



PERSONAL RECORD BOOK

Roofer

This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: ROOFER

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

CONTENTS

APPRENTICE IDENTIFICATION	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS.....	6
DATE (TO-FROM).....	7
EMPLOYER	7
HOURS	7
TOTAL HOURS.....	7
RECORD OF COMPETENCIES	8
LEVEL 1.....	9
LEVEL 2.....	16
LEVEL 3.....	23
MISSING COMPETENCIES?	33
TECHNICAL TRAINING	34
COMPLETION REQUIREMENTS	35
CERTIFICATIONS	36

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journey person 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journey person 2:	TWID #:
	Phone:
	Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

DATE (TO-FROM)	EMPLOYER	HOURS
TOTAL HOURS		

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/roofer>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/roofer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- ☐ DESCRIBE MAINTAINING A SAFE WORK ENVIRONMENT, INCLUDING
 - ☐ WORKSAFEBC AND REGULATIONS
 - ☐ WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)
 - ☐ POLICIES, PROCEDURES, AND PRACTICES
 - ☐ EMERGENCY EQUIPMENT
 - ☐ FIRE SAFETY
- ☐ DESCRIBE USE OF SAFETY EQUIPMENT AND PROCEDURES

LINE B: USE TOOLS AND EQUIPMENT

- ☐ DESCRIBE ROOFING HAND TOOLS
- ☐ DESCRIBE TOOLS AND EQUIPMENT
- ☐ DESCRIBE HOISTING, LIFTING, AND RIGGING EQUIPMENT AND ITS PURPOSES
- ☐ DESCRIBE THE USE OF HOISTING, LIFTING, AND RIGGING EQUIPMENT
- ☐ DESCRIBE ROOFTOP STORAGE PRACTICES
- ☐ DESCRIBE LADDERS AND ELEVATED PLATFORMS
- ☐ DESCRIBE MOTORIZED EQUIPMENT
- ☐ DESCRIBE USE OF MOTORIZED EQUIPMENT

LINE C: ORGANIZE WORK

- ☐ DESCRIBE BLUEPRINTS AND DRAWINGS

- ☐ DESCRIBE ASSESSMENT OF GENERAL WORKSITE REQUIREMENTS
- ☐ DESCRIBE ASSESSMENT OF ROOFTOP REQUIREMENTS
- ☐ DESCRIBE EQUIPMENT AND MATERIAL POSITIONING ON THE GROUND
- ☐ DESCRIBE EQUIPMENT POSITIONING ON THE ROOF
- ☐ DESCRIBE MATERIAL POSITIONING ON THE ROOF
- ☐ DESCRIBE ASSEMBLY AND DISASSEMBLY OF MATERIAL DISPOSAL SYSTEMS
- ☐ USE BASIC ROOFING MATH
- ☐ USE BASIC GEOMETRY
- ☐ CALCULATE MATERIALS FOR ROOFING

LINE E: PREPARE ROOF FOR REPLACEMENT

- ☐ DESCRIBE REMOVAL OF LOOSE DEBRIS WHEN REPLACING A ROOF

LINE F: PREPARE DECK FOR ROOF INSTALLATION

- ☐ DESCRIBE HOW TO DRY THE DECK

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ DESCRIBE SUPPORT PANEL TYPES AND USES
- ☐ DESCRIBE SUPPORT PANEL INSTALLATION TECHNIQUES AND PROCEDURES
- ☐ DESCRIBE SUBSTRATE AND PRIMERS
- ☐ DESCRIBE SUBSTRATE USABILITY
- ☐ DESCRIBE INSULATION AND INSTALLATION SECUREMENT METHODS AND MATERIALS
- ☐ DESCRIBE STORAGE AND SECUREMENT REQUIREMENTS OF INSULATION
- ☐ DESCRIBE AN OVERVIEW OF INSTALLING DRAINS, VENTS, CURBS, AND PENETRATIONS
- ☐ DESCRIBE BALLAST, WALKWAYS, AND PROTECTIVE SURFACES
- ☐ DESCRIBE REQUIRED TOOLS AND EQUIPMENT

- ☐ DESCRIBE APPLICATION OF BALLAST, WALKWAYS, AND PROTECTIVE SURFACES
- ☐ DESCRIBE METAL FLASHING
- ☐ DESCRIBE INSTALLATION OF METAL FLASHING

