



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](mailto:rcat.licensing@rooftex.com) • [www.rooftex.com](http://www.rooftex.com)

## RCAT LICENSED ROOFING CONTRACTOR APPLICATION INSTRUCTIONS

The application must be completed then signed by the applicant in front of a notary public. An application is not considered complete and will not be processed until all required items have been submitted. All information requested on the form must be TYPED or printed in black ink. We prefer that you type directly on the form and then print it before signing. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. **Payment must be included with application.** Make check or money orders payable to RCAT.

### INSTRUCTIONS FOR COMPLETING EACH LINE OF THE APPLICATION:

1. TYPE OF LICENSE APPLYING FOR – Select the license for which you would like to test.
2. NAME – Write your legal name in the spaces provided. (First, Middle, Last Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
3. DATE OF BIRTH – Type or write your birthdate.
4. GENDER – Select whether you are male or female.
5. TEXAS DRIVER LICENSE – Type or write your valid Texas driver license number and expiration date. Please note, a principal for the roofing company residing outside of Texas will not be eligible to apply.
6. ROOFING COMPANY NAME – Legal name of the roofing company, include any DBAs used.
7. DATE ESTABLISHED – Date roofing company became a registered Texas company with the Secretary of State or local municipality.
8. BUSINESS MAILING ADDRESS – Type or write your current mailing address. This is the address where we will send you mail related to this license. A P.O. Box can be used as a mailing address.
9. BUSINESS PHYSICAL ADDRESS – This is the physical location of your roofing business. If this is the same as the mailing address simply enter "same." Do NOT use a P.O. Box for this address.
10. BUSINESS PHONE NUMBER – Provide the main office phone number, including the area code, to the roofing company listed on the application.
11. CELL PHONE NUMBER – Provide your personal cell phone number, including the area code, where we can reach you during the day.
12. EMAIL ADDRESS – Type or write your email address. Please provide your email address so that RCAT may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and RCAT will not share it with the public.
13. CC EMAIL ADDRESS – If applicable, provide an additional email address where a copy of all license information and required notices can be sent.
14. POSITION WITH COMPANY – Provide your position with this roofing company. Initial company licensee must be a principal in the roofing company. Principal is defined as one who is actively engaged in the day to day management of the business, AND either an owner, managing partner, general partner, or partner with at least 25% ownership interest; or executive officer or majority owner of voting stock.
15. CURRENT AFFILIATIONS – List any current, active affiliations you belong to (NCRA, MRCA, WRCA, or any local RCAT Chapter).
16. EXPERIENCE VERIFICATION / EMPLOYMENT HISTORY – Indicate total number of years in the roofing industry and specific number of years operating in Texas. If you have separated from or dissolved a roofing company in the last 5 years explain why.
17. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete the attached Criminal History Questionnaire for each offense. This form can be obtained from the RCAT website at [www.rooftex.com/licensing](http://www.rooftex.com/licensing).
18. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the RCAT website at [www.rooftex.com/licensing](http://www.rooftex.com/licensing).
19. CIVIL CLAIMS – If you answer YES to any of the questions, attach a letter of full explanation giving the nature of the event, dates, and place for each offense and the Licensing Advisory Board will review.



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20. **EXAMINATION REQUIREMENTS & INFORMATION** – Read the requirements and understand the study materials to prepare for and use during the exams. Specify here if you wish for RCAT to order the NRCA Roofing Manual Box Set for your use.
21. **REQUIRED DOCUMENTS CHECKLIST** – Listed are the documents required to apply for licensing. Applications will not be processed without all documentation and payment.
22. **STATEMENT OF APPLICANT** – Carefully read the statement of applicant before you sign, and date your application in front of a notary public. Non-notarized applications will not be processed.
23. **NOTARY AFFIDAVIT** – An authorized notary public must witness your signature and complete this section.

## RCAT LICENSED ROOFING CONTRACTOR APPLICATION

Applicants must meet ALL of the program qualification requirements and be approved by the RCAT Licensing Advisory Board before examinations will be administered. See [Program Guidelines](#) for more information. Once your application is approved, we will contact you via email with instructions on how to access the on-line the examinations.

**YOU MUST MEET ALL PROGRAM REQUIREMENTS WITHIN 1 YEAR OF THE FILING DATE OR THE APPLICATION WILL BE VOIDED. YOU MUST PASS THE EXAMINATIONS WITHIN 1 YEAR OF APPROVAL DATE OR THE APPLICATION WILL BE VOIDED. REFUNDS WILL NOT BE PROCESSED FOR FAILING TO TAKE OR PASS THE REQUIRED EXAMINATIONS WITHIN 1 YEAR.**

1. **Type of License**  Residential Roofing License (RRL) RCAT Member \$450.00 Non-Member \$750.00  
I am applying for:  Commercial Roofing License (CRL) RCAT Member \$450.00 Non-Member \$750.00  
 Commercial & Residential Roofing License (CRRL) RCAT Member \$650.00 Non-Member \$950.00

