



RCAT Licensed Roofing Contractor Program Guidelines

The "License" referenced in this document is provided through and fully managed by the Roofing Contractors Association of Texas.

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 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 qualifying roofing company to participate in the Program. 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 for a company whose corporate office is in another state, can meet the requirements of being domiciled in Texas provided that 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 meet all requirements on the application form.
3. Must submit completed, signed, and notarized application form with appropriate fees.
4. Must submit satisfactory credit references in Texas upon request.
5. Must submit satisfactory business references in Texas upon request (e.g., customer, manufacturer, supplier, RCAT licensed contractor).
6. Must submit satisfactory evidence of the roofing company's financial responsibility as required in the application, consisting of:

-For 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 Advisory Board **OR** proof of current year filing with the State of Texas "DWC Form-005, Employer Notice of No Coverage or Termination of Coverage" as required by law.

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>



7. Company must be in good standing with the Better Business Bureau.
8. 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.

Once a principal for the roofing company becomes Licensed, per the terms above, other company managers (non-proprietors) are then qualified to apply for licensing. Special terms apply for managers so their licensing application must also include the completed and signed addendum with the company principal's acknowledgement of the terms. Managers are also required to pass the exams per number eight above.

FEES:

	<u>RCAT Members:</u>	<u>Non-Members:</u>
Commercial License	\$550.00	\$850.00
Residential License	\$550.00	\$850.00
Both Exams on Same Day	\$750.00	\$1050.00

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

Fees include application processing, exams, recording and issuance of license. The application and fee are valid for one year from the date of submission. If for some reason you are not approved for the Program a \$25 application fee will be retained by RCAT and the balance will be refunded to the applicant.

ANNUAL RENEWAL FEE: \$250.00

EXAMINATIONS: To qualify for the 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 to be administered and taken on-line using a secure portal (to ensure fairness and accuracy in scoring).

Once an applicant has been approved, information needed to prepare for and register to take the exams will be provided. See the "RCAT Examination Information & Rules" for most current information/instructions. Scores will be provided to you immediately upon completion of each exam. Exams become the property of RCAT, and the results will remain confidential.

- **YOU MUST PASS THE EXAMINATIONS WITHIN 1 YEAR OF APPROVAL DATE OR THE APPLICATION WILL BE VOIDED.**
- **YOU WILL BE GIVEN A 90 DAY ACCESS PERIOD TO THE STUDY AND TESTING PORTAL. YOU WILL BE ALLOWED ONLY THREE ATTEMPTS TO PASS EACH EXAM DURING THE 90 DAY ACCESS PERIOD. EACH ADDITIONAL 90 DAY ACCESS PERIOD WILL INCUR A \$50 FEE. THREE TOTAL 90 DAY ACCESS PERIODS ARE PERMITTED IN 1 YEAR.**
- **REFUNDS WILL NOT BE PROCESSED FOR FAILING TO TAKE OR PASS THE REQUIRED EXAMINATIONS WITHIN 1 YEAR.**

RENEWAL: The Licensing period is for one year following date of inception. A license can be renewed by:

1. Meeting the same application qualifications outlined here (you do not need to take the exams more than one time as long as the license remains active).
2. Providing evidence of having taken 8 Continuing Education Units/Hours (CEUs) at approved workshops or seminars during that 12-month period. A list of approved workshops/seminars will be provided. If you attend a workshop/seminar that is not on the approved list, you will need to contact the RCAT office in advance to seek approval of credits.
3. Returning the signed renewal form.
4. Paying the **Licensing Renewal Fee of \$250** (fee is the same for both RCAT members and non-members).



License holder will be notified of upcoming renewal 90 days prior to expiration date. A reminder notice will be sent 60 days prior to the expiration date along with the renewal form/packet.

Any License not renewed by the expiration date for failing to meet the annual continuing education requirements detailed above, will automatically incur a \$200 penalty fee. After paying the penalty fee and meeting the other renewal requirements, the license holder will be granted 30 days from the original renewal date to fully complete the CEUs. Failure to complete the CEU's within the time permitted in these guidelines will result in termination of the license. Failure to pay the required fees or return forms on time will result in automatic termination of the license.

Failure to meet the minimal program qualifications at time of renewal will result in automatic termination of the License.

INACTIVE STATUS: If a Licensed person separates from the company under which the license was obtained and does not own/operate or obtain other employment with another company meeting the requirements for the Program; they become temporarily disabled or can demonstrate another good reason that they are unable to maintain the renewal requirements; they may apply for "Inactive Status" by request to the Licensing Advisory Board. This request must be provided in writing in advance of your current renewal date. The Licensing Advisory Board will advise within 14 days of the request if the inactive status has been approved. If Inactive Status is not granted, the License will be terminated on the expiration date. If the inactive status period extends past the regular license renewal date, the individual:

1. Must provide evidence of remaining involved in the roofing industry or provide a compelling reason why you cannot (e.g., health reasons).
2. Must renew Inactive Status on each regular renewal date by:
 - Providing evidence of the 8 Continuing Education units per each 12-month period if physically able.
 - Paying the inactive status renewal fee per each full 12-month period.
 - Returning the signed form.

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.

TERMINATION: License may be terminated for any participant by the Licensing Advisory Board for any one of the following reasons:

1. Failure to meet the program requirements at the time of renewal.
2. Failure to meet the requirements of approved temporary "Inactive Status."
3. Disciplinary action as deemed by the Board.

Once a License is terminated, it cannot be re-instated. A new application and re-examination and the full fee will be required for the applicant to become licensed again. All program requirements in effect at the time of the new application must also be met.



ROOFING CONTRACTORS ASSOCIATION OF TEXAS

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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.
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.
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 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 \$550.00 Non-Member \$850.00*
I am applying for: Commercial Roofing License (CRL) *RCAT Member \$550.00 Non-Member \$850.00*
 Commercial & Residential Roofing License (CRRL) *RCAT Member \$750.00 Non-Member \$1050.00*

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 - 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 portal.

Residential & Commercial Roofing Exams:

The NRCA Roofing Manual Set - Order the hardcopy set of four books from RCAT OR directly through NRCA if you are a member - www.nrca.net. RCAT price: \$540.00, NRCA non-member price: \$895.00, plus applicable shipping & tax. RCAT can order this box set for you at our special rate and will ship it 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 me the NRCA Roofing Manual Set (\$585 total - includes tax and shipping.)

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: combined single limit general liability insurance coverage: residential contractor minimal of \$300,000; commercial contractor minimal of \$500,000.
- o 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



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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 by 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_____.