



Approved Installer Application - Main

We believe that quality Affiliate membership in the Cedar Bureau benefits everyone in the industry. Some benefits of the Approved Installer program are:

- An Association with "The Recognized Authority" in the cedar shake & shingle industry.
- Ongoing news about important industry trends in our Certi-Scene™ newsletter.
- Support in the field from highly qualified Cedar Bureau representatives.
- Access to special educational/sales materials
- Free educational seminars.
- Listing on the popular CSSB website www.cedarbureau.org

Name of Applicant Company

Street Address/P.O. Box

City and State/Province

Zip/Postal Code

Website

Telephone

Fax

Email

Principal or Contact

Please indicate how you would like your membership certificate to read:

Type of Business:

- Sole Proprietorship
 Partnership
 Corporation
 Subsidiary
 Other:

Description of activities of the applicant company during last 12 months:

Number of homes roofed with:

- Cedar shakes or shingles: _____
- Alternate product: _____
- Number of cedar shake squares applied: _____
- Number of cedar shingle squares applied: _____
- Does the applicant company install sidewall product? Yes No

Note: The CSSB does call references. Please ensure your references will be available and willing to speak to a CSSB representative.

Business / Suppliers / Trade References

Please list four (4) business references (one must be a credit reference)

1) Name of Credit Reference

Street Address or P.O. Box

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Fax

2) Name of Company Reference:

Street Address or P.O. Box

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Fax

3) Name of Company Reference:

Street Address or P.O. Box

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Fax

4) Name of Company Reference:

Street Address or P.O. Box

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Fax

List every person or company having ownership of Applicant Company and their years of experience in cedar shake & shingle roofing:

Principal Owner	Experience (years)
Partner	Experience (years)
Partner	Experience (years)
Partner	Experience (years)

If the Applicant Company is a wholly owned subsidiary of another company, please provide parent company information in the section below. To sign up a Subsidiary office please see page 5 (note if you wish to sign up a subsidiary office at a later date a new (Subsidiary) application form will be required.

Name of Parent Company:

Street Address or P.O. Box

City and State/Province		Zip/Postal Code
Principal or Contact	Telephone incl. area code	Fax

Homeowner References of Applicant Company

Provide six (6) homeowner references (which the applicant company has roofed during the last two (2) years):

Name of Homeowner

Address

City and State/Province		Zip/Postal Code
Contact	Telephone incl. area code	Product Applied (Shakes, etc)

Name of Homeowner

Address

City and State/Province		Zip/Postal Code
Contact	Telephone incl. area code	Product Applied (Shakes, etc)

Homeowner References (cont'd)

Name of Homeowner

Address

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Product Applied (Shakes, etc)

Name of Homeowner

Address

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Product Applied (Shakes, etc)

Name of Homeowner

Address

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Product Applied (Shakes, etc)

Name of Homeowner

Address

City and State/Province

Zip/Postal Code

Contact

Telephone incl. area code

Product Applied (Shakes, etc)

TO SIGN UP A SUBSIDIARY OFFICE:

Name of Subsidiary Company	Specify Membership Type	
Street Address/P.O. Box		
City and State/ Province	Zip	E-mail and / or Website
Principal or Contact	Telephone incl. area code	Fax

List any other subsidiaries of the Applicant Company.

Firm Name	City	State
Firm Name	City	State
Firm Name	City	State

Has the applicant company or any of its subsidiaries, its parent companies or any of its principals applied to the Cedar Shake & Shingle Bureau for membership in the past?

Yes No

If yes please include the details on a separate sheet.

Does the applicant company use subcontractors to apply cedar shakes or shingles? If yes, please provide a list of the subcontractors used.

Yes No

State or Provincial Contractor's License No.

Has the applicant company, or any of its principals, or subsidiary applicants been found guilty by a court of law during the past seven years of any neglect, wrong doing or fraudulent act connected with roofing or contracting work?

Yes No

If yes, please attach a separate sheet listing any and all person/firms and details of the case.

Please indicate if the applicant has taken an approved Cedar Shake or Shingle Roofing course:

Yes No

Please include a copy of the certificate issued by the approved course provider.

