaint Administrator
1722 N Street, NW
Washington, DC 20036
202-955-1113**

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Notice

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.



Instructor Bios

Susan Baldassano was formerly the Senior Director of Chef's Training Program and Student Affairs. She is now an instructor. She is a graduate of the Institute of Culinary Education and was Head Chef at Angelica kitchen in NYC. Presently, she is the President of Amelia Appeal; an organization that assists families dealing with pediatric cancer. She is also on the advisory board for Anna's Breads and Smith Retreats both organizations founded by graduates of NGI. She is a long standing member of the Park Slope Coop and represents NGI there every month with a cooking demonstration that involves our students and graduates. She is the founder of "To Grandmother's House We Go Cooking Tours" and, over a 20 year period, led tours to New York City, Oaxaca, Mexico, Sicily, Italy, and Istanbul, Turkey. Her tours have been featured in National Geographic Traveler, The New York Times, Molly O'Neil's New York on PBS News, and NPR.

Celine Beitchman, instructor, private chef, nutrition counselor, and avid globetrotter, brings over 25 years of professional experience to the Chef's Training Program. Celine earned her BA from Hunter College before taking a culinary leap across the Atlantic to apprentice in the kitchen of Le Dome in Paris. Off the stove she has run operations for retail food companies, food styled for television and film, and managed catered events for 2 to 10,000 people. An ardent student of the vine, she holds an Advanced Certificate from the Wine and Spirit Education Trust. Her relationship with NGIHCA goes back to 1987 when she interned there as a high school student. In 2006 she returned as an instructor, and in 2008 she completed Annemarie Colbin's Food Therapy program. Celine is committed to promoting sustainable health supportive food, is passionate about whole foods cooking, and loves training and encouraging the next generation of chefs.

Alexandra Borgia, instructor, is a 1998 graduate of NGIHCA's Chef's Training Program as well as 1987 graduate of the New York Restaurant School. She has over 27 years of extensive culinary experience serving as roundsman, line cook, sous chef, head chef, and consultant for well-known restaurants both in New York City and on Long Island. In addition to being a part-time instructor in the Chef's Training Program, Alexandra is a private chef, where she concentrates on clients' specific health needs.

Jill Burns, instructor and author of *Vegetables from the Sea*, brings 30 years of teaching experience, passion and commitment to sharing her knowledge of food and health. She is a frequent consultant for health supportive web sites, food writer, lecturer and private chef. A graduate of The Kushi Institute, Jill also brings a unique approach to studies of health including Ayurveda, Herbal and Energy Medicines. She has appeared on Discovery Health, NPR programs across the country and has taught at the Henry Ford West Bloomfield Hospital in Michigan. Jill created "Kids in the Kitchen" for Kidzone T.V. at Mt. Sinai Hospital, and has taught children's cooking classes in New York City public schools for two decades. Jill is also a faculty member at Maryland University of Integrative Health. She relishes spending time in the great outdoors, growing vegetables, and wild weed foraging.

Richard LaMarita, instructor, has taught at NGIHCA since 1994. A graduate of the Institute of Culinary Education in New York City, completing the Culinary Arts and Culinary Management Programs, he has worked with numerous chefs in NYC including Chef Floyd Cardoz at Tabla Restaurant. He has also been a private chef for the past 15 years, working for numerous notable families in New York City. Richard has been a student and practitioner of Ayurveda for 35 years. He has studied with such accomplished masters as Maharishi Mahesh Yogi and Vaidya B. D. Triguna. He has led seminars on Ayurveda, including Ayurvedic Diet and Nutrition, Cooking, Yoga and Meditation throughout the U.S., and in Europe and Asia. Richard also teaches specialty classes and ethnic cooking at NGIHCA and Natural Gourmet Institute for Food & Health. He loves strong, well-balanced food, has a particular fondness for Indian cuisine and spices, and has a piece of dark chocolate every day.

Ann Nunziata, instructor, is a graduate of NGI's Chef's Training Program and has a background in nutritional sciences. She has cooked in award-winning plant-based kitchens including Millennium Restaurant, the Omega Institute, and Ravens Restaurant, where she became known for her temptatious vegan Tea Time desserts. Ann is a She also cooks with Union Square Greenmarket, First Descents, and Wellness In The Schools.



