



RISE Certified Solar Roofing Professional Candidate Handbook

March 2011

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Note: This handbook reflects policies and procedures as of March 2, 2011. All policies, procedures and fees are subject to change. If you have any questions or require further information, please visit www.riseprofessional.org or contact CSRP program staff at info@riseprofessional.org or (800) 323-9545, ext. 7566.

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SECTION 1 CSRP Introduction

1.1 Purpose of the Candidate Handbook

The purpose of this publication is to provide information for prospective candidates of the RISE Certified Solar Roofing Professional, or CSRP, credential. Additional information can be found on the program website at www.riseprofessional.org, or you may contact the CSRP program staff at (800) 323-9545, ext. 7566 or info@riseprofessional.org.

1.2 RISE

Founded by the Center for Environmental Innovation in Roofing (Center) and National Roofing Contractors Association (NRCA), Roof Integrated Solar Energy (RISE) Inc. was created to provide a means of evaluating and certifying solar roofing professionals to support the widespread use of rooftop solar energy.

MISSION RISE evaluates and certifies solar energy installers for knowledge about critical roof system construction and maintenance practices necessary to support successful rooftop solar energy installations based on principles regarding the installation and maintenance of rooftop solar energy systems without adversely affecting roof system performance and service life. RISE also provides the public with tools to identify skilled rooftop solar energy professionals.

GOVERNANCE RISE is overseen by a board of directors composed of representatives of key stakeholders from the roofing and solar industries who have a working knowledge of successful rooftop solar installation and maintenance. The efforts of the RISE board of directors are supported by the RISE staff and strategic partners dedicated to providing an effective and efficient certification program for the roofing and solar industries.

ACTIVITIES To support the mission of RISE, the RISE board of directors:

- Establishes criteria for assessing professionals' levels of knowledge
- Evaluates the experience, education and training qualifications of examination applicants
- Administers examinations
- Issues credentials to those professionals who pass its examinations and maintains records of those credentials
- Awards certification renewals to individuals who meet recertification requirements

SECTION 2 CSRP Overview

2.1 Purpose of the CSRP

CSRP is a certification awarded by RISE to individuals who meet all the requirements for certification established by the RISE board of directors.

In developing the CSRP program, the RISE board of directors has endeavored to follow the *Standards for Accreditation of Certification Programs* published by the National Commission for Certifying Agencies. The RISE board of directors worked with professionals in relevant fields to develop a credential that identifies dependable and consistent criteria for evaluating expertise in the field. However, no certification program can guarantee professional competence.

Given the dynamic nature of renewable energy technologies, the RISE board of directors cannot guarantee the test materials will at all times reflect the latest developments in the field. However, the RISE board of directors will ensure the certification exam remains valid and relevant with current practices by undertaking an in-depth study of the field every five years.

Also, the credential is not intended to guarantee an individual is suitable for employment. Rather, the credential is intended to encourage practitioners to enhance their skills and stay abreast of developments in the field.

2.2 Benefits of Certification

The benefits of certification for solar roofing professionals include:

- Verification by an independent organization that you have basic knowledge needed for professional practice
- Obtaining tangible evidence of your professional growth and development
- Gaining a competitive advantage for employment—especially as recognition for the CSRP credential grows among employers, building owners and government entities

SECTION 3 Certification Cycle

Certification is valid for **three** years from the date of issuance. Once you are certified, you will need to meet the published standards, policies and requirements for ongoing recertification to renew your certified status at the end of the three-year period.

Additional information about recertification can be found in Section 9 of this handbook.

