QUICK START GUIDE



NRCA PROCertification®

ROOFING FOREMAN

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NRCA

NATIONAL ROOFING CONTRACTORS ASSOCIATION

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This guide provides an overview of the NRCA ProCertified® Roofing Foreman credential.

What is NRCA ProCertification®?

A certification is a designation you earn when you prove you know how to do your job the right way. NRCA ProCertification is a certification program for roofing workers. Its goal is to build a competent, sustainable, high-performing roofing and waterproofing industry workforce. It is targeted at workers who have some roofing experience. It includes experience requirements, skills verification by an employer and testing.

NRCA ProCertification is not a training program. But NRCA does offer many education and training programs for roofing workers. You can find them at nrca.net/education.

What are the available certifications?

There is one NRCA ProCertified Roofing Foreman certification. It is issued with a system-specific designation. Currently, designations are available for:

- Architectural metal flashings and accessories
- Asphalt shingle systems
- Clay and concrete tile systems
- EPDM systems
- Thermoplastic systems

Who is eligible?

To be eligible to become an NRCA ProCertified Roofing Foreman, you must have enough experience and working knowledge of roof system installation practices and industry-specific safety practices to recognize when an installer is not following manufacturer's requirements or is violating a safety regulation.

You can demonstrate this by meeting one of the following eligibility criteria:

Option A: You hold an NRCA ProCertified roof system installer certification in the roof system in which you want to be designated.

Option B: You have at least two years of experience as a roofing foreman overseeing installation of the roof system in which you want to be designated.

Also, a supervisor must verify in writing he or she has observed that you consistently:

- Respond to safety and quality violations in a timely fashion
- Motivate installers
- Model professional behavior
- Demonstrate effective leadership

A separate verification form must be submitted for each roof system designation.

How do I get certified?

To become certified, you must:

1. Meet the eligibility requirements.

2. Complete the online application found at nrca.net/procertification.

3. Have your employer verify your skills. After NRCA receives your application, NRCA will email a link to an Employer Verification form to the supervisor named on the application. A separate form must be submitted for each roof system designation.

4. Pass a computer-based test given at a local approved testing center, or at another location that meets remote testing requirements. The test can be taken a maximum of three times. Each attempt after the first requires an additional fee.

You must complete these steps within 24 months of your application being approved.

How will I know if I am ready to get certified?

Review the Job Task Analysis for NRCA ProCertified Roofing Foreman to become familiar with the topics on the exam and determine your readiness for successful completion. It is available at nrca.net/procertification.

An online tutorial describing the computer-based test and a free online practice test are available at https://nrca.net/procertification/roofing-foreman/preparation-resources.

Does NRCA offer training to help me prepare for certification?

NRCA offers technical education and safety training classes for all skill levels. It also offers extensive leadership and management training courses designed to help foremen succeed. Details about them are found at nrca.net/education.

Completing roofing-related training or reviewing other resources may help prepare you for certification. But you are not required to complete any specific training. Completing training from NRCA also does not guarantee you will pass NRCA ProCertification exams.

What does the test look like?

Candidates will be given up to two hours to complete the test. For all questions, you can listen to the instructions, questions and answers in English or Spanish. There are primarily three types of questions on the test:

- You will see one or more pictures and a question followed by three possible answers. You will be asked to pick the best picture or the best answer.

- You will see and hear a story about a roofing project followed by a question with three possible answers. You will be asked to pick the best answer.
- You will see multiple-choice questions with three possible answers. You will be asked to pick the best answer.

What is on the test?

The NRCA ProCertified Roofing Foreman certification is based on four essential performance pillars:

- Safety
- Quality
- Productivity
- Customer service

The Quality pillar is system-specific. It is not tested directly in the certification exam. A foreman certification applicant's knowledge about roof system installation quality is confirmed in writing by a supervisor.

Test questions about safety, productivity and customer service are common for all roof system types.

1. Safety questions make up about 65 percent of the test.
   a. Ladder safety (placement and use)
   b. Personal protective equipment (for example, gloves, eye protection, hard hat, shoes)
   c. Fall protection (for example, personal fall-arrest systems, guardrails, warning lines and safety monitors, railing, warning lines)
   d. Electrical (for example, grounding and equipment in good working order)
   e. Public safety (for example, job setup, traffic cones, barriers on sidewalk, signs)

2. Productivity questions make up about 20 percent of the test.
   a. Sequencing work (for example, where to start, what direction to orient the work)
   b. Assigning the work (for example, deciding who does what work and in what order)
   c. Keeping the crew productive (for example, during planned and unplanned interruptions)
   d. Training and coaching (for example, increasing and improving crew capacity)
   e. Using the right equipment (for example, selecting the right tools to bring to a job site and ensuring the tools are in working order)

3. Customer service questions make up about 15 percent of the test.
   a. Clean area (for example, pick up and properly dispose of debris)
   b. Restore, mind the details (for example, put things back where they were)
   c. Introduce self, explain what/when
   d. Be honest (give correct information, take responsibility if something is damaged)
   e. Manage disruptions with building owners or occupants (for example, noise, odors, dirt, dust, fumes)

Technical content in exams is based on NRCA's technical manuals and best practices. Test questions about safety are based on federal regulations that affect roofing workers. They are not based on regional, state or local regulations.