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ DESCRIBE PREPARATION OF MEMBRANES
- ☐ DESCRIBE TOOLS AND EQUIPMENT FOR APPLYING MEMBRANES USING HOT-LIQUID PROCESS
- ☐ DESCRIBE BUILT-UP ROOFING (BUR) MATERIALS
- ☐ DESCRIBE INSTALLATION OF BUR MATERIALS
- ☐ DESCRIBE MECHANICAL FASTENERS
- ☐ DESCRIBE APPLICATION OF MECHANICAL FASTENERS
- ☐ DESCRIBE PURPOSE OF WATER CUT-OFFS, TEMPORARY SEALS, AND TEMPORARY DRAINS

LINE I: PERFORM COMMON STEEP SLOPE PRACTICES

- ☐ DESCRIBE STEEP SLOPE UNDERLAYMENT COMPONENTS AND CONSIDERATIONS
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR STEEP SLOPE VENTING
- ☐ DESCRIBE STEEP SLOPE PENETRATIONS

LINE J: APPLY SHINGLES

- ☐ DESCRIBE TYPES OF ASPHALT SHINGLES
- ☐ DESCRIBE CONSIDERATIONS AND COMPONENTS FOR THE LAYOUT OF ASPHALT SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR INSTALLING STARTER STRIP FOR ASPHALT SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR FASTENING ASPHALT SHINGLES
- ☐ DESCRIBE CONSIDERATIONS FOR CUTTING ASPHALT SHINGLES
- ☐ DESCRIBE CONSIDERATIONS FOR TABBING ASPHALT SHINGLES
- ☐ DESCRIBE TABBING OF ASPHALT SHINGLES

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- ☐ USE PERSONAL PROTECTIVE EQUIPMENT
- ☐ APPLY FIRE PREVENTION TECHNIQUES

LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE ROOFING HAND TOOLS
- ☐ SELECT AND USE ELECTRICAL TOOLS, PNEUMATIC TOOLS, AND FUELLED EQUIPMENT
- ☐ SELECT AND USE LADDERS AND ELEVATED PLATFORMS
- ☐ USE HOT PROCESS EQUIPMENT
- ☐ USE AND MAINTAIN PROPANE FUELLED EQUIPMENT

LINE C: ORGANIZE WORK

- ☐ USE DOCUMENTATION AND REFERENCE MATERIAL
- ☐ USE ROOFING SYSTEM MANUFACTURERS' APPLICATION PROCEDURES
- ☐ CONVERT MEASUREMENTS FROM SCALE
- ☐ USE MATERIAL DISPOSAL SYSTEMS
- ☐ USE COMMON ROOFING MATH TERMINOLOGY

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ USE COMMUNICATION TECHNIQUES
- ☐ USE DIGITAL COMMUNICATION TECHNOLOGIES AND PLATFORMS

LINE E: PREPARE ROOF FOR REPLACEMENT

- ☐ PROTECT AREA SURROUNDING A ROOF REPLACEMENT SITE FROM DAMAGE
- ☐ REMOVE ROOFING AND METAL FLASHINGS

LINE F: PREPARE DECK FOR ROOF INSTALLATION

- ☐ CLEAN THE SURFACE OF THE DECK
- ☐ IDENTIFY SAFETY ISSUES WHEN CLEANING THE DECK

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ USE TOOLS AND EQUIPMENT FOR PRIMING SUBSTRATE
- ☐ APPLY PRIMER
- ☐ SELECT TOOLS AND EQUIPMENT FOR APPLYING VAPOUR RETARDER, VAPOUR BARRIER, AND AIR BARRIERS
- ☐ INSTALL VAPOUR RETARDERS, VAPOUR BARRIERS, AND AIR BARRIERS
- ☐ INSTALL INSULATION
- ☐ INSTALL COVER BOARD
- ☐ INSTALL DRAINS, VENTS, CURBS, AND PENETRATIONS ON BUILT-UP ROOFING (BUR)

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ USE TOOLS AND EQUIPMENT FOR RELAXING MEMBRANES
- ☐ RELAX MEMBRANE
- ☐ USE TOOLS AND EQUIPMENT FOR SETTING MEMBRANES
- ☐ SET MEMBRANE
- ☐ USE TOOLS AND EQUIPMENT FOR APPLYING MEMBRANES USING COLD-APPLIED METHODS
- ☐ USE COLD-APPLIED BUR MATERIALS
- ☐ INSTALL COLD-PROCESS BUR MATERIALS
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL MEMBRANE FLASHINGS
- ☐ APPLY BUR MEMBRANE FLASHING MATERIALS

