



APPLICATION FOR REGISTERED ROOF CONSULTANT (RRC®)

Dear RRC Applicant:

All those who desire to become Registered Roof Consultants (RRC) must substantiate to RCI, Inc. that certain requirements have been met. These requirements include verifiable levels of work experience and education, high ethical standards, and a satisfactory score on a written examination.

Applications must be received, along with the appropriate fee, at RCI Headquarters ninety days prior to an exam. **The application fee is \$225 for RCI members and \$300 for non-members.** Applications received between sixty and eighty-nine days prior to an exam will be accepted with a late fee of \$50 for members and \$75 for non-members. Applications will not be accepted after sixty days prior to an exam.

After this completed application has been returned to RCI and approved, a registration form must be submitted for a specific location to take the exam (this form will be provided with the approval notification letter). Registration for a specific exam should be received at RCI no later than three weeks prior to that exam. **The cost of the exam is \$175 for RCI members and \$225 for non-members** and should be submitted with the registration form. An authorization letter and exam site regulations will then be sent shortly before the exam. The applicant is responsible for arranging to take this exam. A study guide is included with this application. One must have an approved application on file at RCI to be eligible to sit for any exam.

Approved applications are valid for **two** years and reapplication is required if the applicant does not earn the RRC title within that time period.

To maintain registration, a renewal fee will be charged and evidence of continuing educational hours must be provided. Registration must be renewed every year by December 31.

As an organization focused on advancing the roofing, waterproofing and exterior walls professions, we look forward to receiving your application and encourage your active involvement in RCI.

Sincerely,

A handwritten signature in black ink that reads "Micki Kamszik". The signature is written in a cursive, flowing style.

Micki Kamszik
Associate Director

RCI, Inc.
1500 Sunday Drive, Ste 204 Raleigh, NC 27607
(T) 919-859-0742 (F) 919-859-1328
www.rci-online.org

APPLICATION FOR REGISTERED ROOF CONSULTANT

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INSTRUCTIONS

REGISTERED ROOF CONSULTANT APPLICATION

GENERAL REQUIREMENTS

- A. The successful RRC candidate must accomplish the following:
1. Establish that he/she has met certain minimum requirements regarding education, personal work experience, character and ethics.
 2. Take and pass a two part written examination. The examination will be offered each year at the annual national convention and at other times throughout the year as defined by RCI.
- B. The applicant shall satisfy RCI that he/she has attained and agrees to the following minimum requirements:
1. The applicant has at least 4 years of roof consulting experience and has attained a minimum of 100 points for education, professional registration and/or work experience.
 2. The applicant has secured a minimum of 70 hours of continuing education through attendance at a minimum of three (3) seminars directly related to the roofing, waterproofing, and/or exterior walls industries, e.g. RCI, BURSI, AIA, CSI, or other approved training and educational programs awarding educational units.
 3. The applicant shall have a strong moral and ethical character demonstrated by his/her references, experience and professionalism. The "Standards of Ethical Practice" for RCI are included in this application. They outline the obligations of the roof consultant to the public, the client or employer, and to the profession and the building industry. RCI will promote and conform to these "Standards."
 4. The applicant shall always be totally objective, unbiased and impartial in his/her actions relating to roof consulting.
 5. The applicant shall never have a conflict of interest or permit him/her to be placed in a position that would allow for a potential conflict of interest. Conflict of interest shall be defined as any activity or employment in which the applicant has any significant financial or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise the Registered Roof Consultant's professional judgment or prevent the Registered Roof Consultant from serving in the best interest of the client or employer.
 6. The title Registered Roof Consultant, once attained, must be renewed every year. Requirements include submitting evidence of continuing educational hours in accordance with the registration renewal procedures established by RCI.

Documentation is required regarding an applicant's experience, education, professional registration, training, etc. Verification of an applicant's education and/or work experience shall be on a point system. A minimum of 100 points is required and may be obtained in one of the following ways: experience only; experience and education; experience, education, and professional registration. **EXPERIENCE IS MANDATORY FOR REGISTRATION – EDUCATION ALONE WILL NOT SUFFICE.**

C. The following assignment of points shall be implemented:

Education – Ten (10) points shall be awarded per year of successful completion of college. A maximum of 30 points may be received if you did not earn a degree. You must furnish a transcript or diploma for all educational points.

The following maximum number of points shall apply for education:

Four year curriculum	= 40 points (industry related*)	32 points (general)
Five year curriculum	= 50 points (industry related*)	40 points (general)
Masters degree	= 10 points (industry related*)	8 points (general)
Doctorate	= 10 points (industry related*)	8 points (general)

The maximum number of points for education is 50 points.

*Architecture, engineering, construction, chemistry, roof consulting, or roof technology

Professional Registration – Twenty (20) points shall be awarded to Registered Architects (RA) and 20 points to Registered Professional Engineers (PE). Persons with dual (RA and PE) or multiple (2 RA's or 2 PE's) registrations shall receive a maximum of 20 points. (Include copy of license or registration)

Personal Work Experience – One (1) point shall be awarded per project or task in the following categories of experience related to roofing:

Category	Service Rendered or Task Performed**	Maximum No. Of points
1	Roof Condition Surveys, Audits, or Investigations	30
2	Preparation of Contract Documents (Drawings, Specs, etc)	30
3	Construction Observations/Quality Assurance Observations	30
4	Legal: Forensic Investigations, Deposition, Expert Testimony	30
5	Roof Moisture Surveys (Infrared, Nuclear, and/or Capacitance)	30
6	Laboratory Testing: Physical/Quantitative Analysis	30
7	Research Directly Related to Roofing	30
8	Publications Related to Roofing (Articles, Books, Theses)	30
9	Lectures Presented Related to Roofing (Emphasizing Education)	20
10	Roof Contracting Projects	10
11	Professional Association Active Participation (RCI, CSI, ASTM, etc.)	5

** The above items refer to services rendered or tasks performed by YOU, not by someone under your direction. Your experience as a roof consultant is being evaluated, not your management ability or the experience of your company or subordinates. See Supplement Sheet A for additional information regarding these items.

Roof consultants shall have a relatively broad base of experience. Applicant must secure points from experience in a minimum of three (3) categories. You will note that each category has a maximum number of points permitted. This is to prevent an applicant from being certified with experience in only a limited area of expertise. You may earn points from more than one category for a single project. For example, on a building on which: you performed a roof condition survey and an infrared roof moisture survey; supplemented with a nuclear gauge; gave deposition for litigation; and wrote an article which was published in a magazine – you could earn four (4) points: one for categories 1, 4, 5, and 8.

Projects with multiple buildings or locations with identical construction and service rendered shall receive a maximum of five (5) points per category, regardless of the number of buildings involved. If separate reports, specifications, etc. are provided for each building on a “stand-alone” project basis, each building then qualifies for points.