SECTION 4 Eligibility Requirements

4.1 Basic Requirements

To be eligible for RISE CSRP certification, you must meet the following basic requirements:

1. Be at least 18 years of age
2. Meet prerequisites of related experience and training or education
3. Complete an application form with appendices that document you meet the requirements
4. Sign a code of ethics and professional conduct
5. Pay applicable fees
6. Pass a written exam

4.2 Prerequisites

The RISE board of directors has identified three eligibility tracks. To qualify to take the RISE CSRP examination, you must demonstrate you meet **at least one** of the following minimum entry requirement tracks:

- a. **Three** years' experience installing roof systems as a roofing contractor or employee of a roofing contractor in addition to completing **40 hours** of recognized education or training (see definitions of required education/training in Section 4.4.1). You must currently be or within the 12 months previous to submitting the application form have been employed in a qualifying role (see definitions of experience in Section 4.3).
- b. **Three** years' experience providing technical roof system consulting services that include a minimum of five installed roof system projects in addition to completing **40 hours** of recognized training program (see definitions of required education/training in Section 4.4.1). You must currently be or within the 12 months previous to submitting the application form have been employed in a qualifying role (see definitions of experience in Section 4.3).
- c. **Two- or four-year** construction-related degree from a college or university accredited by an accrediting agency or state approval agency recognized by the U.S. secretary of education (see definitions of accredited postsecondary institutions in Section 4.5). In addition, you must complete **40 hours** of recognized education or training (see definitions of required education/training in Section 4.4.1).

4.3 Definitions of Experience

For the purposes of the eligibility requirements:

1. Experience installing roof systems (track a) requires being in a responsible, decision-making role during the installation of steep-slope and/or low-slope roof systems. This includes being a foreman, superintendent, supervisor or site/project manager responsible for installation quality. Experience installing roof-mounted photovoltaic (PV) systems is not required.
2. Experience providing technical roof system consulting services (track b) requires being the principal roof system designer for a specific project and being in a responsible, decision-making role during the installation of steep-slope and/or low-slope roof systems. This includes being responsible for ensuring installation quality. Experience providing consulting services for roof-mounted PV system installations is not required.

4.4 Definitions of Education or Training

4.4.1. *Required*

All candidates must complete a minimum of **40 hours** of education or training covering any aspect(s) of the competencies listed in the CSRP Job Task Analysis. The CSRP Job Task Analysis describes the essential knowledge, skills and abilities required for individuals that plan and oversee the installation of roof-mounted PV systems. A copy of the CSRP Job Task Analysis can be found on the RISE website at www.riseprofessional.org.

Relevant training topics include but are not limited to roof system technology, PV system technology, project management for roof system or roof-mounted PV system installations, and roofing safety.

The RISE board of directors will recognize training to apply toward entry requirements for tracks a and b when the training meets all the following criteria:

- A minimum of **40 hours** of training cumulative
- The instructional format incorporates appropriate human and/or technological resources required to support learning. It can include instructor-led classroom training and distance learning formats, including online or computer-assisted instruction. All training formats must include access to an instructor and must provide feedback to students about their progress.
- Instruction directly relates to one or more of the competencies listed in the CSRP Job Task Analysis.

4.4.2 *Recommended*

You should be aware that the certification exam is at a level whereby additional education and training will likely be necessary for most candidates to achieve a passing score. You are encouraged to assess your personal experience and education and seek training that will help ensure your knowledge is comprehensive regarding the competencies published in the CSRP Job Task Analysis.

Types of training programs may include but are not limited to:

1. Those offered by an accredited university, college or local community college
2. Roofing industry training programs (such as those offered by manufacturers, NRCA, RCI Inc.)
3. Solar industry training programs (such as those offered by Florida Solar Energy Center, Solar Energy International)
4. Apprenticeship training programs (federally approved apprenticeship programs)
5. Those approved by state roofing contractor licensing boards (where applicable)
6. Vocational/technical training programs

Regardless of which organization offers training or education programs, the content of the program must directly relate to the competencies contained in the CSRP Job Task Analysis to be recognized as fulfilling the education or training requirements.

4.5 Definitions of Accredited Postsecondary Institutions

The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality. The secretary of education publishes a database of postsecondary institutions and programs accredited by agencies recognized as reliable authorities as to the quality of education or training provided. This database can be found on the U.S. Department of Education's website, www.ed.gov.

4.6 Documenting Employment, Experience and Education

4.6.1 Documenting Roofing Employment and Experience

To demonstrate roofing experience, the application form requires candidates applying under tracks a and b to submit employment verification and descriptions of responsibilities and roles. If you are self-employed, you will be asked to provide detailed descriptions of your work experience.

