Research Chefs Association Certification Commission (RCACC)

CRC® Certification Application

Eligibility	Open to any food product R&D professional who meets all three of the education, food service work experience and R&D work experience eligibility requirements (see below).	
Application Fee	Member: $550	Non-Member: $1000
Exam	Multiple Choice 100 questions	Minimum score of 80% required
Renewal	Required every 5 years by October 1	

The Certification Process

1. Complete the certification application and pay required application fee. An incomplete application may cause delays in approval process.
2. A background check will be conducted by an independent agent.
3. Applicant will be notified of approval or denial within eight to twelve weeks. In case of denial you may appeal.
4. Applicant may sit for exam.
5. All Applicants who successfully pass the exam with a minimum of 80% will be awarded the title *Certified Research Chef (CRC®)*. Each CRC® will receive a certificate from the Research Chefs Association Certification Commission (RCACC).

Eligibility for CRC®

	Bachelor Degree or higher in Culinary Arts (or related degree)	Associate Degree in Culinary Arts	Culinary Apprenticeship -or- Culinary Certificate -or- Culinary Diploma Graduate (1000 hour minimum)	No Culinary Degree Must take 30 college level Contact Hours in each of the following courses: - Food Safety - Nutrition - Culinary Professional Development
Education				
Food Service Experience	1 year**	3 years**	4 years**	5 years** -and- Pass the ACF Certified Culinarian Practical Exam
Research & Development Experience	3 years*	3 years*	3 years*	3 years*
CRC Validation Exam	80% passing score	80% passing score	80% passing score	80% passing score

*All years must be full-time work experience
**Full-time= 2000 hours per year

Explanation of Eligibility Criteria
Culinary Arts Related Degree
The following degrees can be submitted for review by the Commission for approval of CRC® eligibility. A syllabus and course description is required.
- Culinary Nutrition
- Culinary Science
- Food Service Management
- Hospitality
- Hotel & Restaurant Management

Research and Development experience
Acceptable experience comes from positions where R&D is the primary focus. For purpose of RCACC approval R&D is described as hands on bench work in food product development of one of the following:
- Standardized and reproducible recipes for multiple food service operations and the use of industrial ingredients or manufacturing/processing methods
- Standardized and reproducible formulas for manufacturing and the use of industrial ingredients or manufacturing/processing methods
- Standardized and reproducible recipes for consumers

Food Service experience
For the purpose of RCACC approval Food Service experience is defined as hands-on cooking on a production or supervisory position in a commercial kitchen.

CRC® Education and Food Service experience
Eligibility criteria may be fulfilled by holding any of the following American Culinary Federation (ACF) certifications:
- Certified Sous Chef (CSC)
- Certified Chef de Cuisine (CCC)
- Certified Executive Chef (CEC)
- Certified Master Chef (CMC)
- Certified Culinary Educator (CCE)
- Certified Working Pastry Chef (CWPC)
- Certified Executive Pastry Chef (CEPC)

Documentation of Education and Work Experience
Education and work experience must be verifiable and submitted with application. Submitting documentation separately will cause a delay in the approval process.
- Acceptable documentation of education are:
  - official/unofficial transcripts
  - diplomas
  - certificates
- Work experience and contact hours must be verifiable with background check or further documentation may be required.
- Self-employed applicants must submit two references who can verify full-time work experience.

  Please submit original COPIES ONLY of certificates, diplomas, transcripts (unless official transcript is submitted), etc. **Documents will not be returned**.

Other/Additional Experience
Applicants may petition the RCACC for recognition of their experience or education not covered by the above categories.

Exam Information

Testing Centers:
CRC® exam applicants may take their exam at the RCA Annual Conference & Culinology® Expo held annually in March/April. Exams may also be taken at a local area college or testing center. For more information on college testing centers contact RCA Certification at RCAcertification@kellencompany.com or RCA Headquarters at (678) 298-1178. All exams must be scheduled through RCACC.

