



ROOFING CONTRACTORS ASSOCIATION OF TEXAS

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## RCAT LICENSED ROOFING CONTRACTOR - CEU REPORTING FORM

In order to renew your RCAT Roofing Contractor License without another exam each year, you will need to submit verification that you have completed 8 Continuing Education Units; one CEU = one clock hour of training. The following information should be helpful in determining whether or not a workshop/seminar will be accepted for CEU credit towards your license renewal.

Any educational seminar that is hosted by RCAT, or our local chapters, NTRCA, NRCA, MRCA, OSHA, Tile Roofing Institute, Best of Success, WSRCA, RCI, BURSI, AGC or the Texas Safety Association will be accepted for continuing education unit credits. This includes any seminars at their annual conferences and any others given at regional meetings in between. Attendance is approved at local chapter meetings as long as there is an educational program regarding roofing and a CEU Reporting Form is submitted to the RCAT office. All RCAT hosted programs (not including local chapter events) will be automatically tracked provided that you scan your badge upon entry and/or sign the attendance log available in the classroom.

If you attend a workshop that is presented by a manufacturer, supplier, or some other group, you will need to seek CEU credit approval from the RCAT Headquarters. You will need to send us as much information as possible (brochure/agenda) as well as proof of your attendance and a completed CEU Reporting Form so that the Licensing Committee may determine the content of the workshop/seminar and how it relates to the roofing industry. You will be notified in writing of their decision within 30 days of submission of any CEU Reporting Form.

If you have any questions regarding reporting or if a seminar is approved, please do not hesitate to contact the RCAT office.

License # \_\_\_\_\_ License Type: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

ATTACH THE PROGRAM BROCHURE OR OTHER DETAILED INFORMATION ALONG WITH YOUR RECEIPT AND/OR REGISTRATION CONFIRMATION.

**OR** HAVE THE PRESENTER/INSTRUCTOR OR HOST STAFF COMPLETE THE BOX BELOW, DATE AND SIGN:

Program/Seminar Title _____ Date: _____	
Program/Seminar Host _____ Length of Program/Seminar in hours: _____	
Presenter/Instructor's Name & Title _____	
Program Location Name, City & State _____	
Instructor's or Staff's Signature _____	Printed Name _____

*Return completed form along with attachments to the RCAT office via email to [licensing@rcat.net](mailto:licensing@rcat.net), fax or mail.*