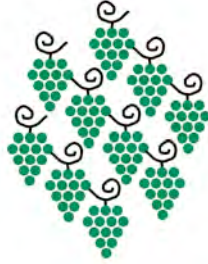




INTERNATIONAL WINE GUILD COURSE CATALOG

**CATALOG 4
VOLUME NUMBER 2
2009-2011**

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



INTERNATIONAL WINE GUILD

At The Metropolitan State College of Denver

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Private Occupational School Board*

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1.0 INTRODUCTION

1.1 MISSION AND GOALS

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 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 and professional skills to lead successful lives and grow into positions of influence and leadership in their chosen field of endeavor. We believe in developing both the intellectual and sensory skills of our students to be a better wine professional.

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

The International Wine Guild was established to encourage study to develop technical and professional understanding and increased knowledge of wine throughout all areas of the wine and food service industry.

Whether you work in the industry or are an individual with a passion for wine 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 GUILD WINE MASTER EDUCATOR (WME) diploma.

We are dedicated to the concept that the Guild provides

“A Lifetime Of Wine Education”.

Since our founding in 1998 it has been our goal to provide wine 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 International Wine Guild is a professional trade association with close to 2000 members located throughout the United States and in other countries.

When you complete our LEVEL I CERTIFICATION you automatically become a 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 has both a school location and a separate business office. The Guild can be reached at the following addresses and telephone numbers:

TEACHING FACILITY ADDRESS:

Metropolitan State College of Denver
Plaza Building, Room 124
Campus Box 60, PO Box 173362
Denver, CO 80217-3362

BUSINESS OFFICE:

International Wine Guild
12138 W. Brittany Avenue
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ON THE INTERNET:

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303.904.3245 (f)

866.946.3338 (866-WINE-EDU)

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

All professional seminars and courses, schedules and fees are listed on our website.

I.4 OWNERSHIP

The Guild is owned by International Wine Guild Corporation of Colorado. The officers of the Guild are Claude Robbins, President and Director of the School and Sheryl Robbins, Corporate Secretary and Guild Corporate Executive Chef. Other stockholders are Jan Kinkade, Director of Public Education, and Kathleen Bowen, Director of Benefits.

2.0 FACULTY 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.

The faculty consists of:

- Claude Robbins, DIRECTOR OF THE SCHOOL, Guild Wine Master, Guild Master Educator (teaches professional and recreational classes)
- Sherrie Robbins, GUILD EXECUTIVE CHEF, Executive Chef of Wine Arts, Senior Wine Instructor (teaches professional and recreational classes)
- Kathleen Bowen, BOARD OF DIRECTORS, Executive Wine Sommelier, Certified Chef of Wine Arts, Certified Wine Judge, Certified Wine Instructor, (teaches recreational classes)
- Jan Kinkade, BOARD OF DIRECTORS, Executive Wine Sommelier, Senior Wine Instructor, Certified Senior Wine Judge, (teaches professional and recreational classes)
- Dani Cross, Master Candidate, Executive Wine Sommelier, Certified Wine Instructor (teaches recreational classes)
- Gordon Dickenson, Executive Wine Sommelier, Certified Wine Instructor (teaches recreational classes)
- Brandy Mannix, Master Candidate, Executive Wine Sommelier, Certified Wine Instructor (teaches recreational classes)
- Stephanie McManus, Executive Wine Sommelier, Senior Wine Instructor, Certified Wine Judge (teaches professional and recreational classes)
- Nicole Robbins, Executive Wine Sommelier, Senior Wine Instructor (teaches professional and recreational classes)
- Corina Smith, Executive Wine Sommelier, Certified Wine Instructor (teaches recreational classes)
- Tynan Szvetcz, Master Candidate, Executive Wine Sommelier, Certified Senior Wine Instructor (teaches professional and recreational classes)
- Barney Treadwell, Executive Wine Sommelier, Certified Senior Wine Instructor (teaches professional and recreational classes)
- Matthew Yoss, Executive Wine Sommelier, Certified Senior Wine Instructor (teaches professional and recreational classes)

Faculty members also act as Mentors. All students are assigned a mentor when they successfully complete the Level III Master Entrance Exam.

3.0 ACADEMIC CALENDAR

3.1 QUARTER SYSTEM

Each Program of study (Level I through IV Certification) can be started during any academic term. The Guild operates, non-stop, twelve months a year and offers courses throughout the year. The fall academic year begins in October. However, the curriculum is designed such that students can begin a course of study any term.

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

- **Winter term:** 2nd week in January through the 4th week in March
- **Spring term:** 1st week in April through the 3rd week in June
- **Summer term:** 2nd week in July through the 4th week in September
- **Fall term:** 1st week in October through the 3rd week in December

Each term is 12 weeks long. There is a three-week break between the spring and summer term in June.

All Level II, III and IV Certification diploma programs are offered in both term (12-week) and intensive study (1-week) formats. Specific start dates vary each academic year, call the Guild Business Office or check the website for specific dates, times and location for each seminar, class or course. Level II and III courses can be taken concurrently. Level III and IV courses can also be taken concurrently.

Intensive study courses have been specifically designed for the student who does not live in the Denver metro area and cannot attend a term long course. However, intensive study courses are open to all students. Guild classes are offered in the evenings and weekends at the Metropolitan State College of Denver.

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. Course schedules for the next academic year are available by July of the current year. The current academic year schedule of professional courses is on the inside back cover of this Catalog. 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.

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 as part of an accredited program and in an academic environment.

Professionals and enthusiast take the same classes and go through a very rigorous program of professional training at each level of certification.

The Guild has four levels of technical certification (Certification Level I through IV) as well as other specialized diploma programs. An overview of the educational requirements of each certification is presented below with more detailed explanations in the remainder of this section.