LINE I: PERFORM COMMON STEEP SLOPE PRACTICES

- ☐ INSTALL EAVE PROTECTION AND STEEP SLOPE UNDERLAYMENTS
- ☐ INSTALL STEEP SLOPE VENTING
- ☐ INSTALL STEEP SLOPE VALLEY APPLICATIONS

- ☐ INSTALL STEEP SLOPE SADDLES AND CRICKETS
- ☐ INSTALL STEEP SLOPE PENETRATION FLASHINGS
- ☐ INSTALL STEEP SLOPE METAL FLASHING AND DRAINAGE DETAILS

LINE J: APPLY SHINGLES

- ☐ LAYOUT ASPHALT SHINGLES
- ☐ INSTALL STARTER STRIP FOR ASPHALT SHINGLES
- ☐ INSTALL ASPHALT SHINGLES
- ☐ CUT ASPHALT SHINGLES
- ☐ INSTALL METAL FLASHINGS FOR ASPHALT SHINGLES

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: USE TOOLS AND EQUIPMENT

- ☐ DESCRIBE MOTORIZED EQUIPMENT FOR MODIFIED BITUMINOUS MEMBRANES AND HOT RUBBER
- ☐ DESCRIBE USE OF MOTORIZED EQUIPMENT

LINE C: ORGANIZE WORK

- ☐ USE INTERMEDIATE ROOFING MATH
- ☐ USE INTERMEDIATE GEOMETRY
- ☐ CALCULATE MATERIALS FOR ROOFING

LINE E: PREPARE ROOF FOR REPLACEMENT

- ☐ DESCRIBE PRINCIPLES OF ROOF SUBSTRATE PREPARATION
- ☐ DESCRIBE PREPARATION OF ROOF SUBSTRATE

LINE F: PREPARE DECK FOR ROOF INSTALLATION

- ☐ DESCRIBE HOW TO INSPECT A DECK
- ☐ DESCRIBE PENETRATIONS AND PARAPETS

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ DESCRIBE SUBSTRATE USABILITY
- ☐ DESCRIBE INSTALLATION SECUREMENT METHODS AND MATERIALS

- ☐ DESCRIBE STORAGE AND SECUREMENT REQUIREMENTS OF INSULATION

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ DESCRIBE HOT-LIQUID MATERIALS FOR MODIFIED BITUMINOUS ROOFING AND HOT RUBBER SYSTEMS
- ☐ DESCRIBE TORCH-APPLIED SYSTEM CONSIDERATIONS
- ☐ DESCRIBE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING HOT-AIR WELDING
- ☐ DESCRIBE APPLICATION OF MEMBRANE USING HOT-AIR WELDING METHOD
- ☐ DESCRIBE COMPONENTS AND MATERIALS FOR TEMPORARY SEALS AND TEMPORARY DRAINS IN A MODIFIED BITUMINOUS MEMBRANE SYSTEM
- ☐ DESCRIBE INSTALLATION OF TEMPORARY SEALS AND TEMPORARY DRAINS FOR A MODIFIED BITUMINOUS MEMBRANE SYSTEM

LINE J: APPLY SHINGLES

- ☐ DESCRIBE TYPES OF WOOD SHAKE, SHINGLE, OR SIDEWALLS
- ☐ DESCRIBE TYPES OF COMPOSITE SHINGLES
- ☐ DESCRIBE CONSIDERATIONS AND COMPONENTS FOR THE LAYOUT OF WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR INSTALLING STARTER COURSE FOR WOOD SHAKE OR SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR INSTALLING STARTER COURSE FOR COMPOSITE SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR FASTENING WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES
- ☐ DESCRIBE CONSIDERATIONS FOR CUTTING WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES

LINE M: WATERPROOF SURFACES

- ☐ DESCRIBE WATERPROOFING
- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO PREPARE WATERPROOFING SUBSTRATES

- ☐ DESCRIBE PREPARATION OF WATERPROOFING SUBSTRATES
- ☐ DESCRIBE IDENTIFICATION AND REPAIR OF DEFECTS
- ☐ DESCRIBE PRIMING THE DECK
- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO APPLY WATERPROOFING MEMBRANE
- ☐ DESCRIBE WATERPROOFING MATERIALS AND COMPONENTS
- ☐ DESCRIBE INSTALLATION OF WATERPROOFING MEMBRANE AND COMPONENTS

