



# INTERNATIONAL WINE & SPIRITS GUILD

**COURSE CATALOG 7  
VOLUME NUMBER 1  
2015-2017**

APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF  
HIGHER EDUCATION, PRIVATE OCCUPATIONAL SCHOOL BOARD





(Formerly International Wine Guild)

**NATIONAL EDUCATION AND TRAINING CENTER:**

**INTERNATIONAL WINE & SPIRITS GUILD**

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*In the heart of Winery Row*

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## **1.0 INTRODUCTION**

### **1.1 MISSION AND GOALS**

The International Wine & Spirits Guild, formerly the International Wine Guild, (hereafter referred to as the “Guild”) is a professional organization, in the best ancient traditions of a Guild, dedicated to providing the world’s foremost professional wine and spirits education and member services.

Professionalism, excellence, leadership, and respect for diversity are core values that guide our educational goals and everyday business decisions. We teach our students the wine knowledge, or spirits knowledge, and professional skills to lead successful lives and grow into positions of influence and leadership in their chosen field of endeavor. We are dedicated to developing both the intellectual and sensory skills of our students to be a better industry professional.

We also recognize that enthusiasts are an important part of the Guild and respect their desire to join and fully participate in entry level, advanced and master Guild courses and programs.

The Guild was established to encourage study to develop technical and professional understanding and increased knowledge of wine or spirits throughout all areas of the wine, spirits and food service industries.

Whether you work in the industry or are an individual with a passion for wine or spirits (or both) there are certification and advanced diploma programs designed specifically for you. For the professional and serious enthusiast there are master level programs, leading to the respected and coveted GUILD WINE MASTER (GWM) diploma for the professional or GUILD CELLAR MASTER (GCM) for the enthusiast. In addition, if you are a wine educator, or would like to develop the skills to teach others about wine, there is also a certification and advanced programs leading to a WINE MASTER EDUCATOR (WME) diploma.

We are dedicated to the concept that the Guild provides

*“A Passion For Teaching”.*

Since our founding in 1998 it has been our goal to provide wine and spirits education from entry through Master level diploma programs to those willing to dedicate themselves to develop the skills and knowledge base to be the best.

### **1.2 PROFESSIONAL TRADE ORGANIZATION**

In addition to being a licensed and accredited vocational school, the Guild is a professional trade association with over 3500 graduates located throughout the United States and in twenty other countries.

When you complete our LEVEL I CERTIFICATION you automatically become a full member of the Guild and can maintain your certification by maintaining your membership. Contact the Guild Business Office for details and benefits of membership.

### **I.3 HOW TO CONTACT THE GUILD**

The Guild can be reached at the following addresses and telephone numbers:

#### **NATIONAL EDUCATION AND TRAINING CENTER:**

##### **INTERNATIONAL WINE & SPIRITS GUILD**

4640 Pecos Street, Unit H

Denver, CO 80211

*in the heart of Winery Row*

#### **CURRENT SATELLITE TRAINING LOCATIONS:**

Austin, TX • Houston, TX • Fort Worth, TX • McLean, VA • Canton, OH •  
Scottsdale, AZ • Detroit, MI

#### **BUSINESS AND ADMISSIONS OFFICE HOURS:**

9:00 AM to 5:00 PM (Mountain time)

Monday-Friday

303.296.3966 (voice)

720.638.0874 (fax)

#### **ON THE INTERNET:**

[www.internationalwineguild.com](http://www.internationalwineguild.com)

[info@internationalwineguild.com](mailto:info@internationalwineguild.com)

Questions about courses, admissions, grades and schedules should be directed to the Business and Admissions Office. The Business and Admissions Office is open from 9:00 am to 5:00 pm Mountain Time, Monday through Friday. You can call at any time to speak to someone or leave a message.

All professional seminars and courses, schedules and fees are listed on our website. The website will have the most up-to-date listings, including new sections of a course, start date changes, or any course cancellations.



## **1.4 OWNERSHIP**

The International Wine and Spirits Guild is a company headquartered in the State of Colorado. The officers of the Guild are Claude Robbins, President and Director of the School and Sheryl (Sherrie) Robbins, Vice President and Guild Corporate Executive Chef.

## **1.5 TOP-FIVE PROFESSIONAL WINE SCHOOL**

The Guild has been named one of the top five professional wine schools by both the Wall Street Journal (Jan -2009) and Food and Wine Magazine (May -2009). In addition, our monthly email newsletter was named one of the top 50 wine newsletters and blogs in the United States (May 2011).

## **2.0 FACULTY AND STAFF MEMBERS**

The Guild has very experienced faculty that have years of wine teaching experience in addition to their education and practical experience. All Guild instructors have completed, or are close to completing, the educational requirements for a Master level technical diploma program of the Guild as well as the Senior Wine Education diploma. Faculty members also act as Mentors. All students are assigned a mentor when they successfully complete the Level III Master Entrance Exam.

Faculty and staff are:

- **Carol Chamberlain**, Master Candidate, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Jocelyne Fay**, Master Candidate, Chef de Cuisine, Executive Sommelier.
- **Gerrie Gillin**, Executive Wine Sommelier, Certified Wine Instructor, REGISTRAR AND DIRECTOR OF OPERATIONS.
- **Mark Hejtmanek**, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Mary Litwiler**, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Kristi Livendalen**, Master Candidate, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Nicolas Post**, Master Candidate, Executive Wine Sommelier, Certified Senior Wine Instructor (teaches professional and recreational classes).
- **Nicole Robbins**, Executive Wine Sommelier, Senior Wine Instructor (teaches professional classes).
- **Jesse Turkus**, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Mike Weirauch**, Executive Wine Sommelier, Certified Wine Instructor (in training)
- **Matthew Yoss**, Master Candidate, Executive Wine Sommelier, Certified Senior Wine Instructor (teaches professional and recreational classes)

The Guild also has faculty that live outside of Colorado. Associates outside of Colorado:

- **Lori Coleman**, Master Candidate, Executive Wine Sommelier, Director of Business Development in Arizona and Nevada. Teaches professional courses

- **Oscar Montes Iga**, Chef de Cuisine – Texas, Master Candidate, Executive Chef of Wine Arts
- **Tamara Jergensen**, Master Candidate, Executive Wine Sommelier, Director of Business Development in Ohio. Certified Wine Instructors (in training)
- **Daniel Kelada**, Master Candidate, Executive Wine Sommelier, Director of Business Development in Texas and Louisiana. Teaches professional courses.
- **Kathy and Frank Maly**, Executive Wine Sommelier, Director of Business Development in Michigan. Certified Wine Instructors (in training)

### 3.0 ACADEMIC CALENDAR

#### 3.1 QUARTER SYSTEM

Each Program of study (Level I through IV Certification, see Section 4) can be started during any academic term. The Guild operates, non-stop, twelve months a year and offers courses throughout the year.

The general start and end of each term is as follows:

- **Winter term:** 1<sup>st</sup> Saturday in January (after New Years Day) through the 4<sup>th</sup> Sunday in March.
- **Spring term:** 1<sup>st</sup> Saturday in April through the 3<sup>rd</sup> Sunday in June.
- **Summer term:** 2<sup>nd</sup> Saturday in July through the 4<sup>th</sup> Sunday in September.
- **Fall term:** 1<sup>st</sup> Saturday in October through the 3<sup>rd</sup> Sunday in December.

Each academic quarter is 12 weeks long. To reiterate, the curriculum is designed such that students can begin a course of study during any academic term.

#### 3.2 OPEN ENROLLMENT

Students may sign up for a seminar or course at any time, up to 24 hours before the start of the course or seminar, or as much as 9 months in advance for the current academic year, assuming there is still space available at the time they register. The most up-to-date course schedules for the next academic year are available on-line or from the Business and Admissions Office by July of the current academic year. See Section 9.1 for late enrollment requirements for Level II, III and IV courses.

#### 3.3 SCHOOL HOLIDAYS

Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Classes will be held on all other days, even if they are Federal or State holidays. Intensive study courses do not take any holiday breaks.

## 4.0 PROFESSIONAL PROGRAMS

### 4.1 PROGRAM OVERVIEW

The Guild has State approved certification and diploma programs for enthusiasts and professionals. Specific programs have been developed for people in the industry, those preparing for the industry or those who are serious enthusiasts and want to learn about wine, saké or spirits as part of an approved program and in an academic environment.

Professionals and enthusiasts take the same classes and progress through the same rigorous program of professional training at each level of certification.

The Guild offers classes, courses and programs leading to diplomas and certifications in three general areas:

- Technical programs (Level I through III)
- Educator programs (Level III and IV, for wine, fine spirits and sake)
- Wine Judge programs (Level III, for wine)

**Personal Enrichment or Certification** All technical seminars and courses can be taken for personal enrichment, non-professional certification or professional certification.

Anyone may take a Guild technical course for personal enrichment. This means you are not required to take exams for certification as part of the seminar, course or program of study. You are expected to participate in all other aspects of the seminar or course.

**Clock-Hours** Because the Guild is a vocational school, all professional seminars and courses are based on clock-hours not credit-hours. One clock-hour corresponds to one hour of class attended. For example, a Level 1 Seminar is 12 clock-hours or 12 hours in length. Clock-hours can also be used to describe the amount of time a student is in class each week to qualify as a half- or full-time student enrolled in quarter long courses.

- Quarter-time student = 4.5 clock-hours per week, but less than 9 clock-hours/wk
- Half-time student = 9 clock-hours per week, but less than 13.5 clock-hours/wk
- Three-quarter time student = 13.5 clock-hours per week, but less than 18 clock-hours/wk
- Full-time student = 18 clock-hours per week or more

Clock-hours are not directly convertible to credit-hours, however, 16 clock-hours is approximately equal to one credit hour. Therefore, one of our Level III courses, that is 48 clock-hours, would be the equivalent of a 3 credit-hour course.

**Education Formats** The Guild offers courses in a variety of formats to better meet student needs. Formats include:

- One-day short courses (Fundamentals For Professionals short-courses)
- One-and-one-half day seminars (all Level I Professional Seminars)
- Quarter long courses (all Level II, III and IV courses)

- One-week intensive study courses (all Level II, III and IV courses)
- Blended courses (currently Level I, Level II later in 2015)

*One-day short courses* are 8 clock-hours in length. We currently only teach our Fundamentals for Professional courses in this format. These short-courses are not professional courses and do not lead to a certification. They are taught in Denver and satellite locations.

*One-and-one-half-day seminars* are 12 clock-hours in length. Level I Certification is a day-and-a-half program (12 clock hours) designed as an entry-level professional seminar. Separate Level I seminars are offered for wine, fine spirits and sake.

We currently only teach our Level I Seminar in this format. These are professional seminars and a student has the option to take them for personal enrichment, a non-professional certification or professional certification. These seminars are taught in Denver and satellite locations.

*Quarter long courses* include all of our Level II, III courses taken in a 10-week (Level III courses) or 11-week (Level II courses) format. Classes meet one day per week for ten or eleven consecutive weeks.

*One-week intensive study courses* have been specifically designed for the student who does not live in the Denver metro area and cannot attend a Level II or III course once a week for a quarter. Intensive study courses cover the same material as a quarter long course, only in an intensive format. Intensive study courses are open to all students whether you live in the Denver metro area or elsewhere. Please check the schedule because the Guild also teaches intensive study Level II courses in satellite locations around the country. Intensive study Level III courses are only taught in Denver.

*Blended courses* are courses that include both an on-line and face-to-face components. Currently only our Level I seminars and Level II Advanced Wine Course are taught in a blended format. For the Level I seminar the certification exam is an on-line test that can be taken any time after the Level I seminar has been completed. The Level II blended course includes ten on-line lectures and on-line quizzes and an on-line wine making exam, in combination with a 4-day-intensive-study (face-to-face) component in which the student tastes wine and learns formal sommelier service. The intensive-study component of the Level II blended course is a requirement for non-professional and professional certification. The Level II blended course will be available late in 2015.

Guild classes are offered in the daytime, evenings and on weekends at our National Education and Training facility in Denver, Colorado. We also offer Level I, and II seminars and course at other satellite locations in the United States. Please check the schedule on our website for specific dates, times and locations.

An overview of the educational requirements of each technical certification is presented below with more detailed explanations in the remainder of this section.

**FUNDAMENTALS FOR PROFESSIONALS.** For those who have no experience with wine or feel they need some preparation, or a remedial course, before attending the Level I Wine Seminar the Guild offers two (2) Fundamentals for Professional one-day short-courses.

A. Fundamentals For Professionals: Wine Basics

- There is no testing associated with this short-course, it is for personal enrichment only.
- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.

B. Fundamentals For Professionals: Wine Components

- There is no testing associated with this short-course, it is for personal enrichment only.
- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.

C. Fundamentals For Professionals: Basic Wine and Food Pairing

- There is no testing associated with this short-course, it is for personal enrichment only.
- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.

**LEVEL I CERTIFICATION.** The Guild offers three (3) different Level I Certification Seminars depending upon whether your interest is wine, saké or spirits (See Section 4.2 for more details). You may enroll in as many of these three seminars as you desire to take.