Examples of Computation of Points

Example 1: A person with 1 year of college (10 points, industry related) would require 90 points through experience (90 projects at 1 point each).

Example 2: A registered engineer (20 points) with a four-year degree (40 points, industry related) would require 40 points through experience (40 projects at 1 point each).

Example 3: A person with a four-year degree (40 points, industry related) and a one-year master’s degree (10 points, industry related) would require 50 points through experience (50 projects at 1 point each).

Example 4: A person with a high school diploma (0 points) and 40 projects as a roof contractor (10 points maximum) would require 90 points from the other categories of experience (90 projects at 1 point each).

The “PROJECT REGISTER” forms are to be completed for each project an applicant claims for experience points. Two blank sheets are provided. The applicant may attach additional copies as needed. Check multiple categories if applicable.

This is an application that is intended for completion by honorable professionals. Each application will be reviewed and evaluated. References will be checked as well. False or misleading information will result in severe penalties, including revocation of registration.

For your own protection, make a copy of your completed application before sending it to RCI.

* * * *

APPLICANT PLEASE NOTE: The Engineer’s and Architect’s Professional Registration Boards of some states include the roof consulting profession under the jurisdiction of the Professional Registration Statutes. You are responsible to meet those requirements. RCI currently has no state jurisdiction or governmental registration sanction.



APPLICATION FOR REGISTERED ROOF CONSULTANT

RCI, Inc.
1500 Sunday Dr Ste 204
Raleigh, NC 27607
(800) 828-1902 or (919) 859-0742
Fax (919) 859-1328

Date _____

Type or Print Legibly Using Black Ink Pen

SECTION 1: PROFILE INFORMATION					
Full Name	Last	First	Middle		
Home Address	Number and Street	Apt.	Box	Road/Rural Route	
	City	Country	State	Zip	E-mail
Birth	Date	City	State	Citizenship	
Have you ever applied for RCI Registered Roof Consultant classification before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give date of application:					
Are you a Registered Architect? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of first registration: State: #: Other States:					
Are you a Registered Engineer? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of first registration: State: #: Other States:					
Are you a Contractor or employed by one? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: <input type="checkbox"/> General <input type="checkbox"/> Roofing State and license number for each:					
Are you employed by or own a company that manufactures, distributes, or sells roofing products or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No Identify:					
What percent of your principal income do you derive as a roof consultant: %					
Do you have any conflict of interest (see page I, paragraph B-5 for definition), or do you work for, own, or have interest in any company having such conflicts? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION 2: BUSINESS INFORMATION					
Firm employed by: <input type="checkbox"/> Consulting <input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Contractor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor					
Name of business:					
Business street address:		City:	State:	Zip:	Telephone:
Organization: <input type="checkbox"/> Individual <input type="checkbox"/> Individual Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other [please specify]:					

Name _____

Date _____

SECTION 3: EDUCATION

State in chronological order the name and location of each high or preparatory school, college, university or technical school attended (a high school diploma not required with 10 or more college coursework units). Also list graduate work, evening school, correspondence school, research work, apprenticeship program, etc. For college or university attendance, ask the institution to forward a CERTIFIED COPY OF YOUR TRANSCRIPT(S) to RCI. For incomplete college or university work, indicate the number of semesters completed. Attach additional sheets as required; place name in upper right margin.

CIRCLE LAST YEAR COMPLETED: Grade School: 1 2 3 4 5 6 7 8 High School: 9 10 11 12 College: 1 2 3 4 5 6 7 8

School	Name and Address of Institution	Dates Attended Mo/Yr to Mo/Yr	Did you Graduate?	Semesters Completed	Major/Technical Course	Degree
High School						
Junior College						
College						
Other						
Other						

SECTION 4: PROFESSIONAL HISTORY AND EMPLOYMENT

On Attachment Sheet 1, provide information regarding your personal work history, background, and experience directly related to roofing. Do not include employment in non-related fields or employment.

SECTION 5: PERSONAL WORK EXPERIENCE

On Attachment Sheet 2 (“PROJECT REGISTER”) list projects for which you claim personal work experience. A minimum of ten (10) projects from three (3) separate service categories must include a project contact and telephone number. You may be asked to provide additional project contact information during the application approval process. The items below refer to services rendered or tasks performed by you, not by someone under your direction. Your experience as a roof consultant is being evaluated, not your management ability or the experience of your company or of your subordinates. See Supplement Sheet A for additional information regarding the categories listed below.

One (1) point shall be awarded per project or task in the following categories of experience related to roofing. You must earn points in a minimum of three (3) categories.

Category	Service Rendered or Task Performed	Maximum Number of Points
1.....	Roof Condition Surveys, Audits or Investigations.....	30
2.....	Preparations of Contract Documents (Drawings, Specifications, etc.).....	30
3.....	Construction Observations/Quality Assurance Observations.....	30
4.....	Legal: Forensic Investigations, Deposition, Expert Testimony.....	30
5.....	Roof Moisture Surveys (Infrared, Nuclear, and/or Capacitance).....	30
6.....	Laboratory Testing: Physical/Quantitative Analysis.....	30
7.....	Research Directly Related to Roofing.....	30
8.....	Publications Related to Roofing (Articles, Books, Thesis).....	30
9.....	Lectures Presented Related to Roofing (Emphasizing Education).....	20
10.....	Roof Contracting Projects.....	10
11.....	Professional Association Active Participation (RCI, CSI, ASTM, etc.).....	05

On Attachment Sheet 3 you are to summarize your personal work experience, education and professional registration. A minimum of 100 points is required for registration.

SECTION 6: CONTINUING EDUCATIONAL HOURS EARNED

On Attachment Sheet 4, provide information regarding your receipt of continuing educational hours through your attendance at seminars, training courses, etc. directly related to the industry. You are required to have attended a minimum of three (3) roofing, waterproofing and/or exterior walls related seminars (i.e. RCI, AIA, BURS, or other approved training and education programs) and shall have documentation of such attendance. Documentation should be in the form of a certificate or letter from the sponsoring organization stating the name of the course, date course was held, and number of hours awarded. Minimum of 70 credit hours required.

SECTION 7: REFERENCES

On Attachment Sheet 5, give names and addresses of five references. **Three** must know you professionally and be a Registered Architect, Registered Engineer, or Registered Roof Consultant. References may **not** be a relative of yours, a present employer, or fellow employee from your current firm. Each reference listed must have direct personal knowledge of your character, ethics and professional competence. Return this summary sheet to RCI. **Make five copies** of Attachment Sheet 6 and complete the top portion of the REFERENCE FORM for each reference listed. Please mail these forms directly to the individuals you have selected.

SECTION 8: STANDARDS OF ETHICAL PRACTICE

The “Standards of Ethical Practice” for RCI (Attachment Sheet 7) outline the obligations of the roof consultant to the public, the client, the employer, the profession, and the building industry. The Registered Roof Consultant must promote and conform to these Standards.