Elliott Prag, instructor and Curriculum Development Manager, joined NGIHCA in 1999. Elliott holds a Bachelor's Degree from Wayne State University in Detroit, Michigan, and graduated NGIHCA's Chef's Training Program in 1995. Thereafter he worked in numerous New York natural food restaurants before pursuing and developing his private chef business. In 1999, he expanded his business by founding Siegfried & Prag, Caterers. In 2003, Elliott traveled to Sofia, Bulgaria for two years where he opened, as Executive Chef, Kibea Restaurant, the first health-supportive restaurant in The Balkans. Elliott is a frequent contributor to *Vegetarian Times*.

Barbara Rich, instructor and Internship Coordinator. Barbara NGIHCA in 2005, has been a full-time instructor since 2008, and has overseen the Internship Program since 2011. She holds a bachelor's degree from Washington University in Saint Louis, Missouri, and a culinary degree from the California Culinary Academy. Barbara was previously an instructor at the Art Institute of New York, and has worked at such restaurants as Zuni Café in San Francisco, CA, Savoy and Danal, both in New York City. She is also an avid endurance athlete, competing in half ironmans and ultra-running.

Olivia Roszkowski, instructor, is a 2010 graduate of NGIHCA's Chef Training Program. Olivia holds a Bachelor's Degree in Neuroscience and Behavior from Columbia University, where she was an avid pre-medical student and certified EMT, completing internships at Bellevue, Columbia Presbyterian, and Hospital for Special Surgery. She has gained culinary experience by working at well-known New York City restaurant establishments, including Jean-Georges Vongerichten's (The) Mercer Kitchen, David Chang's Momofuku Ssam Bar, and Danny Meyer's Union Square Events. She is

also a private chef and teaching instructor, working with families to establish health-supportive and whole food diets. Olivia is a member of the Park Slope Food Coop and embraces the opportunity to help educate the local community through the monthly 'Food Class' series. Her dedication to fresh ingredients extends to her pets, founding Chef To The Pups in 2011, with the intent to provide canines with meals of the highest quality.

Jay Weinstein, instructor, was trained at the Culinary Institute of America. A New York based food writer, editor, culinary instructor, and cookbook author, his food articles and recipes have been featured in *The New York Times*, *Travel & Leisure*, *Newsday*, *Time Out New York*, *National Geographic Traveler*, and numerous other publications. Jay's latest book, *The Ethical Gourmet* (Random House/Broadway Books), focuses on ecologically sustainable fine foods. He is also author of *The Everything Vegetarian Cookbook* (Adams), and *A Cup of Comfort Cookbook* (Adams). He is a veteran of some of America's top restaurant kitchens, including New York's *Le Bernardin* and *Orso*, and Boston's *Jasper's* and *The Four Seasons Hotel*.

Hideyo Yamada, instructor, is a 2012 graduate of NGIHCA's Chef Training Program. Prior to attending NGI, she trained as a sushi chef in Japan and worked as a chef/pastry chef at Kai restaurant, which was famous for serving a high-end Japanese kaiseki course. Hideyo has also worked at catering companies and other restaurants throughout New York City. After graduating from the Institute of Integrative Nutrition, in 2009, as a health counselor, her interest in combining the healthy elements of vegan, gluten-free, and modern Japanese cooking blossomed. As a private chef, her goal is to restore her clients' wellbeing and to enhance their energy.



Detailed Course Curriculum

464 Curriculum Hours, 464 Calendar Hours (324 practicum hours, 140 lecture hours)

AREAS OF STUDY			
Classes	Hours		Hours
Orientation and Program Wrap-Up		Health, Wellness, and Nutrition	
Orientation	4	Ayurveda	6
Sanitation Lecture	2	Cardiovascular System Health	3
Equipment ID	2	Bone and Joint Health	2
Program Wrap-up	1	Cancer Prevention and Treatment Support	3
World Cuisine		Science of Taste	2
World Cuisine: Pan-Asian	6	Whole Food Dynamics	2
World Cuisine: Mexican	6	Nutrition 1	2
World Cuisine: Indian	6	Nutrition 2: Proteins	2
World Cuisine: Italian	6	Nutrition 3: Fats	2
Whole Food Quality and Selection		Nutrition 4: Carbohydrates	2
Vegetable Identification	4	Nutrition 5: Micronutrients	2
Fruit Identification	2	Food and Healing 1: Perspectives on Health	2
Bean and Grain Identification	3	Food and Healing 2: Perspectives on Illness	2
Sanitation Quiz/Herb and Spice Identification	3	Food and Healing 3: Perspectives on Longevity	2
Basic Quality Ingredients A	2	Food and Healing 4: Kitchen Pharmacy	4
Basic Quality Ingredients B	2	Microbiome Lecture	2
Basic Quality Ingredients C	3	Endocrine Systems Lecture	2
Basic Quality Ingredients D	3	Detoxification Systems Lecture and Practicum	6
Basic Quality Ingredients E	2	Food and the Immune Lecture and Practicum	6
Career Development		Soy Food Lecture	2
Career Development: Résumés	2	Spa Lecture and Practicum	6
Career Development: Recipe Writing	2	Macrobiotics Lecture and Practicum	6
Career Development: How to Teach a Cooking Class	6	Practical/In-Class Examinations	
Career Development: Private Cooking & Internship	2	Knife Skills/Cook Tech Test (practical)	4
Career Development: Catering	2	Midterm (practical/written)	4
Business 1	2	Pastry Examination (practical)	3
Business 2	2	Final Cook Tech Test (practical)	4
Business 3	2	Final Examination (written)	2
Menu Planning 1	2		
Menu Planning 2	2		