A. Level I – Guild Wine Certification Seminar

- Requires successful completion of a 12 clock-hour Seminar, the Guild Certification Seminar
- Certification options, upon successful completion of an on-line certifying exam:
  - Certified Chef of Wine Arts
  - Certified Wine Sommelier
  - Certified Wine Merchant
  - Certified Wine Manager
  - Certified Cellar Manager (for the non-professional)
- Seminar may also be taken as personal enrichment with no certifying exam

B. Level I – Guild Saké Certification Seminar

- Requires successful completion of a 12 clock-hour Seminar, the Guild Saké Certification Seminar.
- Certification options, upon successful completion of an on-line certifying exam:
  - Certified Saké Sommelier (for the professional)
  - Certified Saké Cellar Manager (for the non-professional)

- Seminar may also be taken as personal enrichment with no certifying exam
- C. Level I - Guild Spirits Certification Seminar
  - Requires successful completion of a 12 clock-hour Seminar, the Guild Spirits Certification Seminar.
  - Certification options, upon successful completion of an on-line certifying exam:
    - Certified Spirits Sommelier (for the professional)
    - Certified Spirits Cellar Manager (for the non-professional)
  - Seminar may also be taken as personal enrichment with no certifying exam

**LEVEL II CERTIFICATION.** The Guild offers two (2) different Level II Certification Courses depending upon whether your interest is wine or spirits.

- A. Level II Wine Certification – the Advanced Wine Course
  - Requires successful completion of a 60 clock-hour course, the Advanced Wine Course (Advanced Sommelier Course).
  - Certification options:
    - Certified Executive Chef of Wine Arts
    - Certified Executive Wine Sommelier
    - Certified Senior Wine Merchant
    - Certified Senior Wine Manager
    - Certified Senior Cellar Manager (for the non-professional)
  - Course may also be taken as personal enrichment with no certifying exams
- B. Level II Fine Spirits Certification – the Advanced Fine Spirits Course
  - Requires successful completion of a 48 clock-hour course, the Advanced Spirits Course.
  - Certification options:
    - Certified Executive Spirits Sommelier
    - Certified Senior Spirits Cellar Manager (for the non-professional)
  - Course may also be taken as personal enrichment with no certifying exam

**LEVEL III CERTIFICATION.** The Level III Certification (Guild Wine Master, GWM, Certification) is an expert level professional certification.

- Prerequisite: The successful completion of the Advanced Wine Course.
- Requires successful completion of the following REQUIRED professional courses:
  - Advanced Wine and Food Pairing (48 clock-hours)
  - Advanced Regional France (48 clock-hours)
  - Blind Tasting (48 clock-hours)
- Depending upon the specific Level III special emphasis (See Section 4.4) the student will also have to successfully complete four (4) courses from the following OPTIONAL AND ELECTIVE COURSE list:
  - Advanced Regional Italy (48 clock-hours)
  - Advanced Regional New World (48 clock-hours)
  - Advanced Regional Europe (48 clock-hours)
  - Wine Business (48 clock-hours)
  - International Wine Markets and Management (48 clock-hours)

- Advanced Fine Spirits (48 clock-hours)
- Advanced Fortified Wines (48 clock-hours)
- History of Wine: 8000 BC to 1500 AD (48 clock-hours)
- History of Wine: 1500 to the Present (48 clock-hours)
- Certification options:
  - Guild Wine Master (for the professional)
  - Guild Master Cellar Manager (for the non-professional)
- Individual Level III courses may be taken for personal enrichment.

**LEVEL IV CERTIFICATION.** The Level IV Certification (Master Educator Program) is specifically designed for those interested in becoming wine instructors at the college or university level, or teach for the Guild.

- Successful completion of the professional Level III Certification (i.e.: Guild Wine Master)
- Requires successful completion of five (5) Level III courses not taken as part of the Level III Certification (See Section 4.5)
- Certification: Master Wine Educator (MWE)

In addition to the above technical certifications the Guild also offers these professional certifications:

- Certified Wine Instructor (CWI)
- Certified Senior Wine Instructor (SWI)
- Certified Wine Judge (CWJ)
- Certified Guild Competition Judge (GCJ)

See the rest of SECTION 4 for a more detailed explanation of each program and SECTION 19 for a detailed description of each professional course.

#### **4.2 FUNDAMENTALS FOR PROFESSIONALS SHORT-COURSES**

Fundamentals for professional short-courses are used to help prepare those who feel their wine knowledge is not sufficient to take Guild professional seminars and courses. None of these short-courses are required, talk to the Guild Registrar or student-advisor to determine if any of these short-courses would be an appropriate starting point for your wine education.

Currently the Guild offers three (3) different FFP short-courses:

- Wine Basics – preparatory for the Level I Wine Seminar
- Wine Components – preparatory for Level I Wine Seminar, Level II Advanced Wine Course and Level III Blind Tasting Course
- Basic Wine and Food Pairing – preparatory for the Level III Advanced Wine and Food Pairing Course

**FUNDAMENTALS FOR PROFESSIONALS: WINE BASICS.** This short-course presents an overview of the fundamentals of red, white, rosé, fortified, sparkling and late harvest wines through a series of lectures and wine evaluation exercises.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SHORT-COURSE.
  - You may bypass this short-course and begin your education with the Level I Wine Certification Seminar if you feel you do not need a basic introductory course on wine.
- There is no testing associated with this short-course, it is for personal enrichment only.
- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.

**FUNDAMENTALS FOR PROFESSIONALS: COMPONENTS.** This short-course presents an overview of the fundamentals of wine evaluation through a series of lectures, exercises and wine evaluation focusing on the components (vision, smell, taste) of wine.

This short-course is designed to help you learn common smells in wine as well as how to recognize components of the chemical structure of a wine on the palate.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SHORT-COURSE.
  - You may bypass this short-course and begin your education with the Level I Wine Certification Seminar if you feel you do not need a basic introductory course on wine.
- There is no testing associated with this short-course, it is for personal enrichment only.
- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.
- The Components short-course is also often taken by people who have completed Level I, or have bypassed level I. It is an excellent preparatory course for the Level II Certification (the Advanced Wine Course) or the Level III Blind Tasting Course.

**FUNDAMENTALS FOR PROFESSIONALS: FUNDAMENTALS OF WINE & FOOD PAIRING.** This short-course presents an overview of the fundamentals of wine and food pairing. It includes both lectures and wine/food tasting exercises.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SHORT-COURSE.
  - You may bypass this short-course and begin your education with the Level I Wine Certification Seminar if you feel you do not need a basic introductory course on wine.
- There is no testing associated with this short-course, it is for personal enrichment only.



- There is no certification associated with this short-course.
- The person who successfully completes this short-course will become an Associate Guild member for 6-months.
- The Components short-course is also often taken by people who have completed Level I, or have bypassed level I. It is an excellent preparatory course for the Level II Certification (the Advanced Wine Course) or the Level III Blind Tasting Course.

### 4.3 LEVEL I SEMINARS

All programs of professional study begin with the three Guild Level I Seminars. The Guild offers three (3) different Level I Certification Seminars depending upon whether your interest is wine, saké or spirits. You may enroll in as many of these Level I Seminars as you desire to take. All three of these seminars can be taken for personal enrichment, professional certification and non-professional certification.

**LEVEL I WINE SEMINAR.** This is an introductory course of study designed for individuals who desire to learn about wine. The goal is to develop in the student a basic knowledge of wine, wine evaluation and wine description. It is a foundation course for all subsequent wine courses offered by the Guild. Check the Guild Calendar on our website for specific locations, dates and times.

This seminar will focus on key countries of the Old World (France and Italy) and New World (United States). The seminar includes a series of lectures and technical professional wine evaluation exercises.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SEMINAR.
  - You may bypass this seminar and begin your education with the Level II Certification course (the Advanced Wine Course) if you meet any one of the following criteria:
    - Two years of industry experience (see experience requirements in SECTION 8 of this Catalog for a more detailed explanation), OR
    - Student or graduate of a appropriate Culinary or Hotel and Restaurant program and have taken a wine course (see education requirements in SECTION 8 of this Catalog for a more detailed explanation), OR
    - Pass, with a minimum score of 85%, an on-line “test-out” exam of general wine knowledge. This exam has a \$100 fee to take. It may only be taken once and is available on-line. Contact the business office or go to the Guild website for more details.
  - If you feel you need additional preparation before taking this seminar we recommend you take the following Guild Fundamentals For Professionals short-courses before taking the Wine Seminar. None of these short courses count toward a professional certification; contact the Guild Office for specific dates and times:
    - Fundamentals For Professionals: Wine Basics

- Fundamentals For Professionals: Wine Components (vision, smell and taste)
- Exams:
  - Successfully complete the on-line Wine Seminar Certification Exam with a score of 70% or higher.
    - A score of 85% or higher is suggested, but not required, to go on to a Level II course.
    - If you do not score a 70% on the exam you are allowed to retake it. Contact your Seminar Instructor or the Business Office for details. See Section 7.4 for the cost to retake this exam.
    - This is an on-line exam that can only be taken after attending the Level I wine seminar. The certification exam is taken for a separate cost which is not included in your enrollment fees for the seminar.
    - Upon successful completion of the Wine Seminar Certification Exam and depending upon your background and professional needs, the Guild offers the option of earning one of five different certifications, representing different areas of emphasis. You can only be certified in one area of emphasis. The areas of emphasis are:
      - Certified Wine Sommelier
      - Certified Chef of Wine Arts
      - Certified Wine Merchant
      - Certified Wine Manager
      - Certified Cellar Manager (non-professional certification for the enthusiast)
    - You will receive a one-year professional membership in the Guild upon successful completion of the certification exam.
    - If you are certified as a non-professional and later get a job in the industry we will recertify you with a professional designation.
  - This seminar may be taken for personal enrichment, in which case there is no certification exam. You will receive a one-year associate membership in the Guild upon completion of the Seminar.

**LEVEL I SAKÉ SEMINAR.** This is an introductory course of study designed for individuals who desire to learn about saké. The goal is to develop a basic knowledge of saké, saké evaluation and description, production techniques as well as basic saké and food pairing. This is the only professional course on saké the Guild offers. This seminar is only taught in Denver, check the Guild Calendar on our website for specific dates and times.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SEMINAR.
- Exams:
  - Successfully complete the on-line Sake Seminar Certification Exam with a score of 70% or higher.

- If you do not score a 70% on the exam you are allowed to retake it. Contact your Seminar Instructor or the Business Office for details. See Section 7.4 for the cost to retake this exam.
- This is an on-line exam that can only be taken after attending the Level I wine seminar. The certification exam is taken for a separate cost which is not included in your enrollment fees for the seminar.
- Upon successful completion of the Sake Seminar Certification Exam and depending upon your background and professional needs, the Guild offers the option of earning one of five different certifications, representing different areas of emphasis. You can only be certified in one area of emphasis. The areas of emphasis are:
  - Certified Sake Sommelier
  - Certified Sake Connoisseur (non-professional certification for the enthusiast)
- You will receive a one-year professional membership in the Guild upon successful completion of the certification exam.
- If you are certified as a non-professional and later get a job in the industry we will recertify you with a professional designation.
- This seminar may be taken for personal enrichment, in which case there is no certification exam. You will receive a one-year associate membership in the Guild upon completion of the Seminar.

**LEVEL I FINE SPIRITS SEMINAR.** This is an introductory course of study designed for individuals who desire to learn about fine spirits. The goal is to develop a basic knowledge of spirits, spirit evaluation (neat and straight) and description techniques (which can vary by spirit), production techniques as well as basic spirits and food pairing. This is not a bartending course; the Guild does not teach mixology.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SEMINAR.
  - You may bypass this seminar and begin your education with the Level II course if you meet any one of the following criteria:
    - Two years of industry experience (see experience requirements in SECTION 8 of this Catalog), OR
    - Student or graduate of a appropriate Culinary or Hotel and Restaurant program and have taken a spirits course (see education requirements in SECTION 8 of this Catalog)
- Exams:
  - Successfully complete the on-line Fine Spirits Seminar Certification Exam with a score of 70% or higher.
    - A score of 85% or higher is suggested, but not required, to go on to the Level II Fine Spirits course.
    - If you do not score a 70% on the exam you are allowed to retake it. Contact your Seminar Instructor or the Business Office for details. See Section 7.4 for the cost to retake this exam.

- This is an on-line exam that can only be taken after attending the Level I fine spirits seminar. The certification exam is taken for a separate cost which is not included in your enrollment fees for the seminar.
- Upon successful completion of the Fine Spirits Seminar Certification Exam and depending upon your background and professional needs, the Guild offers the option of earning one of five different certifications, representing different areas of emphasis. You can only be certified in one area of emphasis. The areas of emphasis are:
  - Certified Fine Spirits Sommelier (the professional certification)
  - Certified Fine Spirits Connoisseur (the non-professional certification)
- You will receive a one-year professional membership in the Guild upon successful completion of the certification exam.
- If you are certified as a non-professional and later get a job in the industry we will recertify you with a professional designation.
- This course may be taken for personal enrichment, in which case there is no certification exam. You will receive a one-year associate membership in the Guild upon completion of the course.

#### **4.4 LEVEL II COURSES – THE ADVANCED WINE COURSE, THE ADVANCED FINE SPIRITS COURSE**

The Level II courses build upon the foundation established in the Level I Wine or Spirits Seminars. Level II courses can result in an advanced certification upon successful completion of the associated certification exams.

**LEVEL II ADVANCED WINE COURSE** The Level II Advanced Wine Course is designed to prepare you for a management level position as a wine buy (or F&B), a head sommelier, event planner, a buyer for a wine shop or restaurant, or to be a sales person with a distributor or importer. We have even had numerous wine makers take this course.

The course will include lectures on 20 wine producing countries, wine making, wine evaluation of over 50 wines, formal sommelier service, and technical lectures on cellar design and management, event planning and wine list design.

However, you do not have to be in the trade to take this course. If you are a serious enthusiast, or are considering changing careers, then this is a course you should take.

