



Roofing Contractors Association of Texas

RCAT LICENSED ROOFING CONTRACTOR PROGRAM GUIDELINES

INTRODUCTION: The RCAT Licensed Roofing Contractor program was developed to increase consumer protection and secure the public confidence in the roofing industry by elevating the roofing contractor's knowledge, skills and professionalism through voluntary self-regulation.

WHO IS TO BE LICENSED: Individuals are to be licensed, not companies, however the license holder must own, operate or manage a qualified roofing company. Licensing is available for both Residential and Commercial Roofing Contractors; a Contractor can choose to apply for licensing in one or both categories. Licensing is open to all Roofing Contractors in Texas who meet the qualifications required on the application.

QUALIFICATIONS FOR EACH PERSON:

1. Must be a principal in a roofing company domiciled in the State of Texas for at least three continuous years immediately prior to the date of application. The roofing company must have a fixed address with a physical location; a branch office can meet the requirements of domiciled 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 also is in one of the following categories:
 - **Sole Proprietor** – Owner
 - **Partnership** – Managing partner, general partner, or partner with at least 25% ownership interest.
 - **Corporate** – Executive officer or majority owner of voting stock.
2. Must submit three satisfactory credit references in Texas for the roofing company, as listed on attached application.
3. Must submit four satisfactory business references in Texas, one each from a customer, a manufacturer, a supplier and an RCAT contractor member.
4. Must submit satisfactory evidence of financial responsibility as required in the application, consisting of:
 - **For a commercial contractor applicants:** \$500,000 combined single limit general liability insurance or evidence that your firm can obtain a \$100,000 surety bond, property bond or irrevocable letter of credit – you may send a copy of a previous bond that meets the amount stated.
 - **For residential contractor applicants:** \$300,000 combined single limit general liability insurance or evidence that your firm can obtain a \$100,000 surety bond, property bond or irrevocable letter of credit – you may send a copy of a previous bond that meets the amount stated.
 - Worker's compensation or other insurance plan providing approximately equivalent benefits and in compliance with Texas laws governing such coverage which is acceptable to the Licensing Committee; OR proof of current year filing with the state of Texas "DWC Form-005, Employer Notice of No Coverage or Termination of Coverage."
 - Satisfactory signed and notarized applicant statement with the appropriate fees.
5. Must pass a basic business and safety knowledge exam plus residential and/or commercial roofing exam with a score of 70% or better on each exam.
6. Once a principal for the roofing company qualifies for Licensing, per all of the terms above, other company Managers are then qualified to apply for licensing (special terms apply so the application for managers is available on request to the licensing committee). Managers also are required to pass the exams per number five above.

EXAMINATIONS: Examinations will consist of a "business and safety" portion and a "technical roofing" portion. Upon receipt of a satisfactory application, applicant will be provided an electronic copy of the RCAT *Managing a Roofing Company in Texas* manual and directions to obtain other resources to help prepare for the examination. You will be scheduled for testing following the committee's acceptance of your application. The licensing examinations will be given throughout each year as scheduled by the RCAT Licensing Committee. Exams become the property of RCAT and the results will remain confidential.

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RENEWAL: The Licensing period is for **one year** following date of inception. At this time, a license can be renewed by:

1. Meeting the same application qualifications outlined here (exams are not repeated).
2. Providing evidence of having taken 8 Continuing Education Units (CEU Hours) at approved workshops, programs or seminars during that 12 month period.
3. Paying the annual Licensing Renewal Fee of \$150. Fee is the same for both RCAT members and non-members.

INACTIVE STATUS: If a Licensed person leaves the employment of the company under which license was obtained and does not obtain other employment with a company meeting the same requirements for a Licensed Roofing Contractor, that person may apply for inactive status by request to the Licensing Committee or RCAT office. Notice should be provided in writing within sixty days of your renewal date. The Licensing Committee will notify the contractor if the inactive status has been approved. To maintain inactive status the person:

1. Must provide evidence of remaining involved in the roofing industry.
2. Must renew license, if renewal date occurs while inactive, by:
 - Providing evidence of the 8 Continuing Education units per each 12 month period, as noted above;
 - Paying the inactive status renewal fee of \$150, per each full 12 month period.
 - Not needing the meet application qualifications related to firm of employment.