Exam References:
The CRC® exam tests baseline food science knowledge (90 multiple-choice questions) and culinary arts knowledge (10 multiple-choice questions). The answers to exam questions can be found in the most recent editions of *Elementary Food Science* (Ernest R. Vieira), *Essentials of Food Science* (Vickie A. Vaclavik and Elizabeth W. Christian) and *On Cooking: a Textbook of Culinary Fundamentals* (Sarah R. Labensky, Alan M. Hause).
A comprehensive study guide is provided on the RCA website.

Exam Reports:
Following the exam all Applicants will receive an Exam Report which relates exam results as a percentage correct of the total number of questions per knowledge competency tested.

Exam Retakes:
Applicants who do not pass the exam may retake the exam with prior-approval at a scheduled time, date and place. The cost for retaking the exam is a non-refundable $150 administration and processing fee (an additional Assessment center fee may be required).

RCACC recommends Applicants wait to receive their exam report for additional study before retaking the exam.

Applicant Profile

All information must be complete. Any information left blank or incomplete will delay the approval process.

Name (last, first, middle initial)**:**			
Home Mailing Address:			
City:	**State:**	**Postal Code:**	**Country:**
Home Phone:		**Email:**	
Business Mailing Address:			
City:	**State:**	**Postal Code:**	**Country:**
Fax:		**Business Phone:**	
SSN:		**Date of Birth:**	

Disclosure and Authorization for Release of Information

In connection with my application for Certified Research Chef (CRC$^{®}$) certification through the Research Chefs Association Certification Committee (RCACC), I hereby authorize RCACC and its authorized representative, NOREED & ASSOCIATES, INC. and their respective agents to solicit information regarding my employment and education back ground. I understand that a photocopy of this authorization can be accepted with the same authority as the original.

The Verification process is required for Employment reference and Education. Please **initial below** your approval for each (eligibility cannot be approved without verification of each):
____ Employment reference
____ Education verification

Printed Name:_____

Signature:_____

Date:_____

Education Background

Please list all education background. Include all degrees, certificates, and courses from accredited institutions. Documentation of all degrees and courses must be submitted with the application.

	Degree or Course	Dates Attended
Name of Institution: **Address:** **Phone Number:**		
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Name of Institution: **Address:** **Phone Number:**		
Name of Institution: **Address:** **Phone Number:**		
Name of Institution: **Address:** **Phone Number:**		

Food Service Work Experience

List all full-time food service production and/or supervisory positions in a commercial kitchen you have held (1 year or longer of service preferred) with most recently held position first.
References will be contacted so it is advised that you give your listed references prior notice.

	Date Started (mm/yy)	Dated Ended (mm/yy)
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		

Research & Development Work Experience

List all research and development positions you have held (1 year or longer of service preferred) with most recently held position first.
References will be contacted so it is advised that you give your listed references prior notice.

	Date Started (mm/yy)	Dated Ended (mm/yy)
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		
Job Title: **Duties:** **Employer Name:** **Address:** **Phone:** **Reference Name:** **Phone:**		

Fees and Payment

The application fee covers the cost of application and one scheduled written test. If an application for certification is denied, $275 will be refunded to RCA members and $500 to non-members.

Please check one:
_____   RCA Member $550
_____   Non-Member $1,000

Paid By: __Check __AMEX __MC __VISA
Please make checks payable to:
Research Chefs Association Certification Commission

Check/Credit Card Number		**Expiration**
Amt. Paid	**Payment**	
		Signature (credit card only)

Certification Agreement

With this application, I am applying for CRC® certification. In submitting this application, I acknowledge that the information I have provided is accurate. I understand that acceptance into the program is based on this application. I hereby give the Research Chefs Association Certification Commission (RCACC), permission to verify my past employment and education. I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which may result from such an investigation.

In addition, I agree to hold The Research Chefs Association (RCA) and the Research Association Certification Commission harmless from any and all liability in the even this application is rejected in the basis of the information furnished to the RCACC by me or third persons which would, in the judgment of the RCACC, make me ineligible for certification. I agree to accept the RCACC's decision as to my eligibility for this certification.

Signature:_____   Date:_____

Research Chefs Association Certification Commission
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