AREAS OF STUDY			
Classes	Hours		Hours
Technique/Skills		Introduction to Baking	4
Knife Construction and Handling	1	Converting Lecture	2
Knife Skills 1: Japanese	3	Identification Quiz/Converting	
Knife Skills 2: French	4	Practicum	6
Knife Skills 3: Japanese and French	2	Cake Decorating	
Basic Cook Tech 1	4	Lecture/Demonstration	4
Basic Cook Tech 2	4	Cake Decorating Practicum	4
Basic Cook Tech 3	4	Pastry Lecture/Demonstration	3
Basic Cook Tech 4	4	Galette Practicum	3
Grain Demonstration	3	Pies and Tarts Practicum	6
Bean Demonstration	3	Flourless and Frozen Practicum	6
Grain Practicum 1	4	Cookies Practicum	4
Grain Practicum 2	4	Bread 1 Practicum	6
Bean Practicum	4	Bread 2 Practicum	6
Knife Review and Quiz	2	Pizza and Focaccia Practicum	4
Science of Cooking	2	Wheat-Free and Gluten-Free Baking	
Seitan Practicum	6	Practicum	4
Sea Vegetable Lecture/Demo/Practicum	6	Math 1	2
Soy Food Demonstration	4	Math 2	2
Tofu and Tempeh Practicum	4	Math 3	2
Stock Lecture and Practicum	6	Friday Night Dinner Meal Plan 1	2
Sauce Lecture	2	Friday Night Dinner Meal Plan 2	2
Sauce 1	4	Friday Night Dinner Entrée Test	4
Sauce 2	4	Friday Night Dinner Full Meal Test	6
Fermentation Lecture and Practicum	2	Friday Night Dinner Final Practice	4
Soup and Stew Practicum	4	Friday Night Dinner Costing	6
Cream Soup Practicum	4	A la Carte 1	4
Poultry Practicum	6	Al la Carte 2	4
Fin Fish Practicum	6	Brunch Preparation	6
Shellfish Practicum	6	Brunch Practicum	6
Egg Tech 1	6	Buffet Preparation	6
Egg Tech 2	4	Buffet Practicum	6
Grilling Practicum	4	Improvisational Cooking 1 Practicum	3
Food as Art Practicum	6	Improvisational Cooking 2 Practicum	4
Salads 1 Practicum	4	Improvisational Cooking 3 Practicum	4
Salads 2 Practicum	4	Friday Night Dinner Preparation	
Hors d'Oeuvres Practicum	4	Practicum	4
Pâtés and Terrines Practicum	4	Friday Night Dinner Presentation	
Pasta Practicum	6	Practicum	0



Chef's Training Program Prerequisites

NGIHCA's curriculum is designed so that students in the program will build upon technique and skills from the start of the program. The curriculum follows a set path and is designed by the school. Students do not design their own course progress or schedule.