WARRANTY AND LIABILITY INFORMATION:

Please attach **actual copies of the following documents and submit with this application:**

Please check items that are attached:

- Certification of insurance from a liability carrier showing Commercial General Liability of (minimum \$2,000,000 per occurrence) (please see below for additional requirements)
- Worker's Compensation Number certificate
- Workmanship Guarantee
- Business licenses - all areas worked

Additional Insurance Requirements should your application be approved.

The Cedar Shake and Shingle Bureau was notified by its insurance provider that some immediate changes are required to membership programs. As of December 31, 2012 the following paperwork needs to be on file with the association's headquarters office:

- 1) ALL Manufacturer and Approved Installer members MUST submit a Certificate of Insurance confirming a commercial general liability coverage limit of \$2 million dollars (\$2,000,000 Limit of Liability Per Occurrence).
- 2) The Cedar Shake and Shingle Bureau (full name, not the acronym) MUST be named as additional insured on each member's Certificate of Insurance. Use the association's Canadian address on the Certificate of Insurance (address listed on next page). Members should contact their insurance broker to request this document. If your firm operates under another name make sure this is clear on the paperwork submitted.
- 3) The following phrase needs to appear on the Certificate of Insurance: "Cedar Shake and Shingle Bureau is added as an Additional Insured but only with respect to liability arising out of the operations of the Named Insured".

Program revisions also will include changing the formal name of the "Approved Installer" membership program; member suggestions are still very welcome and the new program name will be announced over the next few months. These changes aim to add consistent insurance protection for all parties. In the future you will see these changes on; literature, manufacturer lifetime limited warranty documents, product labels and the website. Please ensure that you adjust your own firm's advertising/reprint materials when the official program name change is announced and as your advertising renewals come due. The Cedar Shake and Shingle Bureau sincerely thanks all its members for their cooperation. Please contact the office if you require additional assistance.

The applicant company certifies that the information provided in this application is accurate and complete to the best of its knowledge and accepts full responsibility for any of its subsidiary memberships.

Signed: _____

Title: _____

Name (please print): _____

Date: _____



For current membership fees/dues please contact our office.

US Address: PO Box 1178, Sumas, WA 98295-1178

Cdn Address: 7101 Horne Street, Mission, BC V2V 7A2

Tel: 604-820-7700

Fax: 604-820-0266

www.cedarbureau.org

membership@cedarbureau.com

Please ensure that all additional paperwork and fees are included with the application.

In its sole discretion the Cedar Shake and Shingle Bureau reserves the right to deny membership applications.



CEDAR SHAKE & SHINGLE BUREAU

The Recognized Authority Since 1915



APPROVED INSTALLER AGREEMENT

This Approved Installer Agreement (“Agreement”) is entered into on _____ between the
(Date)
Cedar Shake & Shingle Bureau (the “Cedar Bureau”) and _____.
 (“Affiliate Member”)

AGREEMENT

Affiliate Member warrants and represents that the information provided with its application for this Agreement is true, accurate and complete to the best of its knowledge.

Affiliate Member acknowledges and agrees that the Cedar Bureau may investigate any information provided by or about the Affiliate Member, including without limitation, inspecting any roofs installed previously or hereafter by Affiliate Member and reviewing documents evidencing installation of Certi-label™ products by Affiliate Member, who agrees to maintain and make such documents available to the Cedar Bureau at its request.

Upon approval of Affiliate Membership:

Affiliate Member agrees to comply with all Cedar Bureau By-Laws, policies, rules, regulations and requirements of Affiliate Membership, as amended or in effect from time to time, and will receive all rights and benefits associated with Affiliate Membership in the Cedar Bureau.

Affiliate Member agrees to apply cedar shakes and shingles to roofs and walls in accordance with application standards established by the Cedar Bureau or stricter standards if required by local building codes.

Affiliate Member shall have the option of including the Cedar Bureau Member Manufacturer’s Lifetime Limited Warranty (“Limited Warranty Program”) with every estimate provided to a homeowner or builder.

