

Research Chefs Association Certification Commission (RCACC)



CRC & CCS Certification Renewal Guidelines

Purpose

RCACC Certified professionals must apply for certification renewal (i.e. recertification) every five years. The purpose of renewal is to ensure that Certified Research Chefs and Certified Culinary Scientists maintain a level of competence and continue to enhance their knowledge through professional development activities.

Requirements & Eligibility

DEADLINE	CONTACT HOURS*	FEES	
		Member	Non-Member
October 1st of fifth (5) year of certification	75	\$275	\$550
October 2 nd –December 31 st of fifth (5) year certification	75	\$375	\$650
October 1- One year past certification	75	\$475	\$750

* Contact hours can be earned through a combination of Continuing Education and Professional Contributions

**After two years, the recertification is non-renewable, and to regain certification, such individuals will be required to reapply and begin the certification process from the starting point, pay applicable fees and pass the exam for their respective certification.

Supporting Documentation	<p>A. Sufficient documentation of continuing education hours includes certificates of attendance, transcripts or other written proof of attendance from a continuing education provider.</p> <p>Types:</p> <ol style="list-style-type: none"> 1. Letter or certificate of completion verifying the number of contact hours or CEUs* 2. Program outline clearly stating learning objectives, assessment procedures, references and resources <p>B. Supporting documentation is also required for professional contributions.</p> <p>Types:</p> <ol style="list-style-type: none"> 1. Proof of participation of committee involvement 2. Copies of articles, presentations, and program listings
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Relevant Methods of Obtaining Contact Hours	<p>A. Professional Contributions</p> <ol style="list-style-type: none"> 1. Mentor CRC/CCS applicants, candidates, interns, and/or new hires (minimum of 4 weeks) 2. Present program or paper at trade-related event (e.g., RCA, IFT, ACF, ADA, etc.) or regulatory organization (e.g., USDA, FDA, etc.) 3. Publish paper or write on-going education column in national trade journal. 4. Document active committee involvement of at least one year on RCA Education Committee, Regional Activities Committee, RCACC, or Advisory Committee of higher education Culinary® degree program
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	<ol style="list-style-type: none"> 5. Present Culinology® opportunities to a group (i.e., presentations to local schools or organizations) 6. Judge Culinology® Competition proposals 7. Judge and/or participate in on-site Culinology® Competition or other ACF competitions
Calculations of hours for Professional Contributions	Certification renewal candidates may earn five (5) contact hours per year per activity
	<p>B. Continuing Education</p> <ol style="list-style-type: none"> 1. Lecture, seminar, workshop, association annual conference seminar, hands-on course, and relevant educational opportunities in Culinology® <ol style="list-style-type: none"> a. i.e.: the fields of food science, culinary arts, and product development 2. Professional development courses <ol style="list-style-type: none"> a. i.e., Dale Carnegie Training Courses (online or in-person courses)
Calculations of hours for Continuing Education	<p>Lecture/Seminar/Workshop/Course</p> <ul style="list-style-type: none"> • RCACC will honor the number of contact hours or CEUs stated on documentation. <p>Distance Learning</p> <ul style="list-style-type: none"> • Provider’s estimation of “seat time” (including taking required quizzes and tests) <p>Online Education Presentation (i.e.: webinar, CD)</p> <ul style="list-style-type: none"> • RCACC will honor the number of contact hours or CEUs stated on documentation. <p>Annual Convention</p> <ul style="list-style-type: none"> • 5 certification renewal contact hours. Contact hours earned through convention attendance can account for no more than one-half of the required certification renewal contact hours. • For the convention to meet the criteria for certification renewal it must be: Associated with a nationally recognized professional organization. Related in content or of relevance to Culinology® (i.e.: the fields of food science, culinary arts, and product development) At least 3 days in length and offer educational sessions during a minimum of 5 hours in the 3-day period. <p>College Course Work</p> <ul style="list-style-type: none"> • Acceptable documentation of successful completion will be a copy of the transcript and catalog description or course syllabus to verify number of contact hours. • For the college course to meet the criteria for certification renewal it must be: Taken for transcript credit Successfully completed with a grade C or higher, or a “Pass” in a Pass/Fail course Taken at an accredited college or university Related in content or of relevance to Culinology® (i.e.: the fields of food science, culinary arts, and product development) <p>Speaker/Instructor</p> <ul style="list-style-type: none"> • Speaker/instructor vita or bio reflecting suitable qualifications to teach in the area. • 3 contact hours per 1 hour of lecture (presented at an RCA or industry-related function or post-secondary audience and is related in content or of relevance to Culinology®). Instructor cannot get credit for teaching the same course more than once in a certification renewal period. <p>*Note: When the term CEU, continuing education unit is used in materials received for certification renewal, credit will be awarded at the rate of 10 contact hours for 1 CEU.</p>

Continuing Education and Professional Contribution Hours

In order to be approved for certification renewal, RCACC certified professionals must provide documentation of 75 contact hours of continuing education and/or professional contributions for recertification purposes earned during the five-year certification period. Acceptable continuing education includes any lecture, seminar, workshop, association annual conference seminar, hands-on course, or other relevant educational opportunity in Culinology® (i.e. the fields of food science, culinary arts, and product development).

