

Kilgore College Food Service Supervisor for Nursing Homes, Hospitals & State Hospitals Registration Packet

What You Need to Do Next:

To register for Food Service Supervisor and secure your spot, email all required documents as a complete packet to **SHSCE@KILGORE.EDU** by the registration deadline on **Monday, August 8, 2025**.

Important Notes:

- You are not officially registered until we have received all required documents.
- This is a high-demand course with a maximum of 15 students, and registration is on a first-come, first-served basis.
- To avoid delays, please ensure your packet is complete when submitted.

If you are emailing your documents, please download a PDF scanner app such CamScanner, Genius Scan, etc. to email a clear legible copies of your documents. To bring your registration documents in person our office is located on the Kilgore Campus:

Bert E. Woodruff Adult Education Center
220 N. Henderson Blvd.
Kilgore, Tx 75662

Step 1 - Submit Required Documents:

Please email or deliver clear copies of the following:

- Driver's License or State Issued ID
- High School Diploma, Transcript, or GED
- If documents are missing, you will be notified by email
- Please utilize checklist included in this packet to verify you have all required documents
- DO NOT send your documents until you have EVERYTHING, please send it all in 1 email

Step 2 – Make Tuition Payment & Purchase Textbooks

- When you have turned in all documents, you will receive an email titled “Registration Complete” with the next steps of the registration process
- **DO NOT MAKE TUITION PAYMENT UNTIL YOU RECEIVE A “REGISTRATION COMPLETE” EMAIL**
- Textbook for this course will be assembled in class, no purchase necessary.
- Deadline for payment is **Monday, August 18, 2025**
- Please notify us if your employer is covering your tuition

Class Details

- **Location:** Kilgore College – Kilgore Campus, Canterbury Engineering & Science Building, Classroom 237
 - 800 Ross Ave, Kilgore, Tx 75662
- **Duration:** 8 Weeks - August 25, 2025 – October 22, 2025
- **Schedule:** Hybrid
 - Class Meets On Campus: Monday 4 PM - 9PM
 - Class Meets Online Live: Tuesday & Wednesday 4 PM - 9PM
 - Calendar attached with breakdown of schedule
- **Tuition:** \$675.00

Required Supplies

- Binder Notebook for textbook, pens/pencils
- Laptop or Tablet
- Because this is a Hybrid course you are required to have Laptop or Tablet with reliable internet service

If you have any questions, please contact **Ginger Jackson** at gjackson1@kilgore.edu.



WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION

Kilgore College WDCE Course Registration Form

Date: _____

Social Security #: _____

In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Student ID #: _____

Name: _____
(Last Name) (First Name) (Middle Initial)

Mailing Address: _____ County: _____

City: _____ State: _____ Zip: _____

Business or Cell Phone (_____) _____

Email: _____

Date of Birth: _____ Gender: _____

US Citizen: _____ If no, what country? _____

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

1. Are you Hispanic or Latino?

2. Please select the racial category or categories with which you most closely identify.

Course Name

Start Date

FOOD SERVICE SUPERVISOR REGISTRATION CHECKLIST

- ☐ Copy of Driver's License
- ☐ Copy of High School Diploma/Transcript/GED

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13 Columbus Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CLASSROOM: IN-PERSON 4:00 PM - 9:00

CLASSROOM: ONLINE LIVE 4:00 PM - 9:00 PM