- Prerequisites
  - Level I Certification or equivalent (see education and experience options in SECTION 8 of this Catalog for more details), OR
  - A score of 85% or higher on the Level I on-line test-out exam to go on to a Level II certification without completing Level I, OR
  - If you take the Level I Wine Seminar for personal enrichment you can take the Level II Advanced Wine Course for personal enrichment, HOWEVER

- If you have taken the Level I Wine Seminar for personal enrichment and decide you would like to earn a certification for the successful completion of the Level II Advanced Wine Course you must first successfully complete the non-professional certification exam for Level I. You may take this exam while completing the Level II course.
- Education requirements:
  - Successful completion of the 60 clock-hour Advanced Wine Course
    - This course is offered in both a 12-week and 1-week intensive study format.
    - This course is offered in the 11-week format and 1-week intensive study format for your convenience.
    - This course is also offered in other locations in the United States, check the Guild Office for locations, dates and times.
- Exams and GPA requirements for certification:
  - This course may be taken for personal enrichment and not for certification.
  - If certification is your goal, you must maintain a cumulative GPA of 3.0 (an 85% average) on each exam to receive either the professional or non-professional certification.
    - Written exams on the following topics:
      - Each country, or group of countries, studied – a total of 9 different exams during the course. (5 exams in the intensive study format.)
    - A practical exam on Sommelier service – required for certification
      - If you are not physically able to perform Sommelier service then you are allowed to take a written exam.
    - An on-line written exam on wine making – required for certification
  - Upon successful completion of the Advanced Wine Course, also called the Advanced Sommelier Course, and depending upon your background and professional needs, the Guild offers the option of earning one of five different certifications representing different areas of emphasis. You can only be certified in one area of emphasis. These certification options are:
    - Executive Wine Sommelier
    - Executive Chef of Wine Arts
    - Senior Wine Merchant
    - Senior Wine Manager
    - Senior Cellar Manager (for the enthusiast or non-professional)

**ADVANCED FINE SPIRITS COURSE** The Level II Advance Fine Spirits Course is designed to prepare you for a management level position as a spirits buyer, a fine spirits sommelier, event planner, a buyer for a wine shop or restaurant, or to be a sales person with a distributor or importer. Many bartenders, in fine dining, take this course to improve their knowledge of fine spirits and proper service.

The course will include lectures on 8 major types of spirits, fermentation and distillation techniques, aging criteria and fine spirits evaluation (both neat and straight), formal sommelier service.

However, you do not have to be in the trade to take this course. If you are a serious spirits enthusiast, or are considering changing careers, then this is a course you would particularly enjoy.

- Prerequisites
  - Level I Fine Spirits Certification or equivalent (see education and experience options in SECTION 8 of this Catalog for more details), OR
  - A score of 85% or higher on the Level I on-line test-out exam to go on to a Level II course without completing Level I, OR
  - If you take the Level I Fine Spirits Seminar for personal enrichment you can take the Level II Advanced Fine Spirits Course for personal enrichment, HOWEVER
  - If you have taken the Level I Fine Seminar for personal enrichment and later decide you would like to earn a certification for the successful completion of the Level II Advanced Fine Spirits Course you must first successfully complete the non-professional certification exam for Level I. You may take this exam while completing the Level II course.
- Education requirements:
  - Successful completion of the 48 clock-hour Advanced Fine Spirits Course
    - This course is offered in the 10-week format and 1-week intensive study format for your convenience.
    - This course is also offered in other locations in the United States, check the Guild Office for locations, dates and times.
- Exams and GPA requirements for certification:
  - This course may be taken for personal enrichment and not for certification.
  - If certification is your goal, you must maintain a cumulative GPA of 3.0 (an 85% average) on each exam to receive either the professional or non-professional certification.
    - Written exams on the following topics:
      - Each type of spirit studied, studied – a total of 9 different exams during the course. (5 exams in the intensive study format.)
      - Upon successful completion of the Advanced Fine Spirits Course and depending upon your background and professional needs, the Guild offers the option of earning one of two different certifications. You can only be certified in one area of emphasis. These certification options are:
        - Executive Fine Spirits Sommelier
        - Senior Fine Spirits Connoisseur (for the enthusiast or non-professional)

**PLEASE NOTE** If you are not currently in the trade, you must take the Level I Wine Seminar to qualify to take the Advanced Wine Course and the Level I Fine Spirits Seminar to qualify to take the Advanced Spirits Course, OR you must successfully complete an on-line test-out exam.

#### **4.5 LEVEL III CERTIFICATION – THE GUILD WINE MASTER OR THE GUILD MASTER CELLAR MANAGER**

There are two Level III Master programs: **Guild Wine Master** for the professional and **Guild Master Cellar Manager** for the non-professional enthusiast. This is an expert level program certification.

**GENERAL PROGRAM REQUIREMENTS FOR PERSONAL ENRICHMENT OR CONTINUING EDUCATION** Individual Level III Courses may be taken for personal enrichment, or as professional for continuing education, by anyone who has completed the Level I Wine Seminar or the Level II Advanced Wine Course; the Level I Saké Seminar, and Level I or II Fine Spirit courses do not qualify. If you have been taking Level III courses as continuing education and you decide that you want to complete the Level III Certification then you must have successfully completed the Level II Advanced Wine Course (the Level II Certification), before taking Level III Exams for certification. See Section 4.6 for more details.

**GENERAL PROGRAM REQUIREMENTS FOR CERTIFICATION** The Level III Certification entails the successful completion of seven (7) Level III courses. These include three (3) **required core courses** and associated exams that all Level III students must complete and four (4) **optional and elective courses** that are specific to each area of emphasis. Each optional or elective course also has an associated master exam. Level III courses may be taken in any order; you do not have to take core courses before taking optional and elective courses. All Level III courses can be taken concurrently. The Level II Advanced Wine Course and Level II Advanced Fine Spirits Course and any Level III courses may also be taken concurrently.

There is a Master Exam associated with each of the seven (7) courses you must take to complete a Level III Certification. As a Level III student, you may begin taking the Master Exam for any course upon successful completion of that Course. However, you will not be considered a ‘Master Candidate’ (MC) until you have completed the five wine double-blind tasting that is part of the Blind Tasting Course.

There is a separate fee for each Master Exam in addition to the tuition and fees associated with each course, see Section 7 and Table 2 for details. Please ask for the latest edition of the Level III Student Guide that outlines all of the academic and non-academic requirements for the Level III Certification.

- Program Prerequisites.
  - Level II Certification
    - Recommended cumulative GPA of 3.5 (90% average), or higher, or have the approval of your Advanced Wine Course instructor to take Level III courses for continuing education or to work toward a Level III certification.
    - The Level II Advanced Spirits Course DOES NOT qualify as the prerequisite Level II wine certification (the Advanced Wine Course).

- Completions of a Level II or Advanced Certification from another wine organization DOES NOT qualify as the prerequisite Level II certification.
- Having successfully completed any Level I Seminar of the Guild allows you to take Level III courses for personal enrichment.

**REQUIRED CORE COURSES.** The Level III certification requires the successful completion of the following three (3) core professional courses and associated Master Exams:

- Advanced Wine and Food Pairing (48 clock-hours).
- Advanced Regional France (48 clock-hours).
- Blind Tasting (48 clock-hours).
- Master’s Candidate Exam (part of the Blind Tasting Course).
- A Master Exam for each of the seven courses taken to earn the Level III Certification. There are no exams during the Level III courses, these exams are taken after you have had time to study are ready to take the exam.
- There is no requirement that you complete core courses before taking optional or elective courses; all Level III courses may be taken in any order.

**OPTIONAL AND ELECTIVE COURSES – BASIC AND SPECIAL EMPHASIS PROGRAMS.** Specific Level III special emphasis Certifications are available in addition to the Basic Level III Certification by combining available Level III courses. Both basic and special emphasis Certifications are listed below:

- **Basic Level Certification (without special emphasis):** This is the Level III diploma for those students who are not interested in a special emphasis program
  - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
    - Wine Business (48 clock-hours)
    - Advanced Regional Italy (48 clock-hours)
    - Advanced Regional New World course (48 clock-hours)
    - One (1) elective course from either the Fortified Wine and Spirits Group or the History Group (48 clock-hours)
  - **Wine Business Special Emphasis**
    - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
      - Wine Business (48 clock-hours)
      - International Wine Markets and Management (48 clock-hours)
      - Either the Advanced Fortified Wines Course or the Advanced Spirits Course (48 clock-hours)
      - One (1) elective course from the Advanced Regional Course group (48 clock-hours)
  - **Retail Wine Buyer Special Emphasis**
    - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:



- Wine Business (48 clock-hours)
- Either the Advanced Fortified Wines Course or the Advanced Spirits Course (48 clock-hours)
- One (1) elective course from the Advanced Regional Course group (48 clock-hours)
- One (1) elective course from the History Course group (48 clock-hours)
- **New World Wine Special Emphasis**
  - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
    - Advanced Regional New World course (48 clock-hours)
    - International Wine Markets and Management Course (48 clock-hours)
    - Either the Advanced Fortified Wines Course or the Advanced Spirits Course (48 clock-hours)
    - History of Wine: 1500 to the Present (48 clock-hours)
- **Old World Wine Special Emphasis**
  - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
    - Advanced Regional Italy course (48 clock-hours)
    - Advanced Regional Europe Course (48 clock-hours)
    - History of Wine: 8000 BC to 1500 AD (48 clock-hours)
    - History of Wine: 1500 to the Present (48 clock-hours)
- **Wine Importer Special Emphasis**
  - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
    - Advanced Regional Italy Course (48 clock-hours)
    - Advanced Regional Europe Course (48 clock-hours)
    - Advanced Regional New World Course (48 clock-hours)
    - One (1) elective course from either the Fortified Wine and Spirits Group or the History Group (48 clock-hours)
- **Wine Historian Special Emphasis**
  - In addition to the required core courses and Master Exams, the following Level III courses and associated Master Exams must be taken, in any order:
    - History of Wine: 8000 BC to 1500 AD (48 clock-hours)
    - History of Wine: 1500 to the Present (48 clock-hours)
    - One (1) elective course from the Advanced Regional Course Group (48 clock-hours)
    - Either the Advanced Fortified Wines Course or the Advanced Spirits Course (48 clock-hours)
- Other special emphasis options may be developed by the Guild, or you may propose a special emphasis option and the courses you would take to complete

a Level III certification with special emphasis. Your proposal may include any of the Optional and Elective Level III courses for a total of 160 clock-hours; it cannot include education provided by other universities, organizations or vocational schools. Your proposal must be reviewed and approved by the Director of Education.

**OTHER LEVEL III REQUIREMENTS:** In addition to successfully completing seven (7) Level III courses there are specific additional requirements:

- Depending upon experience and need, an externship each term for a maximum of three terms.
- Three (3) trips to wine producing areas; two of these trips must be outside the United States.
- A personal tasting notebook containing a minimum of 500 written technical wine evaluations. *Note: Wines evaluated in all professional courses (Level I, II and III) and FFP short-courses count toward this total.*
- A minimum of three (3) years of experience in the industry is required by the time you receive the professional certification.
- There is a three (3) year stature of limitations between the time you successfully complete each course and you take the Master exam for that course. See the Level III Student Guide, a separate document, for more information about the statute of limitations and requirements.

If you take one of the special emphasis options it will also list the special emphasis on the diploma. For example: Guild Wine Master – Wine Importer Special Emphasis.

You can convert the non-professional diploma to the professional diploma upon completion of the industry experience requirement, assuming all other requirements have been successfully completed

#### **4.6 LEVEL III COURSES TAKEN AS CONTINUING EDUCATION OR FOR PERSONAL ENRICHMENT**

The following is a list of all of all of the Level III that may be taken as continuing education courses, or for personal enrichment, if you do not desire to pursue a Level III Certification:

- **Advanced Wine and Food Pairing Course** (48 clock-hours).
- **Advanced Blind Tasting Course** (48 clock-hours).
- **Advanced Regional Course Group** includes four courses, each 48 clock-hours:
  - Advanced Regional France
  - Advanced Regional Italy
  - Advanced Regional New World
    - The Advanced Regional New World course covers the following countries: Australia, New Zealand, Chile, Argentina, Brazil, Uruguay, South Africa, Canada, Mexico, and the United States.
  - Advanced Regional Europe

- The Advanced Regional Europe course covers the following countries: Germany, Austria, Switzerland, Greece, Hungary, Bulgaria, Spain and Portugal.
- **Advanced Fortified Wine and Fine Spirits Group** includes two courses, each 48 clock-hours:
  - Advanced Fortified Wines course
  - Advanced Fine Spirits course (the Level II Fine Spirits course)
- **Advanced Business Course Group** includes two courses, each 48 clock-hours:
  - The Wine Business course
  - International Wine Markets and Management course
- **Advanced Wine History Course Group** includes two courses, each 48 clock-hours:
  - History of Wine: 8000 BC to 1500 AD
  - History of Wine: 1500 to the Present

#### **4.7 LEVEL IV CERTIFICATION - GUILD MASTER WINE EDUCATOR (MWE)**

The **Guild Master Wine Educator** diploma is a prestigious professional diploma recognized throughout the industry. Because the State of Colorado requires that an instructor have a minimum of 2 years of experience in the industry this program can only be completed by our professional students.

- Prerequisites
  - Any Level III Professional Certification.
  - Completed the Senior Wine Instructor course.
- Requires successful completion of the five (5) Level III courses and Master Exams that were not taken as part of the Level III Certification. The five (5) courses taken are dependent upon which optional and elective course were taken as part of the Level III certification completed.
  - Maintain a Cumulative GPA of 3.8 (95%) on exams
- Other requirements
  - Student teaching at Level I, II and III (384 classroom hours) – part of this can be accomplished via the student teach externship program
  - Personal tasting notebook with a minimum of 1000 written technical evaluations of wines
    - *Note: Wines tasted in all professional courses count towards this total.*
  - You must be qualified to teach a minimum of three (3) different Level III courses in addition to at least one Level I and one Level II course to be certified as a MWE.