Sufficient documentation of continuing education hours includes certificates of attendance, transcripts or other written proof of attendance from the continuing education provider. When the term CEU “continuing education unit” is used in materials received for certification renewal, credit will be awarded at the rate of 10 contact hours for 1 CEU. Contact hours of continuing education for certification renewal purposes may only be earned for the certification renewal period in question, and therefore may not carry over to future certification renewal periods. In all cases, review and approval of continuing education for certification renewal purposes will be a function of RCACC staff based on established criteria and with oversight and consultation with the RCACC as needed.

Certification renewal for retired individuals is neither fee-based nor age-restricted, but such individuals must be fully retired and meet the same contact hour requirements as do working certified professionals.

Contact hours of continuing education for certification renewal purposes may include the following:

Continuing Education

For a lecture/seminar/workshop/course to meet the criteria for certification renewal it must be related in content or of relevance to Culinology® (i.e. the fields of food science, culinary arts, and product development). Non-project-specific, in-company educational seminars are acceptable provided the seminars meet all other guidelines for acceptable certification renewal.

Acceptable documentation of continuing education course work will be:

1. A letter or certificate verifying both the successful completion of the lecture/seminar/workshop/course, and the number of contact hours or CEUs.
2. A fully developed program outline with clearly stated:
 - Learning Objectives
 - Assessment Procedures
 - References and resources
3. Speaker/instructor vita or bio reflecting suitable qualifications (e.g. education, training, or experience) to teach in the area of the lecture/seminar/workshop/course.

Instructors may earn contact hours of continuing education for recertification purposes at a 3 contact hours of CE earned per 1 hour of lecture ratio provided the lecture/seminar/workshop/course is presented at an RCA or industry-related function, or to a post-secondary audience and is related in content or of relevance to Culinology® (i.e. the fields of food science, culinary arts, and product development). The instructor cannot get credit for teaching the same course more than once in a certification renewal period.

A distance learning provider’s estimation of “seat time” – the average time it takes to work through a given course, including taking the required quizzes and tests – is acceptable as continuing education contact hours for certification renewal purposes, provided the course meets all other guidelines for acceptable certification renewal.

Viewing a CD of an education presentation may be acceptable as continuing education for renewal purposes provided the certificant’s company documents successful completion.

Annual Convention

For a convention to meet the criteria for certification renewal it must be:

1. Associated with a nationally recognized professional organization.
2. Related in content or of relevance to Culinology® (i.e. the fields of food science, culinary arts, and product development).
3. At least three days in length and offer educational sessions during a minimum of 5 hours in the three-day period.

Five certification renewal contact hours may be earned for such a convention. Acceptable documentation of convention attendance will be either an acknowledgement of registration for the convention or a copy of the individual's convention badge. Contact hours earned through convention attendance can account for no more than one-half of the required certification renewal contact hours.

College Course Work

For a college course to meet the criteria for certification renewal it must be:

1. Taken for transcript credit.
2. Successfully completed with either a grade of C or higher, or a "Pass" in a Pass/Fail course.
3. Taken at an accredited college or university.
4. Related in content or of relevance to Culinology® (i.e. the fields of food science, culinary arts, and product development).

Acceptable documentation of successful completion will be a copy of the transcript and catalog description or course syllabus in order to verify number of contact hours.

Professional Contributions

Certification renewal candidates may earn five contact hours per year per activity from the following professional contributions provided documentation is submitted:

1. Mentor CRC/CCS applicants, candidates, interns, and/or new hires (for a minimum of 4 weeks).
2. Present program or paper at trade-related event (e.g. RCA, IFT, ACF, ADA, etc.) or regulatory organization (USDA, FDA etc.).
3. Publish paper or write on-going education column in national trade journal.
4. Document active committee involvement of at least one year on RCA Education Committee, Regional Activities Committee, RCACC, or Advisory Committee of higher education Culinology degree program.
5. Present Culinology® opportunities to a group (i.e., presentations to local schools or organizations).
6. Judge Culinology® Competition Proposals.
7. Judge and/or participate in an On-site Culinology® Competition or other ACF Competitions.

Application

Approximately one year before certification is up for renewal, a letter will be sent from the RCACC reminding the certified individual of his/her need to submit the certification renewal information in a timely manner. The certification renewal form and instructions will be included.

Fee & Due Date

The certification renewal fee is \$275 for RCA members and \$550 for non-members and must be submitted along with all required documentation by October 1 of the final year in the five-year certification period. Certified individuals may request a two-month filing extension to December 1 for an additional fee of \$100.

In cases where renewal applications are not submitted by December 1, certification will be considered to have lapsed, and removal of the CRC®/CCS® designation from the respective name will be required at that time.

Lapsed certifications may be renewed if the individual provides documentation at an additional fee of \$100 (i.e., Member fee: \$475 and Non-Member fee: \$750). After one year, the recertification is non-renewable. To regain certification, such individuals will be required to reapply and begin the certification process from the starting point, pay applicable fees, and pass the exam for their respective certification.

Questions: Please contact RCA Certification at certification@culinology.org or call RCA Headquarters at 312.673.5575.