

# READINESS CHECKLIST



**NRCA**  
PROCertification®

## ROOF SYSTEM INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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## ProCertified™ Asphalt Shingle Systems Installer Readiness Checklist

This checklist is designed to help you determine your readiness to successfully complete the certification process and earn the NRCA ProCertified Asphalt Shingle Systems Installer certification. The items below are what every candidate is expected to know and be able to do after completing 18-months of asphalt shingle field installation experience. You must pass two exams to earn your installer certification: an online knowledge exam and hands-on performance exam. The tests can include any or all the knowledge, skills and abilities represented on this list.

An online exam tutorial and practice exam is available at [www.nrca.net/procertification](http://www.nrca.net/procertification).

ITEM	✓	ACTIVITY
<b>Safety</b>		
<b>1</b>	<input type="checkbox"/>	<p>Actively participate in safety training and education programs and activities such as:</p> <ul style="list-style-type: none"> <li>• Job-site toolbox talks</li> <li>• Sessions covering safety topics common to all roof system installations, such as: <ul style="list-style-type: none"> <li>- Fall-protection systems (personal fall arrest system, guardrails, safety nets, etc.)</li> <li>- Ladder safety</li> <li>- Hazard communications (safety data sheets, labels, signage, policy)</li> <li>- Personal protective equipment</li> <li>- Electrical</li> <li>- Material handling</li> <li>- Tools and equipment</li> <li>- Fire safety</li> <li>- First aid</li> <li>- Other general health and safety topics relevant to roofing work</li> </ul> </li> <li>• Sessions covering hazard exposures that are specific to asphalt shingle system installations, such as: <ul style="list-style-type: none"> <li>- PPE required when working with solvents, cleaners or adhesives</li> <li>- Fire and explosion hazards</li> <li>- Airborne contaminants; harmful vapors</li> </ul> </li> </ul>
<b>2</b>	<input type="checkbox"/>	<p>Explain elements of a company safety program, including:</p> <ul style="list-style-type: none"> <li>• Major policies and procedures common to all company safety programs</li> <li>• The goals and purposes of a specific company safety program</li> <li>• Regularly contribute in discussions about improving workplace safety with supervisors and co-workers</li> </ul>
<b>3</b>	<input type="checkbox"/>	<p>Properly use and maintain fall-protection systems, including:</p> <ul style="list-style-type: none"> <li>• PFA system components, including: <ul style="list-style-type: none"> <li>- Don and adjust harness</li> <li>- Connect lanyard, lifeline and anchor</li> <li>- Locate and install anchor devices</li> </ul> </li> <li>• Correct setup and use of guardrails as directed</li> <li>• Explain general characteristics and use of safety nets</li> </ul>

4	<input type="checkbox"/>	Select, inspect, set up, secure and use ladders to access rooftop work, including: <ul style="list-style-type: none"> <li>• Not carrying anything that could cause a worker to lose balance while climbing a ladder</li> <li>• Maintain three points of contact while climbing a ladder</li> </ul>
5	<input type="checkbox"/>	Select, inspect, use and maintain PPE, including: <ul style="list-style-type: none"> <li>• Head protection</li> <li>• Eye protection</li> <li>• Hand and foot protection</li> <li>• Protective clothing</li> <li>• Hearing protection</li> <li>• Respiratory protection</li> </ul>
6	<input type="checkbox"/>	Select, inspect, use and maintain electrical equipment, including: <ul style="list-style-type: none"> <li>• Power generators</li> <li>• Extension cords</li> <li>• Ground fault circuit interrupters</li> <li>• Ability to explain lock-out/tag-out policy and procedure</li> </ul>
7	<input type="checkbox"/>	Lift, move and place materials, tools and equipment during all phases of roofing operations, including: <ul style="list-style-type: none"> <li>• Job setup</li> <li>• Tear-off</li> <li>• Installation</li> <li>• Job breakdown and clean up</li> <li>• Seek assistance when handling heavy, bulky or oversize items</li> </ul>
8	<input type="checkbox"/>	Visually inspect, use and maintain all tools and equipment, including: <ul style="list-style-type: none"> <li>• Follow manufacturer's safety and usage instructions</li> <li>• Hand tools</li> <li>• Power tools</li> <li>• Power equipment</li> <li>• Only uses tools or equipment that he or she was trained to operate</li> </ul>
<b>Preparation and Underlayment</b>		
9	<input type="checkbox"/>	Ensure deck sheathing is ready to receive new roof covering, including: <ul style="list-style-type: none"> <li>• All fasteners are fully driven</li> <li>• Sheathing gaps and damage are repaired</li> <li>• Surface is dry and free of debris</li> </ul>
10	<input type="checkbox"/>	Move, set, align and unroll underlayment as directed in sequenced locations while maintaining side lap alignment and without wrinkles, buckles or voids
11	<input type="checkbox"/>	Score, slit and fully remove release film from self-adhering water and ice-dam protection underlayment without tearing film or misaligning sheets
12	<input type="checkbox"/>	Unroll self-adhering underlayment and press into place while maintaining side lap alignment and without wrinkles, buckles or voids
13	<input type="checkbox"/>	Unroll and cut sheets around penetrations without damaging underlying sheets
14	<input type="checkbox"/>	Cut underlayment sheets from all ventilation openings to ensure free air flow
15	<input type="checkbox"/>	Set, align and stagger sheet end laps at specified dimensions
16	<input type="checkbox"/>	Fasten underlayment sheets using specified fasteners at locations and patterns as instructed

