

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.

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® Built-up Roof Systems Installer
 - Designations are available for hot-applied and cold-applied construction methods
- 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® Modified Bitumen Systems Installer
 - Designations are available for torch-applied, hot-applied, cold-applied and self-adhering attachment methods
- NRCA ProCertified® Slate 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 | Pass ProCertification® eligibility exam |
|---|----------------------------|---|
| Architectural metal flashings and accessories | 24 months | Low-slope systems OR Steep-slope systems |

| | | |
|--|-----------------------|---------------------|
| Asphalt shingles | 18 months | Steep-slope systems |
| Built-up roof systems | 24 months | Low-slope systems |
| Clay and concrete tile | 24 months | Steep-slope systems |
| EPDM | 24 months | Low-slope systems |
| Metal panel roof | 36 months | Steep-slope systems |
| Metal shingles | 36 months | Steep-slope systems |
| Modified bitumen The torch-applied designation also requires installers to have current CERTA certification or an equivalent credential. | 24 months | Low-slope systems |
| Slate | 36 months recommended | Steep-slope systems |
| Thermoplastic | 24 months | Low-slope systems |

How do I get certified?

To become certified, a candidate must:

1. Meet the eligibility requirements shown in the table. The ProCertification eligibility exam can be taken before or after applying for certification. The ProCertification eligibility 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 and answer any system-specific questions. The exam can be taken a maximum of two times.
5. Some certifications have additional requirements.

You must complete these steps within 12 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's eligibility exam:
 - 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.

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 eligibility exam to be eligible for certification. What is the exam like?

The ProCertification eligibility exam asks questions about safety and installing either low- or steep-slope roof systems. The exam is presented in English and 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.
- 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.

Hands-on performance exams can be conducted at a company shop or local exam events. Video submission is an option for the following systems:

- NRCA ProCertified® Asphalt Shingle Systems Installer (Video submission optional)
- NRCA ProCertified® Built-up Roof Systems Installer (Video submission only)
- NRCA ProCertified® Clay and Concrete Tile Systems Installer (Video submission optional)
- NRCA ProCertified® EPDM Systems Installer (Video submission optional)
- NRCA ProCertified® Modified Bitumen Systems Installer (Video submission only)
- NRCA ProCertified® Thermoplastic Systems Installer (Video submission optional)

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
- Demonstrating proper roof system installation

The exam is scored by a Qualified Assessor. Qualified Assessors are trained and approved by NRCA.

Where can I take the hands-on exam?

The in-person hands-on performance exam is conducted on a mockup 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.

Exams submitted by video can be conducted on job sites or on mockups. Email certification@nrca.net for more information about hands-on performance exams.

What if I fail the hands-on exam?

If you fail the hands-on performance exam, you will be given some feedback about what you did wrong. You may schedule a second exam.

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 |
| Certification fees for certifications with multiple designations | | |
| 1 st designation: | \$799 | \$1599 |
| Each additional designation: | \$599 | \$1199 |
| Hands-on performance exam Qualified Assessor's fee | Negotiable | Negotiable |
| Three-year renewal fee | \$199 | \$399 |

*Fee includes as many attempts as necessary to pass the ProCertification eligibility exam.

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 jjarvis@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

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