SECTION 9: AFFIDAVIT CERTIFICATION, AUTORIZATION AND RELEASE

Please complete Attachment Sheet 8 in the presence of a notary and submit to RCI with your application.

SECTION 4: PROFESSIONAL HISTORY

Name _____

Date _____

New

Update

Continuation Sheet

List in order, beginning with the first employer, your work history directly related to roofing. Do not include employment in non-related fields or employment. Add additional sheets as necessary.

DATE From To*	(1) Company Name (2) Address (3) City, State, Zip (4) Title/Position	Description of Experience (Briefly in space provided)
	(1) (2) (3) (4)	

*Type "Present" in this column to indicate your current employer.

Description of Service Categories

1. Roof Condition Surveys, Audits or Investigations

This applies to the scope of work in which a consultant visually assesses the condition of a roof. This would be performed in general accordance with the recommended procedures of RCI, BURSI and/or other organizations in which the condition of the roof is observed, identified and documented. Reporting could be through a standard checklist format or through a narrative type report. The report may include, but is not required to include, photographs and/or video documentation. A drawing will generally be prepared to present the layout of the roof penetrations and findings.

2. Preparation of Contract Documents (Drawing, Specifications, etc.)

This may be a complete set of documents including the bidding documents, general conditions, technical specifications, roof plans, sections and details. On some projects, however, only the technical specification must be prepared by the consultant for implementation within another design professional's contract documents. The contract documents, in any event, would be complete.

3. Construction Observations/Quality Assurance Observations

The scope of work under this task would be your personal observations during the construction for the assurance of quality of another's work. In most cases, the person who performs these services would be under the direction or control of a superior, preferably an experienced roof consultant. In some cases, the roof consultant may provide these services directly. Written documentation is required for this scope of work in the form of narrative reports or checklist reports. The applicant should be aware that points can't be gained by a consultant for a technician under his control who performs these services. Points gained in this item must be the direct on-site experience of the applicant.

4. Legal: Forensic Investigations, Deposition, and Expert Testimony

Experience gained through the legal arena is applicable even if the case does not go to trial. The forensic investigation may include site observations, field tests, laboratory tests and analysis, video and photographic documentation, and other procedures implemented in a standard investigation of a project that may go to litigation. The project may or may not include depositions, and may or may not include expert testimony. You may only receive one point for each legal case; multiple points are not allowed where both deposition and court testimony are provided.

5. Roof Moisture Surveys (Infrared Nuclear and/or Capacitance)

One point shall be awarded for each project in which the applicant performs an infrared, nuclear, and/or capacitance survey. Multiple points are not awarded for each individual project even if all three techniques are utilized unless each technique is reported completely independent of other techniques, e.g. separate surveys are issued.

One point is awarded for each project on which a roof moisture survey is performed, not each roof. Roof Moisture Surveys should be supplemented with destructive testing to confirm the non-destructive test. This shall not be mandatory in cases where a warranty would be violated or the client decides that a destructive test should not be performed.

Roof Moisture Surveys shall be presented in a written report including information regarding the procedures utilized, the findings, and conclusions from the observations. Recommendations may be presented but are not mandatory. A drawing generally accompanies the report. Photographic and video documentation may or may not be presented, depending upon the project. One point shall be awarded for each project, even though several roofs may be involved in the project. For example, on a building with seven additions involving seven different roof levels and seven different constructions, only one point shall be awarded if a single report is presented. If separate reports are presented for separate buildings or different services and these are stand-alone reports, then multiple points may be claimed.

Description of Service Categories (Continued)

6. Laboratory Testing: Physical/Quantitative Analysis

This item refers to ASTM testing for physical and/or quantitative analysis of roof materials. This could include test cut analysis, material testing, forensic testing, and other procedures utilizing scientific methods, and procedures. Gravimetric testing of roof core samples is not considered laboratory testing, but a supplement required in roof condition surveys and/or moisture condition surveys, etc.

7. Research Directly Related to Roofing

This would generally relate to research performed on roofing projects in which new technology is developed or utilized. Research, referred to herein, does not refer to procedures customarily implemented or used by roof consultants. This relates or refers to new innovative thinking. Written documentation must accompany this research to be valid and it must be substantiated by a second party.

8. Publications Related to Roofing (Articles, Books, Theses)

These include articles, books, theses, etc. related to roofing that have been published-- not those in revision or in draft form. The publishing may not be in an in-house or interagency type publication. These publications also shall not be solely directed to marketing, or the promotion of one's experience or ability. The intention of the publications earning credit in this item must have a fundamental basis that is educational or newsworthy.

9. Lectures Presented Relating to Roofing (Emphasizing Education)

Lectures receiving points under this item shall not be solely of a marketing nature. Credit shall not be awarded to lectures in which the primary purpose of the presentation was to promote one's company or abilities. Lectures that earn points must emphasize the educational nature of the presentation. That is not to say that a marketing lecture cannot present educational information, but the primary purpose must not be to only promote one's company or self.

10. Roof Contracting Projects

Points shall be awarded for projects in which the applicant was directly in a position of management or supervision. Merely being on a project site, such as running a kettle or gluing seams, does not constitute the kind of experience for which this item was intended. Persons receiving points for this task must have been in a position of responsible authority and management control. The same criteria regarding multiple building locations, etc., pertinent to other categories apply here as well.

11. Professional Association Active Participation

Credit shall be awarded for active participation in professional associations such as RCI, Inc., The Construction Specification Institute, The American Society of Testing and Materials, The American Society of Civil Engineering, The American Institute of Architecture, etc. Active participation is mandatory; merely being a card-carrying member is not sufficient.

Name _____ Date _____

SECTION 5: PERSONAL WORK EXPERIENCE

CATEGORIES

(Check multiple categories per project, if applicable – see pages 5 and 6 for descriptions)

PROJECT REGISTER*		1	2	3	4	5	6	7	8	9	10	11
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											

A minimum of ten (10) projects from 3 separate service categories must include a project contact and telephone number. Additional contact information may be requested.

*Duplicate sheet as needed

Name _____ Date _____

SECTION 5: PERSONAL WORK EXPERIENCE

CATEGORIES

(Check multiple categories per project, if applicable – see pages 5 and 6 for descriptions)

PROJECT REGISTER*		1	2	3	4	5	6	7	8	9	10	11
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											
#	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____											

A minimum of ten (10) projects from 3 separate service categories must include a project contact and telephone number. Additional contact information may be requested.