Level I Certification (Guild Certification Seminar)

- Requires successful completion of a 12 contact hour Seminar, the Guild Certification Seminar
- Certification options:
 - Certified Chef of Wine Arts
 - Certified Wine Sommelier
 - Certified Wine Merchant
 - Certified Wine Manager
 - Certified Cellar Manager (for the non-professional)

Level II Certification (Advanced Wine Course/Advanced Sommelier Course – Senior Certification)

- Requires successful completion of a 48 contact 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)

Level III Certification (Guild Master Certification)

- Successful completion of Level II Certification
- Requires successful completion of the following professional courses:
 - Advanced Wine and Food Pairing (44 contact hours)
 - Advanced Regional France (44 contact hours)
 - Advanced Regional Italy (44 contact hours)
 - Advanced Regional New World (44 contact hours)
 - Wine Business (44 contact hours)
 - Blind Tasting (44 contact hours)
 - Masters Entrance Exam
 - Master Exams
- Certification options:
 - Guild Wine Master
 - Guild Master Cellar Manager (for the non-professional)

Level IV Certification (Master Educator Program)

- Successful completion of Level III Certification

- Requires successful completion of the following professional courses:
 - Fine Spirits (48 contact hours)
 - Wine Markets and Management (48 contact hours)
 - Fortified Wines (48 contact hours)
 - European Wine – Part 2 (48 contact hours)
 - History of Wine: Ancient World (48 contact hours)
 - History of Wine: Medieval and Renaissance Period (48 contact hours)
 - History of Wine: Modern Europe (48 contact hours)
 - History of Wine: Modern New World
 - Master Exams
- Certification: Master Wine Educator

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

- Certified Wine Instructor
- Certified Senior Wine Instructor
- Certified Wine Judge
- Certified Guild Competition Judge
- Fine Spirits Certification

See SECTION 19 for a detailed description of each course.

4.2 LEVEL I CERTIFICATION

All programs of professional study begin with the Guild Certification Seminar. This seminar is offered six times a year in Denver during the following months: January, March, May, July, September and November. For other dates and locations check the website or call the business office.

This is an introductory course of study designed for individuals who desire to learn about wine. The focus is to develop a basic knowledge of wine, wine evaluation, wine description and wine and food pairing. It is a foundation course for all subsequent Certifications offered by the Guild.

- Prerequisites
 - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SEMINAR.
 - You may bypass this course if you meet any of the following:
 - One year 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 wine course (see education requirements in SECTION 8 of this Catalog), OR
 - Pass, with a minimum score of 70% a “test-out” exam of general wine knowledge. This exam has a \$50 fee to take. It may only be taken once.

- If you feel you need additional preparation before taking the seminar we recommend you take the following Guild courses before taking the Certification Seminar.
 - Intro to Wine 101 and 102
 - Intro to Wine and Food Pairing 101 and 102
 - Wine Components (vision, smell and taste)
- Exams:
 - Successfully complete the Guild Certification Seminar with a score of 70% or higher on the Certification exam.
 - A score of 85% or higher is suggested to go on to a Level II certification.
 - 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 of the cost to retake this exam.

Upon successful completion of the Certification Seminar and depending upon your background and professional needs, the Guild offers the option of earning one of five different diplomas, representing different areas of emphasis, upon successful completion of the certification seminar. You can only be certified in one area of emphasis. These areas of emphasis are:

- Certified Wine Sommelier
- Certified Chef of Wine Arts
- Certified Wine Merchant
- Certified Wine Manager
- Certified Cellar Manager (for the enthusiast)

4.3 LEVEL II CERTIFICATION – THE ADVANCED WINE COURSE

The Level II certification builds upon the foundation established in the Level I Certification Seminar. This is an advanced certification. The official program title is Advanced Sommelier Course.

- Prerequisites
 - Level I Certification or equivalent (see education and experience options in SECTION 8 of this Catalog).
 - A score of 85% or higher on the Certification Seminar exam is suggested to go on to a Level II certification from the Level I Certification Seminar
- Education requirements:
 - Successful completion of the 60 contact hour Advanced Wine Course
 - This course is offered in both 12-week and 1-week intensive study formats each academic term.
- Exams:
 - Written exams on the following topics:
 - Each country studied
 - Wine making
 - A practical exam on Sommelier service.

- Maintain a cumulative GPA of 3.0 (an 85% average) to receive the professional certification
- Depending upon experience, an externship is required.

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 diplomas representing different areas of emphasis. You can only be certified in one area of emphasis. These diploma options are:

- Executive Wine Sommelier
- Executive Chef of Wine Arts
- Senior Wine Merchant
- Senior Wine Manager
- Senior Cellar Manager (for the enthusiast)

4.4 LEVEL III CERTIFICATION – GUILD WINE MASTER

There are two Level III Master Certification programs: **Guild Wine Master** and **Guild Master Cellar Manager**. This is an expert level certification.

Level III Courses are open to anyone who has completed the Certification Seminar, to be accepted into a Guild Master program you must successfully complete a five wine double-blind tasting exam. You can complete this entrance exam at any time during or after the completion of the coursework for the diploma.

- Prerequisites
 - Level II Certification
 - Recommended cumulative GPA of 3.5 (90% average), or higher, or have the approval of your Mentor to take Level III courses
- Education requirements:
 - Advanced Wine and Food Pairing (44 contact hours)
 - Advanced Regional France (44 contact hours)
 - Advanced Regional Italy (44 contact hours)
 - Advanced Regional New World (44 contact hours)
 - Wine Business (44 contact hours)
 - Blind Tasting (44 contact hours)
 - Masters Entrance Exam (with a minimum score of 70%)
 - Master Exams
 - Maintain a Cum GPA of 3.5 (90%) on Master Exams.
- Other requirements:
 - Depending upon experience, an externship is required.
 - Three (3) trips to wine producing areas
 - Senior Wine Instructor
 - Personal tasting notebook with a minimum of 500 written technical evaluations of wines
 - *Note: Wines tasted in all professional courses count towards this total.*

Diploma Options:

- Guild Wine Master
- Guild Master Cellar Manager (for the non-professional)

4.5 LEVEL IV CERTIFICATION - GUILD WINE MASTER EDUCATOR

The **Guild Master Wine Educator** diploma is a prestigious professional diploma recognized throughout the industry.

