# Table of Contents

- What is NRCA ProCertification™? ................................................................. 1
- Why should I get certified? ............................................................................. 1
- Who is eligible? ............................................................................................... 1
- How do I get certified? ................................................................................. 2
- How will I know if I am ready to get certified? .............................................. 2
- Does NRCA offer training to help me prepare for certification? ....................... 2
- What does the test look like? ........................................................................ 3
- What is on the test? ....................................................................................... 3
- Where do I take the test? .............................................................................. 4
- What happens if I fail the test? .................................................................... 4
- What do I get once I am certified? ............................................................... 4
- How long does certification last? ............................................................... 4
- What does certification cost? ..................................................................... 6
- Additional policies and FAQs ..................................................................... 6
- ProCertification contacts ........................................................................... 7
This guide provides an overview of the NRCA ProCertified™ Roofing Foreman credential.

What is NRCA ProCertification™?

A certification is a designation you earn when you prove you know how to do your job the right way. 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. But NRCA does offer many education and training programs for roofing workers. You can find them at www.nrca.net/education.

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

Who is eligible?

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

A separate form must be submitted for each roof system designation.

**How do I get certified?**

To become certified, you must:

1. Meet the eligibility requirements
2. Complete the online application found on NRCA’s website, www.nrca.net/procertification
3. Have your employer verify your skills. After NRCA receives your application, NRCA will email a link to an Employer Verification form to the supervisor named on the application. A separate form must be submitted for each roof system designation.
4. Pass a proctored computer-based test. The computer-based test can be taken a maximum of three times. After failing the test three times, you must reapply.

You must complete these steps within 24 months of your application being approved.

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

Review the Job Task Analysis for NRCA ProCertified® Roofing Foreman to become familiar with the topics on the exam and determine your readiness for successful completion. It is available on NRCA’s website.

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

NRCA offers technical education and safety training classes for all skill levels. It also offers extensive leadership and management training courses designed to help foremen succeed. Details about them are found on NRCA’s website at www.nrca.net/education.

Completing roofing-related training or reviewing other resources may help prepare you for certification. But you are not required to complete any specific training. Completing training from NRCA also does not guarantee you will pass NRCA ProCertification exams.
What does the test look like?

The computer-based test has about 100 multiple-choice questions. Candidates will be given up to two hours to complete the test.

There are primarily three types of questions on the test:

1. You will see one or more pictures and a question followed by three possible answers. You will be asked to pick the best picture or the best answer.

2. You will see and hear a story about a roofing project followed by a question with three possible answers. You will be asked to pick the best answer.

3. You will see multiple-choice questions with three possible answers. You will be asked to pick the best answer.

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

What is on the test?

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

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

The Quality pillar is system specific. It is not tested directly in the certification exam. A foreman certification applicant’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 system types.

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

2. Productivity questions make up about 20 percent of the test.
   a. Sequencing work (for example, where to start, what direction to orient the work)
   b. Assigning the work (for example, deciding who does what work and in what order)
   c. Keeping the crew productive (for example, during planned and unplanned interruptions)
   d. Training and coaching (for example, increasing and improving crew capacity)
e. Using the right equipment (for example, 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 (for example, pick up and properly dispose of debris)
   b. Restore, mind the details (for example, put things back where they were)
   c. Introduce self, explain what/when
   d. Be honest (give correct information, take responsibility if something is damaged)
   e. Manage disruptions with building owners or occupants (for example, noise, odors, dirt, dust, fumes)

Technical content in exams is based on NRCA’s technical manuals and best practices. It is not based on manufacturer’s manuals, specifications or guidelines. Test questions about safety are based on federal regulations that affect roofing workers. They are not based on regional, state or local regulations.

Where do I take the test?

The computer-based test can be taken at home with ProProctor remote testing services or at a local Prometric Test Center. You must sign up in advance to take the test. To find the center nearest you, visit www.prometric.com.

What happens if I fail the test?

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

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. You can put the digital badge on your social media accounts, 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 certified in.
- Two decals of the badge
- 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 include:

1. Paying a renewal fee
2. Having at least 1,500 hours of foreman experience over the three-year period
3. Completing at least 12 hours of technical training related to the job task analysis for the certification over the three-year period

4. Completing at least 12 hours of leadership/management training related to the job task analysis for the certification over the three-year period

5. Completing at least 30 hours of safety training related to the job task analysis for the certification over the three-year period

6. Submitting an attestation from a supervisor that you have satisfactorily fulfilled the role of foreman

Following are some examples of acceptable training for meeting renewal requirements. Other roofing-related education also may qualify. Training offered in classroom, hands-on, jobsite, video-based or online are all acceptable formats.

Training provided by NRCA about:

- Roof system design, maintenance or repair
- Roofing-specific OSHA 10-hour, 30-hour, fall protection and other safety training
- CERTA Authorized Trainer training
- Foreman leadership and management skills
- Training skills

Training provided by manufacturers or distributors of roofing materials, tools or equipment about:

- New technologies for roofing materials, tools or equipment
- System installation techniques
- System design considerations
- Product-specific safety considerations

Training provided by a roofing contractor about:

- New installation techniques
- Project-specific installation requirements
- System design considerations
- Toolbox Talks and other roofing safety topics

Training provided by others about:

- Construction or project management
- Foreman leadership and management skills
- General leadership and management skills

Training provided by a safety consultant about:
• Roofing safety topics

Training provided by an Authorized OSHA Outreach trainer or organizations that offers OSHA training about:

• Common job-related safety and health hazards
• OSHA standards for the construction industry
• OSHA trainer course the construction industry

What does certification cost?

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>NRCA Member Fee</th>
<th>Nonmember Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreman:</td>
<td>Certification fee (Fee includes one attempt at the test and one roof system designation.)</td>
<td>$1,199</td>
<td>$2,399</td>
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<tr>
<td></td>
<td>Each additional roof system designation</td>
<td>$379</td>
<td>$759</td>
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<tr>
<td></td>
<td>Test retake fee</td>
<td>$199</td>
<td>$399</td>
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<td></td>
<td>Test reschedule fee</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td></td>
<td>Three-year renewal fee (This fee covers all system designations.)</td>
<td>$199</td>
<td>$399</td>
</tr>
</tbody>
</table>

NRCA offers discount pricing for companies interested in submitting multiple applications at one time. Discounts on foreman certification fees begin with quantities of 10 or more applications. For more information, contact Jeff Jarvis, vice president of sales and business development at (847) 493-7512 or email jjarvis@nrca.net

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

Additional policies and FAQs

The following policies are on NRCA’s website at www.nrca.net/procertification/policies-guidelines:

• 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 are on NRCA’s website at www.nrca.net/procertification/faqs/foremen.

**ProCertification™ contacts**

Applications for all NRCA ProCertification™ credentials are available on NRCA’s website www.nrca.net/procertification/certifications/applications.

Mailing Address:
National Roofing Contractors Association
Attn.: ProCertification Program Administrator
10255 W. Higgins Road, Suite 600
Rosemont, IL 60018-5607

Email:
General Inquiries and Applications: certification@nrca.net
Inquiries from Qualified Assessors: QAsupport@nrca.net

Phone:  (847) 299-9070
Fax:  (847) 299-1183

Office Hours: 8 a.m. to 4:30 p.m. CST