2. **Name:**  
\_\_\_\_\_  
First Middle Last Suffix

3. **Date of Birth:** \_\_\_\_\_ 4. **Gender:**  Male  Female

5. **Texas Driver License:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

6. **Roofing Company Name (include Legal and DBA names):** \_\_\_\_\_ 7. **Date Established:** \_\_\_\_\_

8. **Business Mailing Address:** (P.O. Box can be used for this address)  
\_\_\_\_\_  
Number, Street Name, Suite Number/Apartment Number  
\_\_\_\_\_  
City State Zip Code

9. **Business Physical Address:** (If different from mailing. Do NOT use a P.O. Box for this address)  
\_\_\_\_\_  
Number, Street Name, Suite Number/Apartment Number  
\_\_\_\_\_  
City State Zip Code

10. **Business Phone Number:** \_\_\_\_\_ 11. **Cell Phone Number:** \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

12. **Email Address:** \_\_\_\_\_ 13. **CC Email Address:** (e.g., Assistant, Office Manager) \_\_\_\_\_

14. **Position with the Roofing Company (Initial company licensee must be a principal in a roofing company):**  
\_\_\_\_\_



15. List of Current Affiliations: (NRCA, MRCA, NTRCA, WRCA, etc.)

16. Roofing Industry Experience:

Total years of experience in the roofing industry: \_\_\_\_\_ Years in Texas: \_\_\_\_\_

Name of any other company(s) with which you were a principal or employed by in the last 5 years along with reason for separation:

17. Have you ever been convicted of, or placed on deferred adjudication for, any serious crime or felony?

If YES, complete and attach a "Criminal History Questionnaire" for each offense.

Yes  No

18. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state?

If YES, attach a "Disciplinary Action Questionnaire" to this application. (This does not include your driver license.)

Yes  No

19. 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:

If YES, attach a letter of full explanation giving the nature of the event, dates, and place for each offense.

- a. Undertaken roofing contracts or work that a surety company completed or made financial settlements on?  Yes  No
- 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?  Yes  No
- c. Filed for bankruptcy?  Yes  No

20. EXAMINATION REQUIREMENTS & INFORMATION:

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 administered/taken on-line using our secure web portal. Once your application has been approved you will be provided with the information needed to register for the exams. See the "RCAT Examination Information & Rules" for more information.

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

Business/Safety Exam:

Managing a Roofing Company in Texas, Revised 2018 - Available from RCAT for free to all approved license applicants. A hardcopy of this manual will be mailed to you. An electronic download (in PDF format) is available in the secure licensing portal found on the RCAT website.

Residential & Commercial Roofing Exams:

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. RCAT can order this box set for you at our member rate and have it shipped directly to you. NRCA members can also access this set of books electronically for free via the NRCA mobile app.

Please specify below if you need RCAT to order a set of the manuals for you:

YES, order the NRCA Roofing Manual 2019 Boxed Set (\$495 + Ground Shipping & Tax = \$535 total)

21. REQUIRED DOCUMENTS CHECKLIST: All required documentation must be submitted prior to approval.

- o Completed and notarized Application
- o Payment
- o Photocopy of Applicants valid Texas Drivers License
- o Certificate of GL Insurance for Roofing Company: minimal of \$500,000 combined single limit general liability insurance coverage certificate.



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- Workers Compensation, Other Plan, OR DWC Form-005: Provide certificate for Workers Compensation coverage; or of another plan providing approximately equivalent benefits that is in compliance with Texas laws governing such coverage and is acceptable to the Licensing Advisory Board (please provide a full copy of the alternate plans); OR provide proof/copy of current year filing with the State of Texas “DWC Form-005, Employer Notice of No Coverage or Termination of Coverage.”

Texas Department of Insurance (TDI): Information for Workers' Compensation Non-subscribers:

<http://www.tdi.texas.gov/wc/employer/cb007.html> \*DWC Form-005 <http://www.tdi.texas.gov/forms/dwc/dwc005nocovst.pdf>

## 22. STATEMENT OF APPLICANT

STATEMENT: I affirm that the information I have provided in this application is true and accurate and I understand that any willful falsification, omission or legal conviction prior to, or while licensed, constitutes grounds for denial of this application and/or revocation of the license I am requesting. I hereby authorize RCAT to verify the information in this application using public records, company's credit history, personal background, criminal and civil record checks, as well as to contact any references I have provided them. I understand that the RCAT Licensing Advisory Board has the final authority to approve or disapprove all applications and I understand that should I not be approved by the board, a \$25 application fee will be retained by RCAT and the balance of fees paid for licensing will be refunded within 30 days.

I affirm that I have read and understand the [RCAT Code of Ethics](#) and that myself, my Company, employees and sub-contractors will abide and be governed by them. I further understand that failure to do so shall be cause for termination of this license in accordance with the Program Guidelines.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## 23. 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 here)*

My Commission Expires the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.