

# QUICK START GUIDE



**NRCA**  
PROCertification®

## ROOF SYSTEM INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide provides an overview of the NRCA ProCertified® Roof System Installer credential.

## **What is NRCA ProCertification®?**

A certification is a designation you achieve 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.

Earning a certification can:

- Prove you know the right way to install a roof
- Prove you are a professional roof system installer

NRCA ProCertification is not a training program. But NRCA offers many education and training programs for roofing workers. You can find them at [nrca.net/education](https://nrca.net/education).

## **What are the available certifications?**

NRCA ProCertified roof system installers are certified in specific roof systems. Currently, certifications are available for:

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

## **Who is eligible?**

All certifications for NRCA ProCertified roof system installers have eligibility requirements. They include having roofing experience and passing an online exam. The eligibility requirements must be met before a hands-on performance exam can be scheduled to earn certification.

The table below shows the eligibility requirements for NRCA ProCertified roof system installer certifications.

Roof system	Minimum roofing experience	Required experience	Pass NRCA ProCertified® Roof System Installer online exam
Architectural metal flashings and accessories	24 months	Installing gutters; using various joinery methods; metal component attachment	Low-slope systems OR Steep-slope systems
Asphalt shingles	18 months	Installing flashings, valleys and various shingle types	Steep-slope systems
Clay and concrete tile	24 months	Installing metal edge flashings and accessories; tile layout and attachment	Steep-slope systems
EPDM	24 months	Installing flashings; sheet layout and attachment	Low-slope systems
Thermoplastic	24 months	Installing flashings; sheet layout and attachment	Low-slope systems

## How do I get certified?

To become certified you must:

1. Meet the eligibility requirements, which include having roofing experience and passing an online exam. The online exam can be taken before or after applying for certification. The online exam can be accessed at [nrca.net/procertification](http://nrca.net/procertification).
2. Complete the online application found at [nrca.net/procertification](http://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.
4. Pass a hands-on performance exam. The performance exam can be taken a maximum of two times.

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

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

To determine whether you are ready to become certified, you can review the following NRCA ProCertification documents:

- The content outline for the applicable roof system:
  - NRCA ProCertified® Roof System Installer Low-slope Roof Systems Exam Content Outline
  - NRCA ProCertified® Roof System Installer Steep-slope Roof Systems Exam Content Outline
- Job task analysis for the applicable roof system
- Readiness checklist for the applicable roof system
- Performance assignment for the applicable roof system

These are available at [nrca.net/procertification](http://nrca.net/procertification).

## Does NRCA offer training to prepare me for certification?

NRCA offers a variety of training classes for all skill levels. Details can be found at [nrca.net/education](http://nrca.net/education). Completing roofing-related training or reviewing other resources may prepare you to become certified, 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 is the online exam like?

The online exam for certification eligibility asks questions about safety and installing either low- or steep-slope roof systems. Each test has these features:

- It contains 60 questions in multiple-choice format.
- It can be taken in English or Spanish.
- Test takers can choose to have questions and answers read aloud in addition to viewing the text.
- It can be accessed any time at [nrca.net/procertification](http://nrca.net/procertification).
- The test can be taken before or after applying for certification.
- Candidates can take the exam as many times as necessary to achieve a passing score.
- Results of a successful test are valid for 12 months to meet the eligibility requirement for NRCA ProCertification.®

Topics covered in the online exams are described in the NRCA ProCertified® Roof System Installer Low-slope Roof Systems Exam Content Outline and NRCA ProCertified® Roof System Installer Steep-slope Roof Systems Exam Content Outline. They can be found at [nrca.net/procertification](http://nrca.net/procertification).

## What is the hands-on performance exam like?

The hands-on performance exam has two parts:

- Demonstrating correct use of a personal fall-arrest system and answering oral questions. This part of the exam does not have a time limit.
- Demonstrating proper roof system installation. This part of the exam has a time limit.

For the hands-on exam:

- You will be observed and scored by a Qualified Assessor. Qualified Assessors are trained and approved by NRCA.
- If you prefer, you can request an interpreter or Spanish-speaking Qualified Assessor.

The assignments used for performance exams can be found at [nrca.net/procertification/installer/hands-on-performance-exam](http://nrca.net/procertification/installer/hands-on-performance-exam).

## **What else should I know about the online and hands-on exams?**

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

## **What if I fail the hands-on exam?**

If you fail the hands-on exam, you will be given some feedback about what you did wrong. You may schedule another exam with a Qualified Assessor.

## **Where can I take the hands-on exam?**

The hands-on exam is conducted at a testing location that meets certain requirements. Some manufacturers and distributors have approved locations. The company you work for may also be an approved location. Email [certification@nrca.net](mailto:certification@nrca.net) if you have questions about testing locations.

## **What do I get when I am certified?**

- A digital badge showing you are an NRCA ProCertified Roof System Installer. 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 certified in.
- Two decals of the badge
- A photo ID wallet card that contains a QR code others can use to electronically verify the credential

You must complete a short survey about your performance exam before receiving these items.



## How long does certification last?

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

1. Paying a renewal fee
2. Having at least 400 hours of system-specific work 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 30 hours of safety training related to the job task analysis for the certification during the three-year period
5. 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. Other roofing-related education also may qualify. Training can be offered in classroom, hands-on, video-based or online formats.

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

Training provided by a safety consultant about:

- Roofing safety topics



## 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:

- 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 performance exam for the roof system in which the certification is held

## How much does certification cost?

Item	NRCA Member Fee	Nonmember Fee
Certification fee (Fee includes as many attempts as necessary to pass the online exam.)	\$799	\$1,599
Online exam fee if taken before applying for certification	No fee	\$29 This fee can be credited towards the cost of NRCA membership or the test taker's application fee.
Hands-on exam Qualified Assessor's fee	Negotiable	Negotiable
Three-year renewal fee	\$199	\$399

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 for 15 applications or more for roof system installer certification. Contact Jeff Jarvis, NRCA's vice president of membership, sales and business development, at [jjjarvis@nrca.net](mailto:jjjarvis@nrca.net) for specific details.

## Additional policies and FAQs

The following policies are detailed at [nrca.net/procertification](http://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](http://nrca.net/procertification/resource-center/faqs).

## **ProCertification contacts**

Mailing Address:

National Roofing Contractors Association

Attn.: Certification Department

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