LINE N: DAMP-PROOF SURFACES

- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO APPLY DAMP-PROOFING MATERIALS
- ☐ DESCRIBE DAM PROOFING MATERIALS AND COMPONENTS
- ☐ DESCRIBE INSTALLATION OF DAM PROOFING MATERIALS
- ☐ DESCRIBE PROTECTIVE LAYER
- ☐ DESCRIBE INSTALLATION OR APPLICATION OF PROTECTIVE LAYER

LINE P: MAINTAIN AND REPAIR LOW SLOPE ROOFING

- ☐ DESCRIBE OVERVIEW OF MAINTENANCE FOR LOW SLOPE ROOFS
- ☐ DESCRIBE MAINTENANCE OF MODIFIED BITUMINOUS MEMBRANE SYSTEMS
- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO REPAIR LOW SLOPE ROOFING
- ☐ DESCRIBE AN OVERVIEW OF THE REPAIR OF LOW SLOPE ROOFS

LINE Q: MAINTAIN AND REPAIR STEEP SLOPE ROOFING

- ☐ DESCRIBE SELECTION OF TOOLS AND EQUIPMENT FOR GENERAL MAINTENANCE OF STEEP SLOPE ROOFING
- ☐ DESCRIBE OVERVIEW OF MAINTENANCE FOR STEEP SLOPE ROOFS
- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT USED IN STEEP SLOPE ROOFING REPAIR
- ☐ DESCRIBE OVERVIEW OF STEEP SLOPE ROOFING REPAIR

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE HAND TOOLS FOR MODIFIED BITUMEN, WOOD, AND COMPOSITE SHINGLES APPLICATION
- ☐ USE TOOLS AND EQUIPMENT FOR MODIFIED BITUMEN AND HOT RUBBERIZED ASPHALT ROOFS
- ☐ USE HOISTING, LIFTING, AND RIGGING EQUIPMENT
- ☐ ASSEMBLE SCAFFOLDING
- ☐ DISASSEMBLE SCAFFOLDING
- ☐ USE HOT PROCESS EQUIPMENT REQUIRED FOR A MODIFIED BITUMEN AND HOT RUBBERIZED ASPHALT ROOF

LINE C: ORGANIZE WORK

- ☐ USE DOCUMENTATION AND REFERENCE MATERIAL
- ☐ USE MATERIAL MANUFACTURERS' APPLICATION PROCEDURES FOR MODIFIED BITUMEN, WOOD, AND COMPOSITE SHINGLES
- ☐ INTERPRET AND USE BLUEPRINTS AND DRAWINGS
- ☐ ASSESS GENERAL WORKSITE REQUIREMENTS
- ☐ ASSESS ROOFTOP REQUIREMENTS
- ☐ PLACE EQUIPMENT AND MATERIAL ON THE GROUND AND ON THE ROOF
- ☐ ASSEMBLE AND DISASSEMBLE MATERIAL DISPOSAL SYSTEMS

LINE E: PREPARE ROOF FOR REPLACEMENT

- ☐ USE TOOLS AND EQUIPMENT TO PERFORM MINOR ADJUSTMENTS TO PENETRATIONS, CURBS, AND PARAPETS
- ☐ PERFORM ADJUSTMENTS TO HEIGHTS OF PENETRATIONS AND PARAPETS

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ USE TOOLS AND EQUIPMENT TO INSTALL SUPPORT PANELS
- ☐ INSTALL SUPPORT PANELS