CLASS	PREREQUISITES
Knife Skills 1: Japanese; and Knife Skills 2: French; and Knife Skills 3: Japanese and French Demo and Practicum	Knife Construction and Handling Lecture
Sanitation Quiz	Sanitation Lecture
Basic Cooking Techniques 1, 2, 3, and 4 Lecture, Demo, and Practicum	Knife Construction and Knife Skills 1, 2, and 3 Lectures, Demos, and Practicum
Grain Demonstration	Grain Identification
Bean Demonstration	Bean Identification
Grain Practicum 1	Grain Demonstration
Bean Practicum	Bean Demonstration
Grain Practicum 2	Grain Demonstration
Knife Review and Quiz	All knife classes
Sea Vegetable Practicum	Sea Vegetable Lecture and Demonstration
Soy Food Demonstration	Soy Food Lecture
Tofu and Tempeh Practicum	Soy Food Demonstration
Stock Practicum	Stock Lecture and Demonstration
Sauce Practicum 1	Sauce Lecture and Demonstration
Sauce Practicum 2	Sauce Lecture and Demonstration
Soup and Stew Lecture/Practicum	Stock Lecture and Practicum, Sauce Lecture and Demonstration
Cream Soup Practicum	Soup and Stew Lecture/Practicum
Knife Skills and Cooking Techniques Examination Identification Quiz	All Knife classes and Basic Cooking Techniques 1-4 All Identification classes, Basic Quality Ingredients classes



CLASS	PREREQUISITES
Cakes Lecture and Practicum	Introduction to Baking Lecture and Demo
Menu Planning 1 Lecture	Science of Taste and Flavor Lecture
Cookies Lecture and Practicum	Introduction to Baking Lecture and Demo
Menu Planning 2 Lecture	Menu Planning 1 Lecture
Bread 1 Lecture, Demo and Practicum	Introduction to Baking Lecture and Demo
Bread 2 Lecture, Demo and Practicum	Introduction to Baking Lecture and Demo
Pastry Lecture and Demonstration	Introduction to Baking Lecture and Demo
Galette Practicum	Pastry Lecture and Demonstration
Pie and Tart Practicum	Galette Practicum
Pastry Examination	Pastry Lecture and Demonstration and Galette Practicum
Pizza and Focaccia Lecture and Practicum	Bread 1 Lecture, Demo and Practicum
Food as Art Lecture and Demonstration	Knife Skills classes
Math 2 Lecture	Math 1 Lecture
Salad 2 Practicum	Salad 1 Lecture, Demo and Practicum
Midterm (Written and Practicum)	All prior classes
Math 3 Lecture	Math 2 Lecture
Friday Night Dinner Meal Plan 1 Lecture	Menu Planning 1 and 2 Lectures
Pasta Practicum	Pasta Lecture and Demonstration
Business 2 Lecture	Business 1 Lecture
Friday Night Dinner Meal Plan 2 Lecture	Friday Night Dinner Meal Plan 1 Lecture
Entree Test	Friday Night Dinner Meal Plan 1
Nutrition 2 Lecture	Nutrition 1 Lecture



CLASS	PREREQUISITES
A la Carte 2 Demonstration and Practicum	A la Carte 1 Lecture, Demo and Practicum
Nutrition 3 Lecture	Nutrition 2 Lecture
Friday Night Dinner Full Meal Test Practicum	Friday Night Dinner Entrée Test Practicum
Friday Night Dinner Costing Practicum	Math 1-3 Lectures
Nutrition 4 Lecture	Nutrition 3 Lecture
Nutrition 5	Nutrition 4
Friday Night Dinner Final Practice	Friday Night Dinner Full Meal Practice
Wheat-Free and Gluten-Free Baking Lecture and Practicum	Introduction to Baking Lecture and Demo
Food and Healing 3: Kitchen Pharmacy Lecture and Practicum	Food and Healing 2; Perspectives on Illness
Macrobiotics Lecture and Practicum	Whole Food Dynamics and Food and Healing 1, 2, and 3
Friday Night Dinner Prep Practicum	Friday Night Dinner Final Practice
Final Cooking Techniques Examination Practicum	All prior classes
Friday Night Dinner Presentation Practicum	Friday Night Dinner Prep Practicum
Living Foods Lecture, Demo and Practicum	Detoxification Systems Lecture, Demo and Practicum
Improvitational Cooking 2	Improvitational Cooking 1 Practicum
Improvitational Cooking 3 Examination Practicum	Improvitational Cooking 1 and 2 Practicum
Final Examination	All prior classes
Buffet Presentation Practicum	Buffet Preparation Lecture and Practicum
Program Wrap-Up	All prior classes
All Cooking Practicums	Sanitation Lecture, Equipment Identification and Lecture, All Knife classes, Basic Cooking Techniques 1 – 4 Lecture, Demo and Practicum, Herbs and Spices Identification, Stewarding Lecture
Friday Night Dinner Recipe Testing	Friday Night Dinner Meal Plan 1 Lecture