



# 2019 Contractor Membership Application CHECK LIST

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## Contractors!

**CONTRACTORS applying for CRA membership must also submit the following to be eligible:**

1. A roofing contractor business license showing that the company has been in operation for a minimum of two years issued by a Colorado municipality or jurisdiction that requires a test for licensing; or two roofing contractor business licenses showing that the company has been in operation for a minimum of two years issued by two Colorado municipalities that do not require a test for licensing.
2. Documentation of current Colorado Worker's Compensation Coverage reflecting roofing or sheet metal classifications (i.e. 5538, 5551, 5606, etc.). *If you do not have Workers' Comp. Insurance coverage, you will not qualify for membership in the CRA. Exemption letters are not accepted.\**
3. A Certificate of Insurance showing general liability protection of at least \$500,000.00.\*  
*\* Certificates of insurance must be mailed/emailed/faxed directly from your insurance agent and list CRA as the certificate holder.*
4. Evidence of passing a nationally recognized examination that addresses roofing work on residential and/or commercial property (*National Building Contractor A, B, C & Standard Roofing from IBC or ICC accepted*).
5. Sign, date and return the CRA Code of Ethics with your membership application.
6. You must have a fixed address with a physical location.
7. Submit three (3) satisfactory business references in Colorado: one from a customer and two from a supplier/vendor.\*

<b>Customer Name:</b> _____	Company (if applicable) _____
Email: _____	Phone: _____
<b>Supplier/Vendor:</b> _____	Contact Name _____
Email: _____	Phone: _____
<b>Supplier/Vendor:</b> _____	Contact Name _____
Email: _____	Phone: _____

8. Each applicant must be Sponsored by a current CRA Member(s). Please list your sponsor(s) here including Name, Company, E-Mail and Phone Number.\*

<b>Sponsor Name:</b> _____	Company _____
Email: _____	Phone: _____

*\* We will contact and verify all business references and sponsors prior to finalizing membership application.*

9. **APPLICANT STATEMENT:**

Please sign below if you answer "Yes" to any of the statements below; you must also attach a full explanation giving the nature of the event dates and place of event.

**Have you (or a partnership to which you were a partner or authorized representative, or a corporation in which you were an officer or an authorized representative) within the last seven (7) years:**

YES NO

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <b>1. Undertaken roofing contracts or work that a surety company completed or made financial settlements on?</b>   |
| _____ | _____ | <b>2. Had claims or lawsuits filed for unpaid or past due accounts by your creditors - including a governmental agency, as a result of roofing or roof related operations?</b> |
| _____ | _____ | <b>3. Filed for bankruptcy?</b>  |

*I affirm that the information given in the applicant statement above is true and accurate.*

Affidavit Signature: \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_

10. **Renewals.** CRA Membership is based on the calendar year and renews each January. Membership can be renewed by:

- Paying the annual dues renewal fee.
- Meeting the same application requirements outlined above as referenced in item 2, 3, 5, 6 and 9.
- Provide evidence of having taken 8 Continuing Involvement Units (CIU's) at approved workshops, programs or seminars during each calendar year. CIU requirements are for all current and new contractor members. Start earning CIUs on January 1, 2019 for renewal in 2020 and each year thereafter. *(For new members, CIU requirements will be prorated from the month your application is accepted through the remaining months of the year.)*

Return Membership Application to: E-mail: [debbie@coloradoroofing.org](mailto:debbie@coloradoroofing.org) · Fax: (720) 633-9776 · Mail: CRA | P.O. Box 740550 | Arvada, CO 80006

**- DON'T FORGET TO SIGN & RETURN THE ATTACHED CODE OF ETHICS AND CONTINUING INVOLVMENT FORMS WITH YOUR APPLICATION -**



# Code of Ethics

Revised & Adopted on Jan 1, 2016.

**The Member** will not perform, or caused to be performed, any act which would tend to reflect negatively on, or bring into disrepute, any legitimate part of the roofing industry. However, the member may enforce his contractual and other legal rights related to a project.

**The Member** will constantly seek to provide the best value possible to the consumer.

**The Member** agrees to treat all their employees in a fair and ethical manner.

**The Member** will not knowingly enter into any contract, the terms of which may imperil the rights of either labor or the suppliers of material to receive a fair return for services or goods furnished.

**The Member** will aspire to elevate the standards of their vocation by exercising a high degree of care in the execution of all work, correct any defective work as a direct challenge to his/her ability and integrity, and to do work which will be wholly satisfactory and bring credit to the members, the Association and the industry.

**The Member** agrees to apply all work in accordance with original specifications or written change orders and will fairly convey and honestly explain any and all proposed or executed roofing warranties.

