



CHICAGO ROOFING CONTRACTORS ASSOCIATION

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Fax Memo

To: Roofing Contractor **From:** Linda McHugh
Pages: 10 **Date:** 2009
Re: State of Illinois Licensing

Please find attached information regarding the Illinois Roofing Industry Licensing, both testing and application for licensing. Some frequently asked questions are included as well as the exam dates for 2008. For further information, please visit the Illinois Dept. of Professional Regulation website at:

<http://www.idfpr.com/dpr/who/roof.asp>

Or contact the IDPR at:

320 W. Washington
Springfield, IL 62786
Phone: 217-785-0800
Fax; 217-782-7645

100 W. Randolph, 9th Floor
Chicago, IL 60601
Phone: 312-814-4500
Fax: 312-814-3145

Please note the following amendment changes:

The Illinois Roofing Industry Licensing Act was recently amended and the following changes are in effect as of January 1, 2008:

Section 3.5 (d) has been added which will not require the qualifying party of a sole proprietorship currently licensed, and previously exempt from the examination requirements, to take the examination if there is a change of entity type to a corporation, business trust or other legal entity, where the ownership and qualifying party of the business remains the same. This Section also exempts from examination the qualifying party of a partnership, corporation, business trust or other legal entity currently licensed when the qualifying party is named as a new entity's qualifying party and the ownership of the new entity remains the same. Additional changes to the Illinois Roofing Industry Licensing Act can be reviewed at www.idfpr.com.

ILLINOIS ROOFING INDUSTRY LICENSURE EXAMINATIONS

The following information should help you prepare for the Illinois Roofing Industry licensure examinations. Part I contains general information about testing procedures. Part II describes the content of each examination and recommends study materials. Part III provides sample questions to help you prepare for these examinations. All questions are supported by one or more of the references identified in this bulletin.

Part I General Information

PURPOSE OF THE EXAMINATIONS

These examinations are required for professional licensure of Roofing Contractors by the Illinois Roofing Industry Licensing Act. Refer to the Act for a legal description of the profession and to determine which license you need to obtain. Copies of the Act are available from the Illinois Department of Financial and Professional Regulation (IDFPR) or on its website at <http://www.idfpr.com>.

TEST VALIDITY & TEST LENGTH

These examinations have been developed under the jurisdiction of IDFPR and reflect specifications, standards and practices that are supported by roofing industry professionals. All questions on these examinations have been subjected to strict psychometric controls and reviewed by a panel of roofing professionals. The time limit for the Illinois Residential Roofing Examination (limited license) is 90 minutes; the time limit for the Illinois Residential, Commercial and Industrial Roofing Examination (unlimited license) is 2½ hours. The Commercial and Industrial Roofing examination form is available only for candidates who already hold the Residential (limited) license and wish to qualify for the unlimited license; the time limit for this exam is 90 minutes.

CANDIDATE ELIGIBILITY

As mandated by Illinois statute, qualifications include verifiable experience in specified areas of employment and education as well as good moral character. If you wish to receive eligibility information, contact IDFPR for details.

APPLICATION FOR CANDIDACY

Obtain the proper application packet(s) from IDFPR or on their website. Complete the packet as instructed. You will be notified of your candidacy status (Accepted or Denied). If accepted, you will be notified of the date, time and site of the examination approximately 10 days prior to the date of the test.

STUDY MATERIALS & REFERENCES

Study materials for these examinations can be purchased directly from the National Roofing Contractors Association (NRCA), from bookstores such as Barnes and Noble or Borders and their websites, or from other online sources such as Amazon.com. Internet addresses are provided. All questions on these examinations are supported by one or more of these references.

MISSING AN EXAMINATION

There are no "make-up" examinations. You may re-register for the next examination date. THERE ARE NO REFUNDS.

**WHAT TO BRING
TO THE EXAM**

Each candidate should bring two (2) sharpened Number 2 black lead pencils. Candidates also may bring a non-programmable, non-printing, solar- or battery-powered portable or pocket calculator. No power source will be available for calculators at the test site. No other types of calculators, computers, electronics, markers or writing tools will be permitted at any time during this examination.