If Affiliate Member chooses to offer the Cedar Bureau Member Manufacturer’s Lifetime Limited Warranty, Affiliate Member agrees to comply with all requirements of the Limited Warranty Program and provide all required Limited Warranty Program materials, including: (1) copies of all invoices for the Warrantied Products; (2) a copy of Affiliate Member’s workmanship/installation warranty and guarantee; and (3) three original Warrantied Product Certi-labels™ (Field, Starter, Ridge) plus any required treatment labels. All required Limited Warranty Program materials must be sent to the Cedar Bureau within thirty (30) days after installation of the Warrantied Products. The Cedar Bureau will provide Affiliate Member with 30 days’ notice of any changes in the Limited Warranty Program. Failure by Affiliate Member to provide consumers with all required Limited Warranty Program materials may result in suspension and/or termination of the Affiliate Membership.

Affiliate Member is granted the right to vote at meetings of Cedar Bureau members as set forth in the By-Laws of the Cedar Bureau.

Either Affiliate Member or the Cedar Bureau may terminate this Agreement without cause and for any reason upon 30 days’ written notice.

The Cedar Bureau does not certify, warrant or guarantee the services or workmanship of Affiliate Member, and approval of this Agreement does not constitute the Cedar Bureau's endorsement of Affiliate Member. The Cedar Bureau shall not be liable for any injury or damage to any property, person or entity by Affiliate Member, or for any claim under or breach of Affiliate Member's workmanship/installation warranty and guarantee. Affiliate Member agrees to indemnify, defend and hold the Cedar Bureau harmless from all claims and liabilities and to reimburse the Cedar Bureau for all costs, expenses, attorneys' fees and damages related in any way to Affiliate Member's conduct, acts or omissions, including without limitation, the marketing, sale, use or installation of Certi-label™ products or breach of this Agreement. Affiliate Member agrees to purchase and maintain, at its sole expense, policies of general comprehensive liability and professional liability insurance that name the Cedar Bureau as an additional insured.

THE CEDAR BUREAU SHALL NOT BE LIABLE FOR LOST PROFITS, NOR FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER, WHETHER ARISING OUT OF OR RELATED TO, DIRECTLY OR INDIRECTLY, THIS AGREEMENT OR OTHER CONTRACT, OR ANY ALLEGED BREACH THEREOF, NEGLIGENCE OR OTHER TORT, OR OTHERWISE, AND WHETHER OR NOT THE CEDAR BUREAU HAS BEEN ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES.

Affiliate Member may not assign or delegate any of its rights, obligation of duties under this Agreement by management agreement or otherwise without the prior written consent of the Cedar Bureau. Any change in the ownership of Affiliate Member or in the persons responsible for managing Affiliate Member's business operations whether by sale of stock, assignment of partnership, interest, lease, contract or otherwise shall constitute an assignment as to which such prior written consent is required.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event of a dispute between the Cedar Bureau and Affiliate Member arising out of this Agreement, the nonprevailing party shall bear the reasonable costs and attorneys' fees of the prevailing party, including those incurred on appeal. Venue of any suit or proceeding arising out of this Agreement shall be exclusively in King County, Washington and in no other court or tribunal, and Affiliate Member agrees to submit to the jurisdiction of any state or federal court in King County, Washington competent to hear such a suit or proceeding.

This Agreement shall become effective upon approval of Affiliate Membership and execution by the Cedar Shake & Shingle Bureau.

Please type or print.

Name of Authorized Principal Title

Contact Person Date

Signature of Authorized Principal

Cedar Shake and Shingle Bureau Approval Date



Please fill out completely, sign, and return to:

Cedar Shake & Shingle Bureau

Cdn. Address: #2 - 7101 Horne St., Mission, BC V2V 7A2

US Address: PO Box 1178, Sumas, WA 98295-1178

Tel: 604-820-7700 Fax: 604-820-0266 membership@cedarbureau.com www.cedarbureau.org



Thank you for your Approved Installer membership application. We sincerely appreciate your interest in our organization.