**The Member** vows to protect and defend the public from unethical practices affecting the roofing contractor industry and will not purposely misrepresent themselves, his/her company nor will they otherwise knowingly engage in any type of fraud. Unethical practices are actions that violate federal, state and local statutes, rules or regulations that govern the roofing industry.

**The Member** will operate their business in accordance with the laws of constituted authority at all levels and comply with all rules and regulations prescribed by law for the health and **safety of their employees, the community and the environment.** These include but are not limited to: Employment & Labor, Internal Revenue Service, Occupational Safety & Health Administration, Colorado Division of Insurance, SB12-038, HB13-1062, Colorado Statutes (C.R.S. 6.22.101 -6.22.105, C.R.S. 10.3.111.5 & C.R.S. 10.3.111.6, C.R.S 18.13.119.5), local Building Departments and HOA's, etc.)

**The Member** will attain and retain General Liability of at least \$500,000 and Workers' Compensation insurance reflecting roofing or sheet metal classifications as required by CRA, federal, state and local authorities and attain and retain permits, licensing and/or registration as required by federal, state and local authorities.

**The Member** takes pride in their business, and will endeavor constantly to improve the roofing contracting industry of which he/she is a part. He/She will support the activities of his/her Association and participate in its projects and programs. He/She will respect his/her fellow roofing contractors and refrain from any disparaging statements concerning them.

**The Member** will address any and all formal complaints received from consumers regarding the Member's company within 30 days following notice to the Member by phone or email of such complaint against them. Failure to address a complaint will be cause for termination of membership.

**As a member in good standing of the Colorado Roofing Association, we have read, understood and agree with the above stated Code of Ethics and PLEDGE ourselves, our company, and our employees to abide and be governed by them. Failure to do so will be cause for termination of membership in accordance with the CRA Bylaws.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Company

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## Continuing Involvement Requirement for Members 2019

### Continuing Involvement Units (CIU) Table

The CRA Board continually looks for ways to strengthen the value and benefits of being a CRA member. Consistent with our Mission Statement, the Board encourages active participation in promoting the ethics, education & image of the roofing industry in our State, through meetings and actions of the members. That is why we implemented the Continuing Involvement Requirement for Members (CIUs) at the beginning of 2017. We would like to see our entire membership get more involved and to participate in the many association activities provided throughout each year.

CRA recognizes that continuing education is significant to advancing and improving our profession. CRA CIUs will keep members up-to-date, let them master new knowledge and skills, plan for the future and responsibly meet the role CRA members play in the community and the roofing industry in Colorado. To remain in good standing, CRA Member will be required to submit 8 CIU's for the period of January 1, 2019 through December 31, 2019 for their company's renewal in 2020 and each year thereafter. This requirement is for all current and new contractor members. Associate members are exempt from the CIU requirement but are encouraged to participate for their own personal benefit and that of the roofing profession. Records will be kept for all members.

Continuing Involvement credits can be earned in a number of ways and variety of learning formats by attending CRA approved seminars, workshops, trainings, events, etc. The units are calculated per person and then totaled for each company.

Qualifying Continuing Involvement	Continuing Involvement Unit (CIU) (Per Person)
Events (Awards Dinner, Golf, Sporting Clay & Top Golf Tournaments)	1
Trade Show Seminar (Free)	2
Trade Show Attendee (Free)	1
Member Lunch Programs (2 Free lunch registration per company)	2
½ Day Pinpoint Seminars	4
Training Courses at Training Center: Intro to Roofing (6 weeks), Metal (2-day), EPDM/TPO (2-day) and Coatings (1-day)	8
Community Service Involvement (Roofing Donation of labor/time/materials)	8
OSHA 10-Hour/30-Hour (provide proof)	4/8
NRCA Online Webinars (provide proof)	2
Board Director, Officer	8
Committee Member	8
Volunteer for Event (Awards Dinner, Golf, Trade Show, Sporting Clay)	4
Misc. Classes (Pinnacol, Moody Insurance Agency, Tile Roofing Institute, NRCA Trainings, EPCRCA etc.) Upon approval	2-8

*Example: XYZ Roofing Contractor sent two of their guys to the Trade Show (2), the owner attended a ½ day pinpoint (4) and two people attended the Awards Dinner (2) for a total of 8 CIUs.*

- Members will be required to check-in/sign-in at each event in order to validate that participation was completed.
- The CRA Board of Directors will have final approval on all CIU's submitted.
- Failure to fulfill this requirement will result in cancellation of membership. *Cancellation of membership requires a waiting period of one calendar year before the company will be eligible to reapply for membership.*

**Please sign and acknowledge that you have read, understand and agree to the this required term of continued membership in the CRA.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date