

QUICK START GUIDE



NRCA
PROCertification™

EMPLOYERS



NATIONAL ROOFING CONTRACTORS ASSOCIATION





National Roofing Contractors Association

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This guide was created to help roofing contractors learn how to get their workers NRCA ProCertified.™ It presents an overview of NRCA ProCertification™. More details are available in separate handbooks for each credential and other resources available on NRCA's website at www.nrca.net/NRCA-ProCertification.

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 individuals that have some roofing experience. It includes experience requirements, readiness checklists and testing.

NRCA ProCertification is not a training program. However, NRCA offers a variety of training opportunities created for roofing workers and others in the roofing industry.

What are the benefits of NRCA ProCertification?

When a company invests in workers, it demonstrates the employer wants them to have successful careers with the company. By certifying employees, a company demonstrates its commitment to professionalism, quality and its employees' futures while providing the company with a significant competitive advantage.

Additional benefits include:

- Strengthened customer and supplier confidence
- Increased productivity
- Consistency of installation (fewer problems and call backs)
- Improved safety
- Enhanced reputation and position in your local market(s)
- Increased profitability

Who are the certifications for?

1. Installers of low- and steep-slope roofing, waterproofing and roof-mounted photovoltaic systems
2. Service and maintenance personnel for these systems
3. Foremen who oversee the work of roof system installers

How many certifications are there?

NRCA is creating 18 certifications.

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

Table A: Certifications for Roof System Installers	
Low-slope Systems	Steep-slope Systems
<ul style="list-style-type: none"> • Thermoplastic (TPO/PVC) 	<ul style="list-style-type: none"> • Asphalt shingles
<ul style="list-style-type: none"> • Thermoset (EPDM) 	<ul style="list-style-type: none"> • Clay and concrete tile
<ul style="list-style-type: none"> • Bituminous systems (polymer-modified bitumen and built-up) 	<ul style="list-style-type: none"> • Wood shakes and shingles
<ul style="list-style-type: none"> • Liquid-applied systems and coatings 	<ul style="list-style-type: none"> • Metal shingles
<ul style="list-style-type: none"> • Metal panel systems 	<ul style="list-style-type: none"> • Slate
<ul style="list-style-type: none"> • Metal flashing and accessories 	<ul style="list-style-type: none"> • Metal panel systems
<ul style="list-style-type: none"> • Roof-mounted photovoltaic (PV) systems 	<ul style="list-style-type: none"> • Metal flashing and accessories
	<ul style="list-style-type: none"> • Roof-mounted photovoltaic systems

When will the certifications be available?

Applications for the foreman certification with thermoplastic (TPO/PVC) and/or asphalt shingles qualifications will be accepted beginning December 2018. Also, installers can apply for thermoplastic (TPO/PVC) and asphalt shingles certifications beginning December 2018. Other certifications for installers and qualifications for foremen will be available during the next few years. NRCA also will create master-level installer certifications in the near future. Contact certification@nrca.net for more information about the development schedule.

Who is eligible for certification?

No matter the industry, the purpose of certification is to let customers or others know someone has important skills and knowledge required to do a job. Most certification programs require a person to take one or more tests. But everything about a job cannot be tested. Therefore, before someone is “eligible” to take a certification test, he or she usually must have some work experience.

Following are the eligibility requirements for roof system installers and roofing foremen who want to be NRCA ProCertified.

Installers

Installers must have experience installing roof systems. How much experience depends on the roof system an installer is being certified in. For example:

- The NRCA ProCertified Thermoplastic Systems Installer certification requires installing such details as flashings, sheet layout and attachment for at least 24 months.
- The NRCA ProCertified Asphalt Shingles Installer certification requires installing such details such as flashings, valleys and various shingle types for at least 18 months.

Also, a supervisor must confirm in writing that installers have specific skills.

Foremen

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, an individual 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. A candidate can demonstrate this by meeting one of the following eligibility criteria:

- The applicant holds an NRCA ProCertified roof system installer certification in the roof system in which the applicant wants to be qualified
OR
- The applicant has at least two years of experience as a roofing foreman overseeing installation of the roof system in which the applicant wants to be qualified

Also, a supervisor must confirm in writing he or she has observed a foreman consistently doing the following:

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

Once eligible, what else is required to be certified?