- ☐ SELECT PRIMER
- ☐ APPLY PRIMER
- ☐ SELECT TOOLS AND EQUIPMENT
- ☐ INSTALL VAPOUR RETARDERS, VAPOUR BARRIERS, AND AIR BARRIERS FOR A MODIFIED BITUMINOUS SYSTEM
- ☐ INSTALL INSULATION FOR A MODIFIED BITUMINOUS MEMBRANE SYSTEM
- ☐ INSTALL COVER BOARD FOR A MODIFIED BITUMINOUS MEMBRANE SYSTEM
- ☐ INSTALL DRAINS, VENTS, CURBS, AND PENETRATIONS ON A MODIFIED BITUMINOUS MEMBRANE SYSTEM
- ☐ USE TOOLS AND EQUIPMENT REQUIRED FOR THE APPLICATION OF BALLAST, WALKWAYS, AND PROTECTIVE SURFACES
- ☐ APPLY BALLAST, WALKWAYS, AND PROTECTIVE SURFACES FOR A MODIFIED BITUMINOUS MEMBRANE SYSTEM
- ☐ FABRICATE METAL FLASHING
- ☐ INSTALL METAL FLASHING

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ USE TOOLS AND EQUIPMENT FOR MODIFIED BITIMUNIOUS MEMBRANES
- ☐ PREPARE MODIFIED BITIMUNIOUS MEMBRANES
- ☐ RELAX MODIFIED BITIMUNIOUS MEMBRANES
- ☐ SET A MODIFIED BITUMINOUS MEMBRANE
- ☐ USE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING A HOT-LIQUID PROCESS
- ☐ INSTALL HOT RUBBER SYSTEM
- ☐ USE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING A TORCHED-ON METHOD
- ☐ INSTALL TORCH-APPLIED SYSTEM
- ☐ INSTALL MEMBRANE USING HOT-AIR WELDING METHOD
- ☐ USE TOOLS AND EQUIPMENT FOR APPLYING MEMBRANES USING COLD-APPLIED METHODS
- ☐ INSTALL COLD-APPLIED MODIFIED BITUMEN MATERIALS

- ☐ USE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING MECHANICAL FASTENERS
- ☐ USE MECHANICAL FASTENERS FOR MODIFIED BITUMINOUS MEMBRANES
- ☐ APPLY MODIFIED BITUMINOUS MEMBRANE AND HOT RUBBERIZED MEMBRANE FLASHING MATERIALS
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL TEMPORARY SEALS AND TEMPORARY DRAINS

LINE J: APPLY SHINGLES

- ☐ LAYOUT WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL STARTER STRIPS AND STARTER COURSES
- ☐ INSTALL STARTER COURSE FOR WOOD SHAKE OR SHINGLES, OR COMPOSITE SHINGLES
- ☐ USE TOOLS AND EQUIPMENT TO FASTEN SHINGLES
- ☐ FASTEN WOOD SHAKE AND COMPOSITE OR WOOD SHINGLES
- ☐ USE TOOLS AND EQUIPMENT TO CUT SHINGLES
- ☐ CUT WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES
- ☐ INSTALL METAL FLASHINGS FOR WOOD SHAKE AND WOOD OR COMPOSITE SHINGLES

LINE N: DAMP-PROOF SURFACES

- ☐ USE TOOLS OF AND EQUIPMENT TO APPLY PROTECTIVE LAYER

LINE P: MAINTAIN AND REPAIR LOW SLOPE ROOFING

- ☐ USE TOOLS AND EQUIPMENT FOR GENERAL MAINTENANCE OF LOW SLOPE ROOFING

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/roofer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: USE TOOLS AND EQUIPMENT

- ☐ DESCRIBE ROOFING HAND TOOLS FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (ETHYLENE PROPYLENE DIENE MONOMER EPDM) MEMBRANES, LIQUID-APPLIED MEMBRANES AND METAL SHINGLES, AND PRE-FORMED METAL TILES
- ☐ DESCRIBE USE OF ROOFING HAND TOOLS
- ☐ DESCRIBE TOOLS AND EQUIPMENT FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, LIQUID-APPLIED MEMBRANES, METAL SHINGLES, AND PRE-FORMED METAL TILE ROOFS
- ☐ DESCRIBE USE OF ELECTRICAL TOOLS, PNEUMATIC TOOLS, AND FUELLED EQUIPMENT FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, LIQUID-APPLIED MEMBRANES, METAL SHINGLES, AND PRE-FORMED METAL TILE ROOFING
- ☐ DESCRIBE MAINTENANCE OF HOISTING, LIFTING, AND RIGGING EQUIPMENT
- ☐ DESCRIBE MOTORIZED EQUIPMENT FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, LIQUID-APPLIED MEMBRANES, METAL SHINGLES, AND PRE-FORMED METAL TILES
- ☐ DESCRIBE USE OF MOTORIZED EQUIPMENT THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, LIQUID-APPLIED MEMBRANES, METAL SHINGLES, AND PRE-FORMED METAL TILES
- ☐ DESCRIBE MAINTENANCE OF MOTORIZED EQUIPMENT