* Duplicate sheet as needed

Name _____ Date _____

SECTION 5: SUMMARY OF POINTS FOR REGISTRATION

PERSONAL WORK EXPERIENCE POINTS

Category	Services Rendered or Task Performed	Max. # of points	Points/ Project	Number of Projects	Total Points
1.	Roof Condition Surveys, Audits, or Investigations	30	1		
2.	Preparation of Contract Documents (Drawings, Specifications, etc.)	30	1		
3.	Construction Observations/Quality Assurance Observations	30	1		
4.	Legal: Expert Testimony, Deposition, Forensic Investigations	30	1		
5.	Roof Moisture Surveys (Infrared, Nuclear, and/or Capacitance)	30	1		
6.	Laboratory Testing: Physical/Quantitative Analysis	30	1		
7.	Research Directly Related to Roofing	30	1		
8.	Publications Related to Roofing (Articles, Books, Theses)	30	1		
9.	Lectures Presented Related to Roofing (Emphasizing Education)	20	1		
10.	Roof Contracting Projects	10	1		
11.	Professional Association Active Participation (RCI, CSI, ASTM, etc.)	05	1		
TOTAL Number of Points Claimed for Personal Work Experience (Max = 100)					

EDUCATIONAL POINTS

Four Year Curriculum	40	10/Yr.		
Five Year Curriculum	50	10/Yr.		
Masters Degree	10			
Doctorate	10			
Total Number of Points Claimed for Education (Max. 50)				

PROFESSIONAL REGISTRATION POINTS

Registered Architect	20	20		
Registered Engineer	20	20		
Total Number of Points Claimed for Registration (Max. 20)				
GRAND TOTAL NUMBER OF POINTS CLAIMED				

NOTES:

1. Applicant must have points in a minimum of 3 categories.
2. A project register must be completed for each project. Some may include more than one service category.
3. A minimum of 10 projects from 3 separate service categories must include a contact & phone number.
4. Refer to Page III for point limitations placed on multiple building projects.
5. Maximum number of points for education is 50.
6. Official transcript or diploma must accompany application to substantiate all education points.
7. Maximum number of points for professional registration is 20.
8. Copy of current license or registration certificate must accompany application.

SECTION 6: CONTINUING EDUCATIONAL HOURS EARNED

Name _____

Date _____

- New
- Update
- Continuation

Course Name	Presented By	Dates	Hours
		Total #	

Please include documentation of attendance. Should be in the form of a certificate or letter from the sponsoring organization stating the name of the course, date course was held and number of hours/units awarded. **Minimum of 70 credit hours required.**

SECTION 7: REFERENCE SUMMARY

Name _____

Date _____

- () New
- () Update
- () Continuation

Name & Company	Address/City, State, Zip	Telephone and Position/Title

Note: Please complete the top portion of the reference form (Attachment Sheet 6) for each person listed above. Mail directly to each reference, whom will then mail the form directly back to RCI.

REFERENCE FORM

Date _____

Dear _____:

An application for Registered Roof Consultant has been filed with RCI, Inc. by

_____ of _____, _____.
(applicant) (company) (city/state)

Will you kindly give the information requested below, if known, and make any comments that may be of value to RCI in evaluating the applicant's qualifications.

Information secured from references is for the confidential use of the organization and the source and character of the information will not be divulged, except in special cases when required by law.

Both the applicant and RCI, Inc. will appreciate your cooperation in promptly furnishing the information requested.

GENERAL INFORMATION

1. Applicant's present position _____
2. Number of years known _____
3. Applicant's moral character, professional ethics and personal reputation are _____
4. How long has the applicant been engaged in active roof consulting work? _____
5. In your opinion is the applicant competent as a roof consultant? _____

Remarks:

Signed _____
 Name (Print) _____
 Title _____
 Company _____
 City/State _____
 Date _____
 Are you related to the applicant? _____
 If yes, how related _____
 Are you a legally registered engineer? _____
 Are you a legally registered architect? _____
 Are you a Registered Roof Consultant? _____

If, for some reason, you do not desire to serve as a reference for the applicant, please return this form to us with a comment to that effect.

REFERENCE: Please return form to:

RCI, Inc.
1500 Sunday Drive Ste 204
Raleigh, NC 27607
800/828-1902 or 919/859-0742 FAX 919/859-1328

CODE OF ETHICS
RCI, Incorporated
The Institute of Roofing, Waterproofing, & Building Envelope Professionals

Adopted July 17, 2001
Revised March 28, 2006

Introduction: The standards contained in this Code of Ethics are statements of ethical principles having broad applicability to members and registrants of RCI, Incorporated (RCI). However, the enumeration of particular duties and the proscription of certain conduct do not negate the existence of other obligations logically flowing from such principles. Conduct deemed unethical may be construed to include lesser offenses, such as aiding and abetting.

Members and registrants of RCI should also recognize that their profession and their practice may be governed by various laws and regulations regarding professional registration and the conduct of trade. It is their responsibility, therefore, to be familiar with those laws and regulations and to conduct themselves accordingly.

General Obligations: Members and registrants shall maintain and further their knowledge of the science and profession of roofing, waterproofing, and the building envelope, and shall maintain the highest possible standard of professional judgment and conduct.

Obligation to the Public: Members and registrants should uphold the letter and spirit of the ethical standards governing their professional affairs and should consider the full impact of their actions on the community at large.

Thus, a member or registrant shall:

- I. Engage only in accurate, appropriate and truthful promotion of his/her practice;
- II. Be respectful of the rights of others in obtaining professional work or employment; and
- III. Make only accurate, truthful and appropriate statements or claims about his/her professional qualifications, experiences or performance.

Obligations to the Client: Members and registrants shall conduct themselves in a fashion, which brings credit to themselves, their employers and their profession. In addition to upholding the behavioral standards described above, a member or registrant:

- I. Shall preserve the confidence of his/her client or employer and serve each in a professional and competent manner.
- II. Shall exercise unprejudiced and unbiased judgment and conduct when performing all professional services;
- III. Shall practice only in his/her area of competence;
- IV. Shall decline any activity or employment, avoid any significant financial or other interest, and decline any contribution if it would reasonably appear that such activity, employment, interest, or contribution could compromise his or her professional judgment or conduct, or prevent him/her from serving the best interest of his/her client or employer, without making full disclosure to the client and obtaining the client's consent thereto;
- V. Shall neither offer nor make any payment or gift to any public official, private client or industry representative with the intent of influencing that person's judgment or decision in connection with an existing or prospective project in which the member/registrant is interested; and
- VI. May contribute his services or anything of value to those endeavors which the member deems worthy. Further, a member or registrant has the right to participate in the political process and to contribute time and money to political campaigns.

Obligations to the Profession and Building Industry: Members and registrants shall:

- I. Recognize the value and contributions of others engaged in the design and construction process, and refrain from making false statements about the work of others, and shall not maliciously injure or attempt to injure the prospects, practice, or employment position of others; and
- II. Encourage professional education and research, as well as the development and dissemination of information relating to the design and construction of roofing, waterproofing, and building envelope systems.

Further, the following practices are not in themselves unethical, unprofessional, or contrary to any policy of RCI, and RCI members and registrants are free to decide for themselves whether to engage in any of these practices:

- I. Submitting competitive bids or price quotations, including in circumstances where price is the sole or principle consideration in the selection of a consultant;
- II. Providing discounts; or
- III. Providing free services.

