This guide explains the role of Qualified Assessors in NRCA ProCertification and the steps in becoming a Qualified Assessor. Following are answers to some commonly asked questions.

**What is NRCA ProCertification?**

NRCA ProCertification was developed to attract, recruit and build a competent, sustainable, and high-performing roofing and waterproofing industry workforce. It includes recommended training, readiness checklists and certifications for roof system installers and foremen. All certifications require passing an online exam. Installers also take a practical hands-on test that is scored by a Qualified Assessor.

**What is a Qualified Assessor?**

Qualified Assessors play a critical role in certifying roof system installers. They are the only people trained and approved by NRCA to conduct performance exams for installers. Qualified Assessors may charge a fee for this service if they choose to do so. NRCA does not receive any portion of these fees.

**What are the benefits of being a Qualified Assessor?**

- Can expand current business by being available to assess NRCA ProCertified™ installer candidates
- Generate additional revenue by charging NRCA ProCertified installer candidates an appropriate fee for conducting their performance exams
- Gain access to NRCA ProCertification materials, including educational content, resources, documents, manuals, policies and procedures, agreements, job task analyses and performance exam testing locations.
- Achieve professional recognition and a Qualified Assessor digital badge certificate from NRCA
- Have the opportunity to support customers and others pursuing NRCA ProCertified installer certification by offering Qualified Assessor services
- Become experts in all aspects of NRCA ProCertification

**What are the available designations?**

NRCA ProCertification Qualified Assessors are designated in specific types of roof systems for which they can conduct performance exam assessments. Qualified Assessors must demonstrate technical and safety competence in specific roof or waterproofing systems. Qualified Assessor participants select the designation(s) they seek during the application process. Additional designations also can be sought after an initial designation is earned.
Qualified Assessor designations are being developed for all major roof system types. The designations are:

1. Group 1: Low-slope Systems
   a. Thermoplastic Systems
   b. Thermoset Systems
   c. Asphalt-based Systems
   d. Liquid-applied Systems
2. Group 2: Steep-slope Systems
   a. Asphalt Shingles
   b. Wood Shakes and Shingles
   c. Slate
   d. Clay and Concrete Tile
   e. Metal Shingles
   f. Synthetic Shingles
3. Group 3: Metal Systems
   a. Architectural Metal Flashing and Accessories
   b. Metal Panel Systems
4. Group 4: Rooftop-mounted Photovoltaic (PV)
   a. Steep-slope PV systems
   b. Low-slope PV systems
5. Group 5: Waterproofing Systems
   a. Below- or Above-grade Slab and Wall Systems
   b. Vegetative and Plaza Deck Systems
6. Group 6: Service and Maintenance (Must correlate with the assessor’s current system designation)
   a. Low-slope Service Technician
   b. Steep-slope Service Technician

What does a Qualified Assessor do?

Qualified Assessors schedule, conduct and report NRCA ProCertified installer certification performance exams. Following are some of the policies and procedures that apply:

1. Qualified Assessors are trained to observe certification candidates completing hands-on performance exam assignments and assess them using online scoring rubrics provided by NRCA.
2. Roof system installers seeking an NRCA ProCertified installer certification schedule their assessments directly with a Qualified Assessor.
3. Candidates for installer certifications can request to have their performance exams conducted at a job site or in another testing location that provides the necessary tools, equipment materials and other conditions. Performance exam testing locations are physical sites that meet certain requirements where certification candidates can participate in practical, hands-on performance tests. A testing location can be a:

- Roofing contractor’s shop
- Manufacturer training center
- Distribution center
- Union training facility
- Vocational school
- Community college
- Other type of facility

4. After agreeing to conduct a performance exam, the Qualified Assessor coordinates scheduling with a testing location or the project contact for a candidate’s employer when a job-site exam is requested.

5. Testing locations are permitted, in their discretion, to charge Qualified Assessors a reasonable, appropriate fee for conducting performance exams at their facility or location. However, if a testing location chooses to charge such a fee, the testing location must charge the same fee to all Qualified Assessors for whom the testing location provides the same facility use service.

6. Qualified Assessors must agree to follow all NRCA ProCertification policies and procedures, including the NRCA ProCertification Qualified Assessor Code of Professional Conduct.

7. Qualified Assessors cannot conduct performance exams for individuals who are direct employees or subcontracted employees of the same company that also employs the Qualified Assessor.

8. Candidates who require using exam materials in Spanish must have their performance exam conducted by a Qualified Assessor who speaks Spanish conversationally.

9. NRCA does not tell Qualified Assessors whether they should charge for their assessment services or how much to charge if they do charge a fee for their services. However, everyone must be charged similarly for similar services. NRCA does not receive any part of fees Qualified Assessors are paid.

10. Qualified Assessors confirm certain conditions are present during hands-on performance assessments so every installer seeking certification has a similar environment for the performance exam.

11. Certification candidates will be given the opportunity to evaluate the Qualified Assessor and the testing site. They also have the opportunity to appeal the results of the performance exam.
Table A: Examples of what installers might be asked to do during the hands-on test

