

# JOB TASK ANALYSIS



**NRCA**  
PROCertification®

**QUALIFIED  
ASSESSOR**



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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## **Job Task Analysis for ProCertification® Qualified Assessor Certificate Program**

### **Introduction**

This Job Task Analysis is for roofing professionals who schedule and conduct performance exams for candidates pursuing an NRCA ProCertified® roof system installer certification. A committee of subject matter experts who have extensive experience observing and assessing the performance of roof system installers for numerous roof systems participated to create the NRCA ProCertification Qualified Assessor JTA.

### **Purpose and Scope**

A JTA is a foundational document for developing credentialing programs. Further, it helps establish the requirements for recognizing or accrediting related training and educational programs and developing curricula. This JTA helps define the requirements for conducting assessments of roof system installers. The tasks listed herein may be used by states or organizations that wish to develop requirements for education or training to qualify existing or new NRCA Qualified Assessors. This JTA also is intended to be all-inclusive of the knowledge, skills, abilities and attitudes expected for any Qualified Assessor roof system designation.

### **Limits and Exceptions**

In general, the job tasks listed in this document are grouped into common themes, or domains, which include core professional foundations; planning and preparation; and, assessing candidate performance.

This JTA includes the knowledge, skills and abilities for assessing the installation skills of NRCA's ProCertified roof system installer candidates. It does not include the technical knowledge a Qualified Assessor requires for assessing the installation skills. Those technical requirements are found in the system-specific ProCertified® installer JTAs.

NRCA ProCertification Qualified Assessor credentials are not a license to practice nor does it supersede any licensing requirements. It is assumed NRCA ProCertification Qualified Assessors will comply with all applicable federal, state and local laws and regulations. The tasks listed in this JTA will not all be relevant to every performance exam. Rather, they are meant as a comprehensive list of all tasks that could apply depending on the scope and complexity of any given performance exam. It also should be noted the tasks under each subsection are not necessarily listed in a prioritized order within a topic area.

### **NRCA ProCertification Qualified Assessor Examination Specifications**

DOMAIN	DESCRIPTION	PERCENTAGE
1	Core professional foundations	52%
2	Planning and preparation	8%
3	Assessing candidate performance	40%
	<b>Total:</b>	<b>100%</b>



<b>Job Description:</b>	<b>Given a hands-on performance exam assignment for installing a roofing, waterproofing or roof-mounted photovoltaic system, an NRCA ProCertification Qualified Assessor must be able to:</b>	
<b>DOMAIN 1</b>	<b>CORE PROFESSIONAL FOUNDATIONS</b>	
<b><i>Implement published NRCA ProCertification program safety policies and rules</i></b>		<b>13%</b>
1.1	Recall safety regulations for personal protective equipment (PPE) and personal fall arrest systems (PFA) published by the U.S. federal Occupational Safety and Health Administration	
1.2	Identify system-specific PPE requirements for a given assignment	
1.3	Work with a testing site's point of contact or competent safety person to ensure conformity with safety regulations that apply to a testing location as published by the organization with jurisdiction during assessment activities	
1.4	Work with a testing site's point of contact or competent safety person to provide candidates with a safe testing environment free from hazard exposures	
<b><i>Communicate effectively</i></b>		<b>5%</b>
1.5	Check that candidates understand given verbal instructions, regardless of first language	
1.6	Communicate directly with all NRCA ProCertification program stakeholders (for example, candidates; performance exam testing locations; employers; administrative staff; general public) in conformance with all program policies, rules and procedures	
<b><i>Comply with ethics and legal requirements</i></b>		<b>5%</b>
1.7	Comply with local regulatory requirements during NRCA ProCertification program activities	
1.8	Comply with the NRCA ProCertification Qualified Assessor Code of Professional Conduct	
1.9	Provide candidates fair and unbiased assessment services	
1.10	Respect confidentiality and anonymity of NRCA ProCertification program stakeholders (for example, candidates, trainees, contractors, employers, manufacturers)	
1.11	Avoid conflicts of interest	
1.12	Comply with intellectual property and copyright regulations	
<b><i>Apply system technical knowledge</i></b>		<b>23%</b>
1.13	Demonstrate deep technical knowledge and subject-matter expertise in designated system installation means and methods	
<b><i>Use media and technology</i></b>		<b>2%</b>
1.14	Skillfully use computer systems (hardware and software) required to fulfill the Qualified Assessor role	
<b><i>Maintain professionalism</i></b>		<b>2%</b>
1.15	Demonstrate exemplary professional conduct	
1.16	Conform with rules, policies, and procedures during all NRCA ProCertification activities	
1.17	Engage stakeholders honestly and sincerely	





<b>Pursue ongoing professional development</b>		<b>2%</b>
1.18	Stay current with roofing industry trends and system-specific technical knowledge and best practice information and requirements	
1.19	Document professional development activities for future reference	
1.20	Participate in industry-related conferences, meetings, trainings, and education events	
1.21	Maintain memberships in relevant professional societies and associations	
1.22	Meet published Qualified Assessor credential maintenance requirements	
<b>DOMAIN 2</b>	<b>PLANNING AND PREPARATION</b>	
<b><i>Plan for assessments</i></b>		<b>4%</b>
2.1	Review details of all candidate assignments and related performance scoring rubrics before conducting assessments	
2.2	Review unfamiliar assignment technical content using standardized industry references before conducting assessments (for example, NRCA or manufacturers' manuals, safety regulations)	
2.3	Review lists of all required materials and equipment for specific assessment assignments before conducting assessments	
<b><i>Prepare assessment environment</i></b>		<b>4%</b>
2.4	Ensure all published standard testing conditions are met at a testing venue for each assignment before candidates arrive for scheduled assessments (for example, mockup designs, tools and equipment, noise levels, temperature, slope, etc.)	
2.5	Ensure all mockups, roofing materials, tools and equipment are available and in good working condition	
2.6	Recognize available resources in, and limits of, a testing environment	
<b>DOMAIN 3</b>	<b>ASSESSING CANDIDATE PERFORMANCE</b>	
<b><i>Verify trainees follow given instructions</i></b>		<b>15%</b>
3.1	Provide candidates performance assignment instructions as written and without modifications	
3.2	Inform candidates of proctoring rules and time requirements prior to start of assessment activities	
3.3	Accurately assess candidate's abilities to perform all installation steps for a given assignment against published installation standards listed in the related scoring rubric	
<b><i>Validate trainee technical skills performance</i></b>		<b>25%</b>
3.4	Ensure candidate coaching and mentoring activities do not occur during assessment activities	
3.5	Observe candidates' abilities to select correct tools, equipment, and materials for a specific performance assignment	
3.6	Ensure performance time requirements are met, when applicable	
3.7	Accurately compare completed installation tasks against published assignment instructions	