Name _____

Date _____

AFFIDAVIT REGISTRATION AUTHORIZATION AND RELEASE (to be notarized)

State (Province) of _____

County of _____

_____, being first duly sworn, deposes and says:

(Applicant's Name)

I, the Applicant named above, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I hereby subscribe to and agree to conform to the Standards of Ethical Practice for RCI, Inc. I shall endeavor never to place myself in a conflict of interest or permit myself to be placed in a position that would allow for a potential conflict of interest. Conflict of interest shall be defined as any activity or employment having any significant financial or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise my professional and objective judgment as a roof consultant or prevent me from serving the best interest of my client.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish RCI, Inc. with any information concerning my qualifications for Registered Roof Consultant which they have on record or otherwise, and do hereby release the individual, company or organization and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Subscribed and sworn to before me this _____ day of _____, 20____

(Signature of Applicant)

(SEAL)
My Commission expires _____

(Signature of Notary Public)



Application for Registered Roof Consultant Payment Form

Enclosed is a check in the amount of: \$225.00 member fee \$300.00 non-member fee

Please accept a late fee: \$50.00 member fee \$75.00 non-member

Charge my VISA MasterCard American Express for:

\$225.00 member fee \$300.00 non-member fee

\$50.00 late member fee \$75.00 late non-member fee

Name _____ Telephone _____

Account Number _____ Expiration Date _____

3- or 4-Digit Verification Value Code _____

Signature _____ Date _____

Please return the completed application along with payment in US dollars to:

RCI, Inc.
1500 Sunday Drive Ste 204
Raleigh, NC 27607
(T) 919-859-0742 (F) 919-859-1328

CHECKLIST TO ACCOMPANY REGISTERED ROOF CONSULTANT APPLICATION

Applicant's Name _____ Social Security Number _____ Date _____

A check or initial in the block at the right indicates that you have completed that requirement of the application.

1. Application fee enclosed (\$225.00 members/\$300.00 nonmembers).....
2. Completed Sections 1 and 2 of the application.....
3. Section 3 of the application:
 - a. High School Diploma enclosed.....
 - b. College transcript(s) have been requested.....
4. Section 4 of application:
 - a. All dates are listed.....
 - b. All employers' names and addresses are listed.....
 - c. Brief description of experience under each employer is listed.....
5. Section 5 of application - Attachment Sheet 2:
 - a. Each project for which I claim experience is registered on Attachment Sheet 2.....
 - b. At least 10 contact names and phone numbers are listed from 3 separate categories.....
 - c. All names, locations and dates of projects are listed.....
 - d. All projects registered represent my experience (not someone under my direction).....
 - e. All projects claimed truly reflect worthy experience under the appropriate heading.....
6. Section 5 of application - Attachment Sheet 3:
 - a. All points claimed are summarized by category.....
 - b. Education points are substantiated by a transcript or copy of my diploma (enclosed).....
 - c. I have attained points in a minimum of 3 categories.....
 - d. Points claimed for professional registration are substantiated by a copy of my Registration Certificate or License (enclosed).....
7. Section 6 of application - Attachment Sheet 4:
 - a. All course names, sponsoring organization, dates and credit hours claimed are listed.....
 - b. I have attended a minimum of 3 industry related seminars (70 hours)
8. Section 7 of application:
 - a. Listed on Attachment Sheet 5 are five references, three of whom are a Registered Architect, Professional Engineer or Registered Roof Consultant.....
 - b. None of the references are a relative, a present employer or fellow employee from current firm.....
 - c. Made copies of Attachment Sheet 6 for EACH reference. Completed top part only for each.....
 - d. Reference forms mailed directly to each reference.....
9. Section 8 of application: Attachment Sheet 7
 - a. I have read and agree to abide by the Standards of Ethical Practice for RCI, Inc. (Attachment Sheet 7).....
10. Section 9 of application: Attachment Sheet 8
 - a. Affidavit has been executed and notarized.....

When complete and all spaces are checked, sign below, enclose this checklist, and mail the completed application form unfolded in a large envelope to RCI. Allow 90 days for processing. **MAKE A COPY OF YOUR COMPLETED APPLICATION BEFORE SENDING TO RCI** for your own protection.

This is to certify that I have completed the application as required by the association, have checked all details and entries, and herewith submit said application for registration. I understand that registration is contingent upon meeting the requirements of RCI and successful completion of the required examinations.

Signature of Applicant



STUDY GUIDE

REGISTERED ROOF CONSULTANT EXAM

Prepared By

RRC Examination Development Committee

RCI, Inc.
1500 Sunday Drive, Suite 204
Raleigh, NC 27607
800-828-1902 919-859-0742
FAX 919-859-1328

RRC STUDY GUIDE

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STUDY GUIDE
RRC EXAMINATION
RCI, Inc.
Revised February 2004

INTRODUCTION

One early goal of RCI, Inc. was to develop a nationally recognized registration program. The Registered Roof Consultant Program has been in existence since 1987, has gained recognition by many organizations, and has been established as a minimum standard of practice by some. RCI is working toward national recognition of its Registration Program and hopes to achieve this goal in the future. The primary beneficiaries of this Registration Program will be the public, the roofing industry, and those individuals who become registered.

Registration is a two-part program based on verifiable minimum levels of education, training, experience, and satisfactory performance on a comprehensive written examination.

The application for registration allows RCI to verify certain aspects of your education and roofing experience. The written examination confirms minimum levels of education, training, and experience by testing your knowledge of roofing and your ability to use this knowledge in practical applications.

This Study Guide outlines subjects that are addressed in the written examination; however, the Study Guide is not intended to be an inclusive listing of every topic addressed on the examination. This document is strictly a guide. However, when making purchases, RCI recommends that all applicants purchase the most recent version of all reference books.

Please understand that the examination is not tailored to any one particular area of roof consulting nor to the design and construction practices unique to your geographic area. The examination deals with roof consulting in general as indicated by the references listed on the next page. It may include all phases of roof consulting (evaluation, design, testing and construction), both steep and low slope roofing, and all systems (e.g., shingle, tile, slate, built-up, single ply, metal and spray applied systems).

In order to receive a passing score on the examination you must be thoroughly familiar with a broad spectrum of principles related to roof system design, testing and construction. This spectrum of knowledge includes roof system design parameters, specification development, project management, project administration, life cycle costing, roof assets management, conflict resolution, contracts and contract documents, construction materials, non-destructive testing, and report preparation. Education and training in these areas are extremely important. However, practical application under the guidance of a qualified mentor may be even more important because it reinforces the formal education and training and provides a sound foundation over a broad spectrum. It pulls everything together. The weakness most often identified with exam failure is a narrow focus in the industry.

The registration examination is offered several times each year. The dates and locations can be obtained from RCI Headquarters or from the RCI website (rci-online.org). The examination is eight hours in length and consists of two parts; one three hour segment and one five hour segment.

