

Certification Program for Roofing Contractors Of Montana

Certification Program for Roofing Contractors of Montana Provided Through The:

MONTANA ROOFING CONTRACTORS ASSOCIATION

INTRODUCTION: The Roofing Contractors Association of Montana provides the Certification Program to increase consumer protection and secure the public confidence in the roofing industry by elevating the roofing contractors skills, knowledge and professionalism through voluntary self-regulation.

WHO IS TO BE CERTIFIED: Individuals are to be certified, not companies. Certification is available for both Residential and Commercial Roofing Contractors. A Contractor can choose to apply for certification in one or both categories. Certification is open to all Roofing Contractors in Montana who meet the qualifications, and is not limited to members of the Montana Roofing Contractors Association.

QUALIFICATIONS FOR EACH PERSON:

1. Must be a principal in a Roofing Company domiciled in the State of Montana for a minimum of three (3) continuous years immediately prior to date of application. The company must have a fixed address with a physical location; a branch office can meet the requirements of domicile provided all other requirements are met. A principal is defined as one who is actively engaged in the day to day management of the business, and is also in one of the following categories:
 - Sole Proprietorship - Owner.
 - Partnership - Managing partner, general partner, or partner with a minimum of 25% ownership interest.
 - Corporation - Executive officer, or majority owner of voting stock.
2. Must submit three (3) satisfactory credit references in Montana for the firm as listed on the application.
3. Must submit four (4) satisfactory business references in Montana – one each from a customer, a manufacturer, a supplier, and a design professional (architect, engineer or construction manager).
4. Must submit satisfactory evidence of financial responsibility as required in the application, consisting of:
 - a. **For commercial contractor applicants:** \$1,000,000 combined single limit general liability and evidence that the firm can obtain a \$100,000 surety bond, cash bond, property bond or irrevocable letter of credit.
 - b. **For residential contractor applicants:** \$500,000 combined single limit general liability insurance or evidence that the firm can obtain a \$10,000 surety bond, cash bond, property bond or irrevocable letter of credit.
 - c. Workers' compensation insurance complying with Montana statutes and acceptable to the Certification Committee, including employers liability limit of 500/500/500,000 or greater.
 - d. Satisfactory signed and notarized applicant statement.
5. Must pass basic business and safety knowledge exam plus residential and/or commercial exam with a score of 75% or better on each exam.

APPLICATION

I am applying for:

- Certified Commercial Roofing Contractor (CCRC)
- Certified Residential Roofing Contractor (CRRC)
- Certified Commercial and Residential Roofing Contractor (CC-RRC)

Application and exam fee must be received no later than 30 days prior to the examination date.

PLEASE TYPE OR PRINT

Name: _____ Home Phone(____) _____
 Last First Middle

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Firm Name: _____ Phone(____) _____

Firm Address: _____ Fax: (____) _____

City: _____ State: _____ Zip: _____ County: _____

Your Position with Firm: _____

Roof Contracting Experience:

Years of experience in roof contracting business: _____

Years of roof contracting business with a firm domiciled in Montana: _____

Name of firm or firms with which you were employed in the last three (3) years: _____

Three credit references for firm:

1. Bank _____ Address _____
 Phone Number (____) _____ Name of contact person _____

2. Commercial credit reference _____ Address _____
 Phone Number (____) _____ Name of contact person _____

3. Other credit reference _____ Address _____
 Phone Number (____) _____ Name of contact person _____

Financial information on current firm:

Please include copies or evidence of the following, as minimums, with this application:

For certification as Commercial Roofing Contractor - \$1000,000 combined single limit general liability insurance and evidence you can obtain a \$100,000 surety bond, cash bond, property bond or irrevocable letter of credit.

For certification as Residential Roofing Contractor - \$500,000 combined single limit general liability insurance or evidence you can obtain a \$10,000 surety bond, cash bond, property bond or irrevocable letter of credit.

If your firm has one or more employees, check if you carry:

- Worker's Compensation – please submit evidence of coverage, including employer liability limit of 500/500/500,000 or greater

EXAMINATIONS: Examinations will consist of a business and safety knowledge portion and a technical roofing portion. Upon receipt of a satisfactory application, applicant will be notified of manual and resources to help prepare for the examination. The certification examinations will be given each year at the Annual Conference site and at other times and in other cities as scheduled by the MRCA Certification Committee. Exams become the property of MRCA and the results will remain confidential.

RENEWAL: The certification period is for two years following date of certification. At expiration, certification can be renewed by:

1. Meeting the same application qualifications outlined here with the exception of examination , and
2. Providing evidence of having taken 6 Roofing and 4 Business Education Units (CEU hours) at approved workshops or seminars during the two-year period of certification, and
3. Paying the Certification Renewal fee of \$125 for an MRCA Member or \$275 for a non-member.

INACTIVE STATUS: If a certified person leaves the employment of the company under which form for certification was obtained and does not obtain other employment with an employer meeting requirements for a Certified Roofing Contractor, that person may apply for inactive status by notice to the Certification Committee within sixty days. To maintain inactive status, the person:

1. Must provide evidence of remaining involved in the roofing industry, and
2. Must renew certification, if renewal date occurs while inactive, by:
 - a) Provide evidence of the 10 Continuing Education Units, as noted above:
 - b) Pay the inactive status renewal fee of \$62.50, and
 - c) Will not need to meet application qualifications related to firm of employment.