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<thead>
<tr>
<th></th>
<th>Asphalt shingles</th>
<th>Thermoplastic</th>
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<tr>
<td>• Follow directions</td>
<td>• Follow directions</td>
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<tr>
<td>• Use PPE correctly</td>
<td>• Use PPE correctly</td>
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<tr>
<td>• Inspect PFA harness, safety lifeline, hooks and anchors</td>
<td>• Inspect PFA harness, safety lifeline, hooks and anchors</td>
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<tr>
<td>• Demonstrate wearing a PFA system and explain the purpose of each component</td>
<td>• Demonstrate wearing a PFA system and explain the purpose of each component</td>
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<td>• Install:</td>
<td>• Follow the correct fastening pattern</td>
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<tr>
<td>• Underlayment</td>
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<tr>
<td>• Various shingle types</td>
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<tr>
<td>• Valleys</td>
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<tr>
<td>• Hip and ridge</td>
<td></td>
<td></td>
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<tr>
<td>• Various flashing</td>
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<tr>
<td>• Trim corners</td>
<td>• Correctly terminate the membrane</td>
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<tr>
<td>• Lay shingles</td>
<td>• Inspect tools</td>
<td></td>
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<tr>
<td>• Stagger shingles</td>
<td>• Properly:</td>
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<tr>
<td></td>
<td>• Roll sheets with a roller</td>
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<tr>
<td></td>
<td>• Fasten the membrane</td>
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<td></td>
<td>• Score and remove film from self-adhering membranes</td>
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<tr>
<td></td>
<td>• Lay a sheet so there are no wrinkles, voids or fishmouths</td>
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<tr>
<td></td>
<td>• Use the tools</td>
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<tr>
<td>• Apply sealant</td>
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<tr>
<td>• Clean up</td>
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What types of skills do Qualified Assessors evaluate during performance exams?

Table A shows examples of skills that may be tested during practical hands-on tests for installers. Qualified Assessors are trained to evaluate these skills using specific criteria provided by NRCA.
Does NRCA offer training to prepare people to be a Qualified Assessor?

Those seeking to become Qualified Assessors must complete three modules of self-paced online training. The training has knowledge checks throughout, so users will know how well they are learning the content. The training can be taken in English and Spanish.

Where can I learn more about being a Qualified Assessor?

The NRCA ProCertification Qualified Assessor Certificate Program Participant Handbook contains more information about policies that apply to Qualified Assessors and the role they fulfill. In addition, after an individual’s application has been approved, he or she will have access to a manual containing detailed instructions for fulfilling the role of Qualified Assessor.

If you have questions, please email QAsupport@nrca.net.

How does someone become a Qualified Assessor?

The NRCA ProCertification Qualified Assessor credential is earned by completing the NRCA ProCertification Qualified Assessor Certificate Program. It has five parts:

- An online training program that teaches NRCA ProCertification policies and procedures
- An open-book, multiple-choice online exam covering the policies and procedures
- An online training program about personal protective equipment (PPE) that should be used during performance exams
- An online training program that teaches how to observe and score performance exams for a specific type of roof system
- An online exam that tests observation and scoring skills

Who is eligible?

General eligibility

All Qualified Assessor applicants must be a minimum of 21 years of age.

Specific system designation eligibility

NRCA ProCertification Qualified Assessor: Thermoplastic Systems Designation

Individuals are eligible to take the training and assessments to earn an NRCA ProCertification Qualified Assessor: Thermoplastic Systems Designation credential if they meet one of the following requirements:

1. Option A: The applicant holds a current NRCA ProCertified Thermoplastic Systems Installer certification.
2. **Option B**: The applicant has been in a responsible position supervising or observing installers of thermoplastic roof systems for at least a 24-month period. This experience must have occurred within three years of the date of application. The experience requirement assumes the applicant has supervised or observed at least five thermoplastic system installation projects that include a variety of installation details such as flashings, sheet layout and attachment.

Applicants under Option B must submit information about five thermoplastic system projects, including customer names, locations and types of project. NRCA reserves the right to verify the applicant’s work experience and decision-making authority.

Examples of being in a responsible position observing or supervising thermoplastic system installers may include:

- A manufacturer’s technical representative who inspects installations in progress
- A Registered Roof Observer (RRO) who conducts quality control observations during installations
- A roofing foreman or superintendent who oversees a crew performing installations

**NRCA ProCertification Qualified Assessor: Asphalt Shingles Designation**

Individuals are eligible to take the training and assessments to earn an NRCA ProCertification Qualified Assessor: Asphalt Shingles Designation credential if they meet one of the following requirements:

1. **Option A**: The applicant holds a current NRCA ProCertified Asphalt Shingles Installer certification.

2. **Option B**: The applicant has been in a responsible position supervising or observing installers of asphalt shingle roof systems for at least an 18-month period. This experience must have occurred within three years of the date of application. The experience requirement assumes the applicant has supervised or observed at least five asphalt shingles installation projects that include a variety of installation details, such as flashings, valleys and shingle types.

Applicants under Option B must submit information about five asphalt shingles installation projects, including customer names, locations and types of projects. NRCA reserves the right to verify the applicant’s work experience and decision-making authority.

Examples of being in a responsible position observing or supervising asphalt shingle roof system installers may include:

- A manufacturer’s technical representative who inspects installations in progress
- A Registered Roof Observer (RRO) who conducts quality control observations during installations
- A roofing foreman or superintendent who oversees a crew performing installations

For more information about these requirements, contact certification@nrca.net or (866) ASK-NRCA (275-6722).
What do people get when they earn a Qualified Assessor credential?

NRCA ProCertification Qualified Assessors are given a digital badge that can be posted on their personal social media profiles, websites, decals or business cards. They also receive a photo ID card containing a QR code that can be scanned to verify the credential.

What does it cost to become a Qualified Assessor?

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<tr>
<th>What</th>
<th>Members</th>
<th>Nonmembers</th>
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<tbody>
<tr>
<td>Enrollment fee per designation.</td>
<td>1st designation: $1,499</td>
<td>$2,999</td>
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<tr>
<td>Fee covers training and one attempt taking proctored online exam for a designation</td>
<td>2nd designation: $999</td>
<td>$1,999</td>
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<tr>
<td>Additional designations:</td>
<td>Additional                $749</td>
<td>$1,499</td>
</tr>
</tbody>
</table>

Test retake fee

$199

Annual maintenance fee.

One fee covers all designations.

$149

$299

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.