



RBA - Certification Application

The Certification Process

The certification process evaluates a candidate's experience, knowledge, and skill. The initial application identifies a candidate's level of experience, the online exam determines professional knowledge, and the practical exam demonstrates practical skill. Below is your roadmap to becoming an RBA certified professional.

STEP 1: Complete the certification application. Email or mail the application and appropriate application fee to The Retail Bakers of America.

15941 Harlem Ave. #347, Tinley Park, IL 60477, Certification@RetailBakersofAmerica.org

If the application contains discrepancies or incorrect/incomplete information, it will be returned with a letter detailing any concerns.

STEP 2: Upon acceptance of the application, the applicant is granted "candidate" status. The candidate must complete all tests associated with the certification level within **two years**.

STEP 3: Candidates are responsible for coordinating the online written exam with RBA. RBA will email an exam link to the candidate, and notify the candidate of the results. **ONLINE TESTS MUST BE PASSED BEFORE REGISTERING FOR A PRACTICAL EXAM.**

STEP 4: After passing the written test, register to take a practical exam. Examination schedules are available online, or email Certification@RetailBakersofAmerica.org for more details.

STEP 5: Candidates who successfully complete all exams are awarded a certification pin and certificate. Congratulations!

Criteria for Levels of 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 75%.

Certified Journey Decorator (CJD)

A decorator 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 & Video Submission: achieve a passing score of 75%.

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 75%.
- 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 **or** a CJD plus three years of verifiable full-time commercial/retail baking experience.
- **Written Test:** achieve a passing score of 75%.
- **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 three years (36 months) of verifiable full-time commercial/retail baking experience, **or** over ten years of verifiable full-time commercial/retail baking experience without a Certified Baker designation.
- **Written Test:** achieve a passing score of 75%.
- **Practical Test:** achieve a passing score of 75% 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.



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 1000 hours commercial/retail baking work experience.
- Certified Journey Decorator (CJD):** A student or entry-level cake decorator who has a minimum of one year (2,000 hours) of verifiable commercial/retail decorating experience OR a minimum of one-year combination of education and 1000 hours commercial/retail decorating 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, OR a CJD certification plus three years of verifiable full-time commercial/retail decorating experience.
- Certified Master Baker (CMB):** Must have a CB certification PLUS a minimum of an additional three years (36 months) of verifiable full-time commercial/retail baking experience, OR 10+ years verifiable full-time commercial/retail baking experience with no CB designation.

Certification Fees/Payment

Your check, money order or credit card information must accompany this completed application. The initial non-refundable application fee of \$25 covers the cost of the application. Once your application has been approved, you will be charged the exam fee, which covers one scheduled written test and one practical test. Candidates who must re-test for either the written or practical segments are subject to additional fees. **A final registration fee is due at the time a candidate registers for a practical exam at a specific test site.** This amount covers the candidate's cost of ingredients and test site operating expenses.

Group discounts are available for qualified candidates.

	<u>RBA Member</u>	<u>RBA Non-Member</u>	<u>Test Site Registration</u>
Certified Journey Baker	\$50	\$75	N/A
Certified Journey Decorator	\$50	\$75	N/A
Certified Baker	\$200	\$300	\$50
Certified Decorator	\$200	\$300	\$50
Certified Master Baker	\$750	\$1,000	\$150

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. Once an application has been accepted and is granted candidate-status, all fees become 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 _____

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 (CBs, CD, and CMBs only)

Approved candidates will receive a study guide to help them prepare for the written and performance tests.

Preparing Your Application -Some Common-Sense Guidelines

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.

The written examination for Certified Baker, Certified Decorator and Certified Master Baker must be taken and passed prior to taking the practical examination.

The Practical Tests

Practical tests are typically 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 (75%) for each test segment and a 75% for the test overall. CMBs take a two-day practical test; CB's and CDs take a one-day practical test.

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 (CMB)/ \$50.00 per item (CB/ CD).

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.

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 avoid 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 CJB/CJD)

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

Retail Bakers of America
15941 Harlem Ave., # 347, Tinley Park, IL 60477
Phone and Fax: 800-638-0924 www.retailbakersofamerica.org