



## RBA - Certification Application

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### The Certification Process

Certification involves the evaluation of candidate experience, knowledge and skills. Individual capabilities are evaluated as follows: the application identifies experience; the online test determines professional knowledge; and the practical test demonstrates skills. Steps in the certification process are:

**Step 1:** Complete a certification application and fax, email, or mail it with the appropriate fee to the RBA 15941 Harlem Ave. #347, Tinley Park, IL 60477.

**Step 2:** RBA staff conducts a preliminary analysis of the application. If there are any discrepancies, the application is returned with a letter detailing the particular problems.

**Step 3:** Upon verification, the applicant is granted "candidate" status. The candidate then has two years within which to complete the tests associated with the certification level.

**Step 4:** If the application or certification is denied, you will receive a letter detailing the reasons for the decision. You may appeal the decision.

**Step 5:** RBA staff will create a permanent (paper) file for approved candidates and certified bakers.

**Step 6:** Candidates are responsible for coordinating the online tests with RBA. RBA will email the link to the online test(s), and notify the candidate of the results. **ONLINE TESTS MUST BE PASSED BEFORE THE PRACTICAL EXAM CAN BE TAKEN.**

**Step 7:** RBA will schedule dates and sites for practical tests. Candidate registration is required.

**Step 8:** Candidates who successfully complete the tests are awarded a certification pin and certificate.



## Application for Certification

### Contact Information

Select home or business address for correspondence purposes.

Name (Mr./Ms.) \_\_\_\_\_ Phone \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

### Select a Certification Level

**Certified Journey Baker (CJB):** A student or entry-level baker who has a minimum of one year (2,000 hours) of verifiable commercial/retail baking experience OR a minimum of one year combination of education and commercial/retail baking work experience of which at least 1,000 hours must be work experience.

**Certified Baker (CB):** Must have a minimum of four years (48 months) of verifiable full-time commercial/retail baking experience, OR a CJB certification plus three years of verifiable full-time commercial/retail baking experience.

**Certified Decorator (CD):** Must have a minimum of four years (48 months) of verifiable decorating experience working in a commercial/retail bakery.

**Certified Master Baker (CMB):** Must have a CB certification PLUS a minimum of an additional four years (48 months) of verifiable full-time commercial/retail baking experience.

## Certification Fees/Payment

Your check, money order or credit card information MUST accompany this completed application. The initial application fee covers the cost of the application, one scheduled written test and one scheduled practical test. Candidates who must re-test for either the written or practical segments are subject to additional fees.

**Group discounts are available for qualified candidates.**

	<u>RBA Member</u>	<u>RBA Non-Member</u>
Certified Journey Baker	\$50	\$75
Certified Baker	\$200	\$300
Certified Decorator	\$200	\$300
Certified Master Baker	\$750	\$1,000

Payment method:  VISA  MasterCard  American Express  Check (in US funds made payable to RBA)

Total Fee: \$ \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Signature \_\_\_\_\_

**REFUND POLICY:** The application fee is non-refundable. A partial refund may occur under the following circumstances:

1. Overpayment of fee. The applicant will be refunded the difference between the current certification fee and their total payment.
2. Failure to qualify.

## Certification Agreement

With this application, I am applying for RBA certification and I acknowledge that the information provided is accurate. I understand that acceptance into the program is based on this application. I hereby give the Retail Bakers of America permission to verify the information provided and I release from liability all persons and companies supplying such information.

In addition, I agree to hold RBA and its Certification Board harmless from any and all liability in the event this application is rejected on the basis of the information furnished to the RBA by me or third persons, who would, in the judgment of the RBA, make me ineligible for certification. I agree to accept the Certification Board's decision as to my eligibility for this certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Professional Work Experience

List every baking/culinary job (both part-time and full-time) that you have held during your career. Include requested employer information, job title, duties and the start and finish dates. Arrange this information in a reverse chronological order with the most recent experience first. Make sure that you can account for all time, and have avoided counting two jobs for the same time period.

Employer Name & Address   Title & General Duties	Start Mo/Yr	End Mo/Yr	Number of Months (Hours for CJBs)

Please use an additional sheet of paper to list more employers if needed.

## Education Requirements

Applicants should list relevant educational background. This may include high school or college culinary baking degrees, certificates or courses, correspondence courses (AIB, etc.), National Baking Center courses, RBA's events (meetings, exhibits, and/or seminars) or RBA or local affiliate workshops. **CMB certification requires 30 hours of professional development courses/seminars** (see criteria sheet for more information). CB, CD, and CMB candidates must have verification of the Serv-Safe certification or completion of a sanitation course offered by a school, government agency or association.

Name of Institution or Workshop	Degree or Course	Dates Attended

## Criteria for RBA Certification

### Certified Journey Baker (CJB)

A baker at this level assists in the preparation and production of pies, cookies, cakes, breads, rolls, desserts or other baked goods for a commercial bakery. Duties may include stocking ingredients, preparing and cleaning equipment; measuring ingredients, mixing, scaling, forming, proofing, oven tending, and product finishing. He/she must demonstrate a basic knowledge about the principles of sanitation.

#### Qualifying Criteria

- Education: no mandatory requirement.
- Work Experience: a minimum of one year (2,000 hours) of verifiable commercial/retail baking experience, or a minimum of one year combination of education and commercial/retail baking work experience of which at least 1,000 hours must be work experience.
- Written Test: achieve a passing score of 70%.

### Certified Baker (CB)

A Certified Baker prepares and produces baked goods while assisting with general commercial bakery operations. He/she has considerable responsibility and autonomy and participates in a broad range of both complex and routine work activities, including supervision of other staff and allocation of resources. He/she must demonstrate a basic knowledge of bakery sanitation, management, retail sales/merchandising and staff training.