Level IV Certification

- Prerequisites
 - Level III Certification
- Education requirements
 - Fine Spirits (48 contact hours)
 - Wine Markets and Management (48 contact hours)
 - Fortified Wines (48 contact hours)
 - European Wine – Part 2 (48 contact hours)
 - History of Wine: Ancient World (48 contact hours)
 - History of Wine: Medieval and Renaissance Period (48 contact hours)
 - History of Wine: Modern Europe (48 contact hours)
 - History of Wine: Modern New World
 - Master Exams
 - Maintain a Cum GPA of 3.8 (95%).
- Other requirements
 - Student teaching at Level I, II and III (384 classroom hours)
 - Travel to a minimum of three (3) wine producing areas at the direction of your Mentor.
 - Competition Wine Judge diploma.
 - Personal tasting notebook with a minimum of 1000 written technical evaluations of wines
 - *Note: Wines tasted in all professional courses count towards this total.*

Diploma:

- Guild Master Wine Educator

4.6 CERTIFIED WINE INSTRUCTOR

The International Wine Guild prepares individuals to teach wine class for the public or profession. 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 (48 contact hours)
 - Advanced Wine and Food Pairing Course (44 contact hours)
- Education requirements
 - Certified Wine Instructor Diploma Course (80 contact hours)
- Other requirements

- Student assist and teach public classes for the Guild for 56 classroom hours

Diploma:

- Certified Wine Instructor

4.7 CERTIFIED SENIOR WINE INSTRUCTOR

To teach professional wine classes 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 (48 contact hours).
 - Advanced Wine and Food Pairing Course (44 contact hours).
 - Certified Wine Instructor Course (104 contact hours).
- Education requirements
 - Certified Senior Wine Instructor Diploma Course (136 contact hours).
 - Any Level III Advanced Regional course.
- Other requirements
 - Student assist and teach professional classes for the Guild for 88 classroom hours.

Diploma:

- Certified Senior Wine Instructor

4.8 CERTIFIED WINE JUDGE

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

Certified Wine Instructor Diploma requirements:

- Prerequisites
 - Level II Certification (12 contact hours)
 - Advanced Wine and Food Pairing Course (44 contact hours)
- Education requirements
 - Certified Wine Judge Diploma Course (80 contact hours)
- Other requirements
 - Be a wine judge in three (3) competitions at the State level or higher to be certified

Diploma:

- Certified Wine Judge

4.9 CERTIFIED GUILD COMPETITION JUDGE

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
 - Certified Wine Judge Course (12 contact hours)
- Education requirements
 - Certified Guild Competition Judge Course (112 contact hours)

Diploma:

- Certified Guild Competition Judge

4.10 GUILD ELECTIVE COURSES

In addition to the required courses necessary to complete a certification program the Guild also offers elective courses that can be taken during the study for Level II, III or IV Certification.

These elective courses are designed to cover areas of study that might be of interest or necessary to a student depending upon their future life goals. For example, if you were interested in starting an import company specializing in importing wines from Eastern Europe than an elective course on Eastern European wine might be an important step towards achieving that goal.

It might also be strongly recommended by an instructor or Mentor to take one or more specific elective courses if tasting or practical knowledge skills need more development. These elective courses include the following and are offered in a 12-week or 1-week format. Contact the Guild for more information.

- Eastern Europe
- Business Management In The Wine Industry
- Practical Sommelier Service
- California Wines
- Washington and Oregon Wines
- French, Spanish, German and Italian For The Wine Industry

4.11 REMEDIAL AND REFRESHER COURSES

Guild public classes are used as remedial and refresher classes for professional students.

These classes may be require by the school or your instructor if: (a) you need a refresher course, (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.

4.12 EXTERNSHIP PROGRAM

Students that 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. The Guild, at it's 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:

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

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 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. If you are enrolled in a Level III diploma program, the requirement is 384 contact-hours. Again, students that 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 five or more years of experience in the industry do not have to complete an externship.

Each externship is a unique opportunity for students 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.

Questions? If you have any questions about the program or process contact the Guild Externship Director at externships@internationalwineguild.com. Or, call the Business Office at 303-296-3966.

Students that 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.

4.13 STUDENT TEACHING 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.
- Senior Wine Instructor – 80 classroom hours, total, as a student assistant and student teacher.
- Level IV – Master Wine Educator – 384 classroom hours as an instructor.

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 electronic training (eTraining). Specific programs have been developed for Sommeliers, Chefs, Wine Merchants, Wine Managers and Cellar Managers (those currently not in the business).

Our 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 providing the lectures, using the same lecture materials you would get if you were 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 to 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 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, not the 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. However, we will provide you downloadable copies of our professional wine evaluation form and a list of suggested wines to taste with each lecture.
- If you would like to taste the same wines the students in our Professional Wine Education courses taste, then we have arranged for you to be able to purchase them. However, this tasting does not meet the requirements for tasting for Certification.

- 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 and IV eTraining courses, you cannot receive a Level III Certification until you have successfully completed a Level II certification, or a Level IV Certification before successfully completing the Level III Certification.
- See each eTraining Course webpage on the Guild website, at 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 off of our website (www.internationalwineguild.com) you will immediately be transferred to a page on our website where the lecture of the first class of the course you have purchased can be viewed. A second option is to receive individual DVDs of each lecture in the mail.

After listening to the audio lecture, while watching the slide show of that lecture, you can take an exam on that lecture. You can listen to each lecture as many times and as often as you want to. 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.

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 any course at a speed that best fits how you like to study and take tests, anytime of day or night.

If there are 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 have access to 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.

If you want to taste wine from one of the countries or regions being studied we will include a list of suggested wines to taste. We will even provide a downloadable

professional evaluation form. Or, you can purchase our computer based wine evaluation software or pads of evaluation forms, both are available on the Guild website.

