

# 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. Copies of the Act are available from the Illinois Department of Financial and Professional Regulation (IDFPR) 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 exam 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 roofing contractor exams can be purchased directly from the National Roofing Contractors Association (NRCA) or from other online sources such as Amazon.com or Barnes & Noble's website (bn.com). All questions on these examinations are supported by 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.

|   | <b>Residential<br/>(Limited License)</b> | <b>Residential, Commercial<br/>&amp; Industrial<br/>(Unlimited License)</b> | <b>Commercial<br/>&amp; Industrial<br/>(See note below)</b> |
|---|--|---|---|
| 1. Safety & Employee Protection               | 25 Questions                             | 25 Questions  | 15 Questions  |
| 2. Roofing Preparation & Materials            | 12 Questions                             | 20 Questions  | 10 Questions  |
| 3. Steep-Slope Roofing Systems                | 20 Questions                             | 35 Questions  | 15 Questions  |
| 4. Low-Slope Roofing Systems                  | 8 Questions                              | 15 Questions  | 10 Questions  |
| 5. Rules, Regulations &<br>Business Practices | 15 Questions                             | 20 Questions  | 15 Questions  |
| 6. Non-Residential Roofing Systems            | None                                     | 15 Questions  | 15 Questions  |
| <b>Total Test Length</b>                      | <b>80 Questions</b>                      | <b>130 Questions</b>  | <b>80 Questions</b>   |

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.

## STUDY MATERIALS FOR ILLINOIS ROOFING CONTRACTOR EXAMINATIONS

The Illinois Roofing Licensing Act and Rules are available free online. The last eight references listed below can be purchased from the National Roofing Contractors Association (NRCA) bookstore at [www.nrca.net](http://www.nrca.net). These references support all questions on the Illinois Roofing Contractor examinations. NRCA members receive a discount for NRCA books, but NRCA membership is not required to be licensed. The NRCA Roofing Manual may be purchased as a set or by individual volumes.

1. Illinois Roofing Industry Licensing Act and Rules, Illinois Department of Financial and Professional Regulation. Copies are available from IDFPR at <http://www.idfpr.com>.
2. *The NRCA Roofing Manual. Four Volumes, 2018-2021* (oldest volume usually updated annually)
3. *The NRCA Safety Manual, Third Edition* (2012)
4. *NRCA Pocket Guide to Safety* (2015)
5. *The NRCA Waterproofing Manual* (2005).
6. *A Practical Guide to Handling Asbestos-Containing Materials, NRCA*
7. *Repair Manual for Low-Slope Membrane Roof Systems, 2<sup>nd</sup> Edition* (2018)
8. *NASCLA Contractors Guide to Business, Law and Project Management, 12<sup>th</sup> Edition*, 2017. National Association of State Contractors Licensing Agencies (NASCLA).
9. Atcheson, Daniel, *Roofing Construction and Estimating* (1995)

### Part III Sample Test

All questions on these examinations are multiple choice with one correct answer. Choose the BEST answer to each question. References are provided for this sample test in the answer key to help you prepare for these tests. All questions on each exam are supported by the above references. These are provided 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 examinations.

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. 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

4. 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 felts
  
5. 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
  
6. What disciplinary action does the Illinois Roofing Industry Licensing Act authorize the Department of Financial and Professional Regulation to take for violation of the Act or its rules?
  - A. Disqualification for a roofing license for up to five years
  - B. Fines of up to \$10,000 for each occurrence of a violation
  - C. Immediate revocation of all licenses issued by the Department
  - D. Suspension of all licenses issued by the Department for three years
  
7. Which of these is **NOT** commonly part of determining project overhead when bidding on a roofing contract?
  - A. A temporary project management office
  - B. Regular office rent and telephone fees
  - C. Accounting and legal fees
  - D. Administrative staff
  
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 (2012), page 1                       |
| 2        | A              | NRCA Safety Manual (2012), page 49-50                   |
| 3        | D              | NRCA Roofing Manual (2019), page 82; (2020), page 50    |
| 4        | D              | NRCA Roofing Manual (2021), pages 32, 202-3             |
| 5        | A              | NRCA Roofing Manual (2021), page 80-82                  |
| 6        | B              | Illinois Roofing Industry Licensing Act, 225 ILCS 335/9 |
| 7        | A              | NASCLA Contractors Guide (2017), pages 6-5 to 6-6       |
| 8        | C              | Atcheson, page 51                                       |