#### Qualifying Criteria

- Education: must have a verification of the Serv-Safe certification or the completion of a 30-hour sanitation course offered by a school, government agency or association.
- Work Experience: a minimum of four years of verifiable full-time commercial/retail baking experience, or a CJB plus three years of verifiable full-time commercial/retail baking experience.
- Written Test: achieve a passing score of 70%.
- Practical Test: achieve a passing score for a one-day practical test administered by RBA.

### Certified Decorator (CD)

A decorator at this level and for this designation prepares and finishes sweet baked goods for a commercial bakery. Duties include preparing icings, decorating a variety of cakes using various techniques, seasonal displays and specialty designs, and working with customers. He/she demonstrates a basic knowledge about sanitation.

#### Qualifying Criteria

- Education: must have a verification of the Serv-Safe certification or the completion of a 30-hour sanitation course offered by a school, government agency or association.
- Work Experience: a minimum of four years of verifiable decorating experience working in a commercial/retail bakery.
- Practical Test: achieve a passing score for a one-day practical test administered by RBA.

## **Certified Master Baker (CMB)**

A baker at this level and for this designation participates in a broad range of complex, technical or professional work activities, performed in a wide variety of contexts with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is present. He/she must have the technical and administrative skills necessary to operate and manage the production area of a full-line independent or in-store commercial bakery. He/she must produce high quality bakery foods, and demonstrate a basic knowledge about the principles of sanitation, management, retail sales/merchandising and training.

### **Qualifying Criteria**

- Education: must have verification of the Serv-Safe certification or the completion of a sanitation course offered by a school, government agency or association. The CMB also requires a total of 30 contact hours of professional development courses/seminars or workshops in supervision (focused on human relations, team work, and supervision) or bakery management and production.
- Work Experience: all candidates must have achieved a Certified Baker (CB) designation plus have a minimum of an additional four years (48 months) of verifiable full-time commercial/retail baking experience.
- Written Test: achieve a passing score of 70%.
- Practical Test: achieve a passing score of 70% for a two-day practical test administered by RBA.

### **Professional Development and Continuing Education Requirement**

Candidates may fulfill the professional development or continuing education requirement in many ways. RBA recognizes formal (educational institution based) and informal (seminars, workshops, distance learning) educational experiences as well as trade shows and affiliate programs.

1 Continuing Education Unit (CEU) would equal 10 contact hours for any program offering CEUs.

## **Preparing Your Application -Some Common Sense Guidelines**

- Applications should be exact and complete. Type or print all information carefully.
- Do not send any original documents. All material submitted will be placed in the applicant's permanent record.
- The application should be neat. Do not use outside covers, plastic page covers, notebooks, dividers or tabs.
- Do not include congratulatory letters, brochures or copies of newspaper or magazine articles.

After Submitting the Application -Next Steps Study Guides (CB's and CMBs only)

Candidates will receive a Study Guide to help them prepare for the written and performance tests.

### **Reference Texts**

Either of these textbooks can be used to prepare for the CJB or CB written tests: *(both available from RBA)* Practical Baking by William Sultan, AVI Publishing Company Professional Baking by Wayne Gisslen, John Wiley and Sons.

## **The Online/Written Tests**

Most exams will be given via an online link. The RBA staff will schedule your online exam and send you a link to the test. You will need to find a quiet space and give yourself the full time allotted. Once you click on the link for the exam, you are NOT able to stop and go back in, so it is very important to block out a time for you to test. You do not need a proctor for the online exam.

For a written exam, you are responsible for finding a proctor for the written test(s). A proctor can be a friend, colleague, educator and/or baker -anyone willing to monitor the test. Many RBA Affiliates will organize a date to proctor written tests. RBA will mail the test to the proctor. If any section of the written test is not passed, it can be re-taken after additional study. Once a section is passed it does not have to be retaken. RBA will score the tests and contact you with the results.

## **The Practical Tests**

Practical tests are conducted on Saturday and Sunday at a school with adequate work stations and equipment. RBA uses 3 to 5 judges, and a test administrator or on-site test coordinator. Candidates must achieve the minimum passing grade (70%) for each test segment and a 70% for the test overall. CMBs take a two-day practical test; CB's and CDs take a one-day practical test.

## **Examinations**

The written examination for Certified Baker and Certified Master Baker must be taken and passes prior to taking the practical examination. A minimum of five (5) candidates is required to hold a practical exam. Examinations will be held at locations that can accommodate up to ten (10) candidates, has the proper equipment available and does not charge for the use of the facility. Test results will be provided in writing to the candidates within four (4) weeks of taking the examination and will be sent from the RBA office.

### **Certified Baker/Certified Master Baker Practical Exam**

A candidate who fails one or two product segments may re-test on those segments. The re-test will include the failed items plus two (2) additional products to allow for scoring on time management. A candidate who fails three or more product segments must re-take the entire practical exam. The test must take place during a regularly scheduled test. The fee for the re-test is \$150.00 per item.

If a candidate fails the written or practical test, in whole or in part, two (2) items, must wait a year from the date of the second failed test before reapplying to take the test.

### **Certified Decorator Practical Exam**

A candidate who fails one or two product segments may re-test on those products only. If candidates do not finish all products, they must retake the entire exam test again. If a candidate fails three or more products, they must retake the entire practical exam during a regularly scheduled test. The fee for the re-test is \$150.00 per item.

If a candidate fails the practical test, in whole or in part, two (2) times, they must wait a year from the date of the second failed test before reapplying to take the test.