**SUCCESS/
LICENSURE**

Candidates who score 70 or higher will receive a PASS notice and an application for licensure.

**FAILURE/
RE-EXAMINATION**

Candidates who score below 70 will receive a FAILURE notice and an application for re-examination. **As long as your employment, educational experience and application remain valid, there is no limit to the number of times you can take these tests.** Requalification may be necessary in some cases. Candidates are encouraged to retake the examination; many candidates who initially failed such an exam pass on subsequent attempts.

Part II Test Content and Recommended Study Materials

The Illinois Roofing Industry Licensing Act specifies two classifications of roofing contractor: Residential (limited) and Residential, Commercial and Industrial (unlimited). The Commercial and Industrial examination form is available only for candidates who already hold the Residential (limited) license and wish to qualify for the unlimited license. Content areas in each test form are outlined below. Sections 1-5 appear in all tests; Section 6 appears applies only to commercial and industrial roofing.

	Residential (Limited License)	Residential, Commercial & Industrial (Unlimited License)	Commercial & Industrial (See note below)
1. Safety and Employee Protection	20 Questions	25 Questions	15 Questions
2. General Roofing Preparations, Decks and Membranes	17 Questions	20 Questions	10 Questions
3. Roofing Materials and Steep-Slope Systems Asphalt Shingle, Tile, Slate and Wood Roofing, Architectural Metal, Reroofing, Moisture Control	26 Questions	40 Questions	15 Questions
4. Low-Slope Roofing Systems Design Guidelines, Reroofing, Moisture Control and Repair	7 Questions	15 Questions	10 Questions
5. Measurement and Estimating	5 Questions	9 Questions	9 Questions
6. Non-Residential Roofing Systems Metal Roofing Systems, Rigid Board Roof Insulation, Spray Polyurethane Foam, Waterproofing and Dampproofing	None	16 Questions	16 Questions
Total Test Length	75 Questions	125 Questions	75 Questions

NOTE: The Commercial and Industrial examination form is available only to candidates who already hold the Residential Roofing (limited) license and wish to qualify for the unlimited license.

RECOMMENDED STUDY MATERIALS

The first four items listed below as study materials for these examinations can be purchased directly from the National Roofing Contractors Association (NRCA), 10255 West Higgins Road, Des Plaines, IL 60018. The remaining reference is available from bookstores such as Barnes and Noble or Borders and their websites, or from other online sources such as Amazon.com. Internet addresses are provided below. All questions on these examinations are supported by one or more of these references.

National Roofing Contractors Association Phone: 847-299-9070 Website: www.nrca.net

1. *The NRCA Roofing and Waterproofing Manual, Fifth Edition* (2001)
2. *Repair Manual for Low-Slope Membrane Roof Systems* (1997)
3. *The NRCA Safety Manual* (2000)
4. *Pocket Guide to Safety* (1997)

Other Materials

5. Acheson, Dean, *Roofing Construction and Estimating* (1995)
Publisher: Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018
Website: www.craftsman-book.com

Part III Sample Test

All questions on these examinations are multiple choice with one correct answer; choose the BEST answer to each question. For this sample test only, references are provided in the answer key to help you prepare for these tests. All questions on each examination are supported by the above references. These are provided for information purposes only to illustrate the types of questions that will appear on each test. Questions like these will be on the tests, but none of these questions will be repeated on these tests.

1. Which organization sets safety standards for exposure of roofing employees to asbestos?
 - A. NRCA
 - B. OSHA
 - C. IDPR
 - D. IEPA

2. Which of these is recommended when the third pin on the plug of a power tool is missing?
 - A. Have the tool removed and repaired before it is used again.
 - B. Insert a temporary pin into the plug as a safety measure.
 - C. Use the tool only when it is plugged into a GFCI receptacle.
 - D. Use the tool only when it is plugged into a double-insulated cord.