LINE C: ORGANIZE WORK

- ☐ DESCRIBE TERMINOLOGY ASSOCIATED WITH ROOF-TOP EQUIPMENT INSTALLATIONS
- ☐ DESCRIBE SPECIALTY ROOF-TOP EQUIPMENT CONSIDERATIONS
- ☐ DESCRIBE INSPECTION OF ROOF-TOP ASSEMBLIES
- ☐ DESCRIBE PROCEDURE FOR REPAIRS OF ROOF-TOP ASSEMBLIES

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ DESCRIBE EFFECTIVE COMMUNICATION AND MENTORSHIP SKILLS
- ☐ DESCRIBE ACTIVE LISTENING
- ☐ DESCRIBE DIGITAL COMMUNICATION TECHNOLOGIES AND PLATFORMS

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ DESCRIBE SUPPORT PANEL INSTALLATION TECHNIQUES AND PROCEDURES
- ☐ DESCRIBE SUBSTRATE AND PRIMERS
- ☐ DESCRIBE SUBSTRATE USABILITY
- ☐ DESCRIBE INSULATION
- ☐ DESCRIBE COVER BOARD
- ☐ DESCRIBE INSTALLATION OF COVER BOARD FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ DESCRIBE HOT-LIQUID MATERIALS FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANE ROOFING SYSTEMS
- ☐ DESCRIBE INSTALLATION OF THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES WITH HOT-LIQUID MATERIALS
- ☐ DESCRIBE TOOLS AND EQUIPMENT TO INSTALL MEMBRANE FLASHINGS

LINE J: APPLY SHINGLES

- ☐ DESCRIBE TYPES OF METAL SHINGLES
- ☐ DESCRIBE CONSIDERATIONS AND COMPONENTS FOR THE LAYOUT OF METAL SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR INSTALLING PERIMETER SECUREMENT FOR METAL SHINGLES
- ☐ DESCRIBE COMPONENTS AND CONSIDERATIONS FOR FASTENING METAL SHINGLES
- ☐ DESCRIBE CONSIDERATIONS FOR CUTTING METAL SHINGLES

LINE K: APPLY ROOF TILES

- ☐ DESCRIBE ROOF TILES

LINE L: APPLY PRE-FORMED METAL ROOFING

- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO INSTALL SNOW GUARDS

LINE M: WATERPROOF SURFACES

- ☐ DESCRIBE USE OF TOOLS AND EQUIPMENT TO INSTALL GREEN, SUSTAINABLE, VEGETATIVE, AND PROTECTED MEMBRANE COMPONENTS
- ☐ DESCRIBE GREEN, SUSTAINABLE, VEGETATIVE, AND PROTECTED MEMBRANE ROOFS
- ☐ DESCRIBE GREEN, SUSTAINABLE, VEGETATIVE, AND PROTECTED MEMBRANE COMPONENTS
- ☐ DESCRIBE INSTALLATION OF GREEN, SUSTAINABLE, VEGETATIVE, MEMBRANE, AND PROTECTED MEMBRANE COMPONENTS

LINE O: ASSESS ROOF CONDITION

- ☐ DESCRIBE PERFORMING ROOF INSPECTIONS
- ☐ DESCRIBE METHOD CUT TESTING
- ☐ DESCRIBE MAINTENANCE OF, AND REPAIR FROM, ROOF CONDITION ASSESSMENT

LINE P: MAINTAIN AND REPAIR LOW SLOPE ROOFING

- ☐ **DESCRIBE MAINTENANCE OF LOW SLOPE ROOFS**
- ☐ **DESCRIBE MAINTENANCE OF BUR, THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANE SYSTEMS**
- ☐ **DESCRIBE REPAIR OF BUR, THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANE, AND LIQUID-APPLIED MEMBRANE SYSTEMS**

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE LADDERS AND ELEVATED PLATFORMS
- ☐ USE SCAFFOLDING
- ☐ USE HOT PROCESS EQUIPMENT FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES

