



RCACC Certification Renewal Form Preview of Questions

- * Are you currently an RCA member?
- * Which Certification are you Renewing?
- * Your Name
- * Certification Date
- * What Year Did You Last Recertify?
- * Date of Birth (month, day and four-digit year)
- * Home Mailing Address
- * Contact Information
- * Employer Information

Continuing Education and Professional Development

Certification renewal requires 75 hours collectively from continuing education or professional contributions since the date of your most recent certification (five-year period).

Acceptable documentation of all continuing education and professional contribution contact hours must be submitted with your application. You will be asked to upload documentation of on the final page of this form.

LECTURES, SEMINARS & WORKSHOPS

Please list each lecture/seminar/workshop, dates attended, and the number of contact hours earned towards your certification renewal.

Please format as follows, using a new line for each entry if possible.

1. Example: Food Processing Basics: Nov 2023; 40 Hours
2. Course Name, Month and Year, # Hours

CONFERENCES

Please list each Annual Conference and provide the date attended and the number of contact hours earned towards your certification renewal. Contact hours for this option cannot exceed more than one-half the required certification renewal contact hours.

Please format as follows, using a new line for each entry if possible.

1. Example: RCA Annual Conference; March 2023; Quincy, Mass., X Hours
2. Annual Conference, Date, Location, # Hours

COLLEGE COURSES

Please list each college course and provide the date attended and the number of contact hours earned toward your certification renewal.

Please format as follows, using a new line for each entry if possible.

1. Example: Exploring Food Science & Technology, Ohio State University, 03/23, 4 Hours
2. College Course, Institution, Semester Date, # Hours

PROFESSIONAL CONTRIBUTIONS

Please list each professional contribution and provide the date completed and the number of contact hours earned towards your certification renewal.

Please format as follows, using a new line for each entry if possible.

1. Example: Taught "Banking Fundamentals" at University of Arkansas; March 6-10, 2023; 40 Contact Hours
2. Professional Contribution, Date, # Contact Hours

WRITTEN STATEMENT*

Please provide a rationale for how the gained continuing education and professional contribution contact hours support your professional development and enhance your professional competence (150 words or less).

Documentation Upload*

Documentation of all contact hours must be submitted with this application. Missing, incomplete or inaccurate documentation will cause a delay in the approval process.

Agreement and Payment*

Renewal of CCS and CRC certification requires payment of \$275 for RCA members and \$550 for non-members, if submitted by the deadline. Please review the [renewal guidelines document](#) for an outline of the fee structure.

Upon receipt of this completed application, RCA Headquarters will send an invoice for payment of the renewal fee.

If paying by check, please make your check payable to the Research Chefs Association and mail to PO Box 2144, Lexington, KY 40588-2144. Please include a copy of the invoice, or your name on the check, so that we can ensure it is applied to the correct renewal applicant.