The enclosed multiple choice test is part of the application process. Please review each question carefully and circle the letter beside the correct response. Most answers can be found in the CSSB New Roof Construction Manual or Interior & Exterior Wall Manual. There are some questions that deem an automatic failure should you answer them incorrectly. If you fail the test you will be allowed to rewrite it two weeks after the original submission. Good Luck! Once you have completed all 100 questions, sign the statement below and submit this page and your test paperwork to **Kelly Vaile, Marketing Coordinator**, at the CSSB office via one of the following routes:

Email: PDF file format to kelly@cedarbureau.com
Fax: 604-820-0266, Attention: Kelly Vaile
US Mail: PO Box 1178, Sumas, WA 98295-1178
Canada Post: #2-7101 Horne St., Mission, BC V2V 7A2

Applicants must fill in all blanks below and send to the CSSB with test paperwork:

Applicant Company: _____

Applicant Company Location: _____

I support quality cedar roofing, siding and workmanship, industry promotion and excellent customer service. I am the person authorized to sign this document, have answered the test questions myself and confirm my responsibility for the training and competencies of the roofing and/or siding crews employed, contracted or subcontracted by the Applicant Company.

Authorized Signature: _____

Your Name (please print): _____

Your Title : _____ Date: _____

Approved Installer Membership Test

Product

1. What is the CSSB member brand name for a handsplit and resawn shake?
 - a) Certigrade®
 - b) CertiSplit®
 - c) CertiSawn®
 - d) Blue Label®

2. What is the CSSB member brand name for a shingle?
 - a) Certigrade®
 - b) CertiSplit®
 - c) CertiSawn®
 - d) Blue Label®

3. What is the CSSB member brand name for a tapersawn shake?
 - a) Certigrade®
 - b) CertiSplit®
 - c) CertiSawn®
 - d) Blue Label®

4. What does R&R stand for in relation to sidewall shingles?
 - a) Rest and relaxation
 - b) Rebutted and refurbished
 - c) Rough and ready
 - d) Rebutted and rejoined

5. How many different grades of shingles are there?
 - a) 2
 - b) 3
 - c) 4
 - d) 6

6. What is the top grade of shingles?
 - a) Premium
 - b) Number one
 - c) Fivex
 - d) Royal

7. What is CertiGuard®?
 - a) Pressure impregnated fire retardant treated product brand
 - b) Topical spray on fire retardant treatment
 - c) Underlayment material
 - d) A type of security guard company

8. Dark staining from tannin bleed is a sign of product failure?
a) True
b) False
9. Which of the following is not part of the CertiWood® and Certi-label™ family of marks?
a) CertiSplit®
b) CertiSawn®
c) CertiShake®
d) CertiCut®
10. What do Class A, Class B and Class C refer to?
a) They are types of roofing contractor experience levels
b) They denote different types of building products' fire resistance
c) They refer to the different types of cedar shakes that one can buy
d) They are the different levels of technical service assistance provided by the CSSB
11. What is the name of the Certi-brand'spray' on fire retardant that is on the CSSB's website?
a) Cedar Bureau Fire Stopper
b) Certi-Firestop
c) It doesn't exist
d) Certi-Wash
12. What is a shake/shingle?
a) 24" Royal
b) A product only manufactured in Canada
c) There is no such thing
d) A specialized material that is sawn on one side, split on the other, and additionally machined on two sides
13. I can get both Pressure Impregnated Fire Retardant and Preservative Treatment in the same product?
a) True
b) False

Grading

14. What is the allowable flat grain in a bundle of #1 Shakes?
a) 25%
b) 10%
c) 15%
d) 20%

15. What is the allowable flat grain in a bundle of Premium grade Shake?
- a) 5%
 - b) 10%
 - c) 15%
 - d) Premium shake bundles are 100% edge grain

Exposure

16. What is the maximum recommended exposure for an 18" #1 grade blue label shingle on a roof application with a 4:12 and steeper slope?
- a) 3 ½"
 - b) 8"
 - c) 5 ½"
 - d) 5"
17. What is the recommended spacing for #1 18" WRC RRs on a sidewall application?
- a) 1/8" 1/4"
 - b) ¼" 1/2"
 - c) ½" – ¾"
 - d) ¾" 1"
18. What is the maximum recommended roof exposure of a 24" shake?
- a) 8"
 - b) 12"
 - c) 5 ½"
 - d) 10"
19. How much can you expose a 24" shake staggered butt roof application?
- a) ½" less in each successive course
 - b) As much as you can stretch it before tip of shakes get too thin to hold nails
 - c) ½" more in each successive course; when you reach 14" start over at 8"
 - d) No more than the maximum total exposure allowed
20. In a staggered butt application, how far should you extend the maximum exposure to achieve the staggered look?
- a) Ten inches
 - b) Three inches
 - c) Six inches
 - d) None – maximum exposure stays the same
21. In terms of roofing, "exposure" is defined as:
- a) Staying out in the cold too long
 - b) How much of the preceding course is visible to the weather.
 - c) A toolbelt
 - d) Flashing