5.3 HARDCOPIES OF COURSE MATERIALS

If you would like a complete set of the 3-ring binders and notebooks that our in-class students receive 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, but you can 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, we will send you an email with your Guild eTraining student ID number. You will use your student ID number to have access to our eHelp! Hotline (if you are in the United States) or have access to our email hotline to ask questions, anywhere in the world. Questions will be answered by our Master level instructors, possibly even the same person who you listen to in the lectures.

Telephone help is available from 9:00 am to 3:00 pm, Monday through Friday, (Mountain Time – in the US). Questions must be limited to course material. We will try to answer emailed questions within 48 hours and have a person you can talk to available when you call. If no one is available, we will an instructor respond to your phone call within 24 hours.

5.5 eTESTING AND HOMEWORK

Each lecture includes a link to our website to take the exam associated with that particular lecture. These are the same exams, in an electronic format, which our in-class students take. As you successfully complete each eTest you can proceed to the next lecture of a program of study.

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. Not all lectures have homework requirements, however, every course includes a homework component.

5.6 FROM eTRAINING TO PROFESSIONAL CERTIFICATION

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

- You must score an average of 85% on all of the eTesting exams you take. You will only have two opportunities to take each exam at no additional cost. This includes required retakes (see below).
- Any exam that you score below a 75% on any individual test it must be retaken - there are no exceptions. One retake per exam is included in your eTraining tuition. Additional retakes must be paid for, just as our professional students must pay for them.
- 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 Wine Master, Master Wine Educator or Master Candidate), (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 and statute of limitations (see the next bullet).
- You must sign up for the eTraining to Professional Certification within two (2) 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 Guild training sites to complete your certification. A schedule of upcoming eTraining to Certification short-courses can be found on our website, or by calling the Guild.
- Certifications must be completed in order – although you can take Level III or IV eTraining courses, you cannot take the associated eTraining to Professional Certification short-course for a Level III Certification until you have completed a Level II Certification; or, complete a Level IV Certification short-course before completing a Level III Certification.
- At Level III and IV, not all courses needed for the Certification are available via eTraining – some are only available via classroom. For example, the Blind Tasting Course (a Level III Certification course) must be completed as an in-class course, not via eTraining.
- If there are any requirements for an externship or student teaching, these must be completed as well in a manner approved by the Guild.

5.7 TASTING THE WINES SERVED IN OUR PROFESSIONAL COURSES

Many of our eTraining students want to taste wines from the countries and regions they are learning about, but those wines are not available in their area. Through a special arrangement we have made with the stores from which we purchase wines for our classes we can have them ship wines to you as well.

The International Wine Guild will be your agent and will purchase the wines on your behalf. You will take delivery of the wines in Colorado and we will arrange for you to have the wines shipped to your home (no deliveries to businesses). The International Wine Guild will act as your agent with the shipping company as well.

You will be charged Colorado sales tax, because you are taking delivery of the wine in Colorado, and we will charge a flat fee, per shipment of \$45, as a handling fee. Packaging and shipping charges are at cost.

Allow two weeks for delivery. No shipments outside the continental United States. Shipments must be made to states that allow individuals to receive shipments of wine via interstate commerce from Colorado.

On the registration page for each Lecture of a Course is a link allowing you to purchase the wine. The price may vary, slightly, depending upon the availability of specific producers. The Guild reserves the right to substitute a wine of similar character and price of any wine on the current list. (We have to change producers for wines in our classrooms all the time because unique and esoteric wines from specific producers can be very difficult to find on an ongoing basis.)

5.8 INDIVIDUAL COURSES AVAILABLE VIA eTRAINING

The following eTraining courses are available from the Guild, beginning at Level II:

- Advanced Wine Course

At Level III:

- Advanced Wine and Food Pairing
- Advanced France
- Advanced Italy
- Advanced New World
- Wine Business

At Level IV:

- History of Wine: Ancient World
- History of Wine: Medieval World
- History of Wine: The Old World from 1500 to the Present
- History of Wine: The New World from 1500 to the Present
- Advanced Fortified Wines
- Advanced Fine Spirits
- Advanced Europe, Eurasia and Northern Africa
- Wine Markets and Management

Upon successful completion of each course you receive a certificate of completion for that specific eTraining course.

6.0 POSTPONEMENT AND CLASS 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. If a class is cancelled at the last minute due to extraordinary conditions, such as inclement weather, then students will be notified as soon as possible by phone and/or radio, and/or TV, from radio and/or TV stations who provide closure information as a public service. The Guild very rarely cancels classes.

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 evening and weekend classes due to extraordinary conditions following the closure schedule of Metropolitan State College of Denver, where our classes are taught.

7.0 TUITION AND FEES

7.1 COURSE FEES

The Guild charges tuition, book and materials fees as well as 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.

Book and material fees include wine and minimum Sommelier tools required for the course. Additional tools and teaching aids may be required for some students; see Section 7.4 for details. Tables 1 through 4 list in class (face-to-face) course fees, Table 5 through 7 list on-line course fees.

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL I	Certification Seminar	\$340	\$85	\$50	\$475
LEVEL II 12-week or 1-week IS	Advanced Wine Course (1)	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS

TABLE 1: LEVEL I AND II PROGRAM FEES

(IS = Intensive Study 1- - Week Course)

*Lunch is provided each day for IS courses

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL III 12-week or 1-wk IS	Adv. Wine & Food Pairing	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III 12-week or 1-wk IS	Adv. Regional: France	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III 12-week or 1-wk IS	Adv. Regional: Italy	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III 12-week or 1-wk IS	Adv. Regional: New World	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III 12-week or 1-wk IS	The Wine Business	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III 12-week or 1-wk IS	Blind Tasting	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL III	Master Exams	\$1350	\$1000	\$50	\$2400

TABLE 2: LEVEL III PROGRAM FEES

(Total Cost - \$13,200 paid as you take classes - \$13,650 for IS program)

(IS = Intensive Study 1- Week Course)

