



RISE Certified Solar Roofing Professional Application Form

Please refer to www.riseprofessional.org for exam dates and application deadlines.

Additional information about program policies and procedures is available in the RISE Certified Solar Roofing Professional Candidate Handbook, which can be found online at www.riseprofessional.org. For further information and assistance, e-mail info@riseprofessional.org or call the RISE program administrator at (800) 323-9545, ext. 7574.

Please complete each section of the application form fully using legible print or type. The completed application form, including payment, must be received by the CSRP program staff by the application deadline published on the program's website. Mail, fax or e-mail a scanned copy of your completed application to:

Mail: CSRP Program
10255 W. Higgins Road, Suite 600
Rosemont, IL 60018

E-mail: info@riseprofessional.org

Fax: (847) 493-7975

SECTION 1 Applicant Information

(Please provide business and home contact information and check which addresses should be used for CSRP correspondence.)

Applicant Name: _____ Birth Date: _____
mm/dd/yyyy

Business Contact Information Business Name: _____

Business Address: _____

City/State/ZIP: _____

Business Telephone: _____ E-mail: _____

Home Contact Information

Home Address: _____

City/State/ZIP: _____

Home Telephone: _____ E-mail: _____

May RISE contact you via e-mail about the certification program? Your e-mail address will not be sold. Yes No

SECTION 2 Payment

The \$150 application fee must accompany your application. Payment type:

Check or money order payable to RISE Inc. American Express Discover MasterCard Visa

Please send me a receipt.

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____
mm/dd/yyyy

Billing Address: _____

Signature of Cardholder: _____

Please initial each page before submitting your application.

SECTION 3 Code of Ethics and Professional Conduct and Agreements, Attestations and Release

Please read the following information. By signing your application form, you acknowledge that you agree to all the statements contained in it, including the Code of Ethics and Professional Conduct and Agreements, Attestations and Release.

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.

Agreements, Attestations and Release

- I understand this is an application and does not guarantee certification.
- I agree to comply with all published Certified Solar Roofing Professional program policies and procedures.
- I understand the information gathered in the certification process may be used by the RISE board of directors for statistical purposes for the evaluation of the certification program and for other research or study.
- I authorize the RISE board of directors to include my name and contact information in any publicly available lists or directories in which the names of Certified Solar Roofing Professionals are published and hereby waive any rights of objections to such listings.
- I understand and agree that RISE Inc. owns all rights, title and interest in and to all names, trademarks, logos, copyrights, applications and other materials related to the Certified Solar Roofing Professional program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by the RISE board of directors and agree to cease using such intellectual property upon the expiration, suspension or termination of my certification.
- I understand and agree that the RISE board of directors makes no claims, warranties, guarantees or promises regarding the content or performance of any certificant, and I agree not to misrepresent my certification status and its meaning.
- I do hereby attest to the accuracy and validity of and assume full responsibility for the content of the application and all materials and information used by me in support of the application and all use thereof by third parties.
- I understand and agree that in considering this application, the RISE board of directors may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as it deems appropriate.

Please initial each page before submitting your application.

- I agree to notify the RISE board of directors in a timely manner of any changes concerning the information I have provided, including a change of name and all contact information.
- I agree all materials I submit to the RISE board of directors become its property and RISE is not required to return any materials to me.
- I agree to follow all rules related to the certification exam, and I will not engage in any form of dishonest behavior with regard to the certification exam.
- I understand and agree the RISE board of directors reserves the right to suspend, cancel, revoke or otherwise terminate any eligibility or certification decisions in appropriate circumstances as determined by the RISE board of directors.
- In consideration of my application to and participation in the Certified Solar Roofing Professional program, I do hereby:
 - Release, discharge and hold harmless, individually and collectively, RISE Inc. and its officers, directors, employees, committee members, members, subsidiaries, agents, successors and assigns from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any decision, action or omission relating to this application, the failure to grant certification or recertification, the revocation of certification or the certification standards.
 - Indemnify, save and hold harmless, individually and collectively, RISE Inc. and its officers, directors, employees, committee members, members, subsidiaries, agents, successors and assigns from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any acts or omissions of mine. The foregoing release and waiver of liability and the foregoing indemnification shall be binding on me and my heirs, executors, administrators, successors and assigns.

SECTION 4 Qualifying Tracks

To qualify to take the RISE CSRP examination, you must demonstrate you meet at least one of the following minimum entry requirement tracks. Choose the one that is most appropriate for you. Refer to Section 4 of the RISE CSRP Candidate Handbook for definitions of experience (Section 4.3), required education or training (Section 4.4.1) and accredited postsecondary institutions (Section 4.5).

- 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. You must currently be or within the 12 months previous to submitting the application form have been employed in a qualifying role.
- 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 education or training. You must currently be or within the 12 months previous to submitting the application form have been employed in a qualifying role.
- Three** years' experience and a minimum of **five** projects installing commercial and residential roof-mounted PV systems in addition to completing **40 hours** of recognized education or training. You must currently be or within the 12 months previous to submitting the application form have been employed in a qualifying role.
- 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. In addition, you must complete **40 hours** of recognized education or training.

Please initial each page before submitting your application.

SECTION 5 Verification of Employment and Experience (Tracks A, B and C)

Track A requires **three** years' experience installing roof systems as a roofing contractor or employee of a roofing contractor and being in a responsible, decision-making role on the job. This includes being a foreman, superintendent, supervisor or site/project manager responsible for installation quality.