Spacing

22. What is the recommended spacing between shingles when applying perfection on a roof?

- a) $1 \frac{3}{4}$ " – $2 \frac{1}{2}$ "
- b) $\frac{1}{2}$ " – $\frac{3}{4}$ "
- c) $\frac{1}{4}$ " $\frac{3}{8}$ "
- d) $\frac{1}{2}$ " 1"

23. Shakes should be laid with a side lap of not less than ____ between joints in adjacent courses?

- a) 2"
- b) $1 \frac{1}{2}$ "
- c) $\frac{5}{8}$ "
- d) $\frac{3}{4}$ "

24. Certigrade® shingles should be nailed approximately ____" in from either side

- a) $\frac{1}{2}$ "
- b) $\frac{3}{4}$ "
- c) 1"
- d) $\frac{1}{2}$ "

25. What is the correct spacing between adjacent shakes?

- a) $\frac{3}{8}$ " to $\frac{5}{8}$ "
- b) $\frac{5}{8}$ " to $\frac{7}{8}$ "
- c) $\frac{3}{8}$ " to 1"
- d) it varies depending upon the width of the shake

26. You can butt green wood tight together during installation.

- a) True
- b) False

Sheathing

27. The minimum size of spaced sheathing boards recommended by the CSSB is:

- a) 1 x 2
- b) 1 x 3
- c) 2 x 4
- d) 1 x 4

28. Installing a waterproofing (rubberized) membrane over the entire roof deck will cause what?

- a) Excessive moisture condensation
- b) A drier roof
- c) Mothballs
- d) Fire retardant protection

Fasteners

29. How many nails should be placed in each shake when applying to the roof?
- a) Three
 - b) Two at the exposure line and face nail as needed
 - c) Two
 - d) Four
30. Prior to nailing, what should one do with flat grain shingles wider than 8”?
- a) Leave as is
 - b) Use lower down on the field of the roof
 - c) Save for hip and ridge
 - d) Split in two and when installing make sure that the split is 1 ½.” offset from adjacent joints between the shingles.
31. Staples crowns should be no less than 7/16” horizontal and no larger than 3/4” horizontal.
- a) True
 - b) False
32. Fasteners installed more than the approximately 3/4” from the sides of the shingle will allow the shingle to start “cupping” up on the sides leading to the shingles splitting.
- a) True
 - b) False
33. As per the CSSB March 2010 or newer manual you can use corrosion resistance staples when installing shakes.
- a) True
 - b) False
34. Fasteners should be countersunk?
- a) True
 - b) False
35. As of March 2010 what is the correct fastener material recommended by the CSSB for application within 15 miles of salt water?
- a) Electro-galvanized
 - b) Stainless Steel type 316
 - c) Aluminum type 304
 - d) Any of the above

36. What is the recommended placement of nails in wood shingle application?
- a) Approximately 6" from the butt in the center of the shingle
 - b) Approximately 4" from the edge and 3" below the exposure line
 - c) Approximately 3/4" from the edge and approximately 1 1/2" above the exposure line
 - d) Approximately 3/4" from the edge and approximately 4" above the exposure line
37. What fastener does the CSSB recommend for a Class C Fire Retardant Treated wood shingle?
- a) Stainless steel Type 303 or 316.
 - b) Electro-galvanized, hot dipped
 - c) The CSSB recommends you check with the treatment company for this information
 - d) Hot dipped galvanized
38. Electro-galvanized fasteners are recommended by the CSSB for roof and sidewall application?
- a) True
 - b) False
39. What type of fastener should be utilized to install a shake or shingle on roofs and sidewalls?
- a) Common roofing nail.
 - b) Box nail
 - c) Finish nail
 - d) Deck nail
40. I'm having trouble locating stainless steel box nails for my roof. Can I simply use the small headed ring shanks I used on my Fiber Cement sidewalls?
- a) Yes any type of fastener will do
 - b) No, the CSSB requires that you use only stainless steel box nails fasteners
 - c) No you should use chewing gum
 - d) Yes, it's fine to save money on fasteners this way