The examination has a closed book format. Any formulas, charts, or tables necessary will be provided with the examination.

Each part of the examination carries equal weight and a passing score must be attained for each part. A standard psychometric process was used to determine that 221 points (300 maximum) are required to pass Part 1 and 252 points (400 maximum) are required for Part 2. Passing one part of the exam and failing another part of the exam requires only that the applicant retake the part for which a passing score was not attained.

PART 1

Part 1 of the examination consists of approximately 300 multiple choice questions.

Questions for Part 1 have been prepared based on the following documents:

1. The NRCA Roofing and Waterproofing Manual, current edition, published by the National Roofing Contractors Association.
2. ASTM C-1153-03 published by ASTM Standards.
3. Loss Prevention Data for Roofing Contractors, published by Factory Mutual Global (includes Data Sheets 1-28, 1-28R, 1-29, 1-29R, 1-31, 1-49 and 1-52).
4. Architectural Sheet Metal Manual, published by the Sheet Metal and Air Conditioning Contractors National Association (6th Edition).
5. Minimum Design Loads for Buildings and Other Structures, ASCE 7 as published by the American Society of Civil Engineers.
6. Manual of Practice, published by the Construction Specifications Institute (Current Edition).
7. Roofing Materials Guides, published by the National Roofing Contractors Association (Low-slope and Steep-slope, current editions).
8. Standard Practice for the Detection and Location of Latent Moisture in Building Roofing Systems by Nuclear Radio Isotopic Thermalization, prepared by the RCI Nondestructive Testing Committee (available free from RCI upon request).
9. Building Codes:
International Building Code and the International Plumbing Code as published by the International Code Council, Inc.
10. Approval Guide, as published by Factory Mutual Global (2002).
11. Building Materials Directory and Fire Resistance Directory as published by Underwriters Laboratories, Inc (Current Edition).
12. Roofing, Waterproofing, and Bituminous Materials, Volume 04.04 of ASTM Standards as published by the American Society for Testing and Materials (Current Edition).
13. Manual of Low Slope Roof Systems, by C.W. Griffin & Richard Fricklas (Third Edition).

14. Various manuals on foam roofing published by the Polyurethane Contractors Division of the Society of the Plastics Industry, Inc.
15. Metal Roofing Systems Design Manual, as published by Metal Building Manufacturers Association (First Edition).
16. Metal Roofing, published by RCI, Inc.
17. RCI Manual of Practice, Volume III, published by RCI, Inc.

In addition to reviewing the above, attendance at educational seminars sponsored by RCI, various Universities, and various system manufacturers are helpful.

Additional important information can be gleaned by thorough review of the following publications:

- The Science and Technology of Traditional and Modern Roofing Systems by H.O. Laaly
- Roofs by Maxwell Baker
- Handbook of Fundamentals - ASHRAE
- Masonry Design and Detailing by Christine Beall
- Moisture Control In Buildings by Heinz R. Trechsel (ASTM MNL 18)
- Moisture Control Handbook by Joseph Lstiburek/John Carmody
- Moisture Analysis and Condensation Control in Building Envelopes (ASTM MNL 40)
- Design and Analysis of Single-Ply Roof Systems by Thomas E. Phalen, Jr.
- Metal Building Systems by Alexander Newman
- Wind Effects on Structures by Emil Simiu/Robert Scanlon
- Construction Administration in Architectural Practice by Arther F. O'Leary
- Handbook of Modern Construction Law by Jeremiah D. Lambert/Lawrence White
- A Practical Guide to Resolve Construction Disputes - American Arbitration Association
- RCI Mercury Technical Library
- RCI Interface
- Sealants: The Professional Guide – Sealant, Waterproofing & Restoration Institute
- SPRI - all publications
- RCI Professional Roof Consulting Manual, published by RCI, Inc.
- RCI Advanced Thermal and Moisture Manual, published by RCI, Inc.
- RCI Wind and Drainage Manual, published by RCI, Inc.
- Metal Roofing Systems Design Manual - MBMA

PART 2

Part 2 of the examination tests your ability to apply roofing knowledge to solve roofing problems; roofing knowledge necessary for this test is acquired through reviewing the documents listed above in Part 1 and through practical experience.

A variety of comprehensive word problems will be presented from which an examinee must select and work a specified number of problems; only this specified number of problems will be scored. If the examinee has sufficient time he/she may work more than the specified number of problems, however, prior to turning in the examination, the problems to be scored must be selected. The point value for each problem will be identified in the examination booklet.

References used in preparing the problems are the same as those utilized for Part 1. Please understand that any charts or references required for the solution of problems will be provided in the examination booklet. However, if you have never worked a problem on a certain topic during your professional experience, there will probably not be sufficient time for you to both study the information and solve the problem.

Some problems may involve making mathematical computations requiring familiarity with basic algebra, geometry, and trigonometry.

Examples of the kinds of problems that may be included on Part 2 are:

1. Computing the moisture content of samples of roofing materials obtained during a roof evaluation and/or moisture survey.
2. Determining gutter and downspout and scupper sizes per SMACNA.
3. Determining the minimum width of expansion joints required to accommodate thermal expansion and contraction.
4. Determining the sizes of roof drains, vertical leaders, and horizontal piping for proper roof drainage.
5. Designing and laying out tapered insulation.
6. Completing computations for the proper design of a roof system to control vapor drive for both winter and summer conditions.
7. Determining the thickness of insulation required for new construction and locating the vapor retarder.
8. Completing ASTM computations for test cut analysis.
9. Determining average "R" value for tapered insulation systems.

10. Computing elevations of the top surface of tapered insulation systems to check for clearances at existing through-wall flashings, door sills, windows, etc.
11. Computing material quantities for tapered insulation systems and based on given costs, determining the least costly system.
12. Determining building code requirements as they pertain to proper roof drainage.
13. Determining wind uplift forces on various portions of a roof based on Factory Mutual and/or ASCE standards.
14. Computing ventilation requirements for attic space under steep roofing.
15. Determining dew point temperatures for both summer and winter conditions.
16. Determining fastening requirements for different components of a roofing system using FM Loss Prevention Data Sheets.

RCI REGISTRATION (RRC) PROGRAM

Following are names and numbers for reference material cited in the RRC Study Guide:

RCI, Inc.
Raleigh, NC 800-828-1902

National Roofing Contractors Association (NRCA)
Rosemont, IL 800-323-9545

Construction Specification Institute (CSI)
Alexandria, VA 800-689-2900

American Society of Civil Engineers
Reston, VA 800-548-2723

Sheet Metal and Air Conditioning Contractors National Assn.
Chantilly, VA 703-803-2980

International Code Council
Falls Church, VA 703-931-4533

Underwriters Laboratories, Inc.
North Brook, IL 877-854-3577

Society of the Plastics Industry, Inc.
Washington, DC 202-974-5200

FM Global
Norwood, MA 781-255-6681

ASTM
West Conshohocken, PA 610-832-9585

PART 1

SAMPLE QUESTIONS

Several questions are provided for some of the categories of the examination. Each is an actual question taken from previous examinations.