Installers must:

- Pass a proctored online knowledge test given at secure computer testing centers approved by NRCA and located throughout the U.S. The tests are multiple-choice. Some questions include images.
- Pass a practical hands-on test (also called a performance exam) demonstrating safe work practices and the ability to properly install the specific roof system.

Foremen must:

- Pass a proctored online test given at secure computer testing centers approved by NRCA and located throughout the U.S. These multiple-choice tests are scenario-based, and some questions include images.

Tests will be available in English and Spanish. Test takers can choose to have the questions and answers narrated.

See the NRCA ProCertified Roof System Installer Candidate Handbook and NRCA ProCertified Roofing Foreman Candidate Handbook for examples of what might be covered on the online and practical hands-on tests.

Where is the hands-on test conducted?

The hands-on test is conducted at an authorized testing location (ATL), a contractor's shop or at job site under standard testing conditions.

The test is administered and scored by a Qualified Assessor.

- A maximum of four installers can be tested at a time.
- Qualified Assessors cannot test their co-workers or subcontracted workers
- If an installer speaks only Spanish, a Qualified Assessor who speaks Spanish at least conversationally should conduct the test.
- A Qualified Assessor may charge a fee for conducting a performance exam at their discretion.

What is a Qualified Assessor?

Qualified Assessors are trained and approved by NRCA. People wanting to be assessors must pass an online exam about NRCA ProCertification policies and procedures. They also must pass an online exam demonstrating they can recognize installation errors and compliance with safety requirements.

How does someone know whether he or she is ready to become certified?

NRCA is developing tools to help people decide whether they are ready to become certified. For example, installers and foremen will have a:

- Job Task Analysis (JTA) that describes the knowledge and skills identified as important for the specific role
- Readiness checklist to confirm they have experience doing the tasks tested on the online and hands-on tests
- Sample online exam
- List of available training opportunities offered by NRCA

Samples of performance exam assignments also will be available for installers to see how the hands-on test works.

Does NRCA offer training to prepare people for the certifications?

Installers can take training provided by NRCA, but training is not required to be certified. NRCA's Training for Roof Application Careers (TRAC) starts with Essentials where new hires learn the basics about working in roofing. From there, TRAC offers introductory programs about low- and/or steep-slope roofing and training packages addressing each roof system. Roof system packages all contain hands-on elements to complement the online learning. NRCA offers TRAC training in English and Spanish.

NRCA also offers extensive leadership and management training courses designed to help foremen succeed. It is not required to be certified.

What do people get when they are certified?

Certified individuals get:

- A digital badge that can be put on a website or be printed on a decal or business card
- A laminated photo ID wallet card that contains a QR code that others can use to electronically verify the credential

How long does certification last?

Certified individuals must renew their certification every three years. Renewal encourages certificants to keep their knowledge and skills up to date. Renewal requirements have not been determined. They may include:

Installers:

- Paying a fee
- Continuing to work as a roof system installer during the renewal period
- Completing a certain number of hours training in topics related to a certification's JTA

Foremen:

- 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 is required to host the hands-on test at a contractor's shop?

The hands-on performance exam can be done in a contractor's shop if desired. The shop must set aside space and configure that space to comply with standard testing conditions.

The physical space must be large enough to accommodate the required mockup(s) and allow a Qualified Assessor to safely and comfortably proctor hands-on performance exams. The goal is a clean, safe testing environment that allows installers to be tested in similar environments no matter where they take the test. Complete lists of requirements for standard testing conditions can be found on NRCA's website.

The hands-on performance exam also can be conducted on a job site. Contact a Qualified Assessor to find out details of what would be required to conduct the exam on a particular job site.

What does certification cost?

Who	What	NRCA Member Fee	Nonmember Fee
Installer:	Certification fee (This fee includes one attempt at the online exam.)	\$799	\$1,599
	Test retake fee	\$199	\$399
	Hands-on test Qualified Assessor's Fee	Negotiable	Negotiable
	Three-year renewal fee	\$199	\$399
Foreman:	Certification fee (This fee includes one attempt at the online exam and one roof system.)	\$1,199	\$2,399
	Each additional roof system	\$379	\$759
	Test retake fee	\$199	\$399

Three-year renewal fee (This fee covers all system designations.)	\$199	\$399
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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.