

**Johnson County Community College
Pastry/Baking Certificate
Admission and Application Process**

Admission to the JCCC Pastry/Baking Certificate program is selective and only sixteen (16) students are admitted in the fall of each academic year.

To qualify for application to the program, students must have completed (with a grade of C or higher) or be currently enrolled in the following **prerequisite courses**:

HMG120-Food Service Sanitation

HMG123-Fundamentals of Baking

(Substitutions for courses completed at other institutions may be accepted; see department for details.)

For consideration by the faculty selection committee, complete application packets must be submitted by March 31st for admission into the program beginning fall semester of the same calendar year.

Once all your documents are gathered, please submit a hard copy to the WHCA executive assistant, the chef instructor, OR you may email all your documents directly to dfraase@jccc.edu.

All applications will be reviewed and scored by the faculty selection committee. Once scoring is complete the top ranked candidates will be invited to interview in person or via Zoom. Interview scores will then be combined with the admission packet scores and the candidates will be ranked according to the total.

The top candidates will be notified via email and/or phone that they have been selected for admission on or before **May 1st**.

Once the initial offers are made, the selected candidates will have one week to accept/notify the selection committee of their intention to register for the program in the fall.

Any positions that are not accepted after the one week will be offered to other qualified candidates in descending order as they are ranked, and these candidates will then have one week to accept. This process will continue until all positions are filled.

Required contents of the application packet:

- 1. Complete official application form.**
- 2. *Unofficial* transcripts. (15 points)**

These must include all pertinent college experience *and* show enrollment in or completion of the two prerequisite courses. (Students currently enrolled in prerequisite courses must successfully complete those courses with a grade of C or higher to be admitted into the program.) All previous education will be considered with more points awarded for pastry and baking courses, culinary courses and other hospitality courses. The selection committee reserves the right to require submission of official transcripts as needed.

3. Short Essay. (35 points)

(Candidates should address the following topics, each as a separate page. All should be typed, double spaced and use the standard rules of English composition and grammar.)

- a. Explain at least two of your long-term professional career goals and how the JCCC the Pastry/Baking Certificate Program could assist you in attaining those goals.
- b. Describe personal and/or professional characteristics that would make you stand out from other candidates for selection into the program. (this is a good place to mention your strengths and weaknesses)
- c. Prepare a minimum of three questions about the JCCC Pastry/Baking Certificate program which you will ask when you are in your interview.
- d. Identify and explain at least one current pastry/baking trend, new product or cutting-edge skill or technique. Discuss how and where a professional baker or pastry chef might successfully utilize this. Describe how you might learn about or use this in the JCCC Pastry/Baking Certificate Program.
- e. Given the nature of the JCCC Pastry Baking Certificate program, you will be evaluated and critiqued almost daily. This will include the chef instructor professionally coaching you as to what has gone right, as well as what has gone wrong with your product or behavior in the bake shop. The chef instructor will congratulate you on well executed product as well as advise corrective actions to take to fix any problems in your product. Discuss a time that you received constructive criticism and how you processed and utilized that information. Explain how you felt about the critique, from an emotional standpoint and from a professional development standpoint.

4. Resume. (25 points)

(Resume assistance is available through the JCCC Career Development Center.)

Points are awarded for professional appearance of the resume and all working experience with more points going for *related* experience. A candidate with two years' experience in a bake shop will be rated higher than one with five years at an engineering firm. Experience in the hospitality industry is highly regarded.

5. Two letters of recommendation. (25 points)

Points are awarded for the quality and enthusiasm exhibited in the letter(s). More points are earned from letters written by former employers, secondly those written by former teachers and last for personal recommendations. Letters that describe a strong work ethic, reliability (especially attendance record) and enthusiasm will be highly regarded.

There is a total of 100 points available with the required components of the admission packet.

Application materials that will enhance the points assessed in the application packet but are not required.