Inactive status will be granted for no longer than two years, at which time the person must qualify for active status again or have certification terminated.

TERMINATION: Certification may be terminated for any person by the Certification Committee for any one of the following reasons:

1. Failure to meet the requirements at the time of renewal.
2. Failure to meet the requirements of inactive statue.
3. Disciplinary action by the Certification Committee.

After termination, a new application and examination, at the full fee, will be required for Certification, and all requirements in effect at the time of the new application must be met.

FEES:	MRCA Member	Non-Member
Commercial Certification	\$250	\$425
Residential Certification	\$250	\$425
Both exams on same day	\$300	\$475
Re-Take Exam	\$75	
For member rate, MRCA dues must be current.		\$150

Fees include application, processing, exam, recording, certificate, and one re-exam if not passed the first time. The application and fee are valid for one (1) year from the date of submission.

REFERENCES FOR CERTIFICATION

BUSINESS REFERENCES

General Contractor

Customer

Supplier

Architect/Engineer

A total of four (4) business references, one of each listed above, must be submitted to complete your application for certification. Check which one this is and have that person of your choice complete the bottom portion as your reference and return directly to the MRCA office.

APPLICANTS NAME _____

COMPANY NAME _____

CERTIFICATION APPLICATION FOR (circle one or both): COMMERCIAL - RESIDENTIAL

I certify that I have known the above named applicant for _____ years and find him/her to be competent and reputable in the roofing contracting business for which certification application is being made.

Name and Position

Date

Company Name

Street or Box #

City, State

Zip

Telephone

Comments: _____

Return this form directly to:

Montana Roofing Contractors Association
120 East Main
Sidney, MT 59270
Attn. Certification Committee

STUDY MATERIAL FOR MRCA CERTIFICATION EXAM

The following is a suggested list of reading materials or study resources for persons wanting to prepare for the Certification exams. If you do not have them, you may want to borrow them, or, if you wish to have your own library, ordering information is given below. The exam questions have been drawn from these materials;

COMMERCIAL SECTION

NRCA Roofing and Waterproofing Manual, 5th Edition, 2001

(available from NRCA, 10255 W. Higgins Road, Ste. 600, Rosemont, IL 60018-5607, telephone 708-299-9070)

Volume 1

General Roofing Product Considerations

pages 11-24

Section 1.0	Section 10.0
Section 4.0	Section 11.1
Section 4.1	Section 12.3
Section 6.0	Section 12.4
Section 7.0	Section 14.0
Section 8.0	Section 18.0

Roof Decks

pages 41-74

Section 1.2	Section 2.1
Section 1.3	Section 2.4
Section 2.5	Section 2.5
Section 2.8	Section 2.6

Rigid Board Insulation

pages 83-126

Section 2.7
Section 3.1
Section 2.8

Roof Membranes

pages 131-166

Section 2.0	Section 4.3
Section 4.1	Section 4.1
Section 4.2	

Built-Up Roof Assembly

pages 179-187

Section 1.2
Section 5.6
Section 6.1

Thermoplastic Roof Assembly

pages 271-277

Section 6.1

Polymer-Modified Bitumen Roof Assembly

pages 215-223

Section 5.3
Section 6.1
Section 7.1

Thermoset Roof Assembly

pages 251-257

Section 1.2

Volume 2

Architectural Sheet Metal & Metal Roofing

pages 477-577

Section 1.1	Section 2.5	Section 3.4	Section 4.3
Section 1.2	Section 2.7	Section 3.11	Section 4.6
Section 1.5	Section 2.9	Section 3.13	Section 4.9
Section 1.6	Section 3.1	Section 3.14	Section 5.0
Section 1.7	Section 3.2	Section 3.16	Section 5.1
Section 1.8	Section 3.3	Section 4.0	Section 5.3
Section 2.3			

Volume 3

Re-Roofing Part 1 - Low-Slope

pages 677-723

Section 1.0	Section 2.6
Section 2.1	Section 2.7
Section 2.2	Section 2.9
Section 2.3	Section 2.10
Section 2.4	Section 3.1
Section 2.5	Section 4.1

Quality Control Guidelines For The Application Of Thermoset

Single-Ply Roof Membrane, pages 878-891

Insulation Criterion
System Construction Criterion
Appendix 3

Moisture Control For Low-Slope Roof Assembly

pages 813-826

Section 2.5	Section 3.2
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Glossary

Volume 4

Low-Slope Membrane Roofing

pages 1029-1265

BUR

F.M. Global

Data Sheet 1-28

Data Sheet 1-28R

Data Sheet 1-29

Data Sheet 1-29R

Uniform Building Code, 1997 Edition

Chapter 15, 1506.1

Chapter 15, Table 15-A

Chapter 15, Table 15-E

SAFETY SECTION

NRLRC OSHA Citation Defense Manual

(Available from NRCA, 10255 W. Higgins Road, Ste. 600, Rosemont, IL 60018-5607, telephone 708-299-9070)