LINE C: ORGANIZE WORK

- ☐ INTERPRET AND USE BLUEPRINTS AND DRAWINGS
- ☐ CREATE A DRAWING FOR A BLUEPRINT
- ☐ USE MATH TO ESTIMATE NEW MATERIAL AND DISPOSAL OF OLD ROOFING MATERIAL
- ☐ CONVERT TO AND FROM METRIC AND IMPERIAL MEASUREMENTS
- ☐ USE GEOMETRY FOR ESTIMATIONS

LINE F: PREPARE DECK FOR ROOF INSTALLATION

- ☐ PERFORM DECK INSPECTION
- ☐ VERIFY PLACEMENT OF PENETRATIONS, CURBS, AND PARAPETS

LINE G: APPLY LOW SLOPE ROOFING COMPONENTS

- ☐ SELECT TOOLS AND EQUIPMENT TO INSTALL SUPPORT PANELS
- ☐ INSTALL SUPPORT PANELS FOR A SINGLE-PLY SYSTEM
- ☐ APPLY PRIMERS FOR SINGLE-PLY ROOFING SYSTEM
- ☐ SELECT TOOLS AND EQUIPMENT FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES
- ☐ INSTALL VAPOUR RETARDERS, VAPOUR BARRIERS, AND AIR BARRIERS FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES
- ☐ SECURE INSULATION
- ☐ APPLY INSULATION SECUREMENT MATERIALS

- ☐ INSTALL INSULATION FOR A THERMOPLASTIC (PVC, TPO) MEMBRANE, THERMOSET (EPDM) MEMBRANE, AND LIQUID-APPLIED MEMBRANE
- ☐ INSTALL DRAINS
- ☐ INSTALL CURBS
- ☐ INSTALL VENTS AND PIPE PENETRATIONS
- ☐ INSTALL DRAINS, VENTS, CURBS, AND PENETRATIONS FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES
- ☐ USE TOOLS AND EQUIPMENT REQUIRED FOR APPLICATION OF BALLAST, WALKWAYS AND PROTECTIVE SURFACES FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES
- ☐ INSTALL BALLAST, WALKWAYS, AND PROTECTIVE SURFACES
- ☐ INSTALL METAL FLASHINGS FOR THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES

LINE H: APPLY LOW SLOPE ROOFING MEMBRANES

- ☐ USE TOOLS AND EQUIPMENT TO RELAX MEMBRANES
- ☐ PREPARE MEMBRANES
- ☐ RELAX MEMBRANE
- ☐ SET THERMOPLASTIC (PVC, TPO) AND THERMOSET (EPDM) MEMBRANES, AND LIQUID-APPLIED MEMBRANES
- ☐ USE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING A HOT-LIQUID PROCESS
- ☐ USE TOOLS AND EQUIPMENT FOR APPLYING THERMOPLASTIC MEMBRANES (PVC, TPO) USING HOT-AIR WELDING METHODS
- ☐ INSTALL MEMBRANE USING HOT-AIR WELDING METHOD
- ☐ USE TOOLS AND EQUIPMENT TO APPLY MEMBRANES USING COLD-APPLIED METHODS
- ☐ INSTALL COLD-APPLIED THERMOPLASTICS, THERMOSETS, AND LIQUID-APPLIED MATERIALS
- ☐ USE TOOLS AND EQUIPMENT FOR THERMOPLASTICS, THERMOSETS, AND LIQUID-APPLIED MEMBRANES

- ☐ APPLY MECHANICAL FASTENERS FOR THERMOPLASTICS, THERMOSETS, AND LIQUID-APPLIED MEMBRANES
- ☐ USE TOOLS AND EQUIPMENT TO APPLY LOOSE-LAID MEMBRANES
- ☐ INSTALL LOOSE-LAID MEMBRANES
- ☐ USE TOOLS AND EQUIPMENT FOR APPLYING LIQUID-APPLIED MEMBRANES
- ☐ INSTALL LIQUID-APPLIED MEMBRANES
- ☐ APPLY THERMOPLASTICS, THERMOSETS, AND LIQUID-APPLIED MEMBRANE FLASHING MATERIALS TO WALLS, CURBS, DRAINS, AND SERVICE PENETRATIONS
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL TEMPORARY SEALS AND TEMPORARY DRAINS
- ☐ INSTALL WATER CUT-OFFS, TEMPORARY SEALS, AND TEMPORARY DRAINS IN A THERMOPLASTICS, THERMOSETS, AND LIQUID-APPLIED MEMBRANE SYSTEM

