

QUICK START GUIDE



NRCA
PROCertification™

ROOFING FOREMAN



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide introduces the NRCA ProCertified™ Roofing Foreman credential and explains what you need to do to get certified. More details can be found in the NRCA ProCertified Roofing Foreman Candidate Handbook.

What is NRCA ProCertification™?

NRCA ProCertification is a **certification program** for roofing workers. Its goal is to build a competent, sustainable, high-performing roofing and waterproofing industry workforce. It is targeted at workers who have some roofing experience. It includes experience requirements, readiness checklists and testing.

NRCA ProCertification is **not a training program**. However, NRCA offers many training programs for foreman, roofing workers and others in the roofing industry.

What is a certification?

A certification is a designation you earn when you prove you know how to do your job the right way.

Why should I get certified?

Certification benefits you, your employer and customers.

Benefits for you:

- Sets you apart as a leader in roofing by proving you have safety, quality assurance, customer service, project management and leadership knowledge, skills and abilities
- Encourages your employer to invest more in your training and development
- Increases your confidence in managing crew members who are certified installers
- Increases customers' confidence in you and the work you oversee

Benefits for your employer:

- Results in more consistent installations (fewer problems and callbacks)
- Increases productivity and profitability

Benefits for customers:

- Provides a way to identify professional roofing companies
- Promotes confidence in the work performed

How many certifications are there?

NRCA is creating 18 certifications.

- One for foremen (There is one foreman certification, but foremen are designated in specific roof systems based on their experience.)
- 15 for installers: Separate certifications for seven low-slope systems and eight steep-slope systems
- Two for service and maintenance personnel

When can I apply?

Foreman certification applications are currently being accepted for thermoplastic (TPO/PVC) and/or asphalt shingle systems. Other certifications and foreman designations will be available over the next few years. NRCA will create master-level installer certifications in the near future. Contact certification@nrca.net for more information about the development schedule.

Who is eligible to be an NRCA ProCertified Roofing Foreman?

NRCA ProCertified Roofing Foreman certification is issued with a system-specific designation.

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

1. Safety
2. Quality
3. Productivity
4. Customer service

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 to recognize when an installer is not following the manufacturer's requirements or is violating a safety regulation.

You can demonstrate this by meeting one of the following eligibility criteria:

- You hold an NRCA ProCertified roof system installer certification in the roof system in which you want to be designated; OR
- You have at least two years of experience as a roofing foreman overseeing installation of the roof system in which you want to be designated

Also, a supervisor must verify in writing he or she has observed that you consistently:

- Respond to safety and quality violations in a timely fashion
- Motivate installers
- Model professional behavior
- Demonstrate effective leadership

How do I get certified?

To get certified, you must:

1. Meet the eligibility requirements and apply for certification. Each system-specific designation requires a separate application.
2. Pass an online test given at a local approved testing center

What does the test look like?

The exam has between 90 and 100 multiple-choice questions and should take no more than about 90 minutes to complete. However, candidates will be given up to two hours to complete the test.

There are different kinds of question formats on the exam. There are primarily three types of questions:

1. You see a picture and see and hear a question followed by three possible answers. You are asked to pick the best picture or the best answer.
2. You see and hear a story about a roofing project followed by a question with three possible answers to pick from. You are asked to pick the best answer.
3. Typical multiple-choice questions with three possible answers. You are asked to pick the best answer.

For all types, you can listen to the instructions, questions and answers in English or Spanish.

What is on the test?

The Quality pillar is system specific. It is not tested directly in the certification exam. A foreman certification candidate's knowledge about roof system installation quality is confirmed in writing by a supervisor. Test questions about safety, productivity, and customer service are common for all roof systems.

In cases where test questions are based on safety regulations, they are based on OSHA's federal regulations. In cases where questions are based on technical information about roof system installation, they are based on terminology and guidelines in the NRCA Roofing Manual.

1. Safety questions make up about 65 percent of the test.
 - a. Ladder safety (placement and use)
 - b. Personal protective equipment (PPE) (gloves, eye protection, hard hat, shoes)
 - c. Fall protection (personal fall arrest systems, guardrails, warning lines and safety monitors, railing, warning lines)
 - d. Electrical (grounding and equipment in good working order)
 - e. Public safety (job set up, traffic cones, barriers on sidewalk, signs)

2. Productivity or efficiency questions make up about 20 percent of the test.
 - a. Sequencing the work (where to start, what direction to orient the work)
 - b. Assigning the work (deciding who does what work and in what order)
 - c. Keeping the crew productive (during planned and unplanned interruptions)
 - d. Training and coaching (increasing and improving crew capacity)
 - e. Using the right equipment (making sure to have the right tools on truck and they work)

3. Customer service questions make up about 15 percent of the test.
 - a. Clean area (pick up and discard debris)
 - b. Restore, mind the details (put things back where they were)
 - c. Introduce self, explain what/when
 - d. Be honest (give correct information, take responsibility if something is damaged)

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

Review the Job Task Analysis for NRCA ProCertified Roofing Foremen to become familiar with the topics on the exam and determine your readiness for successful completion.

Does NRCA offer training to help me prepare for certification?

NRCA offers extensive leadership and management training courses designed to help foremen succeed. NRCA also offers Training for Roof Application Careers (TRAC). This system-specific training is offered online and through NRCA's network of Qualified Trainers. Training offered by NRCA or any other organization is not required before any ProCertified certification.

What happens if I fail the test?

If you fail the test, you can take it again. There is an additional cost to re-test.

Where do I take the test?

You take the test at any local Prometric Test Center located throughout the U.S. You must sign up in advance to take the test. To find the center nearest you, visit www.prometric.com.

What do I get once I am certified?

When you are certified you get:

- A digital badge showing you are an NRCA ProCertified Roofing Foreman that you can put on your social media, such as Facebook. It also can be put on a website or printed on a decal or business card. The badge will list the system(s) you are designated in.
- A photo ID wallet card that contains a QR code that others can use to electronically verify the credential

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. Renewal requirements have not been determined. They may include:

- Paying a fee
- Acting in a foreman role during the renewal period
- Completing a certain number of hours training in topics related to the NRCA ProCertified Roofing Foreman JTA

What does certification cost?

Who	What	NRCA Member Fee	Nonmember Fee
Foreman:	Certification fee (This fee includes one attempt at the online exam and one roof system.)	\$1,199	\$2,399
	Each additional roof system designation	\$379	\$759
	Test retake fee	\$199	\$399
	Three-year renewal fee (This fee covers all system designations.)	\$199	\$399

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

Where can I learn more about NRCA ProCertification?

For more information about the certifications, visit www.nrca.net/NRCA-ProCertification or call (847) 299-9070.