I Condition Assessment

1. Which of the following should be considered a problem when observed at vertical projections during a roof survey?
 - A. a 45 degree cant strip has been provided
 - B. the height of the base flashing is less than 4"
 - C. the height of the base flashing is less than 8"
 - D. the top edge of the base flashing is mechanically attached

2. According to the NRCA, what is the minimum gauge for a galvanized sheet metal fascia with a 0 inch to 3 inch wide face?
 - A. 18
 - B. 24
 - C. 26
 - D. 28

3. Which of the following should be included in a roof condition assessment report?
 - A. shop drawings
 - B. material submittals
 - C. opinions & recommendations
 - D. perimeter fall protection plan

4. Which of the following materials are commonly used to saturate organic roofing felts?
 - A. asphalt and coal tar pitch
 - B. olefins and petroleum
 - C. polyurethanes and styrenes
 - D. solvent-based resaturants and mastics

5. Which of the following is a method for hanging clay tiles on a concrete roof deck?
 - A. toggle bolts
 - B. asphalt mastic
 - C. low rise urethane foam
 - D. utilizing 14 gauge tie-wire

6. Which of the following two metals produce galvanic corrosion when they are in contact electrolytically?
 - A. aluminum and zinc
 - B. copper and lead
 - C. copper and zinc
 - D. steel and zinc

7. What additional component should be considered over a loose-laid thermoplastic or thermoset membrane when pavers or crushed rock are used as ballast?
 - A. radiant barrier
 - B. vapor retarder
 - C. protective underlayment
 - D. waterproof underlayment

8. When completing a field observation report, documentation should be limited to “observing, recording and reporting.” Who is responsible for interpreting the intent of the design?
 - A. owner
 - B. design professional for the project
 - C. manufacturer’s technical department
 - D. roofing contractor or general contractor

9. When preparing a report for a condition assessment, how are conclusions and recommendations for corrective action determined?
 - A. reviewing as-built drawings
 - B. observing interior leak locations
 - C. gathering pertinent information from the owner
 - D. analyzing and evaluating observations and findings

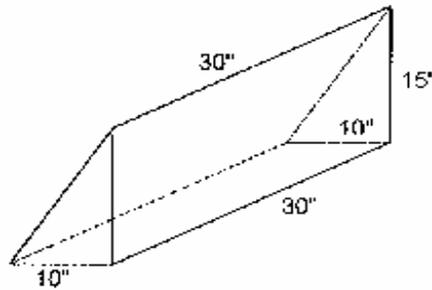
10. Which of the following is a common cause of blistering in bituminous roof assemblies?
 - A. roof leaks
 - B. brooming of felts
 - C. skips, voids or holidays
 - D. moisture during application

11. It is important to establishing the clients’ needs prior to conducting a condition assessment. Which of the following statements is most important when developing a scope of services?
 - A. ensure the rates for the project are sufficient
 - B. ensure adequate staff to accomplish the project
 - C. understand the RCI Code of Ethics and act accordingly
 - D. provide the service the client wishes to the best of this ability

12. What factors determine the minimum thickness of insulation over a steel deck?
 - A. the required R-value and fire rating
 - B. the number and type of fasteners required
 - C. the strength of the insulation and the rib width opening
 - D. the minimum thickness of insulation available and cost

13. Which of the following items should be completed prior to proceeding with a project design?
 - A. design schedule, scope of services and services contract
 - B. insurance requirements, maintenance records and site access
 - C. qualified contractors, roof system selection and warranty requirements
 - D. actual roof assembly in place, exterior conditions and interior condition

14. What is the volume of the depicted figure?



- A. 2,050 sq. in.
 - B. 2,250 sq. in.
 - C. 2,050 cu. in.
 - D. 2,250 cu. in.
-
15. Which of the following is inappropriate as a coating for spray applied polyurethane foam?
 - A. asphalt emulsion
 - B. gravel
 - C. silicone
 - D. urethane

 16. At what temperature does moisture vapor begin to condense?
 - A. ambient
 - B. freezing
 - C. dew point
 - D. sublimation

II Design

17. What is typically not included in warranties from roofing material manufacturers?
- A. material cost or replacement
 - B. consequential damage coverage
 - C. original construction cost including labor
 - D. material and labor for installation with no dollar limit
18. Assume the following:
The weight of water is 62.4 lb/cu. ft.
The specific gravity of water is 1.0.
The specific gravity of ice is 0.92.
- What is the weight of 1000 cubic feet of ice?
- A. 54,280 lbs.
 - B. 57,408 lbs.
 - C. 60,608 lbs.
 - D. 62,300 lbs.
19. To which of the following do tests conducted for "Class A, B and C" roof coverings in accordance with ASTM procedure E-108 refer?
- A. wind uplift
 - B. permeability
 - C. fire resistance
 - D. hail resistance
20. What type of valley is not used in slate roof installation?
- A. canoe
 - B. closed
 - C. open
 - D. woven
21. According to CSI, where would project requirements for mechanical work be found in the Project Manual?
- A. Division 7
 - B. Division 13
 - C. Division 15
 - D. Division 16
22. Which of the following is usually communicated by addenda?
- A. contact award
 - B. notice to proceed
 - C. contactor disqualifications
 - D. clarifications to bidding documents

23. For what does UL 790 (Class A, B & C) test?
- A. nail resistance
 - B. wind uplift resistance
 - C. internal fire exposure
 - D. external fire exposure
24. How long does NRCA recommend that smooth surfaced asphalt built-up roof membranes be left exposed prior to coating with aluminum coating?
- A. 48 hours
 - B. 1 week
 - C. 30-90 days
 - D. No specific recommendation is made except to follow the manufacturer's guidelines.
25. Where should roof drains be placed to optimize performance?
- A. at roof columns
 - B. at roof perimeters
 - C. at intervals of 75 feet
 - D. at points where maximum deflection occurs in the deck
26. Which of the following is required to secure a warranty from most manufacturers regarding roof deck slope for low-slope roofing?
- A. dead level
 - B. ¼" per foot minimum to drain
 - C. 1/8" per foot minimum to drain
 - D. positive drainage to insure there will be no evidence of standing water on the deck 48 hours after it stops raining
27. Which of the following documents describes 1-90 wind uplift requirements?
- A. APRI ES-1
 - B. FM Approval Guide
 - C. NRCA Roofing and Waterproofing Manuals
 - D. UL Building Materials Directory for wind ratings
28. What is the maximum slope recommended for a ballasted roof?
- A. ¼" per foot
 - B. ½" per foot
 - C. 2" per foot
 - D. 6" per foot