Application

41. On a Certigrade® shingle roof with a pitch less than 12:12, valley flashing should be a minimum width of _____" on each side of the valley.
- a) 4"
 - b) 6"
 - c) 11"
 - d) 8"
42. You need _____ fasteners per shake or shingle.
- a) 2
 - b) 3
 - c) Depends on number of pieces in course
 - d) 4

43. What is the recommended step flashing vertical height for shakes on a typical projection flashing?
- a) 5"
 - b) 3"
 - c) 4"
 - d) 2"
44. In coastal climates, it is recommended that the entire substrate be covered with rubberized eave protection material.
- a) True
 - b) False
45. How far should the first course on roofs project beyond the fascia?
- a) 1 ½" and approximately 1" over the gable or rake end.
 - b) 2 ½"
 - c) 1" and approximately 1" over the gable or rake end.
 - d) ¾"
46. When does the CSSB recommend applying rubberized eave protection across an entire steep slope roof?
- a) All the time
 - b) When significant moisture intrusion is a possible issue in the future
 - c) Never
 - d) When the slope is greater than 6:12
47. How often should you use caulk to cover up a mistake?
- a) In 10% of the application maximum
 - b) Only when it's a small mistake no one will notice
 - c) If it's a venting issue in a dry climate
 - d) Never – the roof's integrity should stand on its own.
48. When is face nailing acceptable on (i.e. exposed to elements) a roofing shake or shingle?
- a) Only where the roof meets a wall slope in a low slope to steep slope transition area.
 - b) When curling is present
 - c) When cupping occurs and you need to prevent further damage
 - d) When the fastener in the above course is exposed and you need additional hold for the course below

49. What is the best type of deck in wind-driven snow areas when installing Cedar shakes?
- a) Solid
 - b) Spaced sheathing to let any accumulated snow evaporate which prevents ice damming
 - c) Plastic
 - d) Permeable to allow moisture to evaporate at an even rate
50. Are exposed fasteners acceptable on a new shingle roof?
- a) Yes
 - b) Only where the roof meets a wall slope in a low slope to steep slope transition area.
 - c) No
 - d) None of the above
51. What is the allowable minimum slope for cedar roofs before having to utilize a low-slope application procedure?
- a) 3:4 for shingles, 3:5 for shakes
 - b) 3:12 for shingles, 4:12 for shakes
 - c) 4:12 for shingles, 3:12 for shakes
 - d) 3:12 or lower for both shakes and shingles
52. How much should fasteners penetrate through the sheathing?
- a) 3/4" or completely through the sheathing
 - b) Just enough to touch the sheathing below
 - c) Doesn't matter, just ensure the shake or shingle feels firmly in place
 - d) 1/2" less than each successive course above
53. In a shingle roof application how many layers of shingles should you have at the eaves?
- a) One
 - b) Four
 - c) Three
 - d) A minimum of two
54. What is the minimum roof slope for a shake roof?
- a) 3:12
 - b) 4:12
 - c) 12:12
 - d) 5:12
55. What is the minimum roof slope for a shingle roof?
- a) 3:12
 - b) 4:12
 - c) 12:12
 - d) 5:12

