



RCAT Online Exam Information/Rules

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 taken on-line using a secure portal (to ensure fairness and accuracy in scoring).

Preparation and study materials are included with your application fees and can be accessed in the study and examination portal. Additional resources and materials are also available.

- A. **You have 1 year from the date your application is approved to pass the required examinations. Once you have passed the required exams, your license will be issued. See the Program Guidelines for further information about maintenance and renewal.**

Required Examinations:

Residential Roofing License (RRL) - You must pass both the *residential roofing exam* and the *business/safety exam* with a minimum grade of 70%.

Commercial Roofing License (CRL) - You must pass both the *commercial roofing exam* and the *business/safety exam* with a minimum grade of 70%.

Commercial/Residential Roofing License (CRRL) - You must pass the *commercial roofing*, *residential roofing*, and the *business/safety exams* with a minimum grade of 70%.

- B. **Upon approval for Licensing, you will receive instructions for accessing the online study and examination portal.** Login credentials are unique to each applicant. You **MUST** save this information until you have completed the exam process.
- C. **You will have access to the study and examination portal for only 90 days at a time. If you do not take or pass the exams within this time, the RCAT office must re-register the profile resulting in a \$50 fee. You will not be given access until the fee is paid. If for any reason you are unable to complete the exams in this initial 90-day period, you must notify the RCAT office immediately to avoid a re-registration fee. THREE TOTAL 90-DAY ACCESS PERIODS ARE PERMITTED IN 1 YEAR.**
- D. **EXAM IS OPEN BOOK:** You may use the NRCA Roofing Manuals, the *Managing a Roofing Company in Texas* publication and any of the study materials provided on the RCAT Licensing Portal during the exams.

- a. Both the Residential and Commercial roofing exam questions have been drawn from the NRCA Roofing Manual-2020 Boxed Set. Order the hardcopy boxed set from RCAT OR directly through NRCA if you are a member www.nrca.net. RCAT/NRCA Member price: \$495.00; Non-member price: \$895.00, plus applicable shipping & tax. NRCA Members can access this set of books electronically for free via the NRCA mobile app. If you ordered these books from RCAT through the application process, they will be shipped directly to you upon payment.

If you do not have these books, RCAT can order this box set for you at our member rate! Please allow two weeks for processing.

- b. The Business/Safety exam questions have been drawn from the RCAT publication *Managing a Roofing Company in Texas*. **A hard copy of this manual will be mailed to you.** It can also be downloaded electronically from the site.



- E. **You will only be allowed three total attempts to pass each exam during the 90-day portal access period.** If you fail an exam there is a 14-day hold period before you can retry that exam. Scores are provided to you immediately upon completing an exam and notification is sent to the RCAT office. Exams become the property of RCAT and the results will remain confidential.
- Each exam is timed at 1 hour and 30 minutes. If you do not finish within the allotted amount of time, you will be required to retest after a 14-day hold period. **YOU NEED TO PLAN ACCORDINGLY AND BE PREPARED TO COMPLETE EACH EXAM WITHOUT INTERRUPTION. YOU WILL NOT BE PERMITTED TO “PAUSE” OR STOP DURING AN EXAM AND COME BACK LATER.**
 - You will not be permitted to open separate web browsers or browser windows while taking the exams. Be prepared with your hard copy materials and manuals. You can use a tablet or other device to access the NRCA mobile app and the Roofing Manual Box Set if you have access to this resource through NRCA membership.
 - You must pass with a score of 70% or better on each exam. (You must answer 35 questions correctly to pass each exam).
 - Each exam is 50 questions and the questions are multiple choice or true/false format.
- F. **FOLLOW THE INSTRUCTIONS BELOW TO GET STARTED:**
- Find/Open your approval email to click/access your link to the study and examination portal (the subject line will say: *“SAVE THIS EMAIL: Important Licensing Study and Testing Information from RCAT”*).
 - When accessing the portal link for the first time you will be prompted to “set your password to complete the signup process.” In the provided space enter and then confirm a password of your choosing. Be sure to save this password for your future access to the site – RCAT will NOT know this password. Your username is the email address provided at registration.
 - Once you are logged onto the portal, you will see the “Courses” assigned to your profile on the DASHBOARD. Click on the START COURSE link in the applicable box to enter a specific subject.
YOU MUST START WITH THE BUSINESS & SAFETY EXAM PREPARATION COURSE. The Business & Safety exam must be completed first before you can proceed on to the Residential or Commercial courses.
NOTE: when starting the Business & Safety course the *Managing a Roofing Company in Texas* manual will automatically open prior to the video starting – to open and use it in a separate window click on the download icon at top right. You were provided with a printed copy of this book that you can use during the preparation video. When accessing Residential and Commercial courses the corresponding PowerPoint presentations will automatically open prior to the video starting. You can download them or use the printed copy found in the BACK of your *Managing a Roofing Company in Texas* manual.
 - After the course materials have downloaded, click the red CONTINUE button. When the video appears, click the PLAY button to start. *You will receive 1 CEU credit for each video watched that will be used towards your first year’s license renewal requirements.*
 - Once you have watched the video, click the red CONTINUE button to proceed to the examination.
 - Click on the TAKE THE EXAM button, then on the next screen verify that your personal information is correct, read the disclaimer and then click on the blue START ANSWERING QUESTIONS button which will begin your timed exam (see Section E above for specifics).
 - Once you have completed answering all of the exam questions your scores will be shown and you can either exit the portal or proceed to the portal DASHBOARD to access next course. If you did not pass the exam see Section E above.
 - Repeat steps c through h in this section to complete all of the courses and exams assigned to your profile.
- G. **Once you been passed all of the exams your official license will be issued within 1 -2 business days by the RCAT office.**