*Lunch is provided each day for IS courses

Program	Course	Tuition	Books & Materials	Registration	Total Fees
Cert. Wine Inst. 12-week or 1-wk IS	Certified Wine Instructor	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
Sr. Wine Inst. 12-week or 1-wk IS	Certified Sr. Wine Inst.	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
Master Wine Educator	Master Wine Educator	See LEVEL IV Certification			
Cert. Wine Judge 12-week or 1-wk IS	Certified Wine Judge	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
Guild Comp. Judge 12-week or 1-wk IS	Certified Guild Competition Judge	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS

TABLE 3: WINE INSTRUCTOR AND WINE JUDGE PROGRAM FEES
(IS = Intensive Study 1- Week Course) *Lunch is provided each day for IS courses

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL IV 12-week or 1-wk IS	Wine Markets and Management**	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Fine Spirits **	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Europe, Eurasia & Northern Africa **	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Fortified Wines**	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Wine History I	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Wine History II	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Wine History III	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV 12-week or 1-wk IS	Wine History IV	\$1150	\$600 \$675 IS*	\$50	\$1800 \$1875 IS
LEVEL IV	Master Exams	\$1350	\$1000	\$50	\$2400

TABLE 4: LEVEL IV PROGRAM FEES

(Total Cost - \$13,200 paid as you take classes - \$13,650 for IS program)

(IS = Intensive Study 1- Week Course) *Lunch is provided each day for IS courses

** Elective Courses – 2 must be taken of the 4 offered

Level II Program	Course Name	On-Line Lecture Course	Level II Certification Short-Course Tuition	Level II Short-Course Books, Materials & Registration Fee	Level II Total Fees For Certification Short-Course
LEVEL II ON-LINE	Advanced Wine Course	\$750 ¹	\$600 ²	\$525 ³	\$1125

TABLE 5: LEVEL II ON-LINE PROGRAM AND SHORT-COURSE FEES

¹Course fees include lecture, books and materials, on-line and telephone instructor support

²Lunch is provided each day of the 4-day Certification Short-Course

³Reduced book and materials fee assumes you have books and materials from the on-line lecture course

Level III Program	Course Name	On-Line Lecture Course	Level III Individual Short-Course Tuition	Level III Individual Short-Course Books, Materials & Registration Fee	Level III Total Fees For Individual Short-Course
LEVEL III ON-LINE	Adv. Wine & Food Pairing	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL III ON-LINE	Adv. Regional: France	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL III ON-LINE	Adv. Regional: Italy	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL III ON-LINE	Adv. Regional: New World	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL III ON-LINE	The Wine Business	\$1200 ⁴	NA	NA	NA
LEVEL III	Blind Tasting	Not Available As An On-Line Course			
LEVEL III	Master Exams	Not Available As An On-Line Course			

TABLE 6: LEVEL III ON-LINE PROGRAM AND SHORT-COURSE FEES

¹Course fees include lecture, books and materials, on-line and telephone instructor support

²Lunch is provided each day of the 4-day Certification Short-Course

³Reduced book and materials fee assumes you have books and materials from the on-line lecture course

⁴This course can be completed on line, course fees include lecture, books and materials, on-line and telephone instructor support, final exams and review of business plan

Level IV Program	Course Name	On-Line Lecture Course	Level IV Individual Short-Course Tuition	Level IV Individual Short-Course Books, Materials & Registration Fee	Level IV Total Fees For Individual Short-Course
LEVEL IV ON-LINE	Fortified Wines	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL IV ON-LINE	Fine Spirits	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL IV ON-LINE	Adv. Regional: Europe	\$750 ¹	\$600 ²	\$525 ³	\$1125
LEVEL IV ON-LINE	Wine Markets & Management	\$1200	NA	NA	NA
LEVEL IV ON-LINE	Wine History I	\$1200	NA	NA	NA
LEVEL IV ON-LINE	Wine History II	\$1200	NA	NA	NA
LEVEL IV ON-LINE	Wine History III	\$1200	NA	NA	NA
LEVEL IV ON-LINE	Wine History IV	\$1200	NA	NA	NA
LEVEL IV	Master Exams	Not Available As An On-Line Course			

TABLE 7: LEVEL IV ON-LINE PROGRAM AND SHORT-COURSE FEES

¹Course fees include lecture, books and materials, on-line and telephone instructor support

²Lunch is provided each day of the 4-day Certification Short-Course

³Reduced book and materials fee assumes you have books and materials from the on-line lecture course

⁴This course can be completed on line, course fees include lecture, books and materials, on-line and telephone instructor support and final exams

7.2 ADMISSIONS FEES

An applicable fee is required of an applicant for admission to the Guild. This fee is nonrefundable and will not be applied to tuition. See SECTION 9.3 to determine when this fee is applicable.

- Application for admission fee - \$25

7.3 SPECIAL FEES

The following special fees apply

- Returned check charge - \$20 per check
- Removal of a charge, crediting back a credit card – 2.5% of the charge on Visa and Master Card charges, 3% on American Express.

Note: The special fee for credit card charges is based on what the credit card companies charge the Guild to charge (a 2.5% V/MC – 3% AMEX fee) and then credit-back a payment made on a credit card.

7.4 PROGRAM RE-EXAM FEES

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

- **CERTIFICATION EXAM** - \$50 per exam.
- **ADVANCED WINE COURSE** - \$75 per Vinification exam, \$125 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.
- **MASTER LEVEL ENTRANCE EXAM** - \$150 per exam
- **MASTER LEVEL PROGRAM EXAMS** - \$200 per written exam, \$300 per practical and tasting exam
- **ON-LINE EXAM RETEST – LEVEL I** – 2 retests allowed; \$75 each.
- **ON-LINE EXAM RETEST – LEVEL II, III AND IV** - 2 retests allowed per exam; \$75 each.

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 five (5) 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.

7.6 PAYMENT SCHEDULE

The Guild will allow you to set up a payment schedule, however, all applicable fees must be paid prior to the start of any course or seminar. Contact the Guild Business Office for details and to arrange a payment schedule.

See the refund policy in SECTION 20 for refunds if you withdraw from a course.

7.7 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. There cost is not included in the regular fees for a course or program of study.