Diploma:

- Guild Master Wine Educator (MWE)

#### **4.8 CERTIFIED WINE INSTRUCTOR (CWI) PROGRAM**

The Guild prepares individuals to teach wine class for the public or professionals. To teach classes for the Guild we expect you to complete at least the Senior Wine Instructor course.

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 clock-hours).
  - Advanced Wine and Food Pairing Course (48 clock-hours).
- Education requirements
  - Certified Wine Instructor Diploma Course (80 clock-hours, including student teaching).
- Other requirements
  - Student assist and teach FFP short-course or assist in the Level I or Level II courses for the Guild for 56 clock-hours.
- Diploma options:
  - Certified Wine Instructor (CWI), OR
  - Certified Spirits Instructor (CSI)

Someone who has successfully completed this program can teach FFP and Level I Seminars for the Guild.

#### **4.9 CERTIFIED SENIOR WINE INSTRUCTOR PROGRAM (SWI)**

To be the lead instructor in our professional wine classes at Level I and II, and select Level III courses, for the Guild we expect you to complete at least the Senior Wine Instructor course.

Certified Senior Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 clock-hours).
  - Advanced Wine and Food Pairing Course (48 clock-hours).
  - Certified Wine Instructor Course (60 clock-hours) plus 56 student teaching hours a total of 116 clock-hours.
- Additional student teaching requirements
  - A total of 192 clock-hours instructing at Level I and II, as well as selective Level III courses. This is in addition to the 56 clock-hours of student teaching listed as a prerequisite.
  - Have become a Master Candidate (to teach Level I and II) and as you complete each Master Exam we will certify you to teach that course (at Level III)
  - Have a minimum of two (2) years (4,000 hours) of experience in the wine, food or hospitality industry
    - *Note: This is a State requirement of all instructors in vocational schools who are teaching professional vocational courses.*

Diploma:

- Certified Senior Wine Instructor (SWI)

#### **4.10 CERTIFIED WINE JUDGE (CWJ)**

The Guild prepares individuals to be wine judges at all levels of competition.

Certified Wine Instructor Diploma requirements:

- Prerequisites:
  - Level II Certification (60 clock-hours)
  - Advanced Wine and Food Pairing Course (48 clock-hours)
  - Any two (2) Level III regional wine courses (total of 96 clock-hours)
- Education requirements:
  - Certified Wine Judge short-course (8 clock-hours)
- Other requirements
  - Be a wine judge in three (3) competitions at the State level or higher to be certified

Diploma:

- Certified Wine Judge, OR
- Certified Spirits Judge

#### **4.11 CERTIFIED GUILD COMPETITION JUDGE (GCJ)**

The Certified Guild Competition Judge is certified to judge Sommelier service as well as wine and food pairing competitions.

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Be a Certified Wine Judge
  - Have judged in a minimum of three competitions at the local, state, regional or national level
- Education requirements
  - Be a Master Candidate or certified at Level III
  - Student instructor to learn how to score sommelier service and wine and food pairing (56 contact-hours)

Diploma:

- Certified Guild Competition Judge

#### **4.12 REMEDIAL AND REFRESHER COURSES**

Fundamentals For Professionals short-courses (see 4.2, above) are used as remedial and refresher classes for professional students. These classes may be required by the school or your instructor if: (a) you need a refresher course or it has been five (5) years since you were in the industry, (b) you have missed a class session and need to make up the tasting, (c) you need additional, or remedial, experience to improve your tasting skills to meet our standards, (d) you need additional, or remedial, experience to improve your wine and food pairing palate or (e) to provide an inexpensive way for professional students (Level III and IV) to complete the requirement to have tasted a specific number of different wines before you can receive a certification.

#### **4.13 INDUSTRY PROFESSIONAL EXTERNSHIP PROGRAM**

Students who are in Level II and III programs with little or no experience in the industry are strongly encouraged to participate in the Guild's Externship program. This participation may be mandatory if your goal is to receive a professional Certification at

Level II or III and you currently have no industry experience. The Guild, at its discretion, will determine if an externship is to be a required component of a student's Level II or Level III program of study.

This decision will be based upon:

- The experience in the trade of the student,
- The future plans and goals of the student in the industry,
- Whether or not such a program would be a severe hardship on the student,

An externship experience generally lasts from one to four academic quarters, depending upon a student's program of study. It is an opportunity for students to gain understanding of a business, industry, and/or job function and to observe first hand day-to-day business operations.

It also encourages students and organizations to forge strong and valuable connections in a shared experience; these connections may lead to full-time jobs once a student has graduated. Students may or may not be compensated, depending upon the agreement the student arranges with the business with which they work as an extern. The program requirements are flexible and can be negotiated between the student and the Guild Externship Director.

Students are usually responsible for developing their own externships under the guidance of the Guild Externship Director in cooperation with the business in which they are interested in working as an extern. Students may complete their externships in a very wide range of businesses, such as, but not limited to:

- Grape growers, vineyard managers
- Wineries, wine makers, enologists
- Importers, wholesalers and suppliers
- Distributors and brokers
- Restaurants and wine bars
- Hotels, convention centers and casinos
- Wine shops and specialty liquor stores
- Wine consultants, event planners, wine product gift stores
- Wine agro-tourism

You are not limited to the above list; it provides some idea of the range and scope of businesses that will fit the Guild criteria for an externship program.

Because so many of our students are employed full time, a student may choose between two types of externships; both are overseen by the Guild Externship Director.

The first type of externship is when the student actually works a set number of hours in the business and has day-to-day responsibilities within the organization.

The second type of externship is project centered and, if necessary, can be conducted away from the business organization. Under this second type of externship the student identifies a need and designs and implements a solution that will contribute to the improvement of the business and allow the student to learn from the experience. The project centered externship might involve developing and delivering training programs, conducting needs assessments, performing evaluations, establishing tasting programs, design wine lists, or creating an entirely different wine related program or service for the business.

Students are not required to work for the same business for the entire externship. In fact, if a student is trying to have a broad range of learning experiences within the industry, we strongly encourage they work for several different businesses in different aspects of the trade.

Sometimes even the best-planned externships are altered because of changes in the business, or the student may encounter difficulties. When this occurs, the student should contact the Guild Externship Director and arrange to alter the externship plan.

Externship Requirements. If you are enrolled in an externship as part of your Level II studies, you are required to complete 96 contact-hours of work to receive credit for an Externship (an average of 8 hours a week for 12 twelve weeks or one quarter of the academic year). If you are enrolled in a Level III diploma program, the requirement is 384 contact-hours (an average of 8 hours a week for 48 weeks, or the entire academic year). Again, students who are in Level II and III programs with little or no experience in the industry may be required to participate in the Guild's Externship program. Those students with two or more years of experience in the industry do not have to complete an externship.

Each externship is a unique opportunity for a student to plan, develop, and implement their own program of study and work. Although each externship experience is different there are certain steps that should be followed in order to fulfill the diploma and certification requirements for the course of study for which a student is registered.

These steps are:

1. Meet with the Guild Externship Director to discuss possible ideas and businesses for an externship. The Guild maintains a list of businesses that are interested in hiring externs, although you are not required to work with a business on the list.
2. Research potential externship sites and learn as much as possible about the business before talking to them about externship possibilities.
3. Provide the business with materials that explain the externship program and the responsibilities of each person involved. Blank forms for this are available

from the Guild. You should also have prepared a resume as part of this package of materials.

4. Early in the process, meet with the Guild Externship Director and outline the plan for your externship program. Blank forms for this are also available from the Guild.
5. Prepare an externship agreement listing the name of the business, the site contact person, and your objectives. The student, the Guild Externship Director, and the business contact person should meet to sign this form.
6. A scheduled meeting between the Guild Externship Director and business contact person should occur at some time during or at completion of the externship. Additional contact may be made in person or by phone.
7. At the completion of the externship, provide the business contact person with an evaluation form to complete and return to the Guild Externship Director. Again, these forms are available from the Guild.
8. At the conclusion of the externship, the student should provide the Guild Externship Director with a final report that includes items negotiated between the student and the Guild Externship Director, the externship proposal, the work log, the learning objectives achieved and not achieved, any learning objectives achieved that were not part of the original plan, any products or materials produced during the externship, and an evaluation of the quality of the supervision.

If the student works for several businesses during their externship they will have to go through this process with each of them, although the process will be streamlined for multiple work experiences.

Students who are required to participate in an externship program are not required to have it in place upon the start of a Level II or Level III Professional Program. However, it should be in place within two-four weeks after the start of classes of their program of study.

#### **4.14 INSTRUCTOR EXTERNSHIP PROGRAM**

For those students in either the Certified Wine Instructor, Senior Wine Instructor, or the Level IV – Master Wine Educator Program, there are requirements to be a student assistant or student teacher as part of these programs if your goal is to be a teacher for the Guild.

Those requirements, by program, are as follows:

- Certified Wine Instructor – 56 classroom hours, total, as a student assistant and student teacher. (You are paid as a student assistant or student teacher after completing 12 volunteer classroom hours.)
- Senior Wine Instructor – 80 classroom hours, total, as a student assistant and student teacher. (You are paid as a student assistant or student teacher after completing 36 volunteer classroom hours.)



- Level IV – Master Wine Educator – 384 classroom hours as an instructor. All of these hours are paid, teaching Level I, II and III courses. You must be qualified to teach three (3) different Level III course to be certified as a MWE

You must be enrolled in a Guild Certified Instructor program to participate in the Guild student teaching program. Contact the Guild Business Office at 303-296-3966 if you have questions.

## **5.0 PROFESSIONAL eTRAINING PROGRAMS**

### **5.1 OVERVIEW**

The Guild has State approved certification and diploma programs for enthusiasts and professionals via on-line, or electronic training (eTraining). We anticipate beginning this program during the 2015 academic year.

The schedule for the start-up of our on-line training program is as follows:

- Level I on-line certification exams (eTesting) – January, 2015
- Level II Advanced Wine blended course – April, 2015
- Selected Level III courses – late 2015

Our on-line eTraining and eTesting programs provide an educational experience almost identical to the classroom experience of our professional courses.

The similarities between our Professional Programs and our Professional eTraining Programs are:

- Both use the same professionally developed course materials that are updated annually.
- The same master level educators provide the lectures, using lecture materials covering the same knowledge content as is presented in the classroom.
- You will take the same quizzes, using the Guild's eTesting process, as students in any of our in-class professional courses.
- You will receive a certificate of completion for successfully completing the eTraining course you are taking and can, via the eTraining for Professional Certification short-course program described below, receive the professional certification after successfully completing the course.
- You can use the eTraining courses to complete all of the classroom requirements for the certifications we provide our in-class students.
- You can take any Guild Professional eTraining course, regardless of whether you have taken any courses from the Guild before. You do not have to be in the trade to take any Guild courses.
- You can take eTraining courses in any order and do not have to complete a certification at one level before taking an eTraining course at a higher level if you are most interested in the education for personal enrichment, and do not intend to acquire professional or non-professional certification.

Of course, there are differences:

- The eTraining courses are not Certification courses. If you want to receive a certification then see the section From eTraining to Professional Certification, below.
- No wine is technically evaluated under the direction of a Guild Wine Master or Wine Master Educator.
- If the course includes any practical exams then the practical exams are not included in the eTraining program, but can be completed during the From eTraining to Professional Certification short course.
- Certifications must be completed in order: although you can take Level III eTraining courses, you cannot receive a Level III Certification until you have successfully completed a Level II certification.
- See each eTraining Course webpage on the Guild website, at [www.internationalwineguild.com](http://www.internationalwineguild.com) for any additional or unique requirements for Certification for that specific program of study.

The total cost of an eTraining Professional Course and the associated eTraining to Professional Certification, combined, is the same total cost for tuition and basic materials as if you were a classroom student in one of our professional programs.

Our eTraining courses are a great way to get professional wine education at home, anytime of day or night – anywhere in the world.

## **5.2 HOW GUILD eTRAINING IS PROVIDED**

When you purchase any Guild eTraining Professional Course of study from our website ([www.internationalwineguild.com](http://www.internationalwineguild.com)) you will be transferred to a page allowing access to the lecture of the first class of the course you have purchased.

You can immediately begin your education or leave the website and resume your course at a later time.

After watching the lecture, you can take an exam on that lecture. You can listen to each lecture as many times and as often as you wish. On the last page of each lecture there is a hyperlink to the Guild's eTesting exam for that class of the course. So, you can take the exam after you have had time to study the material. If you have registered for the Personal Enrichment On-line Course only, you will not be taking any exams.

Upon successful completion of the exam you can download the next lecture and continue the same process throughout the entire course. You can move through the course at a speed that is best suited to your learning style. You can study and take the tests anytime.

If there is any class handouts that go with a particular lecture you can download them from the lecture screen for that lecture – they are part of the eTraining course fees. Also, there is a Glossary of wine terms that you can access at any time, again, attached to each lecture. It can be viewed electronically or downloaded.

Downloads may include appellation data for a country, one of the unique Guild Wine Style Charts, or other unique tools such as the Guild's wine service temperature calculation chart. Everything people in our Professional Wine Courses receive are available to our eTraining students as part of the tuition for an eTraining course.

### **5.3 HARDCOPIES OF COURSE MATERIALS**

If you would like a complete set of the 3-ring binders and notebooks that cover the course content of our classroom course you can purchase them separately. Costs vary depending upon the course you are taking. The registration page for each eTraining Program includes information on ordering these materials.