56. What type of overlap should you have on a cedar ridge application?
- a) Alternate
 - b) No overlap
 - c) Either a) or b)
 - d) None of the above
57. To give three levels of eave protection, how do you lap the felt?
- a) Over the valley joint
 - b) Under the valley joint
 - c) Don't lap the felt
 - d) Doesn't matter so long as you apply five tubes of caulking.
58. How far should interlay felt be brought down on a medium 24" shake?
- a) The felt interlay should be brought down 4 inches on a 24" shake
 - b) The bottom edge of the felt should be positioned above the butt of the shake at a distance equal to twice the weather exposure
 - c) The felt should be brought down 10" on a 24" shake
 - d) The felt should be brought down 20" on a 24" shake
59. How far should interlay felt be brought down on an 18" shake?
- a) The felt interlay should be brought down 3.5" inches on a 18" shake laid with a maximum weather exposure.
 - b) The bottom edge of the felt should be positioned above the butt of the shake at a distance equal to twice the weather exposure
 - c) The felt should be brought down 7.5" on an 18" shake
 - d) The felt should be brought down 10" on a 18" shake
60. I have to use a continuous ventilation product under my Cert-Last™ shakes on my roof
- a) True
 - b) False
61. Can I just install a new shake roof right over an existing asphalt roof? Originally it was a shake roof in the 1950's.
- a) Check with the building official
 - b) Sure do whatever you want no one will notice
 - c) If someone else in the neighborhood has done it, then it should be fine
 - d) Only if the asphalt is really worn

Specialty Roofs

62. What type of work is a mansard roof particularly suited to?
- a) New construction
 - b) Renovation
 - c) On pitched roof buildings
 - d) All of the above

63. What is a benefit of a mansard roof?
- a) Reduce scale of building
 - b) Eliminate boxy appearance
 - c) Both a) and b)
 - d) None of the above
64. What type of roof helps eliminate a building's boxy appearance?
- a) Key West
 - b) Mansard
 - c) Womansard
 - d) None of the above
65. Why is correct installation at roof junctures so important?
- a) To make sure the roof leaks
 - b) To expose the fasteners
 - c) To assist with painting
 - d) To ensure the integrity of the roof system
66. On what type of juncture can you apply a strip of wood molding?
- a) Concave
 - b) Contemplative
 - c) Convex
 - d) None of the above
67. Do you interweave felt on shakes on a low slope to steep slope roof transition?
- a) Felt on shake application is always interwoven
 - b) No because the transition takes care of the felt issue
 - c) No because extra caulking is used on the transition
 - d) All of the above
68. Can you soak or steam shingles for installation where the curvature is excessive?
- a) True
 - b) False
69. What are the options for roof installation in high humidity areas?
- a) Certi-Last products
 - b) Furring strips
 - c) Continuous ventilation product
 - d) All of the above
70. Does the CSSB **require** continuous ventilation product (i.e. not furring strips)?
- a) Yes, everywhere
 - b) Yes, for high humidity areas
 - c) No, but it is an option in high humidity areas
 - d) None of the above

Job sign off

71. Who has the final sign off on local jurisdictional requirements?
- a) Local building official
 - b) The Mayor
 - c) Chamber of Commerce
 - d) General contractor

Flashing

72. Where do most roof leaks occur?
- a) Where water is channeled off the roof
 - b) Where the roof abuts a vertical wall or chimney
 - c) a) or b)
 - d) None of the above
73. Valley flashing can be:
- a) Made in California only
 - b) Plastic mesh
 - c) Center-crimped, painted, galvanized steel or aluminum
 - d) Fibre-cement
74. Should shakes be applied with their grain parallel to the valley centerline?
- a) Yes
 - b) In sunny climates
 - c) Never
 - d) None of the above
75. What is the recommended horizontal step flashing width for shakes?
- a) 2 1/2"
 - b) 4"
 - c) 5"
 - d) Shakes don't need flashing

Ventilation

76. The ratio of total net free ventilation areas to the area of the attic should be not less than
- a) 2:12
 - b) 4:12
 - c) 1:150
 - d) 4:150
77. Who should you consult before modifying the vapor barrier system?
- a) Local hardware store
 - b) Local building official
 - c) Building envelope specialist
 - d) b) and c) are both a wise choice

Maintenance

78. How do you reduce fungal decay on a new roofing system?
- a) Use Certi-Last preservative treated shakes or shingles
 - b) Spray the roof with a fungus inhibiting product
 - c) Use Certi-Guard treated shake and shingles
 - d) Dip the product in hot wax
79. There's a company in town offering a sealer to seal my wood roof against leaks. It is supposed to make my roof last longer. Does the CSSB recommend a treatment like this?
- a) The CSSB does not recommend sealing the roof
 - b) Yes this is fine
 - c) Yes but you need a nice, shiny finish
 - d) Yes but you need an approval sticker from the local Chamber of Commerce
80. What can I do to help with the longevity of my Certi-label roof?
- a) Keep overhanging branches trimmed away
 - b) Keep keyways and surface areas clear from debris
 - c) Ensure ventilation is available year round
 - d) All of the above