17	<input type="checkbox"/>	Repair damaged underlayment before covering with shingles
<b>Re-cover Preparation</b>		
18	<input type="checkbox"/>	Remove existing metal edge flashings, vertical surface flashings, counterflashings or accessories as specified
19	<input type="checkbox"/>	Identify, cut, secure or remove curled or lifted shingles
20	<input type="checkbox"/>	Remove existing hip and ridge shingles
21	<input type="checkbox"/>	Remove debris and loose material from existing roof surface
<b>Shingle Layout and Attachment--Field of Roof</b>		
22	<input type="checkbox"/>	Measure, set and snap chalk lines as required by job conditions to ensure shingles are aligned correctly within courses and courses are aligned correctly up the roof slope
23	<input type="checkbox"/>	Install various types of starter strips at eaves and rakes following manufacturer's instructions
24	<input type="checkbox"/>	Install various shingle types, including three-tab, laminate and specialty asphalt shingles
25	<input type="checkbox"/>	Maintain straight courses, correct minimum joint offsets between courses, shingle tab alignments and shingle exposures on all slopes as instructed
26	<input type="checkbox"/>	Drive roofing nails in manufacturer-specified locations with all nail heads set flush with shingle surface and not overdriven or underdriven
27	<input type="checkbox"/>	Fasten shingles using the required number of fasteners per shingle as instructed and in a variety of patterns such as four, five or six fasteners per shingle
28	<input type="checkbox"/>	Demonstrate appropriate use of roofing hatchets or hammers to hand-nail shingles
29	<input type="checkbox"/>	Visually inspect, use and maintain pneumatic tools and equipment, including nail guns, hoses and connectors following manufacturer's instructions
30	<input type="checkbox"/>	Ensure every piece of shingle is fastened with a minimum of two nails
31	<input type="checkbox"/>	Cut shingles straight and accurately at all rakes, ridges, hips and around penetrations without damaging underlayment or other newly installed shingles
32	<input type="checkbox"/>	Maintain correct alignments within courses and between courses and maintain correct exposures and offsets when installing shingles around large penetrations such as dormers
33	<input type="checkbox"/>	Prepare, cut and install hip and ridge shingles following manufacturer's instructions
34	<input type="checkbox"/>	Nest new shingles consistently in re-cover installations when existing shingle exposure is consistent with new shingle exposure and course to course
<b>Shingle Layout and Attachment--Valleys</b>		
35	<input type="checkbox"/>	Install open, no-cut open and closed-cut valleys using various types of valley underlayment and flashing materials
36	<input type="checkbox"/>	Always trim upper shingle corners in valleys
37	<input type="checkbox"/>	Place all fasteners a minimum of 6 inches from valley center
38	<input type="checkbox"/>	Cut all valley shingles straight and follow tapers as instructed
<b>Flashings and Accessories</b>		
39	<input type="checkbox"/>	Measure, cut and install various types of perimeter edge metal flashings properly sequenced with underlayment and follow fastening instructions
40	<input type="checkbox"/>	Install step flashings at roof to vertical transitions, fastened and aligned in each shingle course as instructed

41	<input type="checkbox"/>	Install a variety of roof accessories that require installing shingles in specific sequencing, such as: <ul style="list-style-type: none"> <li>• Static and powered roof vents</li> <li>• Various types of continuous ridge vents</li> <li>• Skylights with integrated flashing components</li> <li>• Vent pipe penetrations</li> </ul>
42	<input type="checkbox"/>	Install a variety of metal roof flashing components, such as: <ul style="list-style-type: none"> <li>• Headwall flashings</li> <li>• Various types of sidewall counterflashings</li> <li>• Expansion joints</li> <li>• Chimney cricket and backer flashings</li> <li>• Steep- to low-slope transition flashings</li> </ul>
43	<input type="checkbox"/>	Install common types of sealants and caulks used in flashing detail applications
<b>Housekeeping</b>		
44	<input type="checkbox"/>	Maintain a high level of cleanliness of substrates and other building components
45	<input type="checkbox"/>	Continuously remove all kinds of construction waste and debris from all rooftop surfaces, curbs, roof-mounted equipment, skylights or other surfaces during and after daily work
46	<input type="checkbox"/>	Immediately clean spills of adhesives, mastics and sealants from roof surfaces while wearing required PPE
47	<input type="checkbox"/>	Maintain gutters and downspouts clear of any materials or debris that may block drainage
48	<input type="checkbox"/>	Wear and maintain clean footwear on all roof surfaces
49	<input type="checkbox"/>	Do not cut, puncture or scrape shingle surfaces during installation processes
50	<input type="checkbox"/>	Protect all finished shingle surfaces from damage, dirt and other construction debris throughout a project's duration
51	<input type="checkbox"/>	Mark and repair as directed any physical damage that may occur to newly installed shingles
53	<input type="checkbox"/>	Leave every completed roofing project clean and free of scrap, waste materials or other debris
54	<input type="checkbox"/>	Perform a magnet sweep of area around the project to remove loose nails before leaving the site