



Application for Certification

Select home or business address for correspondence purposes.

Name (Mr./Ms.) _____ Home Phone _____

Home Mailing Address _____

City _____ State _____ Zip _____

Business Name _____ Business Phone _____

Business Mailing Address _____

City _____ State _____ Zip _____

Fax _____ 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 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.

| | Start Mo/Yr | End Mo/Yr | Total Number of Months <i>(Hours for CJBs)</i> |
|--|-------------|-----------|--|
| Name & Address of employer Title & general duties | | | |
| Name & Address of employer Title & general duties | | | |
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| Name & Address of employer Title & general duties | | | |
| <i>Use an additional sheet of paper to list more employers if needed</i> | | | |

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 |
|---------------------------------|------------------|----------------|
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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.

| | RBA Member | Non-Member |
|--------------------------------|--------------|--------------|
| Certified Journey Baker | \$100 | \$125 |
| Certified Baker | \$450 | \$600 |
| Certified Decorator | \$300 | \$450 |
| Certified Master Baker | \$650 | \$850 |

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.

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

Total Fee: \$ _____

Credit Card Number _____ Expiration Date _____

Card Holder's Name _____ Signature _____

Criteria for RBA Certification

Certification Levels

| | |
|-------------|--|
| Level One | Certified Journey Baker (CJB) |
| Level Two | Certified Baker (CB) Certified Decorator (CD) |
| Level Three | Certified Master Baker (CMB) |

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.
- WorkExperience: 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.
- WorkExperience: 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.
- WorkExperience: 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.

| Source or Activity | Approved Hours | Documentation |
|--|---|--|
| RBA or national food service related convention and seminar attendance | official hours attended | convention verification sheet or registration confirmation |
| Regional RBA, affiliate or food service related conference and seminar attendance | official hours attended | conference verification sheet |
| University, College or Community College | 16 hours per semester | transcript or diploma |
| Other accredited, credit-granting institution | credited hours awarded | transcript or diploma |
| State accredited, secondary educational institution | actual course hours / contact or credit hours | transcript, diploma or certificate |
| Distance learning vendor providing courses on sanitation, human relations and management | contact hours awarded | certificate |

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

The Certification Process

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

Step 1: Complete a certification application and mail it with the appropriate fee to RBA (RBA, 8400 Westpark Drive, 2nd Floor, McLean, VA 22102) 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 finding a proctor and coordinating the written tests with RBA. RBA will send the proctor the written test(s), and notify the candidate of the results. **Written tests MUST BE PASSED before the practical test is 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.

Preparing Your Application -Some Common Sense Guidelines

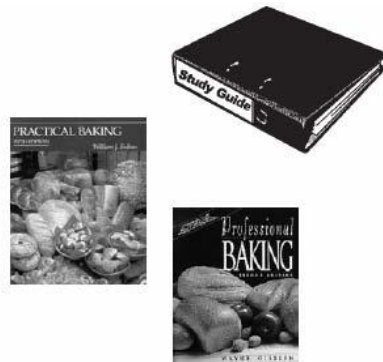
- Applications should be exact and complete. *Type* or *print* all information carefully.
- Do not send any original documents. All material submitted will be placed in the applicant's permanent record.
- The application should be neat. Do not use outside covers, plastic page covers, notebooks, dividers 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 Written Tests

You are responsible for finding a proctor for the written test(s). A proctor can be a friend, colleague, educator 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 CD's take a one-day practical test.