

# QUICK START GUIDE



**NRCA**  
PROCertification™

## ROOF SYSTEM INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide was created to introduce the NRCA ProCertified™ Roof System Installer credential and explain what you need to do to get certified. More details can be found in the NRCA ProCertified Roof System Installer Candidate Handbook.

## **What is NRCA ProCertification™?**

NRCA ProCertification is a certification program for roofing workers. Earning a certification can:

- Prove you know the right way to install a roof
- Prove you are a professional roof system installer

NRCA ProCertification is not a training program. But NRCA does offer many training programs for roofing workers.

## **What is a certification?**

A certification is a designation you achieve 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 by proving you really know roofing safety and how to correctly install a roof system
- Encourages your employer to invest more in your training and development
- Makes you part of a professional team
- Increases customer confidence in you and your work

## **How many certifications are there?**

NRCA is creating 18 certifications:

- One for foremen
- 15 for installers: separate certifications for seven low-slope 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"> <li>• Thermoplastic (TPO/PVC)</li> </ul>	<ul style="list-style-type: none"> <li>• Asphalt shingles</li> </ul>
<ul style="list-style-type: none"> <li>• Thermoset (EPDM)</li> </ul>	<ul style="list-style-type: none"> <li>• Clay and concrete tile</li> </ul>
<ul style="list-style-type: none"> <li>• Bituminous systems (polymer-modified bitumen and built-up)</li> </ul>	<ul style="list-style-type: none"> <li>• Wood shakes and shingles</li> </ul>
<ul style="list-style-type: none"> <li>• Liquid-applied systems and coatings</li> </ul>	<ul style="list-style-type: none"> <li>• Metal shingles</li> </ul>
<ul style="list-style-type: none"> <li>• Metal panel systems</li> </ul>	<ul style="list-style-type: none"> <li>• Slate</li> </ul>
<ul style="list-style-type: none"> <li>• Metal flashing and accessories</li> </ul>	<ul style="list-style-type: none"> <li>• Metal panel systems</li> </ul>
<ul style="list-style-type: none"> <li>• Roof-mounted photovoltaic (PV) systems</li> </ul>	<ul style="list-style-type: none"> <li>• Metal flashing and accessories</li> </ul>
	<ul style="list-style-type: none"> <li>• Roof-mounted photovoltaic systems</li> </ul>

**When can I apply?**

You can apply for the thermoplastic (TPO/PVC) or asphalt shingles certification beginning December 2018. The other certifications will be available over the next few years. NRCA will create master-level certifications in the near future. Contact [certification@nrca.net](mailto:certification@nrca.net) for more information about the development schedule.

**Who is eligible to be an NRCA ProCertified Roof System Installer?**

You must first be eligible to get certified. Eligibility requirements are different for each roof system certification. They all require safety knowledge and experience in roofing. Table B shows the eligibility requirements for the first certifications.

<b>Table B: Eligibility Requirements</b>	
<b>Asphalt Shingles</b>	<b>Thermoplastic Systems</b>
<ul style="list-style-type: none"> <li>You must have at least 18 months experience installing asphalt shingle roof systems.</li> </ul>	<ul style="list-style-type: none"> <li>You must have at least 24 months experience installing thermoplastic roof systems.</li> </ul>
<ul style="list-style-type: none"> <li>Your most recent experience must be within the last 12 months.</li> </ul>	<ul style="list-style-type: none"> <li>Your most recent experience must be within the last 12 months.</li> </ul>
<ul style="list-style-type: none"> <li>Your experience must include installing flashings, valleys and various shingle types.</li> </ul>	<ul style="list-style-type: none"> <li>Your experience must include flashings, sheet layout and attachment.</li> </ul>

A supervisor must also confirm in writing you have certain skills.

## How do I get certified?

To get certified, you must:

1. Be eligible
2. Pass an online test given at a local approved testing center
3. Pass a hands-on performance test

## What does the test look like?

The online test has about 50 multiple-choice questions. It should take no more than one hour to complete. But you will be given up to two hours to complete the test.

Some questions or answers will include a photo or image. You can choose to take the test in English or Spanish. You also can choose to listen to the instructions, questions and answers using earphones.

## What is on the online test?

The online test asks you questions about safety and the roof system you want to be certified on. Table C lists examples of topics that could be on the online test.