All of our materials are either 3-ring binders with full color handouts of the lectures or books written by our faculty. There are separate volumes for data and a complete set of wine style charts.

Allow two weeks for delivery in the United States, up to 4 weeks in other countries. All shipping and customs costs are in addition to the cost of the materials. These materials are not included in your eTraining tuition. You may, however, download a set of the handout materials off the lecture slides for each class of a course at no additional cost.

### **5.4 eHELP!**

When you register for any Professional eTraining course, you will be assigned an instructor who will monitor your class chatroom where you can ask questions about the course. Each instructor will have on-line and live "office hours" as well as be available via e-mail. We will try to answer emailed questions within 48 hours.

### **5.5 eTESTING AND HOMEWORK**

Each lecture includes a link to the associated exam. These are the same exams, in an electronic format, which our in-class students take. After you have successfully completed each eTest you can proceed to the next lecture of a program of study.

Where applicable, we will email to you homework assignments associated with a particular lecture and provide a deadline date by which you must submit the homework to receive credit for it. Although not always required, every course includes a homework component.

### **5.6 FROM eTRAINING TO CERTIFICATION**

If you want to use the eTraining courses as a way to complete all of the classroom requirements for a professional or non-professional Certification then you must meet the same requirements we expect of our in-class students:

- You must score an average of 85% on all of the eTesting exams you take.
- Any exam upon which you score below 75% must be retaken. You will be charged a fee for each time you take the on-line exam.

- You must sign-up for the remaining portions of a particular course through the eTraining to Professional Certification short-course program. These short courses include, but are not limited to: (1) wine tasting exercises (lead by a Guild Master Candidate, Guild Wine Master or Master Wine Educator), (2) practical exams, and (3) any other exams or requirements that are unique to a particular course but cannot be accomplished via an eTraining program.
- You can sign up for the Professional Certification portions of a course at any time. However, keep in mind the test score requirement, as we do not let you go back and retake exams unless you want to sign-up for the entire eTraining program again.
- You must sign up for the eTraining to Professional Certification within three years of successfully completing the associated eTraining course if you want to receive a certification. Otherwise, you will have to retake the eTraining course before applying to take the Certification short-course.
- You will have to travel to a Guild training site to complete your certification. A schedule of upcoming eTraining to Certification short-courses can be found on our website, or by calling the Guild.
- If you want to earn a professional certification before completing the short-course, you must provide the Guild with proof of your professional experience.

## **5.7 SELF-STUDY, FIXED TIME FRAME**

Even though you can take on-line training and study at your pace you are required to complete a course in the same time frame (an academic quarter) as our in-class students if your goal is to receive a certification upon the successful completion of the course. This is called “self-study, fixed time frame.”

**FOR CERTIFICATION** Because the Guild offers professional and non-professional certifications, if you are interested in receiving a certification for a course you must complete the class in the same time frame required of our in-class students - a 12-week time frame. The fixed time frame “starts” when you start listening to the first lecture of a course. The 12-week time frame is based upon our 12 calendar week “quarter system”.

**FOR PERSONAL ENRICHMENT** If you are taking an on-line course for personal enrichment then you are not constrained by the 12 week requirement. However, if you change your mind and want to receive a certification for the on-line course then you will be required to meet the 12-week requirement.

If more than 12 weeks have passed since your started the course then contact the Guild for options.

## **6.0 POSTPONEMENT AND CANCELLATION POLICY**

### **6.1 POSTPONEMENT OF START DATE**

Postponement of a starting date, whether at the request of the Guild or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

1. Whether the postponement is for the convenience of the school or the student and;
2. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the Guild's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **6.2 INDIVIDUAL CLASS OF A COURSE – CANCELLATION POLICY**

If for any reason an individual class is cancelled we will phone or e-mail students 48 hours prior to the start of the class.

The Guild very rarely cancels classes. The most common reasons to cancel a class is bad weather or instructor illness.

## **6.3 COURSE CANCELLATION POLICY**

If there are insufficient student enrollments to form a course or seminar it may be cancelled at the discretion of the Director of the School. Course cancellations will be announced to students enrolled in a course at least 72 hours before the start of a 12-week course, or 5 business days in advance of a 1-week intensive study course.

## **6.4 SNOW AND BAD WEATHER DAYS**

The Guild will cancel classes due to extraordinary weather conditions. The Guild will contact students at least 24 hours in advance of an individual class being cancelled. The Guild will contact students via telephone and email to notify them of a class cancellation.

Students may also contact the Guild at any time to determine if a specific class is being cancelled because of bad weather. If the course is an intensive study course the Guild will move back the start date one (1) day or more, after determining if it is safe to travel to the Denver metropolitan area.

# **7.0 TUITION AND FEES**

## **7.1 COURSE FEES**

The Guild charges tuition, book and materials fees, and a registration fee for each seminar or course taken. The four tables, below, show each certification program and the associated fees. All class fees are paid in advance of attending classes. Tuition and fees may change at any time at the discretion of the Director of the School. This catalog may

not contain the most up-to-date course tuition and fees. Check our website or the Registrar for the most up-to-date tuition and fee schedule.

Book and material fees include books and handouts and wine required for each course. Additional tools and teaching aids may be required for some students; see Section 7.4 for details.

### FUNDAMENTALS, LEVEL I AND LEVEL II FEE STRUCTURE

Program	Course	Tuition	Books & Materials	Registration	Total Fees
<b>FUNDAMENTALS FOR PROFESSIONALS</b>	Wine Basics* Or Components*	\$135	\$50	\$10	<b>\$195 for each short-course</b>
<b>FUNDAMENTALS FOR PROFESSIONALS</b>	Basic Wine and Food Pairing**	\$135	\$95	\$50	<b>\$275</b>
<b>LEVEL I</b>	Seminar	\$350	\$95	\$50	<b>\$495</b>
<b>LEVEL I</b>	Professional and Non-professional Certification Exam	\$50 to \$75 <sup>a</sup>	NA	NA	<b>\$50 - \$75<sup>a</sup></b>
<b>LEVEL II 12-week or 1-week IS</b>	Advanced Course	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL II Certification Exams</b>	Advanced Wine Course Certification Exams	\$150 to \$200 <sup>b</sup>	NA	NA	<b>\$150 to \$200<sup>b</sup></b>

**TABLE 1: FUNDAMENTALS, LEVEL I AND LEVEL II FEE STRUCTURE**

(IS = Intensive Study 1-Week Course)

\*Lunch is provided with the Fundamentals short-courses and each day for IS courses

\*\* Lunch and an early supper is provided in the Basic Wine and Food Pairing short-course

a – Level I Certification Exam is \$50 if taken with 2 weeks of completing the seminar, \$75 thereafter

b – Level II Certification Exams are \$75 per exam (wine making exam, practical sommelier exam) if taken within 2 week of completing the course, \$100 per exam thereafter

Total cost for tuition, books and materials, and registration fees of either Fundamentals short-courses is between \$195 and \$275. Total cost for tuition, books and materials, and registration fees of a Level I Seminar is \$495 if the course is taken for personal enrichment and between \$545 and \$570 if the exam is passed on the first taking.

Total cost for tuition, books and materials, and registration fees of the Level II Certification Course taken for personal enrichment is \$1900 if taken in a 12-week format or \$1975 if taken in a 1-week intensive study (IS) format. If taken for a professional or non-professional certification the total cost is between \$2050 and \$2175 depending on whether the course was taken in a 12-week or 1-week intensive study format and if the certification exam were completed within 2 week of completing the course.

**LEVEL III PROGRAM FEE STRUCTURE** All Level III students must take the three required courses (Advanced Wine and Food Pairing, Advanced Regional France and Blind Tasting) shown in Table 2, below.

Master exams can be registered for as a group of seven (7) exams plus one (1) entrance exam for \$2,400. Or, you can sign up for each of the seven (7) exams individually as you take them for \$450 an exam; or \$3,100 for seven (7) exams plus \$100 for the Level III Entrance Exam – a total of \$3,200. A breakdown of Master Exam fees is also shown in Table 2.

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL III 12-week or 1-wk IS	Adv. Wine & Food Pairing	\$1200	\$725	\$50	<b>\$1975</b>
LEVEL III 12-week or 1-wk IS	Adv. Regional: France	\$1200	\$650 \$725 IS*	\$50	<b>\$1900</b> <b>\$1975 IS</b>
LEVEL III 12-week or 1-wk IS	Blind Tasting	\$1200	\$750 \$825 IS*	\$50	<b>\$2000</b> <b>\$2075 IS</b>
LEVEL III – ALL MASTER WRITTEN EXAMS	Master Exam Fees for any Level III course	\$100 per exam	NA	NA	<b>\$100 per exam</b>

**TABLE 2: REQUIRED CORE LEVEL III COURSE FEES**

(IS = Intensive Study 1- Week Course)

\*Lunch is provided each day for IS courses

All Level III students must take four (4) of the optional and elective courses listed in Table 3, on the following page. The specific courses you take are dependent upon whether you have chosen to complete the Basic Level III Certification or a Level III Certification with Special Emphasis (see Section 4.4 for details).

Total cost for tuition, books and materials, registration fees and Master Exams for a Level III Certification is dependent upon whether you take all courses in a 12-week format and pay for all Master exams at one time (the least expensive approach) or take all courses in a 1-week intensive study format and pay for Master Exams and the Master Entrance Exam individually (the most expensive approach).

All Level III students must take four (4) of the optional and elective courses listed in Table 3, above. The specific courses you take are dependent upon whether you have chosen to complete the Basic Level III Certification or a Level III Certification with Special Emphasis (see Section 4.4 for details).

<b>Program</b>	<b>Course</b>	<b>Tuition</b>	<b>Books &amp; Materials</b>	<b>Registration</b>	<b>Total Fees</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Adv. Regional: Italy</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Adv. Regional: New World</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Adv. Regional: Europe</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>The Wine Business</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Intl. Wine Markets and Management</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Advanced Fine Spirits</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Advanced Fortified Wines</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Wine Hist. 8000 BC to 1500AD</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>LEVEL III 12-week or 1-wk IS</b>	<b>Wine Hist. 1500 to Present</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900 \$1975 IS</b>
<b>Master Exams</b>	<b>See Table 2</b>				

**TABLE 3: LEVEL III and IV OPTIONAL AND ELECTIVE COURSE FEES**

(IS = Intensive Study 1- Week Course)

\*Lunch is provided each day for IS courses

Total cost for tuition, books and materials, registration fees and Master Exams for a Level III Certification is dependent upon whether you take all courses in a 12-week format and pay for all Master exams at one time (the least expensive approach) or take all courses in a 1-week intensive study format and pay for Master Exams and the Master Entrance Exam individually (the most expensive approach).

Please note, the only difference in cost between a 12-week course and a 1-week intensive study course is the \$75 assessed each student for lunches. In the event the seminar or



course is taught in a location other than Denver, Colorado, there may be additional direct costs not shown in the fees in Table 1, 2, 3 or 4.

The total cost for the least expensive approach is \$14,000. The total cost for the most expensive approach is \$14,525. Since it is possible to mix 12-week and 1-week intensive study courses your specific costs may be greater than the least expensive approach but less than the most expensive. Contact the Guild if you need help to figure out the cost of a specific set of courses and master exams.

You pay for each course as you take it. The total course costs for each course must be paid by the first day of class of that course unless other arrangements have been made. If you are on a payment plan the final payment must be received by the first day of class of the course (see SECTION 7.2 below).

**LEVEL IV PROGRAM FEE STRUCTURE** The Level IV program consists of the five (5) courses listed in Table 3 that were not taken as part of your Level III program plus the Master Exams to go with those five courses. These courses can be taken in the 12-week or 1-week format.

The least expensive way to complete the Level IV program would be to take 12-week format courses and pay for the Level IV Master Exams as a single payment. The most expensive way to complete the Level IV program would be to take each course as a 1-week intensive study course and pay for each of the five (5) Master Exam individually.

The total cost for the least expensive approach is \$10,000. The total cost for the most expensive approach is \$10,375. Since it is possible to mix 12-week and 1-week intensive study courses your specific costs may be greater than the least expensive approach but less than the most expensive. Contact the Guild Business Office if you need help to figure out the cost of a specific set of courses and exams.

**WINE INSTRUCTOR AND WINE JUDGE FEE STRUCTURE** Total cost for tuition, books and materials, and registration fees for the Certified Wine Instructor or Senior Wine Instructor course is \$1900, per course, if taken in a 12-week format or \$1975, per course, if taken in a 1-week intensive study (IS) format. See Table 5 on the following page.

Total cost for tuition, books and materials, and registration fees for the Certified Wine Judge Short Course or the Certified Guild Competition Judge Short Course is \$500 per course. See Table 4 on the following page for a breakdown of these costs.

<b>Program</b>	<b>Course</b>	<b>Tuition</b>	<b>Books &amp; Materials</b>	<b>Registration</b>	<b>Total Fees</b>
<b>CERT. WINE INST. 12-WEEK OR 1-WK IS</b>	<b>Certified Wine Instructor</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900</b> <b>\$1975 IS</b>
<b>SR. WINE INST. 12-WEEK OR 1-WK IS</b>	<b>Certified Senior Wine Instructor</b>	\$1200	\$650 \$725 IS*	\$50	<b>\$1900</b> <b>\$1975 IS</b>
<b>CERT. WINE JUDGE 2-DAY SHORT COURSE</b>	<b>Certified Wine Judge</b>	\$350	\$100	\$50	<b>\$500</b>
<b>GUILD COMP. JUDGE 2-DAY SHORT COURSE</b>	<b>Certified Guild Competition Judge</b>	\$350	\$100	\$50	<b>\$500</b>

**TABLE 4: WINE INSTRUCTOR AND WINE JUDGE COURSE FEES**

(IS = Intensive Study 1- Week Course)

\*Lunch is provided each day for IS courses

## **7.2 PAYMENT PLANS FOR LEVEL II, III AND IV COURSES**

The Guild has payment plans available for any Level II, III and IV course or courses, as well as either of the Wine Instructor courses. You can arrange a payment plan for all of the courses you are taking each academic quarter, or arrange a payment plan for an entire program. You may also bundle Level I and Level II courses into one payment plan.