Inactive status will be granted for no longer than three years, at which time the person must qualify for active status again or the license will be terminated by RCAT.

TERMINATION: Licensing may be terminated for any person by the Licensing 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 status.
3. Disciplinary action as deemed by the Licensing Committee.

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

EXAM FEES:

	<u>RCAT Members:</u>	<u>Non-Members:</u>
Commercial License	\$450.00	\$750.00
Residential License	\$450.00	\$750.00
Both Exams on Same Day	\$650.00	\$950.00

**For member rate your RCAT membership dues must be current.*

Fees include application, processing, exam, recording, licensing and re-exam if not passing the first time. The application and fee are valid for one year from the date of submission.

ANNUAL RENEWAL FEE:	\$150.00	\$150.00
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RCAT LICENSED ROOFING CONTRACTOR APPLICATION

I am applying for:

- Residential Roofing License (RRL)
- Commercial Roofing License (CRL)
- Commercial & Residential Roofing License (CRRL)

Full Legal Name of Applicant: _____

Cell Phone: _____ Email Address: _____

Business Name: _____ Phone: _____

Business Address: _____

Your position with this roofing company: _____

Date of Birth: _____ TX Drivers License #: _____ Exp Date: _____

List All Affiliations: (NTRCA, WRCA, NRCA, etc.): _____

Roofing Contracting Experience:

Years of experience in roofing contracting business: _____

Years of roofing contracting with a company domiciled in Texas: _____

Name of company(s) with which were employed in the last 3 years: _____

Three Credit References for Company:

1. Commercial Credit (Supplier, Manufacturer): _____

Email: _____ Phone: _____ Name: _____

2. Commercial Credit (Supplier, Manufacturer): _____

Email: _____ Phone: _____ Name: _____

3. Other Credit Reference: _____

Email: _____ Phone: _____ Name: _____

Study Materials for persons waiting to prepare for the licensing exams are listed below. The exam questions have been drawn from these materials.

Managing a Roofing Company in Texas, Revised 2008 - Available from RCAT for free to all approved license applicants. Download is in PDF format via the secure portal found on the RCAT website.



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RCAT LICENSED ROOFING CONTRACTOR APPLICATION

The NRCA Roofing Manual—2015 Boxed Set. Order the 2015 hardcopy boxed set from RCAT OR directly through NRCA if you prefer (Item #: RoofMan15). RCAT/NRCA Member price: \$425.00; Nonmember price: \$650.00, plus applicable shipping & tax. RCAT can order this set for you and have it shipped directly to you. Please specify below if you need RCAT to order for you:

YES order the NRCA Roofing Manual 2015 Boxed Set (\$425 + Shipping & Tax = \$465 total)

Financial Information on Current Firm:

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

- 1. For a commercial contractor applicant:** \$500,000 combined single limit general liability insurance certificate.
- 2. For residential contractor applicant:** \$300,000 combined single limit general liability insurance certificate.
- 3. Workers Compensation, Other Plan, or DWC-005** – Please submit evidence of your coverage; or of another plan providing approximately equivalent benefits and in compliance with Texas laws governing such coverage which is acceptable to the Licensing Committee (please provide a full copy of the alternate plans); OR proof of current year filing with the state of Texas “DWC Form-005, Employer Notice of No Coverage or Termination of Coverage.”

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 years:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Undertaken roofing contracts or work that a surety company completed or made financial settlements on? |
| _____ | _____ | 2. 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? |
| _____ | _____ | 4. Filed for bankruptcy? |
| _____ | _____ | 3. Been convicted of any felony? Please provide a letter of explanation for the Licensing Committee to review. |

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 licensed constitutes grounds for disqualification or revocation of licensing. I hereby authorize RCAT to verify any information or references listed herein. I understand that the Licensing Committee has the final authority to approve or disapprove all applications and agree that the fees cover the cost of this application and are not refundable.

Applicants Signature

Date

NOTARY AFFIDAVIT

State of Texas; County of _____

Before me, a Notary Public, on this day personally appears _____ known to me (or provided to me on

the oath of _____) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expresses.

Given under my hand and seal of office _____ day of _____ A.D., 20_____.

Notary Public, State of Texas

(Seal or Stamp)

My Commission Expires the _____ day of _____ 20_____