LINE J: APPLY SHINGLES

- ☐ USE TOOLS AND EQUIPMENT TO DETERMINE TYPE AND LAYOUT OF SHINGLES
- ☐ LAYOUT METAL SHINGLES
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL STARTER STRIP AND STARTER COURSE
- ☐ INSTALL PERIMETER SECUREMENT FOR METAL SHINGLES
- ☐ SELECT TOOLS AND EQUIPMENT TO FASTEN SHINGLES
- ☐ FASTEN METAL SHINGLES
- ☐ SELECT TOOLS AND EQUIPMENT TO CUT SHINGLES
- ☐ CUT METAL SHINGLES
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL METAL FLASHINGS FOR SHINGLED ROOFS
- ☐ INSTALL METAL FLASHINGS FOR METAL SHINGLES

LINE K: APPLY ROOF TILES

- ☐ USE TOOLS AND EQUIPMENT TO INSTALL BATTENS/STRAPPING FOR ROOF TILES

- ☐ INSTALL UNDERLAYMENT FOR ROOF TILES
- ☐ INSTALL BATTENS/STRAPPING FOR ROOF TILES
- ☐ USE TOOLS AND EQUIPMENT TO FASTEN ROOF TILES
- ☐ FASTEN ROOF TILES
- ☐ USE TOOLS AND EQUIPMENT TO CUT ROOF TILES
- ☐ CUT ROOF TILES
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL CLOSURES FOR ROOF TILES
- ☐ INSTALL CLOSURES FOR ROOF TILES
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL RIDGE AND HIP CAPS
- ☐ INSTALL RIDGE AND HIP CAPS
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL METAL FLASHINGS FOR TILED ROOFS
- ☐ INSTALL METAL FLASHINGS FOR TILED ROOFS

LINE L: APPLY PRE-FORMED METAL ROOFING

- ☐ USE TOOLS AND EQUIPMENT TO INSTALL BATTENS/STRAPPING FOR PRE-FORMED METAL ROOFING
- ☐ INSTALL UNDERLAYMENT FOR PRE-FORMED METAL ROOFING
- ☐ INSTALL BATTENS/STRAPPING FOR PRE-FORMED METAL ROOFING
- ☐ USE TOOLS AND EQUIPMENT TO CUT AND FORM SHEET METAL
- ☐ CUT SHEET METAL
- ☐ FORM SHEET METAL
- ☐ USE TOOLS AND EQUIPMENT (L3)
- ☐ INSTALL PRE-FORMED METAL ROOFING
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL CLOSURE STRIPS FOR PRE-FORMED METAL ROOFING
- ☐ INSTALL CLOSURES FOR PRE-FORMED METAL ROOFING
- ☐ INSTALL SNOW GUARDS
- ☐ USE TOOLS AND EQUIPMENT TO INSTALL METAL FLASHINGS FOR PRE-FORMED METAL ROOFS
- ☐ INSTALL METAL FLASHINGS FOR PRE-FORMED METAL ROOFS

LINE O: ASSESS ROOF CONDITION

- ☐ **USE TOOLS AND EQUIPMENT TO PERFORM ROOF INSPECTIONS**
- ☐ **WRITE A MAINTENANCE REPORT**
- ☐ **USE TOOLS AND EQUIPMENT TO PERFORM CUT TEST**

LINE P: MAINTAIN AND REPAIR LOW SLOPE ROOFING

- ☐ **SELECT TOOLS AND EQUIPMENT OF LOW SLOPE ROOFING**
- ☐ **SELECT TOOLS AND EQUIPMENT FOR LOW SLOPE ROOFING REPAIRS**

LINE Q: MAINTAIN AND REPAIR STEEP SLOPE ROOFING

- ☐ **USE TOOLS AND EQUIPMENT FOR STEEP SLOPE ROOFING**
- ☐ **MAINTAIN STEEP SLOPE ROOFS**
- ☐ **USE TOOLS AND EQUIPMENT REQUIRED FOR STEEP SLOPE ROOFING REPAIR**
- ☐ **REPAIR STEEP SLOPE ROOFING**

Supervisor Signature

NOTES FROM LEVEL 3

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MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

ROOFER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training

- ☐ 4,950 Work-Based Training Hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011