Your final payment must be made before the first day of classes of the course, or courses you are paying for on the plan, each academic term.

You will be required to sign a no-interest promissory note for the course or courses on which you are making payments. You must also agree to abide by the refund policies, as outlined in SECTION 20 of this Catalog and on the enrollment agreement for each course you take.

If you have questions or would like to arrange a payment plan please contact the Guild Business Office. If you would like to see a copy of the Student Promissory Note please contact the Guild Business Office and we will email or send you a sample.

## **7.3 SPECIAL FEES**

The following special fees apply:

- Returned check charge - \$35 per check

#### **7.4 PROGRAM RE-EXAM FEES**

Students who need to retake any Professional exams are charged fees as follows:

- **CERTIFICATION SEMINAR EXAM** – maximum of \$75 per exam; maximum of three attempts than you must retake the seminar.
- **ADVANCED WINE COURSE/ADVANCED SOMMELIER COURSE** - \$75 per Vinification exam, \$75 per Practical Sommelier Exam. Students retaking exams on individual countries are not charged a fee if the exam is retaken during the term the course is being taken. Otherwise, \$75 per exam.
- **ADVANCED SPIRITS COURSE** - Students retaking exams on individual spirits are not charged a fee if the exam is retaken during the term the course is being taken. Otherwise, \$75 per exam.
- **MASTER LEVEL MASTER CANDIDATE RE-EXAM** - \$150 per five-wine double-blind exam.
- **MASTER LEVEL PROGRAM RE-EXAMS** - \$100 per exam. You only have to retake exams for the individual course in which you previously failed the exam.

#### **7.5 PAYMENT OF FEES**

The Guild prefers payment via credit card for all fees. Credit cards will not be run for any course until seven (7) business days before the commencement of the course or seminar.

If a student is paying via check, cashiers check or money order, the payment must be received not less than ten (10) working days before the commencement of the course or seminar. A credit card number may be required to hold the registration until the check is received and has cleared the bank. Payment should be made to the Business Office address. The postmark of the letter will be used to establish the payment date to determine if the payment is on time or late. If the check is returned for non-payment then a thirty-five-dollar (\$35) returned check charge would be added to the payment for which the check was written.

#### **7.6 SPECIAL MATERIALS AND STUDY AIDS FEES**

If you are enrolled in a professional course of study and your instructor feels you need some remedial help, particularly if you have no experience in the industry, have vision or physical limitations, you may be required to purchase some or all of the following special materials and study aids. Their cost is not included in the regular fees for a course or program of study.

- Executive Sommelier Kit (Sommelier tool kit)
- Large sized Wine Style Charts (11”x17” or 13”x19”)
- Wine evaluation software (Mac or PC)
- Wine history charts (set of 4 charts - 13”x44” each)
- Large sized Wine and Food Pairing charts (11”x17” or 13”x19”)
- Certification Seminar lectures on MP4
- Advanced Wine Course lectures on MP4

Contact the Guild for the cost of these items. Sales tax will apply if you live in the State of Colorado. These products can also be purchased on-line.

If you are enrolled in a professional course of study and your instructor feels you need some additional tasting practice you may be required to take specific Guild Fundamentals For Professionals short-courses as an aid to your professional studies. These classes are not for credit and do not count toward your certification. They also do not qualify for VA education benefits.

## **7.7 TAKING ANY SHORT-COURSE, SEMINAR OR COURSE FOR YOUR PERSONAL ENRICHMENT**

All professional courses offered by the Guild can be taken for personal enrichment rather than for a professional or non-professional certification. The fees shown in Tables 1 through 3, above can be used to determine the cost for any short-course, seminar or course.

If you begin a course for personal enrichment and later decide you want a certification, then contact the Registrar to change your status from a personal enrichment student to a professional student. This may require you to take prerequisite courses as well as certification exams.

## **8.0 ENTRANCE REQUIREMENTS**

### **8.1 GENERAL REQUIREMENTS**

The Guild does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma (GED) to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The Guild does not administer the test but will provide information on availability when requested.

Although the legal drinking age in Colorado is twenty-one (21), State law allows a student, enrolled in an alcohol related professional education program, to be eighteen (18) years of age and taste wine. There is no allowance for tasting saké or spirits. Therefore, all students enrolled in a Guild professional wine diploma program, who are 18 years old or older, can taste wine. However, this law does not apply to public classes; you must be 21 years old to actively participate in a Fundamentals for Professionals short-course.

To participate in professional seminars and courses taught in other states of the United States, or in other countries, will require you to be of legal drinking age in the country, state and location where the course is being taught.

We will accept any of the following VALID IDs: driver's license (from any state, as well as Canada and Mexico), International driver's license, passport, Military ID or birth certificate as proof of your age. On your first day of your first professional course we will make an imprint of your valid ID for our permanent records and have you sign a liability waiver.

The liability waiver reads as follows:

*I hereby acknowledge that I am at least twenty-one (21) years of age.*

*I hereby waive any liability claims against the International Wine & Spirits Guild, and its faculty, staff, administrators and the Board of Directors, related to the consumption of any alcoholic beverages as part of the International Wine & Spirits Guild courses and activities.*

*Signature and date.*

We must have a liability waiver on file for you to take any professional course.

## **8.2 NO EXPERIENCE IN THE INDUSTRY**

If you have no experience in the wine, food or hospitality industries we highly recommend, but do not require, that you take Fundamentals For Professionals: Wine Basics and Fundamentals for Professionals: Components. These short-courses are not part of the professional program; they are primarily designed for individuals with little or no knowledge about wine and are considered preparatory to taking the Guild Wine Certification Seminar. Upon completion of these short-courses you will begin with the LEVEL I Certification – the Guild Wine Certification Seminar.

With approval of the Director of Education you may enroll in an Advanced Course (Level II Course) with no previous experience in the industry. However you may still be required to take the Fundamentals for Professionals short-courses to improve your tasting skills.

## **8.3 IN SCHOOL OR LESS THAN 2 YEARS OF INDUSTRY EXPERIENCE**

If you have less than two (2) years of professional experience or are currently enrolled in a college or vocational school offering a related degree you may begin with the LEVEL I WINE SEMINAR – the Guild Certification Seminar presuming you meet the criteria listed below.

Education criteria if you have not graduated from a college or vocational school:

- If you are currently attending, or have attended in the past five (5) years, but have not graduated from a hotel and restaurant management degree program or a culinary degree program AND have successfully completed a wine course that is one term (quarter or semester) in length you can receive credit for a level I seminar and immediately began studying in an advanced program (level II program).

- Must be able to prove you have maintained a C average (70%) by submitting an official transcript.

With approval of your Advanced Wine Course instructor you may enroll in that course with no previous experience in the industry.

#### **8.4 RELATED EDUCATION OR 2 YEARS OF INDUSTRY EXPERIENCE**

If you have two (2) or more years of professional experience or specific college, vocational school, or wine organization education you can begin with a LEVEL II program. Necessary education or work experience are described below.

Previous education options:

- If you are a graduate of a hotel and restaurant management degree program or a culinary degree program then you can bypass the level I certification seminar and immediately began studying a Level II program.
  - Must be able to prove you have maintained a C average (70%) by submitting a transcript
- If you have successfully completed the level I or level II certification of the Court of Master Sommeliers you can bypass the level I wine seminar and immediately began studying in an advanced program.
- If you have successfully completed the level I or level II Diploma offered by the Wine and Spirit Education Trust you can bypass the level I wine seminar and immediately began studying in an advanced program.
- Others who are not sure if their education qualifies to begin at the advanced diploma level may contact the Guild Business Office for clarification.
  - If you have attended an accredited vocational school, college or university you must be able to prove that in your wine related education you have maintained a C average (70%) by submitting a transcript or some other form of proof.

Previous work experience options:

- If you have a minimum of two years of full-time (4,000 hours) experience in the hospitality, hotel or wine industry you can bypass the level I certification seminar and immediately began a Level II certification program.
  - Must have worked in the industry during the past five (5) years.
  - Must have worked at each location for a minimum of six (6) months (1000 hours), full time or nine (9) months part-time (1000 hours).
  - Must submit letters from each employer stating the length and dates of your employment.
  - If the business you worked for is no longer in business you must submit a notarized statement of your employment, including start and end dates and an estimate of total hours.

#### **8.5 VETERANS**

Students entering a Guild program of study by using their VA education benefit must submit transcripts for high school (or GED) or any post-secondary education. Applicants who have completed at least 30 semester hours (or 40 quarter hours) of transferable work

with a “C” or better need not submit a high school transcript or GED scores, but do need to submit a transcript from the college or vocational school.

## **8.6 OTHER EDUCATION OR WORK OPTIONS**

If none of above education or work experience options seems to apply to you and you believe you have education or work experience that would apply, then call the Guild Business Office to discuss your specific case.

## **9.0 ENROLLMENT**

### **9.1 GENERAL INFORMATION**

Prospective students may enroll anytime, up to 24 hours before the commencement of a specific seminar or course of study. Late enrollees may not be guaranteed a seat in a course.

There is no late enrollment allowed for a Level I Seminar as it is only a day and a half long. Late enrollment deadline for all Level II, III and IV individual courses is the end of the second week (end of the second class) of each. For intensive study Advanced Courses late enrollment is not allowed after the first day (end of the second class). All missed work must be made up.

Applicants will be admitted upon indicating on the application for admissions that they have graduated from high school or that they have received a GED certificate. The ACT or SAT is not required.

By signing the application, Level III diploma-seeking applicants are certifying that they will request that either a high school transcript with date of graduation or GED scores be sent directly to the Guild.

### **9.2 LEVEL I AND II ENROLLMENT**

If you are enrolling in a Level I or a Level II course, the only enrollment document you must submit is the ENROLLMENT AGREEMENT, which will be given to you at the start of the seminar or course to fill-out.

### **9.3 LEVEL III AND IV ENROLLMENT**

If you are enrolled in Level III or Level IV programs you must submit an ENROLLMENT AGREEMENT for each course taken.

Applicants who have completed at least 30 semester hours (or 45 quarter hours) of transferable work with a “C” or better need not submit a high school transcript or GED scores, but do need to submit a transcript from the college or vocational school.

When a student signs up for their initial professional class it will be assumed that they meet the requirement that they have graduated from high school or that they have

received a GED certificate. An application for admissions will be given to all students at the beginning of their Blind Tasting Course. It must be completed and returned prior to the end of the term for inclusion in their permanent record.

#### **9.4 PREVIOUS CREDIT AND MSCD WINE COURSES**

Credits from another institution will be evaluated on a case-by-case basis. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

Metropolitan State University Of Denver (MSUD) wine classes taken after July 2008 may count as equivalent courses under the articulation agreement the Guild has with MSCD. The MSCD courses can be taken in lieu of Guild Level I and II Certification Courses. You will have to submit a transcript. Contact the Guild for details and limitations.

The school does not guarantee the transferability of its credit to any other institution unless there is a written agreement similar to the one we have with MSUD.

#### **9.5 WINE MINOR DEGREE AT MSCD TAKING GUILD COURSES**

Through the articulation agreement the Guild has with the Metropolitan State College of Denver, if you are enrolled as a student at MSCD you can take Guild professional courses, at Level II and III, for Credit toward a Wine Minor in your degree program. Each IWG Level II and III course is considered a 3 credit hour course by Metro State.

A total of 21 credit hours can be earned by taking Guild professional courses. Contact the Metro State Independent Studies office for more information. You will have to enroll as a Guild student and a Metro State independent studies student to take these classes. An application for enrollment will be required.

#### **9.6 DEPARTMENT OF DEFENSE MyCAA PROGRAM**

The Military Spouse Career Advancement Account (MyCAA) program is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue a license, certificate, certification or Associate's Degree (excluding General Studies and Liberal Arts) necessary for gainful employment in a high demand, high growth, portable career field and occupation.

As part of the Military Spouse's Career Lifecycle, MyCAA offers the following:

- **Training and Education Financial Assistance:** MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses in acquiring a professional credential needed to meet their Portable Career goal. Annual cap waivers are available if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).
- **Employment Readiness Counseling:** Counseling services are provided to all military spouses married to active duty service members of all ranks, regardless of their eligibility to receive MyCAA financial assistance and their desire to pursue



higher levels of education. Counseling services help military spouses identify additional sources of federal, state and local financial assistance, expanded career choices and opportunities, and necessary support resources (e.g. child care, transportation, books, computers, equipment, supplies, etc.).

- **Employment Assistance and Career Services:** Referrals are made to networks of military friendly employers for MyCAA spouse participants who have completed their programs of study using MyCAA funding and who are ready to seek gainful employment.

The Guild is an approved MyCAA vocational school. Contact the Guild Business Office or your MyCAA Career and Education Consultant for assistance.

Prior to requesting MyCAA financial assistance (FA), military spouses are required to develop an Education and Training (E&T) Plan and upload it to their MyCAA Account for approval by a MyCAA Career and Education Consultant.

### **9.7 WORKFORCE INVESTMENT ACT (WIA)**

The Guild is a training provider for the Workforce Investment Act (WIA) program in the State of Colorado through the Colorado Department of Labor and Employment (CDLE).