- Executive Sommelier Kit (Sommelier tool kit)
- Vinification Exam flash cards
- Large sized Wine Style Charts
- Wine evaluation software (Mac or PC)
- Wine history charts
- Large sized Wine and Food Pairing charts
- Certification Seminar on MP3
- Advanced Wine Course on MP3

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 public classes as an aid to your professional studies. These classes are not for credit and do not count towards your certification.

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 beer or spirits. Therefore, all students enrolled in a Guild professional 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 public class.

We will accept any of the following VALID ID'S: driver's license (from any state, as well as Canada and Mexico), International drivers 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.

8.2 NO EXPERIENCE IN THE INDUSTRY

If you have no experience in the wine or hospitality industry we highly recommend taking Wine 101 and Wine 102, Wine and Food 101 and 102, and Wine Components before commencing a program of professional study. These courses are not part of the professional program, they are considered preparatory for the program. Upon completion of these classes you will begin with the LEVEL I Certification – the Guild Certification Seminar.

With approval of your Advanced Wine Course instructor you may enroll in that course with no previous experience in the industry. However you may still be required to take some remedial public wine classes to improve your tasting skills.

See Section 4.12, above, for Externship requirements.

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 in a college or vocational school offering a related degree you may begin with the LEVEL I CERTIFICATION – 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 completed a wine course that is one term (quarter or semester) in length you can receive credit for the level I certification seminar and immediately began studying in an advanced program (level II certification).
 - 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. You will still have to complete an externship.

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 CERTIFICATION 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 certification 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 certification 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 certification 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 begin 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 applying for or receiving Veterans' educational benefits must have all previous college credit evaluated by the International Wine Guild. You will need to submit transcripts and an application.

8.6 OTHER EDUCATION OR WORK OPTIONS

If none of above education or work experience options seem 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 the Certification Seminar as it is only a day and a half long. Late enrollment deadline for all Level II, III and IV courses is the end of the second week (end of the second class). 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. Once enrolled, students will not be permitted to register for the Master Level Entrance Exam until these official credentials are received.

9.2 LEVEL I AND II CERTIFICATION

If you are enrolling for a Level I or Level II certification 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 CERTIFICATION

If you are enrolled in Level III or Level IV programs you must submit an ENROLLEMTN AGREEMENT for each course taken. In addition, you must submit the completed APPLICATION FOR ENROLLMENT with the \$25 nonrefundable application fee when you enroll for the Level III Master Entrance Exam.

Applicants to the Master Entrance Exam will be admitted upon indicating on the application 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 FOR ENROLLMENT, diploma-seeking applicants are certifying that they will request either a high school transcript with date of graduation or GED scores be sent directly to the Guild. Once enrolled, students will not be permitted to register for a second semester until these official credentials are received.

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 College Of Denver (MSCD) 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.

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 International Wine Guild professional courses, at Level II and III, for Credit towards 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 ACF CONTINUING EDUCATION CREDITS FOR GUILD COURSES

The following Guild courses have been approved for the American Culinary Federation Foundation for continuing education hours:

- Certification Seminar – 12 continuing education hours
- Advanced Wine Course (Level II) – 60 continuing education hours
- Advanced Wine and Food Pairing Course (Level III course)– 48 continuing education hours

The Advanced Wine Course and Advanced Wine and Food Pairing Course can be taken as term-long or intensive study courses. ACF members need 80 continuing education hours every five years to maintain their professional certification with the ACF.

ACF students can also complete the classroom portion of the Advanced Wine Course and the Advanced Wine and Food Pairing Course via our eTraining program.

10.0 VETERANS SERVICES

The Guild Business Office acts as the liaison between the U.S. Department of Veteran Affairs and the veteran student. The Guild Business 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 International Wine 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. The Guild may require you to take one or more Guild public courses on the same topic to make up the missed tasting.

For Level III and IV courses the student must meet with the instructor to determine an appropriate way to make up a missed class.

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 the Certification Seminar Exam with a minimum score of 70%. Exams for 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 for the following year. 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.

LEVEL II CERTIFICATION: Advanced Wine Course/Advanced Sommelier Course students who fail exams must retake that exam during the remaining timeframe of the course. Contact the course instructor for an exam schedule.

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.

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.

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 the 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	= U	Unsatisfactory

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. Certification Seminar exams 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	= U	Unsatisfactory

13.4 CUMULATIVE GPA TO RECEIVE A DIPLOMA

Eligibility for a diploma is as follows:

- Level I Certification (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 – GPA of 3.0 in the Level II Certification program
 - A score a 70% on the Master Program blind tasting entrance exam.

- Level III Certification – GPA of 3.50
 - And score a 70% on the blind tasting exams.
- Level IV Certification – GPA of 3.80

13.5 PASS-FAIL OPTION

The International Wine Guild currently has no pass-fail seminars or courses.

Students may choose to take the Guild Certification Seminar without taking the Certification exam. In such cases they become Friends of the Guild (Associate membership).

13.6 REPEATED COURSES (LAST GRADE STANDS)

A student may repeat any course taken at the International Wine 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 effect 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 International Wine 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 International Wine 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.

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). 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.

13.9 STATUTE OF LIMITATIONS

Level III or IV Programs that were started but not completed within five (5) 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.

Level II, III and IV On-Line Classes that are not completed within two (2) years of the last lecture taken have to retake the entire on-line program.

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 International Wine 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 on the campus of Metropolitan State College of Denver 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 that 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, 1380 Lawrence Street, Suite 1200, Denver, CO 80204. All student complaints to be received by the Division must be in writing or 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 and phone number: (303) 866-2723.

18.0 FACILITIES

The Guild is located at The Metropolitan State College of Denver, Room 124, 1201 5th Street, Denver, CO 80204. Our classrooms are furnished with modern equipment including access to a large commercial kitchen to prepare food for classes. The Guild currently teaches evening and weekend classes on the Metro State campus.