3. What does NRCA recommend as the minimum clearance between a mechanical unit and walls, drains, perimeters and penetrations in a roofing system?
 - A. 6 inches
 - B. 12 inches
 - C. 24 inches
 - D. 36 inches

4. Where should electrical conduit or other piping be installed?
 - A. Attached directly on top of the roof deck
 - B. Attached directly below the roof deck
 - C. Embedded within the roofing system
 - D. Suspended well below the roof deck

5. Which of these is most commonly used for underlayment in asphalt roofs?
 - A. Synthetic fiber felts
 - B. Saturant-grade asphalt
 - C. Coating-grade asphalt
 - D. Wood and other cellulose fiber mats

6. Which of these is **LEAST** likely to require tear-off and replacement of an existing steep roof?
 - A. Leaking around or near a chimney
 - B. Frequent repairs of the existing roof
 - C. Damage occurring to structural components
 - D. Leaking resulting in damage to building contents

7. Which of the following is **NOT** among the characteristics of fibrous-glass roof insulation?
 - A. Durability
 - B. Flexibility
 - C. Fire resistance
 - D. Stable R-value

8. Which of these is best to use when estimating the coverage of two plies of felt roofing underlayment on a steep-slope roof?
 - A. 25 square feet per factory square
 - B. 33 square feet per factory square
 - C. 50 square feet per factory square
 - D. 100 square feet per factory square

ANSWER KEY AND SUPPORTING REFERENCES

Question	Correct Answer	Supporting Reference
1	B	NRCA Safety Manual, page 1.1
2	A	NRCA Safety Manual, page 5.1
3	C	NRCA Manual (5 th Ed), page 19
4	D	NRCA Manual (5 th Ed), page 45
5	D	NRCA Manual (5 th Ed), pages 331-2
6	A	NRCA Manual (5 th Ed), page 733
7	B	NRCA Manual (5 th Ed), page 92
8	C	Atcheson, page 51

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

**TITLE 68: PROFESSIONS AND OCCUPATIONS
CHAPTER VII: DEPARTMENT OF PROFESSIONAL REGULATION
PART 1460 ILLINOIS ROOFING INDUSTRY LICENSING ACT
SECTION 1460.10 APPLICATION FOR A ROOFING LICENSE**

Section 1460.10 Application for a Roofing License

- a) Applications for a roofing license under the Illinois Roofing Industry Licensing Act (the Act) [225 ILCS 335] shall be submitted to the Department of Professional Regulation (the Department) on forms provided by the Department, along with the following documentation:
- 1) If you are a contractor who will be doing only residential roofing, mark on the application that you want a limited roofing license and submit the following:
 - A) Proof of liability insurance acceptable to the Department as specified in Section 1460.20 of this Part. Proof shall be a Certificate of Insurance;
 - B) Either:
 - i) Proof that the applicant has obtained Workers' Compensation Insurance or that the applicant is an approved self-insurer of Workers' Compensation. Proof shall be either the Certificate of Insurance from the insurance provider or the Certificate of Approval as a Self-Insurer issued by the Illinois Industrial Commission; or
 - ii) Certifying statement that the applicant has no employees. If an applicant is a sole proprietorship or partnership and the applicant has no employees, the applicant shall not be required to provide proof of Workers' Compensation Insurance or Illinois Unemployment Insurance.
 - C) Proof that the applicant has obtained, or has applied for, an Illinois Unemployment Insurance employer identification number, unless certifying that applicant has no employees, in accordance with subsection (a)(2). Proof shall be either a copy of the quarterly report (Form U-C 1 or U-C 3) issued to the applicant by the Department of Employment Security or a certified copy of the completed application submitted to the Department of Employment Security for the issuance of an employer identification number;
 - D) Proof of a bond in the amount of \$10,000 pursuant to Section

1460.30 of this Part;

E) Designation of a qualifying party; and

F) The required fee set forth in Section 1460.80.

