

# QUICK START GUIDE



**NRCA**  
PROCertification®

## QUALIFIED ASSESSOR



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide explains the role of and steps to becoming a Qualified Assessor in NRCA ProCertification.®

## **What is NRCA ProCertification?**

NRCA ProCertification is intended for experienced roofing workers and helps ensure a competent, sustainable, high-performing roofing and waterproofing industry workforce.

## **What is a Qualified Assessor?**

Trained and approved by NRCA, Qualified Assessors conduct performance exams for installer certifications. Qualified Assessors schedule, conduct and report on NRCA ProCertified® installer certification performance exams.

Qualified Assessors may charge a fee for this service if they choose. NRCA does not receive any portion of these fees. Qualified Assessors may not conduct performance exams for their direct employees or subcontracted employees.

## **What are the available designations for Qualified Assessors?**

Qualified Assessor participants select the designation(s) they seek during the application process. Additional designations can be sought after an initial designation is earned. Currently, the following designations are available:

- NRCA ProCertification Qualified Assessor: Architectural Metal Flashings and Accessories Designation
- NRCA ProCertification Qualified Assessor: Asphalt Shingle Systems Designation
- NRCA ProCertification Qualified Assessor: Clay and Concrete Tile Systems Designation
- NRCA ProCertification Qualified Assessor: EPDM Systems Designation
- NRCA ProCertification Qualified Assessor: Metal Panel Roof Systems Designation
- NRCA ProCertification Qualified Assessor: Thermoplastic Systems Designation

## **How are performance exams conducted?**

Performance exam testing locations can be:

- Roofing contractor's shop
- Distribution center
- Vocational school
- Other facility that meets standard testing conditions
- Manufacturer training center
- Union training facility
- Community college

Testing locations may choose to charge Qualified Assessors a reasonable fee for conducting performance exams at their facilities. Testing locations must charge the same fee to all Qualified Assessors. After completing their performance exams, candidates evaluate their Qualified Assessor

and the exam testing site. If a candidate believes the performance exam or scoring were not properly conducted, he or she has the right to appeal.

## What skills do Qualified Assessors evaluate during performance exams?

The following table shows examples of skills that may be tested during hands-on performance exams for installers.

Roof System Type	Examples of Hands-on Tasks	
<b>All systems</b>	Follow directions Inspect a personal fall-arrest system harness, lifeline, snap hooks and anchor Demonstrate wearing a PFAS and explain the purpose of each part Use personal protective equipment correctly	
<b>Architectural metal flashings and accessories</b>	Install: <ul style="list-style-type: none"> <li>• Style-A box gutter</li> <li>• Outlet tube</li> <li>• A-type perimeter edge metal</li> <li>• Metal coping</li> <li>• L-type and continuous cleats</li> <li>• Overlapping standing seam at coping outside miter</li> </ul>	Properly: <ul style="list-style-type: none"> <li>• Slope gutter</li> <li>• Lap metal flashing joints</li> <li>• Fasten cleats</li> <li>• Cut, notch, fold and tab metal pieces</li> <li>• Miter corners</li> <li>• Explain where to apply sealant</li> </ul>
<b>Asphalt shingles</b>	Install: <ul style="list-style-type: none"> <li>• Underlayment</li> <li>• Different shingle types</li> <li>• Flashings and counterflashings</li> <li>• Valleys</li> <li>• Hip and ridge cap shingles</li> <li>• Vents</li> </ul>	Properly: <ul style="list-style-type: none"> <li>• Lay and fasten shingles</li> <li>• Trim shingles</li> <li>• Fasten underlayment</li> <li>• Install T-type metal edge flashing</li> <li>• Follow shingle offset patterns</li> </ul>
<b>Clay and concrete tile</b>	Install: <ul style="list-style-type: none"> <li>• Underlayment</li> <li>• Metal edge flashings</li> <li>• Tile in the roof's field</li> <li>• Tile at ridges and rake edges</li> <li>• Valleys</li> <li>• Flashing at a vertical wall</li> </ul>	Properly: <ul style="list-style-type: none"> <li>• Fold flashing corners</li> <li>• Maintain tile row exposure</li> <li>• Align bird stop/eave closure with tile profile</li> <li>• Place battens</li> <li>• Explain how to safely cut tile</li> </ul>
<b>EPDM and thermoplastic</b>	Install: <ul style="list-style-type: none"> <li>• Fasteners</li> </ul>	Properly: <ul style="list-style-type: none"> <li>• Lay sheets</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhesives</li> <li>• Base flashings</li> <li>• Embedded metal edge flashings</li> <li>• Pipe boot</li> <li>• Bonded seams (EPDM only)</li> <li>• Hot-air welded seams (thermoplastic only)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain minimum seam width</li> <li>• Bond seams using membrane primer and seam tape (EPDM only)</li> <li>• Fully weld premolded flashing corners (thermoplastic only)</li> <li>• Cut flashing sheets accurately</li> <li>• Roll seams with a roller</li> </ul>
<b>Metal panel</b>	Install: <ul style="list-style-type: none"> <li>• Underlayment</li> <li>• Eave and rake edge flashings</li> <li>• Metal panels in the roof's field</li> <li>• Valley metal</li> </ul>	Properly: <ul style="list-style-type: none"> <li>• Overlap underlayment</li> <li>• Miter edge flashings and inside and outside corners</li> <li>• Set panels to engage flashing, allowing for expansion and contraction</li> <li>• Cut, form and flatten a panel into the valley</li> </ul>

