APPLICATION FOR THE 
ROOFING CONTRACTORS
QUALIFYING PARTY EXAMINATION

After carefully reading the Instruction Sheet, complete the following application. Type or print legibly with black ink only.

PART I: Applicant Identifying Information - You must notify the Department of Financial and Professional Regulation and/or Continental Testing Service in writing, of any address changes after you file this application in order to receive any further information.

1. NAME     LAST     FIRST     MIDDLE
2. UNITED STATES SOCIAL SECURITY NO.

3. PERMANENT MAILING ADDRESS     STREET     CITY     STATE/COUNTRY     ZIP CODE     COUNTY

4. MAIDEN, GIVEN SURNAME, OR OTHER USED NAME(S)

5. MOTHER’S MAIDEN NAME

6. PLACE OF BIRTH     CITY     STATE/COUNTRY

7. DATE OF BIRTH

Month   /   Day   /   Year

8. AGE    □ Female    □ Male

9. TELEPHONE NUMBER WHERE YOU MAY BE REACHED

Work:  (     Area Code)     (     Area Code)     (     Area Code)     (     Area Code)


FAX:  (     Area Code)     (     Area Code)

FAX:  (     Area Code)     (     Area Code)

10. E-MAIL ADDRESS(ES) [REQUIRED]

PART II: Examination - There are three separate types of examinations. Check the box of the type of examination for which you are applying and complete date and location. (See Reference Sheet for appropriate date and location.)

□ TYPE OF EXAMINATION     DATE     LOCATION

Illinois Residential

Illinois Residential, Commercial and Industrial

Illinois Commercial and Industrial (This category is for individuals who already possess a Limited Roofing license and want to upgrade to an Unlimited Roofing license.)

PART III: Identify the name and address of the individual and roofing company where you intend to practice (if applicable).

1. CONTRACTOR

2. ADDRESS OF CONTRACTOR BUSINESS
   (Include Street, City, and ZIP Code)

3. NAME OF CONTRACTOR BUSINESS

4. LICENSE NUMBER OF CONTRACTOR BUSINESS

104-________________________

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.
### PART IV: Personal History Information  
(This part must be completed by all applicants)

1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.

2. Have you been convicted of a felony?

3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.

4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.

5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.

6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

### PART V: Child Support and/or Student Loan Information  
(Every applicant is required by law to respond to the following questions)

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant’s Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

   Are you more than 30 days delinquent in complying with a child support order?  Yes [ ]  No [ ]  
   *(NOTE: If you are not subject to a child support order, answer “no.”)*

2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), “The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State.” (Proof of a satisfactory repayment record must be submitted.)

   Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?  Yes [ ]  No [ ]

### PART VI: Certifying Statement

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

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**Signature of Applicant**  
**Date**
INSTRUCTIONS

ROOFING CONTRACTORS QUALIFYING PARTY
EXAMINATION APPLICATION

In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.

Effective July 1, 2003, to apply for licensure as a roofing contractor under the provisions of the Illinois Roofing Industry Act, every roofing contractor applicant must designate a qualifying party who is required to take and pass a State examination.

“Qualifying Party” means: The individual filing as a sole proprietor, partner of a partnership, officer of a corporation, trustee of a business trust, or party of another legal entity, who is legally qualified to act for the business organization in all matters connected with its roofing contracting business, has the authority to supervise roofing installation operations, and is actively engaged in day to day activities of the business organization.

The Illinois Roofing Industry Act makes available two separate types of roofing contractor licenses—limited roofing license and unlimited roofing license. “Limited Roofing License” means a license made available to contractors whose roofing business is limited to residential roofing, including residential properties consisting of 8 units or less. “Unlimited Roofing License” means a license made available to contractors whose roofing business is unlimited in nature and includes roofing on residential, commercial, and industrial properties.

To be scheduled for the qualifying party examination, you must complete and submit the attached Application for the Roofing Contractors Qualifying Party Examination (IL486-1921) along with the required examination fee, made payable to Continental Testing Services, Inc. The fee must be in the form of a certified check or money order. Forward this document and required fee to:

   Continental Testing Services, Inc.
   P.O. Box 100
   LaGrange, Illinois 60525-0100; or

Apply Directly On-Line. Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card.

If assistance is needed, direct your request to the following telephone number:

   Continental Testing Services, Inc.: 708-354-9911
   Telecommunication Device for the Deaf: 1-800-869-1313

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.