



# Certified Research Chef™ (CRC®) & Certified Culinary Scientists™ (CCS®) Certification Renewal Guidelines



## RCA RENEWAL DEADLINES

Certified Research Chefs™ (CRC®s) and Certified Culinary Scientists™ (CCS®s) renew their certification every five years to continue enhancing their knowledge through professional development activities and to document their continued competence.

Renewal Deadline	RCA Contact Hours*	5-year Renewal Fee	
		RCA Member	Non-Member
<b>October 1</b> of fifth (5) year of certification	75	\$275	\$550

\* See [RCA Contact Hours](#) section below.

## LAPSED RENEWAL DEADLINES

Certification is considered expired if it is not renewed by October 1 of the fifth year, and the CRC®/CCS® designation may no longer be used, but it may be reinstated. During the three years after the certification lapses, it may be renewed with a variable fee penalty and a pro-rated number of RCA Contact Hours required. After year eight, the certification is non-renewable and individuals must begin the initial certification process anew and submit new initial certification application and pass the current version of the certification exam.

Lapsed Renewal Deadlines	RCA Contact Hours	5-year Renewal Fee	
		RCA Member	Non-Member
<b>Lapsed Renewal: Between October 2 and December 31 of fifth (5) year</b> of certification**	75	\$375	\$650
By December 31st of <b>sixth (6) year</b> of certification (one year past renewal deadline)***	90	\$475	\$750
By December 31st of <b>seventh (7) year</b> of certification (two years past renewal deadline)***	105	\$575	\$850
By December 31st of <b>eighth (8) year</b> of certification (three years past renewal deadline)***	120	\$675	\$950

\*\*Individual is no longer considered certified after the initial October 1 renewal deadline passes

\*\*\* For those renewing an expired certification, their next renewal will fall five years after the renewal date.



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## RCA CONTACT HOURS

RCA Contact Hours (as defined below) are earned through Continuing Education and Professional Contribution activities supporting continued certification during the designated certification period.

The certification period begins immediately upon passing the certification exam or upon successful renewal of an RCA Advanced certification. The certification period ends on October 1 of fifth (5) year of certification

RCA Contact Hours can be earned at any cadence during the certification period; however, RCA recommends an average of 15 RCA Contact Hours per year.

Activities earn different numbers of RCA Contact Hours, which may not reflect the actual hours spent on the activity. The table below shows examples of activities that count towards each category, how to calculate their RCA Contact Hours, and the documentation required.

Category	Example of Activity	Calculating RCA Contact Hours	Supporting Documentation
<p><b>PROFESSIONAL CONTRIBUTION</b></p> <p>Maximum of 50% of all required RCA Contact Hours may come from this category per renewal cycle</p>	<p>Present program or paper at trade-related event or regulatory organization</p> <hr/> <p>Publish paper or write on-going education column in national trade journal</p> <hr/> <p>Active committee involvement of at least one year on an RCA Board, Committee, or RCA-sponsored Culinology® Competition</p> <hr/> <p>Serve on Advisory Committee of higher education Culinology® degree program</p>	<p><b>Volunteer:</b> Up to five (5) RCA contact hours per year per RCA volunteer service upon completion of active term of service Note: Additional documentation required</p> <hr/> <p><b>Speaker/Instructor:</b> Three (3) RCA Contact Hours per 1 hour of lecture Note: Additional documentation required</p> <hr/> <p><b>Writing:</b> 1000 words in final published article for three (3) RCA Contact hours Note: Additional documentation required</p>	<p>Meeting or conference program listings listing speakers</p> <hr/> <p>Proof of participation of committee involvement</p> <hr/> <p>Copies of articles or presentations</p> <hr/> <p>Letter of appreciation from conference or competition organizers</p>

*Chart continues on the next page.*



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Category	Example of Activity	Calculating RCA Contact Hours	Supporting Documentation
<b>CONTINUING EDUCATION</b>	<p>Lecture, seminar, workshop, association annual conference seminar, hands-on course, and relevant educational opportunities that align to the <a href="#">Culinology® Learning Objectives</a></p> <hr/> <p>Relevant Executive Level professional-development course (e.g., MBA-style project management course)</p> <p>Maximum of 20 RCA Contact Hours may come from this category per renewal cycle</p>	<p><b>Live Virtual or In-Person Lecture / Seminar / Workshop / Course:</b> number of contact hours stated on documentation at a rate of 1 RCA Contact Hour = 60 minutes</p> <ul style="list-style-type: none"> <li>• Courses 50-59 minutes round up to 1 RCA Contact Hour</li> <li>• 1 ACF or IFT Contact Hour = 1 RCA Contact Hour</li> </ul> <hr/> <p><b>RCA Conference (In-Person and Virtual):</b> 5 RCA Contact Hours or the number of RCA contact hours of recorded attendance as documented by RCA (whichever is greater)</p> <p><b>Non-RCA on-site Conference:</b> 5 RCA Contact Hours max per event</p> <hr/> <p><b>Self-Study Distance Learning:</b> Provider's estimation of "seat time" (excludes test taking) at a rate of 1 RCA Contact Hour = 60 minutes</p> <hr/> <p><b>College Course Work:</b> Converted at a rate of 15 RCA Contact Hours per 1.00 college credit Relevant Executive Level college course work are capped at a maximum of 20 RCA Contact Hours per renewal cycle</p>	<p>Please provide proof of both (1) attendance and (2) alignment with the <a href="#">Culinology® Learning Objectives</a> for every activity submitted under this section.</p> <p>To confirm attendance, your documentation may include:</p> <ul style="list-style-type: none"> <li>• Registration confirmation</li> <li>• Payment receipt</li> <li>• Organization transcript</li> <li>• Certificate of completion</li> <li>• Name badge</li> </ul> <p>To confirm alignment with the <a href="#">Culinology® Learning Objectives</a> your documentation may include:</p> <ul style="list-style-type: none"> <li>• Course Description from the host organization</li> <li>• Course Syllabus</li> <li>• Onsite Program Guide</li> </ul>

**Questions?** Please contact RCA Certification at [certification@culinology.org](mailto:certification@culinology.org) or call RCA Headquarters at 312.321.6861.