

QUICK START GUIDE



NRCA
PROCertification®

ROOFING FOREMAN



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide provides an overview of the NRCA ProCertified® Roofing Foreman 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.

What are the available certifications?

There is one NRCA ProCertified Roofing Foreman certification. It is issued with a system-specific designation. Currently, the following designations are available:

- NRCA ProCertified® Roofing Foreman: Architectural Metal Flashings and Accessories
- NRCA ProCertified® Roofing Foreman: Asphalt Shingle Systems
- NRCA ProCertified® Roofing Foreman: Built-up Roof Systems
- NRCA ProCertified® Roofing Foreman: Clay and Concrete Tile Systems
- NRCA ProCertified® Roofing Foreman: EPDM Systems
- NRCA ProCertified® Roofing Foreman: Metal Panel Roof Systems
- NRCA ProCertified® Roofing Foreman: Metal Shingle Systems
- NRCA ProCertified® Roofing Foreman: Modified Bitumen Systems
- NRCA ProCertified® Roofing Foreman: Slate Systems
- NRCA ProCertified® Roofing Foreman: Thermoplastic Systems

Who is eligible?

To be eligible to become an NRCA ProCertified Roofing Foreman, you must have enough experience and working knowledge of roof system installation practices and industry-specific safety practices to recognize when an installer is not following manufacturer's requirements or is violating a safety regulation.

To demonstrate your knowledge and experience, you can do one of the following:

Option A: Hold an NRCA ProCertified roof system installer certification in the roof system in which you want to be designated

Option B: Have two or more years of experience as a roofing foreman overseeing installation of the roof system in which you want to be designated

Eligibility also requires a supervisor to verify he or she has observed you consistently:

- Responding to safety and quality violations in a timely fashion
- Motivating installers
- Modeling professional behavior

- Demonstrating effective leadership

A separate verification form must be submitted for each roof system designation.

How do I get certified?

To become certified, you must:

1. Meet the eligibility requirements described.
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 an online test. The test can be taken a maximum of three times. Each attempt after the first requires an additional fee.

You must complete these steps within 12 months of your application being approved.

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

To determine whether you are ready to become certified, review the Job Task Analysis for NRCA ProCertified Roofing Foreman available at nrca.net/procertification.

Does NRCA offer training to help me prepare for certification?

Completing roofing-related training or reviewing other resources may help prepare you for certification. But you are not required to complete any specific training. Completing training from NRCA also does not guarantee you will pass NRCA ProCertification exams.

What does the test look like?

The test is in a multiple-choice format. Candidates will be given up to 2½ hours to complete the test. For all questions, you can listen to the instructions, questions and answers in English or Spanish.

What is on the test?

The NRCA ProCertified Roofing Foreman certification is based on four essential performance pillars:

- Safety
- Quality
- Productivity
- Customer service

The Quality pillar is system-specific. It is not tested directly in the certification exam. A foreman certification applicant's knowledge about roof system installation quality is confirmed in writing by a supervisor.

The questions on the test are divided into the following subject areas:

- Safety – about 60% of the test questions
- Customer service – about 20% of the test questions
- Productivity – about 20% of the test questions

Technical content is based on NRCA's technical manuals and 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.

Where do I take the test?

The test is taken online. NRCA provides access to the test after a candidate's application is approved.

What do I get when I am certified?

Foremen 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 Roofing Foreman
- 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. 1,500 hours of foreman 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. 12 hours of leadership/management training related to the job task analysis for the certification during the three-year period

5. 30 hours of safety training related to the job task analysis for the certification during the three-year period
6. Submitting an attestation from a supervisor that you have satisfactorily fulfilled the role of foreman

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.

Technical, leadership/management and safety training

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
- Foreman leadership and management skills
- Training skills

Leadership/management training

From others:

- Construction or project management
- Foreman leadership and management skills
- General leadership and management skills

Safety training

From a safety consultant:

- Roofing safety topics

From an Authorized OSHA Outreach trainer or organizations that offers OSHA training:

- Common job-related safety and health hazards
- OSHA standards for the construction industry
- OSHA trainer course the construction industry

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 an online test

How much does certification cost?

Item	NRCA Member Fee	Nonmember Fee
Certification fee *		
1 st designation:	\$1,199	\$2,399
Each additional designation:	\$379	\$759
Test retake fee	\$99	\$199
Three-year renewal fee	\$199	\$399

*Fee includes one attempt at the online test.

If an applicant does not meet the eligibility requirements, the certification fee will be refunded minus a \$249 administrative fee.

Bulk discounts are available for 10 or more roofing foreman certification applications. Contact Jeff Jarvis, NRCA's vice president of membership, sales and business development, at jjjarvis@nrca.net for specific details.

Additional policies and FAQs

The following policies are detailed at 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.

ProCertification contacts

Mailing Address:

National Roofing Contractors Association

Attn.: Certification Department

10255 W. Higgins Road, Suite 600

Rosemont, IL 60018-5607

Email: certification@nrca.net

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