



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 two 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. 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 of the individual or company to meet the program requirements.
2. Failure to meet the requirements of approved temporary "Inactive Status."
3. Disciplinary action as deemed by the Board. Termination for disciplinary action will occur only after the License holder has been advised in writing and has been given a reasonable opportunity for defense and/or correction of the cause for termination.

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.