Where do I take the test?

You can take the test at any local Prometric Test Center located throughout the U.S., or at any location that meets remote testing requirements. To find the center nearest you, visit prometric.com/nrca. You must sign up in advance to take the test.

What do I get when I am certified?

- A digital badge showing you are an NRCA ProCertified Roofing Foreman. You can put the digital badge on your social media accounts. It also can be put on a website or printed on a decal or business card. The badge will list the system(s) you are designated in.
- Two decals of the badge
- A photo ID wallet card that contains a QR code others can use to electronically verify the credential

How long does certification last?

You must renew your certification every three years. Renewal encourages you to keep your knowledge and skills up to date. The renewal requirements are:

1. Paying a renewal fee
2. Having at least 1,500 hours of foreman experience during the three-year period
3. Completing at least 12 hours of technical training related to the job task analysis for the certification during the three-year period
4. Completing at least 12 hours of leadership/management training related to the job task analysis for the certification during the three-year period
5. Completing at least 30 hours of safety training related to the job task analysis for the certification during the three-year period
6. Submitting an attestation that the work experience and training requirements were met

What types of training meet the renewal requirements?

Following are some examples of acceptable training for meeting renewal requirements. Other roofing-related education also may qualify. Training can be offered in classroom, hands-on, video-based or online formats.

Technical, leadership/management and safety training

Training provided by manufacturers or distributors of roofing materials, tools or equipment about:

- New technologies for roofing materials, tools or equipment
- System installation techniques
- System design considerations
- Product-specific safety considerations

Training provided by a roofing contractor about:

- New installation techniques
- Project-specific installation requirements
- System design considerations
- Toolbox Talks and other roofing safety topics

Training provided by NRCA about:

- Roof system design, maintenance or repair
- CERTA training and other roofing safety topics
- Foreman leadership and management skills
- Training skills

Leadership/management training

Training provided by others about:

- Construction or project management
- Foreman leadership and management skills
- General leadership and management skills

Safety training

Training provided by a safety consultant about:

- Roofing safety topics

Training provided by an Authorized OSHA Outreach trainer or organizations that offers OSHA training about:

- Common job-related safety and health hazards
- OSHA standards for the construction industry
- OSHA trainer course the construction industry

Certification renewal audits

A percentage of certification renewal applications is randomly selected for audit each year. Selected applicants will be contacted and given three options for renewal:

A percentage of certification renewal applications is randomly selected for audit each year. Selected applicants will be contacted and given three options for renewal:

- Supply documentation supporting fulfillment of experience and training requirements during the three-year certification period
- Participate in a structured phone interview about work experience and training received during the three-year certification period
- Pass a computer-based exam

How much does certification cost?

Item	NRCA Member Fee	Nonmember Fee
Certification fee *		
1st designation:	$1,199	$2,399
Each additional designation:	$379	$759
Test retake fee	$199	$399
Test reschedule fee	$100	$100
Three-year renewal fee **	$199	$399

*Fee includes one attempt at the computer-based test.
**This fee covers all system designations.

If an applicant does not meet the eligibility requirements, the certification fee will be refunded minus a $249 administrative fee.

Bulk application discounts are available starting at 10 applications or more for roofing foreman certification. Contact Jeff Jarvis, NRCA's vice president of membership, sales and business development, at jjarvis@nrca.net for specific details.

Additional policies and FAQs

The following policies are detailed at nrca.net/procertification.

- Change of Address
- Confidentiality
- Confidentiality of Individual Participant Scores
- Denial and Revocation of Credential
- Grievance/Appeals Process
- Nondiscrimination Policy
- Ownership of NRCA ProCertification Program Materials
- Prohibited Use of Credential
- Testing Accommodations
- Verification of Information by NRCA
- Warranty Disclaimer and Limitation of Liability

Answers to frequently asked questions also can be found at nrca.net/procertification/resource-center/faqs.

ProCertification contacts

Mailing Address:
National Roofing Contractors Association
Attn.: Certification Department
10255 W. Higgins Road, Suite 600
Rosemont, IL 60018-5607

Email: certification@nrca.net
Telephone: (847) 299-9070

Office Hours: 8 a.m. to 4:30 p.m. CST