

# 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®?

NRCA ProCertification is intended for experienced roofing workers and helps to ensure a competent, sustainable, high-performing roofing and waterproofing industry workforce. Certification can prove your knowledge of industry best practices for roof system installations.

NRCA ProCertification is not a training program. If you are seeking additional training, 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, the following certifications are available:

- NRCA ProCertified® Architectural Metal Flashings and Accessories Installer
- NRCA ProCertified® Asphalt Shingle Systems Installer
- NRCA ProCertified® Clay and Concrete Tile Systems Installer
- NRCA ProCertified® EPDM Systems Installer
- NRCA ProCertified® Metal Panel Roof Systems Installer
- NRCA ProCertified® Metal Shingle Systems Installer
- NRCA ProCertified® Thermoplastic Systems Installer

## Who is eligible to become certified?

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

<b>Clay and concrete tile</b>	24 months	Installing metal edge flashings and accessories; tile layout and attachment	Steep-slope systems
<b>EPDM</b>	24 months	Installing flashings; sheet layout and attachment	Low-slope systems
<b>Metal panel roof</b>	36 months	Installing valley metal; metal panel fabrication, layout and attachment	Steep-slope systems
<b>Metal shingle</b>	36 months	Installing valley metal; cutting, forming and folding metal shingles, layout and attachment	Steep-slope systems
<b>Thermoplastic</b>	24 months	Installing flashings; sheet layout and attachment	Low-slope systems

## How do I get certified?

To become certified, a candidate must:

1. Meet the eligibility requirements shown in the table. The online exam can be taken before or after applying for certification. The online exam can be accessed on NRCA's website.
2. Complete an online application form.
3. Have your employer verify your skills. After receiving your application, NRCA will email a link to an Employer Verification form to your supervisor.
4. Pass a hands-on performance exam. The exam can be taken a maximum of two times.

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

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

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

- 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

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

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

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.

## **Candidates must pass an online exam to be eligible for certification. What is the exam like?**

The online exam asks questions about safety and installing either low- or steep-slope roof systems. The exams can be taken in English or Spanish. Test takers can choose to have questions and answers read aloud in addition to viewing the text.

Each test has these features:

- 60 questions in multiple-choice format.
- Accessible any time at [nrca.net/procertification](https://nrca.net/procertification).
- Can be taken before or after applying for certification.
- Can be taken as many times as necessary to achieve a passing score.
- Successful test results are valid for 12 months.

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

## **Candidates must pass a hands-on performance exam to be certified. What is the 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. The time limit varies for each certification.

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

## **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?**

Installers who have earned certification receive:

- A photo ID wallet card with a QR code others can use to verify the credential
- Two decals showing you are an NRCA ProCertified Roof System Installer
- Tips for sharing your achievement on social media
- An NRCA ProCertification trucker cap
- An NRCA ProCertification T-shirt

## **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 include:

1. Renewal fee
2. 400 hours of system-specific work experience during the three-year period
3. 12 hours of technical training related to the job task analysis for the certification during the three-year period
4. 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?

Training can be offered in classroom, hands-on, video-based or online formats. Examples of acceptable training topics follow.

From manufacturers or distributors of roofing materials, tools or equipment:

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

From a roofing contractor:

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

From NRCA:

- Roof system design, maintenance or repair
- CERTA training and other roofing safety topics

From a safety consultant:

- 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 *	\$799	\$1,599
*Fee includes as many attempts as necessary to pass the online exam.		
Online exam fee if taken before applying for certification	No fee	\$29*



		*Fee can be credited towards NRCA membership or 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:  
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Rosemont, IL 60018-5607

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