



RCAT Online Exam Information/Rules

To qualify for a roofing license, each individual must pass a basic business and safety knowledge exam plus the residential and/or commercial roofing exam(s) with a score of 70% or better on each exam. The exams are taken on-line using a third-party administrator (to ensure fairness and accuracy in scoring).

A. **You have 1 year from the date your application is approved to pass the required exams. Once you have passed the required exams, your license will be issued. See the Program Guidelines for complete details.**

B. Required Examinations:

Residential Roofing License (RRL) - You must pass both the *residential roofing exam* and the *business/safety exam* with a minimum grade of 70%.

Commercial Roofing License (CRL) - You must pass both the *commercial roofing exam* and the *business/safety exam* with a minimum grade of 70%.

Commercial/Residential Roofing License (CRRL) - You must pass the *commercial roofing, residential roofing exams* and the *business/safety exam* with a minimum grade of 70%.

Exam preparation and study materials can be found on the RCAT Licensing Portal. An email with the log on credentials will be emailed to you from the RCAT office upon approval by the Licensing Board.

- C. **Once approved for Licensing, a third-party administrator will email you the instructions for accessing the online examination tool.** Your log on credentials are unique to each applicant and are NOT shared with the RCAT office for security reasons. **You MUST save this information until you have completed the exam process.**
- D. **You will have access to the examination portal for only 90 days at a time.** If you do not take or pass the exams within this time, the RCAT office must re-register you with our administrator and you will incur an additional \$50 fee. If for any reason you are unable to complete the exams in this initial 90 day period you must notify the RCAT office immediately to avoid the re-registration fee.
- E. **EXAM IS OPEN BOOK:** You may use the NRCA Roofing Manuals, the “Managing a Roofing Company in Texas” publication and any of the study materials provided on the RCAT Licensing Portal during the exams.
- a. The residential and commercial roofing exam questions have been drawn from the “The NRCA Roofing Manual-2019 Boxed Set.” Order the hardcopy boxed set from RCAT OR directly through NRCA if you are a member – www.nrca.net (Bookstore Item #RoofMan19). *RCAT/NRCA Member price: \$495.00; Non-member price: \$895.00, plus applicable shipping & tax.* If you ordered these books from RCAT through the application process, they will be shipped directly to you upon payment. **If you do not have these books, RCAT can order this box set for you at our member rate (allow two weeks for processing)!** *NRCA Members can access this set of books electronically for free via the NRCA mobile app.*
 - b. The business/safety exam questions have been drawn from the RCAT publication “Managing a Roofing Company in Texas.” **A hard copy of this book will be mailed to you.** It can also be downloaded electronically on the RCAT Licensing Portal website.



ROOFING CONTRACTORS ASSOCIATION OF TEXAS

6080 S Hulen St, Ste 360 PMB 396 • Fort Worth, TX 76132

Phone (512) 251-7690 • Fax (512) 532-6665

Email: rcat.licensing@rooftex.com • www.rooftex.com

- F. **You will only be allowed three total attempts to pass each exam without incurring additional fees.** If you fail an exam there is a 14-day hold period before you can retry that exam. Scores are provided to you immediately upon completing an exam and the administrator will share them with the RCAT office. Exams become the property of RCAT and the results will remain confidential.
- Each exam is timed at 1 hour and 30 minutes. If you do not finish within the allotted amount of time, you will be required to retest after a 14-day hold period. **YOU NEED TO PLAN ACCORDINGLY AND BE PREPARED TO COMPLETE EACH EXAM WITHOUT INTERRUPTION. YOU WILL NOT BE PERMITTED TO "PAUSE" OR STOP DURING AN EXAM AND COME BACK LATER.**
 - You will not be permitted to open separate web browsers or browser windows while taking the exams so be prepared with your hard copy manuals and presentations. You can use a tablet or other device to access the NRCA mobile app and the Roofing Manual Box Set if you have access to this resource through NRCA membership.
 - You must pass with a score of 70% or better on each exam. (You must answer 35 questions correctly to pass each exam).
 - Each exam is 50 questions and the questions are multiple choice or True/False format.
- G. **Follow the instructions below to get started taking the exams:**
- Open the email from our administrator (contractorcoachpro.com - the subject line will say: *"Admin has just created a new user."*)
 - Click on the green "Log in now" button in the email to access the site
 - Once on the site, click on the orange "Sign In" box on top right of the screen
 - Enter your assigned username and temporary password found in the email
 - Accept the Privacy Policy
 - You will be prompted to re-set your password with a permanent one. **WRITE IT DOWN** so that you can access the site again without issue.
 - Once you are logged on the administrator's Home Page you will scroll down to see the "Courses" assigned to your profile. Click on the box with RCAT logo to access the exams.