



Chicago Roofing Contractors Association
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Hillside, IL 60162
Phone: 708-449-3340, Fax: 708-449-0837, www.crca.org

To: **Roofing Contractors**

From: **Linda McHugh**

Re: **State of Illinois Licensing – 2010**

Unlike other construction contractors in Illinois, ***IT IS THE LAW IF YOU DO ROOFING WORK IN ILLINOIS, YOU NEED TO BE CERTIFIED BY THE ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION BY OBTAINING A ILLINOIS ROOFING LICENSE.***

Please find attached information regarding the Illinois Roofing Industry Licensing, both testing and application for licensing. To see the Illinois roofing industry licensing act, go to <http://www.idfpr.com/dpr/apply/roof.asp>. Some frequently asked questions are included as well as the exam dates for 2010.

1. To get an roofing license application, contact:

Illinois Department of Professional Regulation

320 West Washington St., 3rd floor
Springfield, IL 62786
Phone: 217-782-8556

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

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

2. If you have employees, you have to provide information about your company's organization and your workers' compensation and unemployment insurance. You'll also have to post a \$10,000 bond, prove you have \$250,000 of property damage insurance, and \$500,000 of personal injury insurance. To see the Illinois roofing industry licensing act, go to <http://www.idfpr.com/dpr/apply/roof.asp>.
- 3.
4. To apply for licensure every roofing contractor applicant must designate a qualifying party who is required to take and pass a state examination. Here are the types of licenses and exam fees:

| | |
|---|----------|
| Residential Roofing | \$216.30 |
| Commercial & Industrial Roofing | \$216.30 |
| Commercial, Industrial & Residential Roofing | \$267.80 |

Exams are administered by:

Continental Testing Services, Inc.
P.O. Box 100, LaGrange, IL 60525
(708) 354-9911,
<http://www.continentaltesting.net/>

Residential (limited license) exam content:

| <u>Topic</u> | <u>Number of questions</u> |
|---|-----------------------------------|
| Safety and employee protection | 20 |
| General roofing preparations, decks and membranes | 17 |
| Roofing materials and systems, steep slope systems, asphalt shingle, tile, slate and wood roofing, architectural metal, reroofing, moisture control | 26 |
| Low-slope roofing systems, design, reroofing, moisture control and repair | 7 |
| Measurement and estimating | 5 |
| Non-residential roofing systems, rigid board roof insulation, spray polyurethane foam and waterproofing and dampproofing | 0 |

Residential, Commercial & Industrial (unlimited license) exam content:

| <u>Topic</u> | <u>Number of questions</u> |
|---|-----------------------------------|
| Safety and employee protection | 25 |
| General roofing preparations, decks and membranes | 20 |
| Roofing materials and systems, steep slope systems, asphalt shingle, tile, slate and wood roofing, architectural metal, reroofing, moisture control | 40 |
| Low-slope roofing systems, design, reroofing, moisture control and repair | 15 |
| Measurement and estimating | 9 |
| Non-residential roofing systems, rigid board roof insulation, spray polyurethane foam and waterproofing and dampproofing | 16 |

Commercial & Industrial exam content:

| <u>Topic</u> | <u>Number of questions</u> |
|---|-----------------------------------|
| Safety and employee protection | 15 |
| General roofing preparations, decks and membranes | 10 |
| Roofing materials and systems, steep slope systems, asphalt shingle, tile, slate and wood roofing, architectural metal, reroofing, moisture control | 20 |
| Low-slope roofing systems, design, reroofing, moisture control and repair | 15 |
| Measurement and estimating | 9 |
| Non-residential roofing systems, rigid board roof insulation, spray polyurethane foam and waterproofing and dampproofing | 16 |

Roofing certificate fees: It will cost you \$125 nonrefundable to file an application, depending on when you file it. All certificates expire on June 30 each odd-numbered year.

Recommended Reading for the Roofing Exams

The NRCA Roofing and Waterproofing Manual, National Roofing Contractors Association (NRCA), 10255 West Higgins Road, Des Plaines, IL 60018, Phone: 847-299-9070 , www.nrca.net, approx. cost: \$225

Repair Manual for Low-Slope Membrane Roof Systems, National Roofing Contractors Association (NRCA), 10255 West Higgins Road, Des Plaines, IL 60018, www.nrca.net, approx. cost: \$200

The NRCA Safety Manual, National Roofing Contractors Association (NRCA), 10255 West Higgins Road, Des Plaines, IL 60018, www.nrca.net , approx. cost: \$175

Pocket Guide to Safety, National Roofing Contractors Association (NRCA), 10255 West Higgins Road, Des Plaines, IL 60018, www.nrca.net, approx. cost: \$16

Roofing Construction and Estimating, Dan Atcheson, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018 www.craftsman-book.com, approx. cost: \$38

There are three different roofer examinations: Residential (Limited License), Residential, Commercial, and Industrial (Unlimited License), Commercial/Industrial (Candidate must pass the Residential exam prior to taking this exam). Written Examination given on the following dates:

| <u>Exam Title</u> | <u>Exam Date</u> | <u>Deadline</u> | <u>City</u> | <u>Fees</u> |
|---------------------------------------|------------------|-----------------|-------------|-------------|
| Commercial/Industrial | Mar 24, 2010 | Feb 19, 2010 | Chicago | \$216.30 |
| Commercial/Industrial | Mar 24, 2010 | Feb 19, 2010 | Springfield | \$216.30 |
| Commercial/Industrial | May 26, 2010 | Apr 23, 2010 | Chicago | \$216.30 |
| Commercial/Industrial | May 26, 2010 | Apr 23, 2010 | Springfield | \$216.30 |
| Commercial/Industrial | Jul 28, 2010 | Jun 27, 2010 | Chicago | \$219.30 |
| Commercial/Industrial | Jul 28, 2010 | Jun 27, 2010 | Springfield | \$219.30 |
| Residential | Mar 24, 2010 | Feb 19, 2010 | Chicago | \$216.30 |
| Residential | Mar 24, 2010 | Feb 19, 2010 | Springfield | \$216.30 |
| Residential | May 26, 2010 | Apr 23, 2010 | Chicago | \$216.30 |
| Residential | May 26, 2010 | Apr 23, 2010 | Springfield | \$216.30 |
| Residential | Jul 28, 2010 | Jun 27, 2010 | Chicago | \$219.30 |
| Residential | Jul 28, 2010 | Jun 27, 2010 | Springfield | \$219.30 |
| Residential Commercial and Industrial | Mar 24, 2010 | Feb 19, 2010 | Chicago | \$267.80 |
| Residential Commercial and Industrial | Mar 24, 2010 | Feb 19, 2010 | Springfield | \$267.80 |
| Residential Commercial and Industrial | May 26, 2010 | Apr 23, 2010 | Chicago | \$267.80 |
| Residential Commercial and Industrial | May 26, 2010 | Apr 23, 2010 | Springfield | \$267.80 |
| Residential Commercial and Industrial | Jul 28, 2010 | Jun 27, 2010 | Chicago | \$270.80 |
| Residential Commercial and Industrial | Jul 28, 2010 | Jun 27, 2010 | Springfield | \$270.80 |

Exam Contact

Name: Susan Zajda, szajda@continentaltesting.net, Phone: (708) 354-9911, Ext. 112

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 with 2003 & 2006 updates)
2. *Repair Manual for Low-Slope Membrane Roof Systems* (1997)
3. *The NRCA Safety Manual, Second Edition* (2009)
4. *Pocket Guide to Safety* (1997)

Other Materials

5. Atcheson, 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 |