



CERTA online reauthorization application

Trainer name

Company

Address

Phone

Email

Check the eligibility track that applies to you:

I participated in the CERTA Train-the-trainer class five times **and** taught a minimum of five certification (or recertification) sessions

I participated in the CERTA Train-the-trainer class at least three times **and** taught a minimum of 20 certification (or recertification) sessions

Years I attended the CERTA trainer course:
(i.e., 2004, 2007, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

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(i.e., 2004, 2007, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

Scan this form and email it to CERTAadmin@nrca.net.

When your eligibility is verified, you will receive an email with a link to purchase the online course.

After you receive the eligibility email, you will need to log in to your NRCA website account to purchase the course.

Note: Every CERTA trainer has an account, but if you do not have your own email address (johndoe@roof.com vs. info@roof.com), you'll need one in order to log in. Please send your email address to **CERTAadmin@nrca.net** and the CERTA administrator will add the email address to your account.

Once you've purchased the course, please follow the login instructions below.

- Go to **www.nrca.net**.
- Click Login. (If you haven't logged in since June 1, you will need to change your password.)
- From your profile page, click "My Courses." (To access your profile page from your **CERTA Trainer Portal** page, click **Go to My NRCA Profile**.)
- Agree to the privacy policy that will appear; this will allow your account to access our online course system.

NOTE: You will need to pass the exam before your expiration date. If you fail to do so, you will have to attend the full CERTA Train-the-trainer course.