You can go to the following webpage <http://navigator.cdle.state.co.us/guide/traininfo.asp> and enter Guild in the 'Search by Provider Name' space to determine which Guild seminars and courses are approved for the WIA program.

Currently Level I, II and III programs are approved.

## **10.0 VETERANS SERVICES**

The Guild has been approved to provide veterans educational benefits via Chapters 30, 31, 35, 1606 and 1607. This includes the pre-9/11 and post-9/11 GI Bill and Vocational Rehab benefits.

The Guild Registrar's Office acts as the liaison between the U.S. Department of Veteran Affairs and the veteran student. The Guild Registrar's Office certifies and tracks the academic progress of entitled veterans. If there are any questions or problems regarding eligibility, payment, tutoring, etc., please speak with a representative by calling 303-296-3966.

If you have questions about your eligibility to receive Veterans benefits, contact the VA assistance number at 1-888-442-4551.

## **11.0 PLACEMENT ASSISTANCE**

The Guild offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment.

Current law prohibits any university, college or vocational school from guaranteeing job placement as an inducement to enroll students.

## **12.0 ATTENDANCE REQUIREMENT**

### **12.1 ATTENDANCE AND TARDINESS**

Students are expected to arrive on time for class with proper materials and be properly attired for a wine course. An overall attendance rate of at least 85% (10 classes in a 12-week course) is required. Instructors may request your withdrawal from a program if absences or tardiness exceed the allowed attendance rate.

Tardiness in excess of 30 minutes will be considered as one-half of a missed course. Four (4) tardy incidents in a course will be considered the same as 2 missed classes.

### **12.2 MISSED CLASSES AND MAKE-UP WORK**

For classes you have missed in the Advanced Wine Course the Guild has MP3 copies of lectures that you can borrow to prepare yourself for the make-up test. You have two (2) weeks following a missed class to take the make-up exam.

For either Level II Course, as well as Level III and IV courses, the student must meet with the instructor to determine an appropriate way to make up a missed class. You will not have an opportunity to make-up a missed tasting unless you do it on your own, at your own expense. Your instructor can provide you with a list of wines or spirits to taste.

### **12.3 LEAVE OF ABSENCE**

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **13.0 PROGRESS REPORT**

### **13.1 GENERAL INFORMATION**

Students must pass one of the Certification Seminar Exams with a minimum score of 70%. Exams for one of the Level II Certification, or higher, must be retaken if the individual score is below 70%. Students must pass all Certified Wine Instructor and Certified Senior Wine Instructor exams with an average score of 85%.

LEVEL I CERTIFICATION: Certification Seminar students who fail the exam will be admitted to the Guild as a Friend of The Guild (Associate Membership). They may retake the exam during any regular Certification Course examination period during the

following twelve (12) months. The student must arrange the exam with the Guild Business Office (303-296-3966). Should the student fail the exam after three attempts then they must retake the Seminar to become a full member of the Guild and to receive a certification.

Students taking the Level I test-out exam to begin their college education must score an 85% on the exam to begin at Level II. However, see SECTION 13.6 on our 'last grade stands' policy.

LEVEL II CERTIFICATION: Advanced Wine Course/Advanced Sommelier Course or Advanced Spirits Course students who fail exams must retake that exam during the remaining time frame of the course. Contact the course instructor for an exam schedule and to schedule make-up exams.

LEVEL III CERTIFICATION: Students who fail all or part of the Master Exams must retake only the failed exams. Students may retake any exam to improve their average score for the diploma. However, see SECTION 13.6 on our 'last grade stands' policy.

LEVEL IV CERTIFICATION: Students who fail all or part of the Master Exams must retake the failed exams. Students may retake any exam to improve their average score for the diploma. However, see SECTION 13.6 on our 'last grade stands' policy.

Wine Instructor students who fail exams may retake each failed exam during the remaining timeframe of the course.

### **13.2 EXAM GRADING SYSTEM**

Individual exams in courses, as well as a Certification Seminar Exam, will be graded on the following scale:

90 – 100	= A	Excellent
80 – 89	= B	Above Average
70 – 79	= C	Average
60 – 69	= D	Below Average
< 60	= F	Unsatisfactory or Failing

Students in the Certification Seminar will be issued their grade at the end of the seminar. Other students will be issued grades in a timely manner upon the completion of each exam. All exams for Certification are the property of the Guild and must remain with the student's official records.

### **13.3 COMPUTING GRADE POINT AVERAGE**

Courses that offer multiple exams will average the individual exams into a term Grade Point Average (GPA). The GPA uses the same grading system as that shown in 13.2, above.

The number of term GPA points awarded for a course is determined by multiplying the

number of credit hours for that course by the term point value of the grade received. The cumulative GPA is calculated by dividing the total number of points by the number of credit hours attempted.

4.0 GPA	= A	Excellent
3.0 GPA	= B	Above Average
2.0 GPA	= C	Average
1.0 GPA	= D	Below Average
< 1.0 GPA	= F	Unsatisfactory

### **13.4 CUMULATIVE GPA TO RECEIVE A DIPLOMA**

Eligibility for a diploma is as follows:

- Level I Certification (a Guild Certification Seminar) – 70% on Certification Exam
- Level II Certification – GPA of 3.0
  - To be eligible for entrance into a Level III Certification program a GPA of 3.5 in the Level II Certification program is recommend, but not required.
- Level III Certification – GPA of 3.50 on all Master Exam except the blind tasting exams:
  - A score a 70% on the Master Candidate Exam.
  - A score of 70% on the Master Blind Tasting Exam of 20 wines
- Level IV Certification – GPA of 3.80

### **13.5 PASS-FAIL OPTION**

The Guild currently has no pass-fail seminars or courses. Students may choose to take a Guild Certification Seminar without taking the Certification exam. In such cases they become a Friend of the Guild (Associate Member).

### **13.6 REPEATED COURSES (LAST GRADE STANDS)**

A student may repeat any course taken at the Guild regardless of the original grade earned. Only the credit and the grade for the last attempt of the course will remain on the student's official academic record. The grade(s) for all prior attempts will be changed to the "NC" notation unless a permanent F has been assigned. Repeated courses must carry the same title, course number(s) and term hours. To affect the grade change, the student must re-register and pay the full tuition for the class in question, complete the class earning a letter grade. A FAILING COURSE GRADE ASSIGNED AS A RESULT OF ACADEMIC DISHONESTY IS CONSIDERED A PERMANENT "F" AND CANNOT BE CONSIDERED UNDER THIS POLICY. A student may not repeat a course and request "last grade stands" after the completion of an Guild diploma program that includes the course in question. Specifically:

1. In all cases except for grades assigned for academic dishonesty the grades of all but the last entry of the particular course will be changed to an "NC" (no credit, withdrawal) notation. The NC notation does not affect the credit total and GPA.
2. The determination of course equivalency will be made by the Business Office.
3. The Last Grade Stands Policy cannot be used after the student graduates from the School for courses taken prior to the date the diploma is awarded.

4. The Last Grade Stands policy applies only to Guild courses.
5. Courses repeated prior to the summer quarter of 2003 are not affected by this Last Grade Stands policy. A grade in a course taken prior to the summer quarter, 2003 and repeated after summer, 2003 may be changed to an “NC” notation.

Students taking the Level I test-out exam are given two opportunities to pass the exam. If they pass the exam with and 85% or higher the first time they take the exam and choose to take it a second time and score lower, the ‘last grade stands’ policy goes into effect. Since this exam is not used to calculate GPA we do not recommend taking it a second time if you pass it the first time.

### **13.7 STUDENT GRADE APPEAL PROCEDURE**

If students have reason to question the validity of a grade received in a course, they must make their request for a change before the end of the fourth week of the term following the completion of the course. It is the responsibility of the student to initiate a grade appeal within the time limit. The Director will make the final decision on grade appeals. All decisions of the Director are final.

### **13.8 TRANSCRIPTS**

Students can receive a transcript of the seminars and courses they have taken, showing certifications received, cumulative GPA and standing as a student by requesting them from the Guild. Unofficial transcripts will be emailed to a student at no cost.

Official transcripts cost \$25 (first-class postage included) per copy of your transcript. Please send us the name of the person it is to be sent to as well as a complete address. If it must be sent via overnight delivery or outside the United States there will be an additional charge to cover these costs.

### **13.9 STATUTE OF LIMITATIONS**

Level III or IV Programs that were started but not completed within three (3) years of the last course taken for the Program are subject to having to retake the entire program except those courses for which a Master Exam has been successfully completed. This includes retaking the Master Candidate Exam.

## **14.0 WARNING/PROBATION/SUSPENSION POLICY**

### **14.1 ACADEMIC SATISFACTORY PROGRESS/GOOD STANDING**

A student is deemed to be making satisfactory progress toward his or her academic goal if the student maintains a cumulative GPA as required at each Certification level. This student is deemed to be in **academic good standing** with the institution.

Academic good standing is defined as follows:

- Level I Certification (Guild Certification Seminar) – 70% or higher
- Level II Certification – GPA of 3.00 or higher
- Level III Certification – GPA of 3.50 or higher

- Level IV Certification – GPA of 3.80 or higher

#### **14.2 ACADEMIC WARNING STATUS**

A student in good standing whose cumulative GPA falls below that required for that level of certification will be placed on **academic warning status** with the institution during his or her next term. A student will be removed from this warning status and returned to good standing if he or she achieves a cumulative GPA equal to that required for the level of certification by the end of his or her term on warning status.

#### **14.3 ACADEMIC PROBATION**

A student who fails to achieve a cumulative GPA of that required for a given level of certification by the end of his or her semester on warning status will be put on **academic probation** with the School during his or her next semester at the Guild. A student will be on academic probation as long as he or she has a cumulative GPA below that required, but is making progress toward good standing as explained below and has not been on academic probation for more than two terms.

While on academic probation, a student may pre-register for the first term following the academic warning status semester but is prohibited from pre-registering any other term.

#### **14.4 ACADEMIC SUSPENSION**

A student on academic probation not making progress toward good standing will be prohibited from registering for one term from the date of suspension. Appeal of suspension for this reason will be submitted to the director of the School. A student may appeal a suspension only two times in his or her academic career at the School.

#### **14.5 NON-ACADEMIC DISMISSAL**

Any student may be dismissed for violations of rules and regulations of the Guild, as set forth in Guild publications. A student may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to the Guild standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

### **15.0 WITHDRAWAL/EMERGENCY**

Students who must withdraw from all classes during a term due to a serious personal or medical emergency should contact the Guild Business Office, 303-296-3966 for assistance and information on emergency withdrawal procedures. Students who must withdraw from classes during a term due to a military or state call to action should also contact the Business Office for assistance.

## **16.0 CONDUCT POLICY**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons and illegal drugs are not allowed at any time in Guild facilities, satellite locations or in any Guild classes.

Alcohol consumption is only allowed in Guild classes under the direct supervision of a Guild instructor. Students are not allowed to remove open bottles from the premises. Students who cannot show a professional tasters attitude toward the consumption of alcoholic products may be asked to leave a class, be dismissed from a class or dismissed from the School.

Any violation of Guild policies may result in permanent dismissal from the course and possible loss of Guild membership.

## **17.0 STUDENT COMPLAINTS**

Student complaints should be brought to the attention of the Director in order to be resolved. If a student complaint cannot be resolved between the student and the Guild, a student may contact the Colorado Division of Private Occupational Schools via email. All student complaints to be received by the Division must be via e-mail. There is a two-year limitation of Division action on student complaints. State Division e-mail address and phone number: [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) and phone number: (303) 866-2723.

## **18.0 NATIONAL EDUCATION & TRAINING CENTER**

The Guild is unique, as a wine school, by being located in a facility that has been designed to meet the demanding requirements of professional wine education. The Guild shares space with wineries in the “Winery Row” area of Denver.

We are located near the historical LoDo (Lower Downtown) area of Denver, Colorado. We are near many hotels and restaurants. There is parking space at the Guild, parking is free.

Our National Education and Training Center encompasses the following unrivaled features:

- Two professional classrooms ranging in size for 20 to 32-students, with wifi, Internet and digital connections for lectures. Classroom lighting is color corrected for technical, professional, wine evaluation. These classrooms were designed specifically for our unique lecture and evaluation needs.
- Open spaces where students can gather to talk, read a book or even practice sommelier service. We also use these spaces for wine and food pairing events, practical sommelier exams, or as a place where our Master Candidates and faculty lead students in informal wine evaluations to help them build their evaluation skills.

- We have a commercial kitchen to prepare or finalize food for our professional courses that include wine and food pairing as part of their curriculum. Food is prepared under the direction and supervision of our Corporate Executive Chef and Guild culinary team.

The Guild currently teaches day, evening and weekend professional seminars and courses leading to professional certifications. We are open weekdays from 9am to 5pm (Mountain Time) for tours or to meet with faculty or student counselors. Please make an appointment to come visit. Please call or email if you want an appointment with our Director of Education or Registrar.

## **19.0 PROFESSIONAL EDUCATIONAL SERVICES**

The Guild currently offers four technical certification programs as well as Wine Instructor and Wine Judge certifications.

### **19.1 GUILD LEVEL I SEMINARS AND LEVEL I CERTIFICATION**

#### **A. GUILD WINE SEMINAR**

Course Objectives: The day-and-a-half seminar is an introductory course of study designed for individuals that desire to learn about wine. The focus is to develop a basic knowledge of wine, wine evaluation, wine description, for key old and new world wine producing countries.

Occupational Objective: To prepare a person for an entry-level job in the wine and hospitality industries providing wine service.