29. What is the minimum perm rating for a vapor retarder to be effective?
- A. 0.5
 - B. 2.0
 - C. 5.0
 - D. 10.0
30. According to the RCI Manual of Practice, who typically prepares a change order to request a material substitution?
- A. owner
 - B. contractor
 - C. building inspector
 - D. design professional
31. How many divisions are included in the CSI Master format?
- A. 7
 - B. 8
 - C. 12
 - D. 16

III Contract Administration and Quality Assurance

32. According to the RCI Manual of Practice, for what period of time should a contractor's application for payment not include stored materials or equipment if they are not scheduled for incorporation into the work?
- A. one month following next submission of the request for payment, dependent upon owner approval
 - B. two months following next submission of the request for payment, dependent upon owner approval
 - C. three months following next submission of the request for payment, dependent upon owner approval
 - D. four months or more following next submission of the request for payment, dependent upon owner approval
33. When is a fax amendment to a bid submission acceptable?
- A. if it is notarized
 - B. if it is received within 1 hour of bid closing time
 - C. if it is received within 24 hours of bid closing time
 - D. if it is received in accordance with the bid documents
34. What material provides the most protection for stored roofing materials?
- A. plastic film
 - B. breathable tarps
 - C. rosin sized paper
 - D. manufacturer shrinkwrap

35. According to the RCI Manual of Practice, what close-out documents must be submitted by the contractor to the consultant upon completion of a project?
- A. final pay application, punchlist, and warranties
 - B. as builts, copies of submittals, lien waivers, and project completion letter
 - C. final pay application, letter certifying punchlist completion, and release of mechanic's lien
 - D. certificate of completions, final lien releases, product data for all materials used on the project, and warranties
36. Which of the following requirements apply to the proper installation of standard three-tab asphalt shingles on new construction?
- A. three nails per tab
 - B. 7" exposure to the weather
 - C. a 2" overhang at the eaves and rakes
 - D. a double starter course along the eaves
37. Assume the following situation:
- An owner makes a written agreement with a contractor that, if the contractor can perform the work within a certain time frame, he will be compensated an additional 10%. Later, an AIA form A101 is prepared as the final form of agreement. It is silent to the 10% additional compensation. The contractor completes the work in the required time frame, but the owner refuses to pay the additional 10%.
- Which of the following is true given the above situation?
- A. Incentive programs are not legal.
 - B. Both agreements would remain in force.
 - C. The final agreement takes precedence.
 - D. The original written agreement would take precedence.
38. Which of the following takes precedence on roof construction projects?
- A. the drawings
 - B. the specifications
 - C. the manufacturer's literature
 - D. the NRCA recommendations
39. Which of the following is required in a change order document?
- A. change to methodology and equipment
 - B. change of responsibilities and scheduling
 - C. adjustment to contract sum and contract time
 - D. change of production goals and administrative issues

40. What does the approval of work during the final completion accomplish for the contractor?
- A. It resolves outstanding contractual disputes.
 - B. It allows final payment to be made by the owner.
 - C. It allows assignment of the contract to a party of the contractor's choosing.
 - D. It releases the contractor from responsibility for compliance with the contract.
41. Which of the following should be used to transmit answers to questions raised a Pre-Bid Meeting?
- A. addendum
 - B. change order
 - C. request for information
 - D. supplemental instructions
42. According to the RCI Manual of Practice, who first documents that a roofing project is substantially complete?
- A. owner
 - B. contractor
 - C. design professional
 - D. public building inspector
43. What is the recommended application temperature range when the equiviscous temperature (EVT) is noted on a carton of asphalt as 213° Celsius?
- A. 163°F to 263°F
 - B. 188°F to 238°F
 - C. 365°F to 465°F
 - D. 390°F to 440°F

IV Testing

44. Which of the following best describes the oven drying core sample for gravimetric moisture detection?
- A. drying the samples for 48 hours @ 500°F.
 - B. drying the samples for 48 hours @ room temperature
 - C. drying the samples for 12 hours @ ambient temperature
 - D. drying the samples until the samples' weight remains constant
45. What is impedance (capacitance) moisture detection?
- A. detecting thermal radiation as a basis for detecting moisture in roofs
 - B. oven drying a roof sample to determine a moisture content as a percent of dry weight
 - C. using the conductance of materials to distinguish dry roof areas from moisture in the roof
 - D. counting the quantity of slow neutrons as an indirect measure of hydrogen atoms and moisture content of a roof system

46. What condition causes the greatest potential increase in uplift pressure on the roof assembly?
- A. a building with no opening
 - B. a building with an opening on one side
 - C. a building with openings on two sides
 - D. a building which is open on all sides
47. Which of the following best describes the infrared “survey window”?
- A. the process of generating images that represent variations in infrared radiants of surfaces of objects
 - B. an apparatus that scans along a single line of a scene to provide a one dimensional thermal profile of the scene
 - C. the time period during which roof moisture surveys can be successfully conducted according to specific requirements
 - D. the total angular dimensions, expressed in radiants, within which objects can be imaged, displayed and recorded by a stationery imaging device

V Professional Responsibility

48. What area of design is covered by the RCI Code of Ethics?
- A. restrictions
 - B. engineering
 - C. conflict of interest
 - D. materials selection
49. Which of the following is true regarding consultation with a manufacturer whose product is involved with a client’s roofing problem?
- A. It is considered unethical.
 - B. It should be done only if all else fails.
 - C. It should be undertaken to assure complete factual information in spite of possible litigation.
 - D. It should be avoided so that the manufacturers are not alerted to a potential problem regarding possible litigation.
50. What are the continuing educational hour (CEH) requirements for a Registered Roof Consultant for annual renewal of registration?
- A. 4 CEHs per year
 - B. 8 CEHs per year
 - C. 12 CEHs per year
 - D. 16 CEHs per year

STUDY REVIEW

Note your errors. Review the appropriate document (s) in those areas to better understand the rationale behind the indicated correct answer.

Take advantage of the programs provided by RCI, including courses on the national and regional levels.

ANSWERS FOR THE
SAMPLE QUESTIONS

I. Condition Assessment

- 1. B
- 2. B
- 3. C
- 4. A
- 5. D
- 6. C
- 7. C
- 8. B
- 9. D
- 10. D
- 11. C
- 12. C
- 13. A
- 14. D
- 15. A
- 16. C

II. Design

- 17. B
- 18. B
- 19. C
- 20. D
- 21. C
- 22. D
- 23. D
- 24. C
- 25. D
- 26. D
- 27. B
- 28. C
- 29. A
- 30. D
- 31. D

III. Contract Administration and Quality Assurance

- 32. D
- 33. D
- 34. B
- 35. D
- 36. D
- 37. C
- 38. B
- 39. C
- 40. B
- 41. A
- 42. B
- 43. D

IV. Testing

- 44. D
- 45. C
- 47. B
- 47. C

V. Professional Responsibility

- 48. C
- 49. C
- 50. C