1. *Proof of Johnson County, Kansas residency. (5 points)*
2. *Proof of residency in other Kansas counties or Missouri. (5 points)*
3. *Transcripts showing completion of the JCCC course, HMGT 123-Professional Cooking I. (grade of C=2 points, B=4 points, A=6 points)*
4. *Transcripts showing completion of the JCCC course, HMGT 121-Perspectives (grade of C=2 points, B=4 points, A=6 points)*
5. *Transcripts showing completion of the JCCC course, HMGT 240-Advanced Baking. (grade of C=2 points, B=4 points, A=6 points)*
6. *Transcripts showing completion of the JCCC course, HMGT 248-Confectionary Art. (grade of C=2 points, B=4 points, A=6 points)*
7. *Transcripts showing completion of the JCCC course, HMGT 292-Special Topics>Pastry/Baking Courses: Artisan Breads & Viennoiserie
Entremets & Plated Desserts
Petit Pastry & Special Dietary Needs Baking
Occasion & Wedding Cakes
(grade of C=3 points, B=5 points, A=7 points)*
6. *Previously submitted application to the program where the applicant was not admitted. (12 points)*

In person or Zoom interview. (50 points)

The interview will last approximately 20-30 minutes. Each applicant will be asked the same questions and the interviewer will assign a score. Questions will cover knowledge of the field, student challenges, teamwork, communication, sanitation issues and specific situational scenarios. The interviewer(s) will attempt to discern the following personal and professional characteristics that are valued in the admissions process because they are proven indicators of potential student success:

The candidate is professional, personable, and possesses a positive attitude.

The candidate looks for the best in others and supports others' success as much as they endeavor to succeed.

The candidate is an active listener and participates in the classroom/kitchen setting; answering instructor's questions and participating in class discussions.

The candidate can accept professional, constructive criticism in the spirit of learning and understanding.

The candidate possesses superior "soft-skills" and can work with others well in a professional kitchen environment.

The candidate possesses manual dexterity and tactile sensitivity.

The candidate is able and willing to stand for extended periods of time, lift heavy objects, and is not afraid to ask for assistance when the physical demands of the bakeshop are too much for one person to handle.

Once all your documents are gathered; please submit a hard copy to the WHCA executive assistant, the chef instructor, OR you may email all your documents directly to dfraase@jccc.edu.

For more information, call Damian Fraase, 913-469-8500 ext. 3613, or e-mail: dfraase@jccc.edu

JOHNSON COUNTY COMMUNITY COLLEGE

Pastry/Baking Certificate
Application for Admission

Please return the completed application to:

Chef Damian Fraase, CEPC

Assistant Professor

Lead Pastry/Baking Instructor

Johnson County Community College

12345 College Blvd

Overland Park KS 66210-1299

Room HCA 103K

Personal Data: *[Please Print]*

JCCC Student Identification Number: _____

Name _____
Last First M.I.

Street Address _____

City _____ **State** _____ **Zip** _____

Phone _____

E-Mail Address _____

This application must include the following items, please check to indicate that they are complete.

- _____ **Unofficial transcripts.**
- _____ **Short Essay.**
- _____ **Resume.**
- _____ **One or more letters of recommendation.**

The following items may be included for supplemental consideration, please check all that are included.

- _____ **Proof of Johnson County, Kansas residency.**
- _____ **Proof of residency in other Kansas counties or Missouri.**
- _____ **Transcripts showing completion of the JCCC course, HMGT 123-Professional Cooking I.**
- _____ **Transcripts showing completion of the JCCC course, HMGT 248-Confectionary Art.**
- _____ **Previously submitted application to the program where the applicant was not admitted.**

I certify that the information given on this application is correct and complete.

Signature of Applicant _____ **Date** _____

Once all your documents are gathered; please submit a hard copy to the WHCA executive assistant, the chef instructor, OR you may email all your documents directly to dfraase@jccc.edu.