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 CERTIFICATION SEMINAR – LEVEL I CERTIFICATION

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, 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: \$475

Prerequisites: None

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

Type of Instruction: Lecture (7 hr) and lab (5 hr)

19.2 ADVANCED WINE COURSE – LEVEL II CERTIFICATION

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: \$1800; \$1875 as an intensive study course

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

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

19.3 ADVANCED WINE AND FOOD PAIRING COURSE – LEVEL III COURSE

Course Objectives: This 12-week 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Advanced Wine Course.

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (27.5 hr) and lab/tasting (16.5 hr)

19.4 ADVANCED REGIONAL: FRANCE – LEVEL III COURSE

Course Objectives: This 12-week 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Advanced Wine Course.

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (27.5 hr) and lab/tasting (16.5 hr)

19.5 ADVANCED REGIONAL: ITALY – LEVEL III COURSE

Course Objectives: This 12-week 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Advanced Wine Course.

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (27.5 hr) and lab/tasting (16.5 hr)

19.6 ADVANCED REGIONAL: NEW WORLD – LEVEL III COURSE

Course Objectives: This 12-week 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Advanced Wine Course.

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (27.5 hr) and lab/tasting (16.5 hr)

19.7 THE WINE BUSINESS – LEVEL III COURSE

Course Objectives: This 12-week 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 level. Students must write a business plan as part of this course. 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. To prepare a person to start their own business.

Total Tuition and Fees: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Advanced Wine Course.

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (32 hr) and lab (12 hr)

19.8 BLIND TASTING – LEVEL III COURSE

Course Objectives: This 12-week 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: \$1800; \$1875 as an intensive study course (+ \$100 exam fee (part of master exam fees)

Prerequisites: (1) any two (2) of the Advanced Regional courses

Length of Course: 12 weeks (44 contact hours)

Type of Instruction: Lecture (10 hr) and lab/tasting (34 hr)

19.9 MASTER EXAMS – LEVEL III CERTIFICATION

Course Objectives: This is a series of exams to determine if you receive the Guild Wine Master diploma. It includes written and tasting exams.

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: \$2400

Prerequisites: (1) Blind Tasting course and Master level entrance exams (5-wine double blind tasting)

Length of Course: (48 contact hours)

Type of Instruction: exams

19.10 HISTORY OF WINE – ANCIENT WORLD – LEVEL IV CERTIFICATION

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 500 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 its impact on the civilizations of the time period. The wine producing civilizations studied include, but are not limited to, Central Asia, Egypt, Greece, Rome, Eurasia 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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.11 HISTORY OF WINE – MEDIEVAL WORLD – LEVEL IV CERTIFICATION

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 500 AD to 1500. It presents the cultivation of wine grapes during that time frame as well as changes in wine making, wine as a major economic force and its impact on the civilizations of the time period. The wine producing civilizations studied 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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.12 HISTORY OF WINE – OLD WORLD SINCE 1500 – LEVEL IV CERTIFICATION

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, 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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.13 HISTORY OF WINE – NEW WORLD SINCE – LEVEL IV CERTIFICATION

Course Objectives: Wine has a much more varied importance in the new world. In most new world countries wine is not as major a part of culture as it is in the Old World. This course is designed to present the history of wine in the New World from 1500 to the present. It outlines the introduction of wine to New World countries by Europeans, as well as its impact on social structure and the economy of these countries. The wine producing countries studied include, but are not limited to, countries in 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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.14 FINE SPIRITS – LEVEL IV CERTIFICATION

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: Help prepare a person for an upper level management position in a spirits importer/exporter company, a wholesaler or supplier, or a spirits distributor. In addition, it prepares a person to be a spirits taster, writer or upper-division college level spirits instructor. Many people who are professional wine tasters work in the spirits industry as professional spirits tasters.

Total Tuition and Fees: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.15 ADVANCED REGIONAL EUROPE, AFRICA AND EURASIA – LEVEL IV CERTIFICATION

Course Objectives: This course is a complement to the there Level III Courses: Advanced Regional France, Advanced Regional Italy and Advanced Regional New World. It is designed to present the following countries at the same depth: Germany, Austria, Switzerland, Spain, Portugal, Hungary and the rest of Eastern Europe, Greece, Russia and other CIS countries, as well as Morocco and Algeria in northern Africa.

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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.16 FORTIFIED WINES – LEVEL IV CERTIFICATION

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: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.17 WINE MARKETING AND MANAGEMENT – LEVEL IV CERTIFICATION

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: 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 retail wine buyer, manage a commercial or private cellar, or be an upper-division college level wine instructor.

Total Tuition and Fees: \$1800

Prerequisites: (1) Level III Certification – Guile Wine Master.

Length of Course: 12 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab/tasting (12 hr)

19.18 MASTER EXAMS – LEVEL IV CERTIFICATION

Course Objectives: This is a series of exams to determine if you receive the Guild Master Wine Educator Diploma and Certification. It includes a series of written and practical exams.

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: \$2400

Prerequisites: (1) Level III Certification

Length of Course: (48 contact hours)

Type of Instruction: exams

19.19 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: \$1800; \$1875 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 hr) and lab/tasting (56 hr) including working with Guild instructors and practice teaching.

19.20 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Certified Wine Instructor Course

Length of Course: 6 months, including practice teaching

Type of Instruction: Lecture (48 hr) and lab/tasting (56 hr) including working with Guild instructors and practice teaching

19.21 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: \$1800; \$1875 as an intensive study course

Prerequisites: (1) Level II Certification.

Length of Course: 12 weeks

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

19.22 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 sommelier and wine and food pairing competitions

Total Tuition and Fees: \$600

Prerequisites: (1) Advanced Wine Course, (2) Advanced Wine and Food Pairing Course, (3) Certified Wine Judge Course

Length of Course: 12 weeks

Type of Instruction: Lecture (9 hr) and student assistant/competition (103 hr)

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 - \$150 plus the removal charge for crediting back a credit card.

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 8, below. The refund is based on the last date of recorded attendance.

Student is entitled to upon withdrawal/termination	Refund Amount
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 8: 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, 1380 Lawrence Street, Suite 1200, Denver, CO 80204. State Division e-mail address and telephone no. are 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 VA STUDENTS

Students who are attending Guild courses using their Veterans' benefits 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 9.