Table C: What Might Be on the Online Test	
Asphalt Shingles	Thermoplastic Systems
<ul style="list-style-type: none"> <li>• Pick the answer that shows or describes:               <ul style="list-style-type: none"> <li>– Safety gear or harness is unsafe</li> <li>– Safety gear is not used correctly or incorrectly</li> <li>– Sealants are applied correctly or incorrectly</li> <li>– Shingles are cut correctly or incorrectly</li> <li>– Shingle lines are straight or not straight</li> <li>– Safety equipment is safe or unsafe to use</li> <li>– Flashing is done right and done wrong</li> <li>– Nailing is done right and done wrong</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Pick the answer that shows or describes:               <ul style="list-style-type: none"> <li>– Safety done right or wrong</li> <li>– Safety gear is used correctly or incorrectly</li> <li>– The fastening pattern is right or wrong</li> <li>– The membrane is terminated correctly or incorrectly</li> <li>– Tools are not in good shape</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Pick the answer that shows or describes the best way to:               <ul style="list-style-type: none"> <li>– Apply sealant</li> <li>– Stagger shingles</li> <li>– Install underlayment</li> <li>– Install a valley</li> <li>– Trim shingle corners and valley</li> <li>– Set up safety equipment</li> <li>– Remove debris from a roof</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Pick the answer that shows or describes the best way to:               <ul style="list-style-type: none"> <li>– Lay a sheet without wrinkles, voids or fishmouths</li> <li>– Fasten the membrane</li> <li>– Use a hot air welder correctly or incorrectly</li> <li>– Roll seams with a roller</li> <li>– Score and remove release film</li> <li>– Use tools correctly or incorrectly</li> </ul> </li> </ul>

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

NRCA has tools to help you decide if you are ready to apply for a certification. The tools include a:

- Job Task Analysis (JTA) that describes the knowledge and skills important for roof system installers. The JTA is the basis for the exam.
- Readiness checklist to confirm you have the right experience needed for both tests
- Practice test so you are comfortable with how the online test works
- Sample performance exam assignment so you can see how the hands-on test works
- List of available training from NRCA

## Does NRCA offer training to help me prepare for certification?

You can take NRCA training, but you don't have to. NRCA's Training for Roof Application Careers (TRAC) starts with an Essentials online training program where new hires learn roofing basics. TRAC then offers introduction programs for low- or steep-slope roof systems.

Next, TRAC offers more in-depth training packages for each roof system. These packages all have hands-on training activities along with online learning. NRCA offers TRAC training in English and Spanish.

## What happens if I fail the online test?

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

## Where do I take the online test?

You take the test at any local Prometric Testing Center located throughout the U.S. You must sign up in advance to take the test.

## What is the hands-on performance test like?

The hands-on test performance test has two parts:

- Part 1: You show you know how to use a personal fall-arrest (PFA) system
- Part 2: You show you can install the roof system correctly and safely

Table D lists examples of the tasks you will have to do. This is not a complete list.

Table D: Examples of What Could be Covered on the Hands-on Test	
Asphalt Shingles	Thermoplastic Systems
<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>
<ul style="list-style-type: none"> <li>• Check a PFA harness, lifeline, hooks and anchors</li> </ul>	<ul style="list-style-type: none"> <li>• Check a PFA harness, lifeline, hooks and anchors</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate wearing a PFA and explain the purpose of each part</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate wearing a PFA and explain the purpose of each part</li> </ul>
<ul style="list-style-type: none"> <li>• Install:               <ul style="list-style-type: none"> <li>– Underlayment</li> <li>– Different shingle types</li> <li>– Flashings</li> <li>– Valleys</li> <li>– Hip and ridge</li> <li>– Vents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow correct fastening patterns</li> </ul>
<ul style="list-style-type: none"> <li>• Trim corners</li> </ul>	<ul style="list-style-type: none"> <li>• Correctly terminate the membrane</li> </ul>



<ul style="list-style-type: none"> <li>• Lay shingles</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect the tools</li> </ul>
<ul style="list-style-type: none"> <li>• Stagger shingles</li> </ul>	<ul style="list-style-type: none"> <li>• Properly: <ul style="list-style-type: none"> <li>– Lay sheets without wrinkles, voids, or fishmouths</li> <li>– Lay sheets around penetrations</li> <li>– Use a hot air welder</li> <li>– Roll seams with a roller</li> <li>– Attach membrane sheets</li> <li>– Score and remove release film</li> <li>– Use the tools</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Apply sealant</li> </ul>	
<ul style="list-style-type: none"> <li>• Clean up</li> </ul>	

## How does the hands-on performance test work?

For the practical hands-on test:

- You will be watched by a Qualified Assessor.
- If you speak Spanish, you can ask for a Qualified Assessor who speaks Spanish.

## What is a Qualified Assessor?

Qualified Assessors are trained and approved by NRCA. They pass tests showing they can recognize roofing installed right.

## What if I fail the hands-on test?

If you fail the hands-on test, you will be told what you did wrong. You may then schedule another test with the Qualified Assessor.

## Where can I take the hands-on test?

The hands-on test is done at approved testing locations (ATLs). Many manufacturers and distributors have approved locations. The company you work for may also be an approved location.

## What do I get once I am certified?

When you are certified you get:

- A digital badge that you can put on your social media, such as Facebook. It also 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?

You must renew your 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:

- 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

## 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
	Online test retake fee	\$199	\$399
	Hands-on test Qualified Assessor's fee	Negotiable	Negotiable
	Three-year renewal fee	\$199	\$399

## Where can I learn more about the NRCA ProCertification program?

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