Managing a Roofing Company in Montana, Oliver, Edis. 1983

(available from MRCA , 120 East Main, Sidney, MT 59270, telephone 406-482-1884)

Department of Labor, OSHA, Title CFR 29, Part 1926, "Construction Standards", revised 7/1/91

(available from U.S. Government Book Store, 1100 Commerce Street, Room 1-C46, Dallas, TX 75242, telephone 214/767-0076 or U.S. Government Printing Office, Washington, DC, telephone 202/783-3238)

RESIDENTIAL SECTION

NRCA Roofing and Waterproofing Manual, 5th Edition, 2001

(available from NRCA, 10255 W. Higgins Road, Ste. 600, Rosemont, IL 60018-5607, telephone 708-299-9070)

Volume 2

Asphalt Shingle Roof Systems

pages 327-358

Section 2.2	Section 3.6	Figure 16	Figure 26
Section 3.1	Section 3.7	Figure 23	Figure 27
Section 3.3	Table 1	Figure 24	Figure 28
Section 3.4	Figure 14	Figure 25	

Wood Roofing

pages 435-462

Section 2.2	Figure 1	Figure 21	
Section 3.7	Figure 20	Figure 22	

Volume 3

Re-Roofing Part 2 - Steep-Slope

pages 729-757

Section 1.0	Section 3.1	Section 4.1	Figure 2
Section 2.2	Section 3.2	Section 4.2	Figure 3
Section 2.3	Section 3.4	Section 4.3	Figure 10

Moisture Control & Ventilation For Steep-Slope Roof Assemblies

pages 829-844

Section 1.1	Section 3.2	Section 3.3	
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Glossary

Volume 4

Steep-Slope Roofing

pages 1266-1310

ASPH	SHK		
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Uniform Building Code, 1997 Edition

Appendix, Chapter 15, Table A-15-A

Appendix, Chapter 15, Table A-15-A, 1516.3

BUSINESS SECTION

Managing a Roofing Company in Montana, Oliver, Edis. 1983

(available from MRCA , 120 East Main, Sidney, MT 59270, telephone 406-482-1884)

APPLICANT STATEMENT

Please sign below. If you answer "Yes" to any of the statements below, you must attach a full explanation giving the nature of the event, dates and place of event.

HAVE YOU (or a partnership to which you were a partner or an authorized representative, or a corporation in which you were an officer or an authorized representative) within the last five (5) years:

YES	NO	
_____	_____	A. Undertaken roofing contracts or work that a surety company completed or made financial settlements on?
_____	_____	B. Had claims or lawsuits filed for unpaid or past due accounts by your creditors, including a governmental agency, as a result of roofing or roof-related operations, or filed bankruptcy?
_____	_____	C. Been convicted of any felony?

AFFIDAVIT

STATEMENT: I affirm that the information I have given in this application is true and accurate, and I understand that any willful falsification or legal felony conviction while certified constitutes grounds for disqualification or revocation of certification. I hereby authorize MRCA to verify any information on references listed herein. I understand that the Certification Committee has the final authority to approve or disapprove all applications and agree that the fees cover the costs of this application and are not refundable,

Applicant's Signature Date

NOTARY AFFIDAVIT

State of Montana

County of _____

Before me, a Notary Public, on this day personally appeared _____
Known to me to be the person whose name is subscribed to the Affidavit above.

Given under my hand and seal this _____ the day of _____, 20____.

(Seal or Stamp)

Notary Public for the State of <Montana
Residing at _____, **Montana**
My Commission expires _____

Date You Will Take Exam: _____

Study Manual \$ _____

Preparation Seminar Fee \$ _____

Certification Fee \$ _____

Total \$ _____

Check Enclosed (Make payable to MRCA)

Credit Card

American Express Discover Master Card Visa

Cardholder Name: _____ **Account Number** _____

Billing Address: _____ **Exp. Date:** _____

Signature: _____

Roofing Contractor Certification Program
Administered by the Roofing Contractors Association of Montana

In consideration of (name of individual), a principal of (name of affiliated roofing contractor company) being certified by the Roofing Contractors Association of Montana (hereinafter referred to as the "Association") and thereby being entitled to represent themselves as, and to have the benefit of being a certified Montana roofing contractor, and for other good and valuable consideration, the receipt of which is hereby acknowledged, (name of individual certified) and (name of affiliated roofing company) (hereinafter referred to as "Indemnitors") agree to hold harmless and indemnify the Association, its officers, directors, members, agents, representatives, and employees (hereinafter referred to as "Indemnitees") against any claims, suits, losses, damages, and expenses, including attorneys fees, which the Indemnitees, or any of them, may suffer as a result of the Association's certification of the Indemnitors and Indemnitors' holding themselves out to the public as a certified Montana roofing contractor.

Indemnitors further agree to satisfy and maintain the requirements of the certification program of the Association and to conduct themselves in a manner so as not to cause public disrepute of the Association and its certification program.

Signed name of individual

Typed name of individual

Date: _____

Typed name of company

By: _____

Typed name of officer of company

Date: _____