Technical content and terminology used in exams is based on NRCA's technical manuals and other published industry 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 or terminology.

## How do I become a Qualified Assessor?

To become a Qualified Assessor, you must complete the NRCA ProCertification Qualified Assessor Certificate Program that includes:

- An online training program that teaches NRCA ProCertification policies and procedures
- An open-book, multiple-choice computer-based exam covering the policies and procedures
- An online training program about required PPE for performance exams and knowledge of a PFAS
- An online training program about observing and scoring performance exams for specific roof systems
- A computer-based exam to test observation and scoring skills. The exam can be taken a maximum of three times. Each retaken test requires an additional fee.

All training and exams must be completed within 12 months of your approved application. You also must agree to follow the policies and procedures of NRCA ProCertification presented in the NRCA ProCertification Qualified Assessor Certificate Program, including the NRCA ProCertification Qualified Assessor Code of Professional Conduct.



## Who is eligible?

To be eligible to become a Qualified Assessor, you must have installed roof systems or supervised or observed roof system installation projects. You can demonstrate this by meeting the eligibility criteria for each designation.

All Qualified Assessor applicants must be at least 21 years of age.

There are three options for specific system designation eligibility:

1. **Option A:** You hold a current NRCA ProCertified installer certification for the roof system for which you will seek a Qualified Assessor designation.
2. **Option B:** You hold a current NRCA ProCertified Roofing Foreman certification with a designation for the roof system for which you will seek a Qualified Assessor designation.
3. **Option C:** For at least 24 months, you have been in a responsible position supervising or observing installers of the roof system for which you will seek to be a Qualified Assessor. This experience must have occurred within three years of the date of application. You must have supervised or observed at least five installation projects that include a variety of installation details for that system.

Candidates choosing Option C must submit information about project dates, customer names, locations and types of projects. NRCA reserves the right to verify work experience and decision-making authority.

## What do I get when I become a Qualified Assessor?

Individuals who become Qualified Assessors receive a photo ID wallet card with a QR code others can use to verify the credential.

## How long does the credential last?

Qualified Assessor credentials must be renewed every three years. Renewal encourages you to keep your knowledge and skills up to date. The renewal requirements include:

1. Renewal fee
2. Knowledge of updates and enhancements in systems technology in a given roof system. NRCA will notify Qualified Assessors when a significant technical change occurs that requires them to complete additional education related to the change.
3. Staying current regarding NRCA ProCertification policies and procedures. NRCA will notify Qualified Assessors if they are required to complete additional NRCA education related to the change.
4. Maintaining a minimum average evaluation score from certification candidates

## What does it cost to become a Qualified Assessor?

Item	NRCA Member Fee	Nonmember Fee
Enrollment fee per designation (Fee includes one attempt at the computer-based test.)	1st designation: \$1,499	\$2,999
	2 <sup>nd</sup> designation: \$999	\$1,999
	Additional designations: \$749 per designation	\$1,499 per designation
Test retake fee	\$199	\$399
Three-year renewal fee (One fee covers all designations.)	\$149	\$299

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. Contact Jeff Jarvis, NRCA's vice president of membership, sales and business development, at [jjarvis@nrca.net](mailto:jjarvis@nrca.net) for specific details.

## Additional policies and FAQs

The following policies are on NRCA's website 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 are 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

10255 W. Higgins Road, Suite 600

Rosemont, IL 60018-5607

**Email:**

General Inquiries and Applications: [certification@nrca.net](mailto:certification@nrca.net)

Inquiries from Qualified Assessors: [QAsupport@nrca.net](mailto:QAsupport@nrca.net)

Telephone: (847) 299-9070

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