

Research Chefs Association Certification Commission (RCACC)



CCS® 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. (*Applicant must contact a local testing center for a proctor and contact RCA Certification Coordinator for appointment confirmation. To ensure test will be shipped in a timely matter, confirmed dates/location details must be confirmed within 1-2 weeks prior to scheduling the exam)
5. All Applicants who successfully pass the exam with a minimum of 80% will be awarded the title *Certified Culinary Scientist (CCS®)*. Each CCS® will receive a certificate from the Research Chefs Association Certification Commission (RCACC).

Eligibility for CCS®

Education	Bachelor of Science Degree -or- Higher in Food Science	Associate Degree in Food Science -or- Related degree	No Food Science or Related Degree Must take 30 contact hours in each of the following college level courses: - Microbiology - Nutrition - Chemistry
Food Service Experience	Pass ACF Certified Culinarian Practical Exam -or- 1 year Full-time** Food Service Experience -or- 120 Contact Hours in RCACC defined hands-on culinary work	Pass ACF Certified Culinarian Practical Exam -or- 1 year Full-time** Food Service Experience -or- 120 Contact Hours in RCACC defined hands-on culinary work	Pass ACF Certified Culinarian Practical Exam -or- 1 year Full-time** Food Service Experience -or- 120 Contact Hours in RCACC defined hands-on culinary work
Research & Development Experience	3 years*	5 years* in Food Product Development or Food Manufacturing (minimum of 3 years* must be in R&D)	8 years* in Food Product Development or Food Manufacturing (minimum of 3 years* must be in R&D)
CCS Validation Exam	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

Food Science Related Degree

The following degrees can be submitted for review by the Commission for approval of CCS[®] eligibility. A syllabus and course description is required.

- Culinary^{®+}
- Food Technology
- Microbiology
- Chemistry
- Nutrition
- Biochemistry
- Meat Science
- Dairy Science
- Cereal Science
- Biology
- Fish Science
- Poultry Science
- Sensory Science
- Food Engineering

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. For the purpose of CCS[®], the Commission may consider the acceptance on a case-by-case basis of multiple food service positions of less than one year, but longer than three months. The CCS[®] Food Service Experience eligibility requirement may be satisfied by holding a Bachelor of Science degree in Culinary[®].

Food Manufacturing

Food manufacturing can best be described as methods and procedures commonly used in the manufacturing industry, including large commissary operations. The expectation is that products produced are generally mass-produced and packaged for later use by either by a consumer, another food processor, or a foodservice operation.

Hands-On Culinary Coursework

For CCS[®] eligibility hands-on culinary coursework is defined as coursework that is approximately 25% instructor lecture/demo and 75% student production course at accredited colleges, universities or culinary schools in Culinary Arts.

Documentation of Education and Work Experience

Education and work experience must be verifiable and should be submitted with application. Submitting documentation separately may cause a delay in the approval process.

- Documentation of education is required. Acceptable documentation includes:
 - o official/unofficial transcripts
 - o diplomas
 - o 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:**

CCS® exam Applicants may take their exam at the RCA Annual Conference & Culinology® Expo held annually in March. Exams may also be taken at a local area college 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 CCS® exam tests baseline culinary arts knowledge (90 multiple-choice questions) and food science 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 the first time 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 Culinary Scientist (CCS®) 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:		
Name of Institution: Address: Phone Number:		
Name of Institution: Address: Phone Number:		
Name of Institution: Address: Phone Number:		
Name of Institution: Address: Phone Number:		
Name of Institution: Address: Phone Number:		

Food Service Work Experience/ Culinary Arts Education

List date(s) of one the following options:

- ACF Certified Culinarian Practical Exam (copy of certificate must be included with application)
- 1 year full-time, hands-on cooking, in a production or supervisory position in a commercial kitchen
- 120 hours in hands-on culinary coursework at an accredited college, university, or culinary school (transcript and course descriptions must be submitted with application)

References will be contacted so it is advised that you give your listed references prior notice.

ACF Certified Culinarian Practical Exam Date passed: _____ Required certificate enclosed: Yes: _____ No: _____		
1 Year Full-time cooking position Job Title: Duties: Employer Name: Address: Phone: Reference Name: Phone:	Date Started (mm/yy)	Dated Ended (mm/yy)
120 hours of Hands-on Culinary coursework School Name: Degree/Course(s): Address: Phone: Required Transcript Enclosed: Yes: _____ No: _____ Required Course Descriptions enclosed: Yes: _____ No: _____	Date Started (mm/yy)	Dated Ended (mm/yy)
120 hours of Hands-on Culinary coursework School Name: Degree/Course(s): Address: Phone: Required Transcript Enclosed: Yes: _____ No: _____ Required Course Descriptions enclosed: Yes: _____ No: _____	Date Started (mm/yy)	Dated Ended (mm/yy)

Research & Development Work Experience

List all research and development and applicable food product development or food manufacturing positions held for 1 year or longer with most recently held position first.

References will be contacted so it is advised that you give your listed references prior notice.

Job Title: Duties: Employer Name: Address: Phone: Reference Name: Phone:	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:		

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 CCS® 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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