2) If you are a contractor who will be doing residential, commercial and industrial roofing, mark on the application that you want an unlimited roofing license and submit the following:

A) Proof of liability insurance acceptable to the Department as specified in Section 1460.20. Proof shall be a Certificate of Insurance;

B) Either:

i) Proof that the applicant has obtained Workers' Compensation Insurance or that the applicant is an approved self-insurer of Workers' Compensation. Proof shall be either the Certificate of Insurance from the insurance provider or the Certificate of Approval as a Self-Insurer issued by the Illinois Industrial Commission; or

ii) Certifying statement that the applicant has no employees. If an applicant is a sole proprietorship or partnership and the applicant has no employees, the applicant shall not be required to provide proof of Workers' Compensation Insurance or Illinois Unemployment Insurance;

C) Proof that the applicant has obtained, or has applied for, an Illinois Unemployment Insurance employer identification number, unless certifying that applicant has no employees, in accordance with subsection (a)(2). Proof shall be either a copy of the quarterly report (Form U-C 1 or U-C 3) issued to the applicant by the Department of Employment Security or a certified copy of the completed application submitted to the Department of Employment Security for the issuance of an employer identification number;

D) Proof of a bond in the amount of \$25,000 pursuant to Section 1460.30;

E) Designation of a qualifying party; and

F) The required fee set forth in Section 1460.80.

b) Any applicant for a limited or unlimited roofing license that is a partnership, corporation, business trust, or other legal entity shall provide the following information with the application:

1) For Corporations:

A) The name of the corporation and its business address, and the names of all members of the board of directors and

officers;

- B) A copy of the Articles of Incorporation bearing the seal of the office, in the jurisdiction in which the corporation is organized, whose duty it is to register corporations under the laws of that jurisdiction. If it is a foreign corporation, a copy of the certificate of authority to transact business in this State issued by the Secretary of State is also required; and
 - C) A copy of the authority to transact business under the Assumed Business Name Act issued by the Secretary of State for any assumed names of the corporation, if applicable.
- 2) For Partnerships:
- A) A copy of the signed and dated partnership agreement, the name of the partnership and its business address, and the names of all general partners; and
 - B) A letter or certificate from the county clerk where an assumed name has been filed, if applicable.
- 3) For Limited Liability Companies or Limited Liability Partnerships:
- A) The name of the limited liability company or partnership, the business address and the members/partners of the company/partnership; and
 - B) A copy of the authority to transact business under the Assumed Business Name Act issued by the Secretary of State for any assumed names of the limited liability company or partnership, if applicable.
- 4) For Sole Proprietorships with an Assumed Name: A letter or certificate from the county clerk where an assumed name has been filed.
- c) No roofing license will be issued to any applicant without a designated qualifying party who has passed the examination set forth in Section 1460.12.
- d) A holder of a limited license who wants an unlimited license shall be required to submit an application for an unlimited license in accordance with subsection (a)(2).

(Source: Amended at 27 Ill. Reg. 14347, effective August 25, 2003)

PART IV: Personal History Information <i>(This part must be completed by all applicants)</i>	YES	NO
1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? <i>If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.</i>		
2. Have you been convicted of a felony?		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>		
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>		
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>		
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>		

PART V: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)
<p>1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.</p> <p>Are you more than 30 days delinquent in complying with a child support order? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>(NOTE: If you are not subject to a child support order, answer "no.")</i></p>
<p>2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)</p> <p>Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

PART VI: Certifying Statement
<p>Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant</p> <p>_____</p> <p style="text-align: center;">Date</p>

INSTRUCTIONS

ROOFING CONTRACTORS QUALIFYING PARTY EXAMINATION APPLICATION

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Effective July 1, 2003, to apply for licensure as a roofing contractor under the provisions of the Illinois Roofing Industry Act, every roofing contractor applicant must designate a qualifying party who is required to take and pass a State examination.

Qualifying Party means: The individual filing as a sole proprietor, partner of a partnership, officer of a corporation, trustee of a business trust, or party of another legal entity, who is legally qualified to act for the business organization in all matters connected with its roofing contracting business, has the authority to supervise roofing installation operations, and is actively engaged in day to day activities of the business organization.

