

# 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: 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 as CamScanner, Genius Scan, etc. to email 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 the 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.
- If paying out of pocket payment is due at registration
- Please notify us if your employer is covering your tuition
- **Tuition**
  - \$675.00

### Class Details

- **Location:** Torrence Health Sciences Education Center, Building G10
  - 1610 S. Henderson Blvd. Kilgore, Tx 7566
- **Duration:** 8 Weeks - August 25, 2025 – October 22, 2025
- **Schedule:** Hybrid
  - Class Meets On Campus: Monday 4 PM - 9PM
  - Class Meets Online: Tuesday & Wednesday
  - Calendar attached with breakdown of schedule
- **Tuition:** \$675.00

### Required Supplies

- 1 inch 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](mailto:gjackson1@kilgore.edu).



# WORKFORCE DEVELOPMENT

## COMMUNITY EDUCATION

### Kilgore College WDCE Course Registration Form

*Please Note: This is a fillable PDF form and should not be completed by hand. For best results, view and complete the form on a computer or smartphone using a PDF reader.*

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

Do you plan to drive your own vehicle to your clinical site? \_\_\_\_\_

If yes, please complete the vehicle information below. Some clinical sites require this for parking access and may issue permits based on the details you provide.

\_\_\_\_\_

Make & Model of vehicle

\_\_\_\_\_

Year

\_\_\_\_\_

License Plate

# **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	4-9PM In-Person 25	Online 26	Online 27	28	29	30
31						

## SEPTEMBER 2025

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

## OCTOBER 2025

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

**CLASSROOM IN-PERSON: MONDAY/4:00 PM - 9:00**

**CLASSROOM ONLINE: TUESDAY & WEDNESDAY**