



Certified Research Chef™ (CRC®) & Certified Culinary Scientist™ (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
5 th Year of Certification	75	\$275	\$550

* Beginning September, 2025, RCA Certification has moved to an anniversary-date based system.

Example: You became certified on July 1, 2025. You must renew your certification on or before July 1, 2030. You renewed your certification on November 5, 2023. You must renew your certification on or before November 5, 2028.

**See RCA Contact Hours section below.

LAPSED RENEWAL DEADLINES

Certification is considered expired if it is not renewed within the fifth year of certification, 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, or three years past the initial renewal date, 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
6 Months Past Renewal Date***	75	\$375	\$650
1 Year Past Renewal Date (6 th Year)	90	\$475	\$750
2 Years Past Renewal Date (7 th Year)	105	\$575	\$850
3 Years Past Renewal Date**** (8 th Year)	120	\$675	\$950

*** Individual is no longer considered certified after their initial renewal date passes.

Example: You become certified on July 1, 2025. You do not renew your certification on or before July 1, 2030. You are no longer able to use the CRC/CCS designation, but you may re-instate your certification. If you renew by January 1, 2030, you are 6 months past your initial renewal date. If you renew by July 1, 2031, you are one year past your renewal date.

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

Chart continues on the next page.



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Category	Example of Activity	Calculating RCA Contact Hours	Supporting Documentation
CONTINUING EDUCATION	Lecture, seminar, workshop, association annual conference seminar, hands-on course, and relevant educational opportunities that align to the Culinology® Learning Objectives Relevant Executive Level professional-development course (e.g., MBA-style project management course) Maximum of 20 RCA Contact Hours may come from this category per renewal cycle	Live Virtual or In-Person Lecture / Seminar / Workshop / Course: number of contact hours stated on documentation at a rate of 1 RCA Contact Hour = 60 minutes • Courses 50-59 minutes round up to 1 RCA Contact Hour • 1 ACF or IFT Contact Hour = 1 RCA Contact Hour RCA Conference (In-Person and Virtual): 5 RCA Contact Hours or the number of RCA contact hours of recorded attendance as documented by RCA (whichever is greater) Non-RCA on-site Conference: 5 RCA Contact Hours max per event Self-Study Distance Learning: Provider's estimation of "seat time" (excludes test taking) at a rate of 1 RCA Contact Hour = 60 minutes College Course Work: Converted at a rate of 15 RCA Contact Hours per 1.00 college credit Relevant Executive Level college course work is capped at a maximum of 20 RCA Contact Hours per renewal cycle	Please provide proof of both (1) attendance and (2) alignment with the Culinology® Learning Objectives for every activity submitted under this section. To confirm attendance, your documentation may include: • Registration confirmation • Payment receipt • Organization transcript • Certificate of completion • Name badge To confirm alignment with the Culinology® Learning Objectives your documentation may include: • Course Description from the host organization • Course Syllabus • Onsite Program Guide

Questions? Please contact RCA Certification at certification@culinology.org or call RCA Headquarters at 859.514.9191.