Tuition: \$495 plus \$50 to \$75 certification fee

Prerequisites: None

Length of Course: 1 1/2 days (12 clock-hours)

Type of Instruction: Lecture (7 clock-hours) and lab (5 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

#### **B. GUILD SAKÉ CERTIFICATION SEMINAR**

Course Objectives: The day-and-a-half seminar is an introductory course of study designed for individuals that desire to learn about saké. The focus is to develop a basic knowledge of wine, wine evaluation, wine description, and wine and food pairing.

Occupational Objective: To prepare a person for an entry-level job in the wine and food service industries providing wine service.

Tuition: \$495 \$495 plus \$50 to \$75 certification fee

Prerequisites: None

Length of Course: 1 1/2 days (12 clock-hours)

Type of Instruction: Lecture (7 clock-hours) and lab (5 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

#### **C. GUILD SPIRITS CERTIFICATION SEMINAR**



Course Objectives: The day-and-a-half seminar is an introductory course of study designed for individuals that desire to learn about spirits. The focus is to develop a basic knowledge of wine, wine evaluation, wine description, and wine and food pairing.

Occupational Objective: To prepare a person for an entry-level job in the wine and food service industries providing wine service.

Tuition: \$495

Prerequisites: None

Length of Course: 1 1/2 days (12 clock-hours)

Type of Instruction: Lecture (7 clock-hours) and lab (5 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

## **19.2 ADVANCED COURSES – LEVEL II CERTIFICATION**

### **A. ADVANCED WINE COURSE**

Course Objectives: This 12-week course is designed to introduce the student to wine law as well as styles and key types of wine from 16 major wine producing countries. The course also presents the student sommelier service, event planning and cellar management concepts. Tastings focus on descriptive, comparative and blind tasting techniques.

Occupational Objective: To prepare a person for a first level management position as a wine buyer in food service, as a head sommelier, or a sales person with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) Guild Wine Certification Seminar or (2) one year's experience in the wine, food service or hospitality industries.

Length of Course: 12 weeks (60 clock-hours) or 7 days as an intensive study course

Type of Instruction: Lecture (30 clock-hours) and lab/tasting (30 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **B. ADVANCED SPIRITS COURSE**

Course Objectives: Because understanding fine spirits is often the responsibility of the professional wine taster, this course is designed to train someone to understand and be able to properly taste all of the major fine spirits. The course will present the history of, production techniques, and tasting techniques for major spirits such as Scotch, Gin, Bourbon, Rum, Vodka, Tequila and Liqueurs. Emphasis is placed on understanding how to properly evaluate spirits.

Occupational Objective: To prepare a person for a first level management position as a Spirits buyer in food service, as an Executive Spirits Sommelier, or a sales person with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) Guild Spirits Certification Seminar or (2) one year's experience in the trade, food service or hospitality industries.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (28 clock-hours) and lab/tasting (20 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **19.3 REQUIRED CORE LEVEL III COURSES**

#### **A. ADVANCED WINE AND FOOD PAIRING COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is designed to introduce the student to traditional and modern techniques of wine and food pairing. The focus is on understanding pairing wines from old- and new-world wine producing countries to cuisine from any country. The course will also present techniques for designing wine lists and planning for large events. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, or a sales person with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (38 clock-hours) and lab/tasting (10 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

#### **B. ADVANCED REGIONAL FRANCE COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to develop and expertise on French Wine. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (28 clock-hours) and lab/tasting (20 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

#### **C. BLIND TASTING COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to develop their skills at deductive evaluation (blind tasting). The focus is on developing the skills to pass the Entrance Exam for the Master Exam Program.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course (+ \$100 Masters Entrance Exam fee (part of master exam fees)

Prerequisites: Any two (2) of the Advanced Regional courses

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (10 clock-hours) and lab/tasting (38 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

## **19.4 OPTIONAL AND ELECTIVE LEVEL III COURSES**

### **A. ADVANCED REGIONAL ITALY COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to develop and expertise on Italian Wine. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (28 clock-hours) and lab/tasting (20 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **B. ADVANCED REGIONAL NEW WORLD COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to develop and expertise on New World wines. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (28 clock-hours) and lab/tasting (20 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **C. ADVANCED REGIONAL EUROPE COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to develop and expertise on European wine not covered in the Advanced Regional France or Advanced Regional Italy Courses. It is designed to present the following countries: Germany, Austria, Switzerland, Spain, Portugal, Hungary and the rest of Eastern Europe and Greece.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (28 clock-hours) and lab/tasting (20 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **D. THE WINE BUSINESS – LEVEL III COURSE**

Course Objectives: This 12-week, or 1-week intensive study, course is a master preparatory course for those desiring to learn about the wine business. The focus is on understanding the three-tier system and business models at each tier of the industry. Students must write a business plan as part of this course.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer or to help prepare a person to start their own business.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (48 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **E. INTERNATIONAL WINE MARKETING AND MANAGEMENT COURSE**

Course Objectives: This course is designed to round out the student's knowledge of the business of wine and spirits. Wine markets constantly change as new growing areas are declared and more countries enter into the international wine economy. With an ever-changing wine market there is a need for good management systems to be in place to organize the process and products.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist

with a distributor or importer or to help prepare a person to start their own business. The student is required to write a marketing plan for a wine related business as part of this course.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (48 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **F. FINE SPIRITS COURSE (SAME AS THE LEVEL II SPIRITS COURSE)**

This course is the same as the Level II Advanced Spirits Course described in SECTION 19.2.B, above.

If this course was taken to achieve a Level II Certification it does not have to be retaken as part of a Level III or IV program so long as your final grade meets the requirements for the Level III or IV Certification as discussed in SECTION 13.4, above.

### **G. ADVANCED FORTIFIED WINES COURSE**

Course Objectives: This course is designed to round out the students overall knowledge of wine by presenting an in depth study and analysis of key fortified wines from Spain, Portugal and other key fortified wine producing countries.

Occupational Objective: Help prepare a person for an upper level management position in a wine importer/exporter company, a wholesaler or supplier, or a wine distributor. In addition, it prepares a person to be a writer or upper-division college level wine instructor. Knowledge of secondary wine producing countries is critical as the international wine market expands and more of these wines are being exported across the world – particularly into the United States.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (48 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **H. HISTORY OF WINE – 8000 BC TO 1500 AD**

Course Objectives: Because wine is such a major part of the culture of most wine producing countries it is important to understand the history of a country being visited or from which wine is being exported. This course is designed to present the history of wine from 8000 BC to 1500 AD. It presents the history of wine grapes during that time frame as well as the evolution of wine making, wine as an economic force and it's impact on the civilizations of the time period. The wine producing civilizations in the ancient world

include, but are not limited to, Central Asia, Egypt, Greece, Rome, Eurasia and Asia. The wine producing civilizations studied for the 500 AD – 1500AD period include, but are not limited to, Central Asia, Western Europe, the Byzantine Empire, and Asia. Wine has also had a profound impact on religion. This will be highlighted as well.

Occupational Objective: Help prepare a person for an upper level management position in a wine importer/exporter company, a wholesaler or supplier, or a wine distributor. In addition, it prepares a person to be a wine writer or upper-division college level wine instructor.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (48 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

## **I. HISTORY OF WINE – 1500 TO THE PRESENT**

Course Objectives: Because wine is such a major part of the culture of most wine producing countries it is important to understand the history of a country being visited or from which wine is being exported. This course is designed to present the history of wine in the historic wine producing areas from 1500 to the present. It outlines the evolution of wine growing and making, the development of wine as a science, and the continued influence of wine on culture. The wine producing civilizations studied include, but are not limited to, Central Asia, Western Europe, Eastern Europe and Eurasia, as well as North and South America, South Africa, Pacifica and Asia.

Occupational Objective: Help prepare a person for an upper level management position in a wine importer/exporter company, a wholesaler or supplier, or a wine distributor. In addition, it prepares a person to be a wine writer or upper-division college level wine instructor.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) The Level II Advanced Wine Course if the course is being taken for Certification or (2) the Level I Wine Certification Seminar if the course is being taken for Continuing Education, not leading to a Level III Certification.

Length of Course: 12 weeks (48 clock-hours) or 5 days as an intensive study course

Type of Instruction: Lecture (48 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

## **19.5 GUILD CERTIFIED WINE INSTRUCTOR COURSE**

Course Objectives: This three-month course is designed to introduce the student to the techniques used by the Guild to teach wine classes to the general public. It requires the student to learn to teach 2 classes as well as assist an instructor and present the classes they have learned under supervision.

Occupational Objective: To prepare a person to teach classes on their own or for the Guild for the general public, as well as do home tastings and classes.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) Advanced Wine Course and (2) Advanced Wine and Food Pairing Course.

Length of Course: 6 months, including practice teaching

Type of Instruction: Lecture (48 clock-hours) and student assisting or teaching (56 clock-hours) including working with Guild instructors and practice teaching.

### **19.6 GUILD CERTIFIED SENIOR WINE INSTRUCTOR COURSE**

Course Objectives: This six-month course is designed to introduce the student to the techniques used by the Guild to teach wine classes to professionals. It requires the student to learn to teach Level I and II classes as well as assist an instructor and present the classes they have learned under supervision.

Occupational Objective: To prepare a person to teach classes on behalf of the Guild to Level I and II professional students.

Total Tuition and Fees: \$1900; \$1975 as an intensive study course

Prerequisites: (1) Certified Wine Instructor Course

Length of Course: 6 months, including practice teaching

Type of Instruction: Lecture (48 clock-hours) and student assisting or teaching (88 clock-hours) including working with Guild instructors and practice teaching.

### **19.7 GUILD CERTIFIED WINE JUDGE**

Course Objectives: This 3-week class is designed to introduce the student to the methods used to be a wine judging for all grape and fruit wines in amateur and professional competitions.

Occupational Objective: To prepare a person to be a paid judge at local, county, state, national and other wine or wine and food events.

Total Tuition and Fees: \$500

Prerequisites: (1) Level II Certification and Master Candidate status.

Length of Course: 2-day short course

Type of Instruction: Lecture and competition participation (80 clock-hours)

Options: May be taken for personal enrichment (no certification exam), non-professional certification and professional certification.

### **19.8 GUILD COMPETITION JUDGE**

Course Objectives: To prepare a person to be a judge for sommelier practical exams for Level II Certification and wine and food pairing competitions

Occupational Objective: To prepare a person to represent the Guild in local, regional and national professional wine and/or sommelier and wine and food pairing competitions.

Total Tuition and Fees: \$500

Prerequisites: (3) Certified Wine Judge Course

Length of Course: 2-day short course

Type of Instruction: Lecture and competition participation (112 clock-hours)

## 20.0 REFUND POLICY

### 20.1 GENERAL POLICIES

Students not accepted to the school and students who cancel their enrollment contract by notifying the school within three (3) business days of entering into the contract are entitled to a full refund of all tuition and fees paid. The enrollment contract is initiated when a person registers for a professional seminar or course via email, telephone or conversation with Guild faculty and staff and receives a confirmation of that enrollment via email or letter. The date the registration is made is the date the contract begins.

Students who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less.

Students who withdraw less than 72 hours before the start are subject to the following fees: (a) Certification Seminar - \$250 and (b) all other professional courses - \$350.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours, as described in Table 5, below. The refund is based on the last date of recorded attendance.

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund Amount</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

**TABLE 5: NON-VA STUDENT REFUND SCHEDULE**

1. The enrollment contract is initiated when a person registers for a professional seminar or course via email, telephone or conversation with Guild faculty and staff and receives a confirmation of that enrollment via email or letter. The date the registration is made is the date the contract begins.
2. The ENROLLMENT AGREEMENT is signed on the first day of a seminar or courses and explains the refund policy in detail once a student has commenced a course of study.



3. The student may cancel their enrollment contract at any time prior to midnight of the third business day after their registration for a seminar or course has been made.
4. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school received notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination. If the Guild receives no notice of intent to discontinue the training from the student, and the Guilds efforts to contact the student fail, then the last date of recorded attendance will be defined as the date of the third (3rd) unexcused absence.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
5. Students recognize that their signed ENROLLMENT AGREEMENT, the refund policies of the school, and the process for dealing with student complaints through the Colorado Division of Private Occupational Schools govern how a refund is made.
6. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
7. Complaints, which cannot be resolved by direct negotiation between the student and the Guild, may be filed with the Colorado Division of Private Occupational Schools, via email. The State of Colorado Division e-mail address and telephone no. are [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) and phone number: (303) 866-2723.
8. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.
9. The policy for granting credit for previous training shall not impact the refund policy.
10. If a student is paying their tuition by credit card the card will be charged for the seminar or course about five business days before the commencement of the seminar or course. Any refund will be made by crediting back the amount of the refund to the credit card of the person who made the payment.
11. If a student is paying via check, cashiers check or money order, the payment must be received not less than ten (10) working days before the commencement of the course or seminar. A credit card number may be required to hold the registration until the check is received and has cleared the bank. Any refund will be made by sending a check to the person who made the payment to the Guild.
12. Refunds are for tuition not book and materials fees or any other fees. Check your student enrollment agreement to determine the fees and tuition for the course you are taking.

## 20.2 VETERANS' EDUCATION BENEFIT REFUNDS

Students who are attending Guild courses using their Veterans' benefits or are taking a seminar or course at a location in Texas and are residents of Texas, will also be refunded according to the policy as stated in Section 20.1 with exception that Table 6, below, shall be used as the refund schedule in lieu of Table 5.

<b>Student is entitled to upon withdrawal/termination</b>	<b>Tuition Refund Amount</b>
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

**TABLE 6: VA AND RESIDENT TEXAS STUDENT REFUND SCHEDULE**