

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 **January 23, 2026**

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
 - Torrence Health Sciences Education Center; Office 102 or 109C
1610 S. 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 - February 2, 2026 – April 1, 2026
- **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 **Kristen Cage** at **Kcage@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