In addition to submitting employment verification, applicants applying under track b are required to submit certain details, descriptions and contact information for **five** roofing projects for which they were the principal roof system designers.

4.6.2 Documenting Education and Training

To demonstrate completion of recognized education and training, all candidates are required to submit copies of official transcripts or other proof of attendance issued by the sponsoring education or training provider.

4.7 Verifying Employment, Experience and Education

The RISE board of directors reserves the right to contact employers, building owners and operators, and training and education providers to verify employment, experience and education submitted in the application form.

SECTION 5 The Certification Process

The process of becoming a RISE CSRP includes the following:

1. Reviewing the CSRP Job Task Analysis and Exam Specifications (see Section 7.3.1)
2. Reviewing the CSRP Study Guide and assessing your readiness to take the certification exam
3. Reviewing the eligibility tracks and choosing the track that fits you best
4. Completing the application form, including the required appendices, and signing the form. The required appendices are based on your eligibility track and may include:
 - Copies of transcripts, diplomas or course completion certificates for education and training (all eligibility tracks). Note: Please send copies of official documents relating to education or training. RISE will keep these documents for its records. They will not be returned to you.
 - Additional sheets used to describe employment history, experience and training (as needed)

Send all application materials and payment to:

MAIL: RISE CSRP—Applications
10255 W. Higgins Road, Suite 600
Rosemont, IL 60018

FAX: (847) 493-7975
E-MAIL: info@riseprofessional.org

If you are applying with the intent of scheduling to take the certification exam on a specific date, your application must be received by the application deadline for that exam administration published on the RISE website.

The application deadline is generally approximately three months before each exam date.

5. Your application will be reviewed to determine whether you meet the employment, experience, education and training requirements and are eligible to take the CSRP exam. You will be informed of your eligibility by mail.
6. *Eligibility Determination.* If your application is approved, you will receive an exam scheduling form showing the next scheduled exam date and the exam rules. To take the next scheduled exam, you must return the exam scheduling form and submit the examination fee by the deadline shown on the form. Your application is active for 24 months from the date of the letter sent to you confirming your eligibility to take the exam.

Ineligibility Determination. If your application is not approved, you will receive a letter explaining the reasons the application was deemed ineligible. You may reapply by correcting and resubmitting the application. A \$150 application fee also must be submitted with the revised application.

7. Taking and passing the RISE CSRP certification exam.
8. If you do not pass the exam, you will be permitted to retake the exam multiple times within 24 months of the date of notification of your eligibility to take the exam. For each subsequent attempt, you must pay a re-examination fee of \$100. After the 24-month period ends, you will be required to reapply as a new applicant to take the exam.
9. Once you achieve the certification, you will be entitled to use the RISE CSRP certification mark (within guidelines) and you will receive a certificate in the mail.

SECTION 6 Program Fees and Policies

6.1 Fees

The RISE board of directors charges the following fees:

Application fee: \$150

First-time examination fee: \$350

Examination retake fee: \$100

Fees are payable to RISE Inc. via credit card, check or money order. Fees are subject to change without notice. All fees are nonrefundable and nontransferable. Nonsufficient fund (NSF) checks will stop the application or examination process and the check originator will be billed for any related NSF fees.

6.2 Nondiscrimination

The RISE board of directors evaluates all applicants seeking the RISE CSRP certification without regard to race, ethnicity, religion, national origin, age, gender, sexual orientation or disability. Membership in any voluntary membership organization is not required.

6.3 Applying for the Exam

Instructions for completing the application form are included on the form. Please be sure to read all the instructions carefully. If your application is incomplete or illegible, it will be returned. Any application that does not meet all the education and employment criteria will be denied with no refund of the application fee.

The designated deadlines for accepting applications for a specific exam administration will not be extended for any reason.

6.4 Application Review

Your application will be reviewed by individuals who are deemed qualified through experience or education and are trained in how to conduct the assessments in a manner that is fair and consistent.

SECTION 7 The Exam

7.1 Exam Dates and Locations

The first certification exam will be scheduled during the week of Dec. 6–10, 2010. The second exam will be held Feb. 18, 2011, in conjunction with the 2011 International Roofing Expo®; and the third is planned for May 2011. Refer to www.riseprofessional.org for exam dates and application deadlines.