Most Recent Qualifying Position (Note: Must be within the past 12 months)

Business Name: _____

Address: _____

Position(s): _____

Dates Employed: From: / / to / /

Previous Qualifying Position

Business Name: _____

Address: _____

Position(s): _____

Dates Employed: From: / / to / /

(If you need more space to document required experience, please attach additional sheets and attach them to this application form. Include business name, address, position and dates employed.)

Self-employment Verification: I performed roofing work as described above as a self-employed individual.

Signature: _____ Date: _____

Track B requires **three** years' experience providing technical roof system consulting services that include a minimum of **five** installed roof system projects; being the principal roof system designer for a specific project; and being in a responsible, decision-making role on the job. This includes being responsible for ensuring installation quality.

Most Recent Qualifying Position (Note: Must be within the past 12 months)

Business Name: _____

Address: _____

Position(s): _____

Dates Employed From: / / to / /

Previous Qualifying Position

Business Name: _____

Address: _____

Position(s): _____

Dates Employed From: / / to / /

(If you need more space to document required experience, please attach additional sheets and attach them to this application form. Include business name, address, position and dates employed.)

Please initial each page before submitting your application.

Track C requires **three** years' experience and a minimum of **five** projects installing commercial and residential roof-mounted PV systems as a PV system installer or employee of a PV system installer and being in a responsible, decision-making role on the job. This includes being a foreman, superintendent, supervisor or site/project manager responsible for installation quality.

Most Recent Qualifying Position (Note: Must be within the past 12 months)

Business Name: _____

Address: _____

Position(s): _____

Dates Employed From: / / to / /

Previous Qualifying Position

Business Name: _____

Address: _____

Position(s): _____

Dates Employed From: / / to / /

(If you need more space to document required experience, please attach additional sheets and attach them to this application form. Include business name, address, position and dates employed.)

Installation Requirement

Eligibility under Track B or C requires documenting five installed roof systems or roof-mounted PV systems where you were in a qualifying role. Please provide information about five projects below.

Project 1 Dates Project Performed From: / / to / /

Physical Address of Job Site: _____

Building Owner/Operator Name: _____ Telephone: _____

Description of Project: _____

Project 2 Dates Project Performed From: / / to / /

Physical Address of Job Site: _____

Building Owner/Operator Name: _____ Telephone: _____

Description of Project: _____

Project 3 Dates Project Performed From: / / to / /

Physical Address of Job Site: _____

Building Owner/Operator Name: _____ Telephone: _____

Description of Project: _____

Project 4 Dates Project Performed From: / / to / /

Physical Address of Job Site: _____

Building Owner/Operator Name: _____ Telephone: _____

Description of Project: _____

Please initial each page before submitting your application.

Project 5 Dates Project Performed From: / / to / /

Physical Address of Job Site: _____

Building Owner/Operator Name: _____ Telephone: _____

Description of Project: _____

Self-employment Verification: I performed roofing work as described above as a self-employed individual.

Signature: _____ Date: _____

SECTION 6 Verification of Education and Training (Tracks A, B and C) or Academic Degree Plus Education and Training (Track D)

Verification of Education and Training

All tracks require completing **40 hours** of recognized education or training. The RISE board of directors will recognize training to apply towards entry requirements when the training meets the following criteria:

- A minimum of **40 hours** of training
- The instructional format incorporates appropriate human and/or technological resources required to support learning
- Instruction directly relates to one or more of the competencies listed in the CSRP Job Task Analysis

List training courses completed below. Attach copies of official transcripts or other proof of attendance issued by the sponsoring education or training provider.

Title of Program: _____

Sponsoring Organization: _____ Number of Credit Hours: _____

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Title of Program: _____

Sponsoring Organization: _____ Number of Credit Hours: _____

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Title of Program: _____

Sponsoring Organization: _____ Number of Credit Hours: _____

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Title of Program: _____

Sponsoring Organization: _____ Number of Credit Hours: _____

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Title of Program: _____

Sponsoring Organization: _____ Number of Credit Hours: _____

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

(If you need more space to document required training, please attach additional sheets and attach them to this application form. Include title of program, sponsoring organization and domain(s) covered.)

Please initial each page before submitting your application.

Verification of Academic Degree

Track D requires a **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. Attach a copy of an official transcript indicating you have earned a qualifying degree.

Highest Degree Earned: _____

Institution: _____

City, State: _____

Year Degree Earned: _____

SECTION 7 Signature

By signing your application form, you acknowledge you agree to all of the statements contained in it, including the Code of Ethics and Professional Conduct and Agreements, Attestations and Release.

Applicant Signature: _____ Date: _____

Application Checklist

Section 1: Applicant Information

I provided business and personal contact information and indicated where I would like CSRP correspondence sent.

Section 2: Payment

I included the \$150 application fee.

Section 3 and Section 7: Code of Ethics and Professional Conduct and Agreements, Attestations and Release

I read the RISE Code of Ethics and Professional Conduct and indicated my acceptance of the Agreements, Attestations and Release by signing the application form.

Section 4: Qualifying Track

I indicated which eligibility track I am applying under.

Section 5: Verification of Employment and Experience (Tracks A, B and C)

I have been employed within the past 12 months in a qualifying role and provided the necessary information about my employment, including my supervisor's signature or attestation of self-employment.

Section 6: Verification of Education and Training (Tracks A, B and C) or Academic Degree, Plus Education and Training (Track D)

I completed at least 40 hours of recognized education or training and provided the necessary information about it.

If applying under **Track D**, I also provided information about my qualifying degree and submitted an official transcript indicating the degree earned.

Overall

I initialed every page of the application form.

Please indicate below how you heard about the RISE CSRP certification.

Please initial each page before submitting your application.