Student is entitled to upon withdrawal/termination	Tuition Refund Amount
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 9: VA STUDENT REFUND SCHEDULE

INTERNATIONAL WINE GUILD

PROFESSIONAL COURSE SCHEDULE - 2010

AT METRO STATE		2010	WII0 Winter			SPI0 Spring			SUI0 Summer			FAI0 Fall		
		Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
L-I	Cert. Seminar - Metro	Weekend	16-17*	20-21	20-21	17-18*	15-16	12-13	17-18*	14-15	18-19	9-10*	13-14	11-12
	Open House - Metro	Sat		13			8			7			6	

Level I Seminars with an asteric (*) have been scheduled to allow you to take the Seminar and immediately begin the Intensive Study Level II class the next day.

AT METRO STATE		2010	WII0 Winter			SPI0 Spring			SUI0 Summer			FAI0 Fall		
		Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level II	QUARTER LONG													
	Advanced Wine Course	Sun	10-Jan to	28-Mar	11-Apr to	27-Jun	11-Jul to	26-Sep	3-Oct to	19-Dec				
	Advanced Wine Course	Wed	13-Jan to	24-Mar	14-Apr to	23-Jun	14-Jul to	22-Sep	6-Oct to	15-Dec				
Level II	INTENSIVE STUDY	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Intensive Study Adv. Wine Course	Mon-Sun	18-24			19-25			19-25			11-17		
L-II	Make-up Sommelier & Vinification Exams	Varies	24		28	25		27	25		26	17		19

AT METRO STATE		2010	WII0 Winter			SPI0 Spring			SUI0 Summer			FAI0 Fall		
		Night	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level III	QUARTER LONG													
	Adv. Wine & Food	Mon	11-Jan to	22-Mar				12-Jul to	20-Sep					
	Adv. Reg I: France	Tues	12-Jan to	23-Mar				13-Jul to	21-Sep					
	Adv. Reg II: Italy	Mon				12-Apr to	21-Jun					4-Oct to	13-Dec	
	Adv Reg III: New World	Tues				13-Apr to	22-Jun					5-Oct to	14-Dec	
	Wine Business Course	Thur				15-Apr to	24-Jun					7-Oct to	16-Dec	
Level III	INTENSIVE STUDY	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Intensive Study Adv. Wine & Food	Mon-Fri	25-29						26-30					
Level III	Intensive Study Adv. Reg I: France	Mon-Fri		1-5						2-6				
	Intensive Study Adv. Reg II: Italy	Mon-Fri				26-30						18-22		
	Intensive Study Adv Reg III: New W	Mon-Fri					3-7					25-29		
	Intensive Study Wine Bus. Course	6 days						14-18					1-5	
	Intensive Study Blind Tasting Course	6 days						21-25					8-12	
L-III	Level III Entrance Exam	Varies			25			25			23			17
	Level III Exams	Mon-Fri		8-12			17-22			9-13			15-19	

Master Entrance Exam must be successfully completed before Master Exams. See the LEVEL III STUDENT GUIDE for more information.

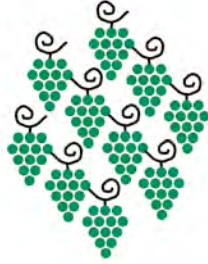
INTERNATIONAL WINE GUILD

PROFESSIONAL COURSE SCHEDULE - 2010

AT METRO STATE		2010	WI10 Winter			SP10 Spring			SUI0 Summer			FA10 Fall		
QUARTER LONG		Night	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level IV	History 1: Ancient World	Wed	13-Jan to		24-Mar									
	History 2: Medieval World	Wed				14-Apr to		23-Jun						
	History 3: Modern Europe	Wed							14-Jul to		22-Sep			
	History 4: Modern New World	Wed										6-Oct to		15-Dec
	Fine Spirits	Sun										3-Oct to		12-Dec
	Fortified Wines	Sun	10-Jan to		21-Mar									
	Wine Markets and Management	Sun				11-Apr to		20-Jun						
	Advanced Regional Europe & Africa	Sun							11-Jul to		19-Sep			
	Thesis	Weekly	11-Jan to		26-Mar	12-Apr to		25-Jun	12-Jul to		24-Sep	4-Oct to		17-Dec
INTENSIVE STUDY		Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level IV	History 1: Ancient World	Mon-Fri			8-12									
	History 2: Medieval World	Mon-Fri						M31-4						
	History 3: Modern Europe	Mon-Fri									6-10			
	History 4: Modern New World	Mon-Fri												6-10
	Fine Spirits	Mon-Fri												29-3
	Fortified Wines	Mon-Fri			15-19									
	Wine Markets and Management	Mon-Fri						7-11						
	Advanced Regional Europe & Africa	Mon-Fri									13-17			
L-IV	Level IV Exams	Mon-Fri		8-12			17-22			9-13			1-6	

AT METRO STATE		2010	WI10 Winter			SP10 Spring			SUI0 Summer			FA10 Fall		
Other	Certified Wine Instructor - Prof Prep	Fri	15-Jan to		26-Mar				16-Jul to		24-Sep			
	Certified Wine Instructor - Short Course	Saturday	30						31					
	Senior Wine Instructor	Fri				16-Apr to		25-Jun				8-Oct to		17-Dec
	Intensive Study Cert. Wine Instructor			8-12							A30-3			
	Intensive Study Sr. Wine Instructor						24-28							13-17
	Certified Wine Judge	Sat		13						28				
	Guild Competition Judge	Sat					29							4

IN AUSTIN, TEXAS		2010	All classes are held at the Culinary Academy of Austin (CAA)											
		Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I	Cert. Seminar	Weekend		20-21			15-16			14-15			13-14	
II	Intensive Study Adv. Wine Course	Mon-Sun					17-23						15-21	
III	Advanced Wine & Food Pairing	Mon-Fri		22-26										
III	Advanced Regional France	Mon-Fri							16-20					



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