In regions of the U.S. where several individuals living in close proximity will take the exam, sites may be established for testing in groups. In other cases, sites may be identified where an individual can take the exam. In all cases, all test takers will take the exam on the same date and at the same time. The RISE board of directors will make reasonable efforts to arrange a test site within 150 miles of the residence of each test taker. However, exam sites are subject to the availability of facilities and personnel that meet standards for testing.

7.2 Exam Accommodations

The RISE board of directors will make reasonable testing accommodations for applicants who can document a disability as defined under the Americans with Disabilities Act and who have a relevant history of such accommodations. Only those special arrangements or modifications that do not impair the measurement of the knowledge the exam is intended to assess will be considered.

Candidates requesting exam modifications must submit a request in writing detailing the accommodations being requested. In addition, candidates must provide a letter on official letterhead from a licensed physician, social worker, psychologist or other appropriate professional that includes a diagnosis and explains the reason for the requested accommodations. The letter must have an original signature from the professional and must be dated no more than two years before the application. Faxes and photocopies will not be accepted.

Requests for special testing arrangements must be received by the RISE board of directors at least four weeks before the scheduled exam date. All such requests will be decided on a case-by-case basis by individuals knowledgeable about existing research on the effects of the disabilities in question on test performance.

7.3 Exam Content

The content of the exam is the result of extensive research about the knowledge and skills needed by individuals who plan and manage the installation of roof-mounted PV systems. The exam includes questions that evaluate whether individuals have the underlying knowledge for the competencies contained in the CSRP Job Task Analysis completed in June 2010. The exam includes the following five content areas with an indication (in parentheses) of the approximate percentage of the exam devoted to each area.

7.3.1 Exam Specifications

Domain 1: Planning and Implementing Safety Requirements (20 percent)

Domain 2: Identifying Structural, Roof Assembly and PV System Design Issues (20 percent)

Domain 3: Applying Basic Electrical System Principles and Practices (20 percent)

Domain 4: Estimating, Contracting and Selling a Roof-mounted PV System (20 percent)

Domain 5: Managing and Directing Roof-mounted PV System Installations (20 percent)

7.4 Exam Format

The CSRP examination is a paper-and-pencil examination consisting of multiple-choice questions. Each question has only one correct answer. The content is drawn from the body of knowledge contained in the CSRP Job Task Analysis.

SECTION 8 RISE Code of Ethics and Professional Conduct

This code sets forth the minimum standards of professional conduct to be observed by holders of documents of certification conferred by the RISE board of directors. In addition to complying with generally accepted ethical and legal standards, certificants are expected to fulfill their professional responsibilities in a manner that promotes public trust and adheres to the standards.

Standards

1. Conduct business honestly, ethically and in a timely manner.
2. Provide quality services to clients and consumers.
3. Avoid situations where a conflict of interest is likely to impair professional judgment.
4. Holding paramount the safety and well-being of employers, clients, employees and the public, seek to protect people and property.
5. Treat all proprietary and confidential business information with sensitivity and discretion.
6. Act in a manner free of bias with regard to race, ethnicity, religion, national origin, age, gender, sexual orientation and disability.
7. Honestly represent education, training and experience qualifications.
8. Undertake projects only when qualified by experience or education to do so and inform clients and employers of significant limitations, concerns and risks.
9. Strive for ongoing professional growth to remain current with trends and developments relevant to professional practice.
10. Communicate with RISE representatives in a timely and professional manner.

SECTION 9 Recertification

Initial certification as a CSRP is valid for three years. The RISE board of directors believes all CSRPs should continually develop themselves professionally to maintain their skills and remain current with developments in the field. Recertification may be achieved by acquiring and documenting recognized continuing education during each three-year recertification period and paying a recertification fee. Additionally, CSRPs must document that they have been in a responsible role during the installation of roof-mounted PV systems during the three-year recertification period.

For the purposes of recertification, all continuing education must be relevant to the competencies contained in the most recent version of the CSRP Job Task Analysis. All credits are subject to approval by the RISE board of directors.