Warranty

81. What documentation should be submitted to the CSSB office for the Manufacturers Lifetime Limited warranty?
- a) 3 labels (field, ridge and starter)
 - b) Completed registration card and copy of roofing contract
 - c) 3 labels (field, ridge and starter) and copy of roofing contract
 - d) 3 labels (field, ridge and starter), completed registration card and copy of roofing contract and material purchase invoice
82. What would cause a CSSB member limited warranty to be denied?
- a) Using nonmember products
 - b) Installing product with electro-galvanized nails
 - c) Not following proper installation practices
 - d) All of the above
83. When should a homeowner get their limited warranty paperwork?
- a) As soon as the job is completed
 - b) As soon as the job is completed and paid for
 - c) As soon as the job is completed, a final inspection done and the homeowner has paid the bill
 - d) Before the job is complete to ensure faster paperwork

84. When filling out the registration card, it doesn't really matter if only one signature of the two requested is present.

- a) True
- b) False

85. I can get a CSSB administered limited warranty for a job I completed before I became an Approved Installer.

- a) True
- b) False

86. How can you make the application process easier?

- a) Submit legible paperwork
- b) Send in all applicable fees
- c) Ensure your application is complete and notify your references to expect a call from the CSSB
- d) All of the above

87. When would you submit your warranty registration form for the Certi-label™ Manufacturers' limited warranty, Certi-Guard® or Certi-Last® warranties?

- a) If and when a claim is filed by the consumer.
- b) Within 30 days after the installation is completed.
- c) Within 120 days after the installation is completed.
- d) Not required to submit warranty form warranty is implied and automatic upon purchase of Certi shake or shingle

General CSSB and Approved Installer Program Questions

88. When was the CSSB founded?

- a) Last year
- b) 1915
- c) 1982
- d) 1679

89. CSSB member products undergo a rigorous third party inspection process

- a) True
- b) False

90. The current set of grading rules is called

- a) CSSB97
- b) CSSB68
- c) Certigrade®
- d) Simply Grading

91. The ideal Approved Installer candidate will be:
- a) Someone who has never put on a roof before and plays loud music on the job site
 - b) Someone with no insurance and dandy pickup truck
 - c) Someone with a commitment to quality with experience on cedar roof jobs
 - d) All of the above
92. Approved Installers should not
- a) Apply for membership just to get one job
 - b) Refuse to clean up the job site
 - c) Fail to submit proper insurance paperwork renewal to the CSSB office
 - d) All of the above
93. Approved Installers have
- a) Integrity and are proud of their workmanship
 - b) Great customer service skills
 - c) Actively supports the Certi label™ brand
 - d) All of the above
94. What do CSSB District Managers do?
- a) Answer technical questions
 - b) Provide educational seminars
 - c) Hang out at the mall
 - d) a and b)
95. Certi-label™ cedar shakes and shingles are considered to be green products because:
- a) Healthy trees absorb carbon dioxide, cleaning the air we breathe
 - b) Forest products store carbon for a long time
 - c) The production of cedar shakes and shingles is very labor intensive
 - d) All of the above
96. What are some of the benefits of CSSB membership?
- a) Literature at cost and technical assistance
 - b) Listing on the popular CSSB website
 - c) Jobsite referrals
 - d) All of the above
97. What is the benefit of using cedar as a roofing material?
- a) Renewable resource
 - b) High insulation value
 - c) Withstands pounding hailstorms
 - d) All of the above
98. How do you show courtesy to the homeowner?
- a) Provide prompt, accurate service
 - b) Keep job site noise as low as possible
 - c) Answer questions with facts and knowledge
 - d) All of the above

Labels

99. What does appear on the Certi-label™?
- a) Product type
 - b) Product dimensions
 - c) Quality control agency logo
 - d) All of the above
100. What does appear on the Certi-label™?
- a) Mill name and location
 - b) Coverage chart and exposure
 - c) Product dimensions
 - d) All of the above