The Illinois Roofing Industry Act makes available two separate types of roofing contractor licenses-- limited roofing license and unlimited roofing license. **Limited Roofing License** means a license made available to contractors whose roofing business is limited to residential roofing, including residential properties consisting of 8 units or less. **Unlimited Roofing License** means a license made available to contractors whose roofing business is unlimited in nature and includes roofing on residential, commercial, and industrial properties.

To be scheduled for the qualifying party examination, you must complete and submit the attached Application for the Roofing Contractors Qualifying Party Examination (IL486-1921) along with the required examination fee, made payable to Continental Testing Services, Inc. The fee must be in the form of a certified check or money order. Forward this document and required fee to:

Continental Testing Services, Inc.
P.O. Box 100
LaGrange, Illinois 60525-0100; *or*

Apply Directly On-Line. Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card.

If assistance is needed, direct your request to the following telephone number:

Continental Testing Services, Inc.: 708-354-9911
Telecommunication Device for the Deaf: 1-800-869-1313

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

REFERENCE SHEET

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change fees if prevailing circumstances necessitate such action.

CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

<u>EXAMINATION</u>	<u>TEST CODE</u>	<u>TEST FEES</u>	<u>TEST FEES AFTER JULY 1, 2009</u>
Residential Roofing	01	\$213.30	\$216.30
Commercial and Industrial Roofing	02	\$213.30	\$216.30
Residential, Commercial and Industrial Roofing	03	\$264.80	\$267.80

NOTE: The Test Fee is for the cost of the examination only and is not transferrable from one exam date to another. The Test Fee must be in the form of a certified check or money order payable to Continental Testing Services, Inc. After successful completion of examination, you will be notified of the licensure fee. **Fees are non-refundable.**

CHART II - EXAMINATION DATES AND LOCATION

<u>TEST DATES</u>	<u>APPLICATION FILING DEADLINES</u>	<u>AVAILABLE TEST CENTER</u>	<u>TEST CENTER CODE</u>
July 22, 2009	June 23, 2009	Springfield Area	1047
July 22, 2009	June 23, 2009	Chicago Area	1048
September 23, 2009	August 18, 2009	Springfield Area	1049
September 23, 2009	August 18, 2009	Chicago Area	1046
November 23, 2009	October 20, 2009	Springfield Area	1043
November 23, 2009	October 20, 2009	Chicago Area	1042
January 27, 2010	December 23, 2009	Springfield Area	1041
January 27, 2010	December 23, 2009	Chicago Area	1040
March 24, 2010	February 19, 2010	Springfield	1044
March 24, 2010	February 19, 2010	Chicago	1042
May 26, 2010	April 23, 2010	Springfield	1045
May 26, 2010	April 23, 2010	Chicago	1046
July 28, 2010	June 27, 2010	Springfield	1047
July 28, 2010	June 27, 2010	Chicago	1048

NOTE: Approximately two weeks prior to the examination you will be mailed an admission notice, along with other necessary instructions. If you have not received an admission notice ten days prior to the examination, make inquiry to Continental Testing Services: 708-354-9911.

APPLICATION FILING DEADLINES WILL BE STRICTLY ENFORCED.

If the examination final filing dates provided have expired, you may call the Department of Financial and Professional Regulation at 217-782-8556 for updated examination/administration dates and applicable final filing dates.

**Illinois Department of Financial and Professional Regulation
Division of Professional Regulation**

Application Checklist for Roofing Contractor Qualifying Party Examination

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

TWO-PAGE APPLICATION REVIEW		COMPLETED
Part I.	Applicant Identifying Information	
Part II.	Examination -- Check the appropriate examinations	
Part III.	Identify the Roofing Contractor/Company you intend to work for	
Part IV.	Personal History Information	
Part V.	Child Support and/or Student Loan Information	
Part VI.	Certifying Statement -- Signed and Dated	
SUPPORTING DOCUMENTS		SUBMITTED
	Application Fee	

All supporting documents *may not be required*. Please refer to application instructions for your specific method of licensure.