



**ON-LINE
CAREER
TRAINING**

**FOR THE
ROOFING INDUSTRY**

ABOUT COTNEY



Cotney Consulting Group (CCG) is a leading business consulting firm serving the roofing industry that is focused on helping contractors achieve operational success through a concentration on four main solution offerings.

“Each client’s journey is different, but the destination is always the same: successful transformation,” continued Kenney. “To increase revenues and profitability, Cotney Consulting Group helps roofing contractors find success by focusing on the operational review of their companies combined with industry-specific online and in-person training resources.”

Cotney Consulting Group’s online training is the fastest-growing segment of the business. Current offerings consist of a full range of estimating training from the beginner level through advanced, with participants earning their roofing industry estimating certification upon completion. Operationally, CCG offers project manager and superintendent training. Future courses include executive-level business leadership and management, strategy, sales and marketing, accounting, human resources, and more. We also offer in-person Operational and Service Department training.

“We did not learn business consulting from a book but with real-world experience. CCG brings 45+ years of experience running eight-figure, multi-million-dollar roofing companies. This positions us ahead of other business consultants solving the problems roofing contractors face daily,” stated Kenney.

ROOFING INDUSTRY CONTRACTOR AND CAREER TRAINING ONLINE COURSES

Cotney Consulting Group offers an online roofing course developed by John Kenney for training with quality educational videos to build the necessary skills, whether you are in an entry-level position or an industry veteran.

[Roofing Estimating Training](#)

[Roofing Estimating Advanced Training](#)

[Roofing Estimating Beginner Training In Spanish](#)

[Director of Estimating Training](#)

[Professional Roofing Estimator Certificate \(PREC\)](#)

[Certified Professional Roofing Estimator \(CPRE\)](#)

[Roofing Superintendent Training](#)

[Roofing Project Manager Training](#)

[Crew Leader \(Foreman\) Training](#)

ESTIMATING TRAINING



This program was developed in conjunction with subject matter from professional experts whose primary role is to oversee and manage all aspects of estimating a roofing project. This multi-step process provides training and recognition for the industry workforce.

This training program was designed for newcomers to the industry and those seeking to advance their careers with estimating skills.

Certificate Program Outline

Roofing Skills and Processes

- This class is an introduction to estimating. It outlines the skills and processes required to produce successful roofing estimates.

Structure of a Roof

- You will learn the structure of a flat and sloped roof system. We will identify critical able to identify key terms you will need to know.

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ESTIMATING TRAINING

Roofing Materials and Processes

- This course will provide an overall understanding of roofing materials and methods.
 - Course objectives:
 - Be familiar with roofing material manufacturing processes. Understand the limitations of the roofing materials being studied.
 - Understand how the materials we are studying are used in roofing construction.
 - Recognize quality control procedures for various roofing materials.
 - Know where and how to find information about roofing materials and systems.

Essentials of Construction Math

- You will learn the mathematical skills required for the roofing trade through practice and application. This course provides a foundation for the required math skills.

Construction Blueprint Reading

- This course will provide you with that knowledge and practice in reading blueprints and specifications for the roofing trade.

Roof Code Requirements

- This course will review the current roof code and requirements that are set.

Existing Conditions and Waterproofing

- You will learn the fundamentals of understanding existing conditions and waterproofing.

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ESTIMATING TRAINING

Estimating and Bidding

- This course features hands-on estimating and quantity take-off activities covering:
 - Division 00 - Procurement and Contracting Requirements.
 - Division 01 - General Requirements.
 - Division 02 - Existing Conditions.
 - Division 07 - Thermal and Moisture Protection.

Division 7

- We will do a deep dive into Division 7 and review all items you need to know.
- By the end of this class, you will be able to prepare a quantity take-off for roofing and waterproofing

Estimating Proficiency Exam

- The proficiency exam aims to test the knowledge and skills that you learned in CCG estimating training. You will need to receive a passing grade of 78% or higher on the proficiency test to pass the course. After completion, you will receive a certificate of completion.

ESTIMATING TRAINING ADVANCED



Advanced Roofing Estimating Program

Learning Modules

- Estimating Sequencing
- Mark Up vs. Profit
- Oral and Written Communication Effectiveness
- Effective Customer Service
- Risk Management and Decision Making
- Construction Documents and The Construction Process
- Effective Planning and Scheduling After the Project Award
- The Submittal Process
- RFI and Change Order Best Practices
- The Essentials of Project Management and Project Start-Up
- Post-Project Review Process

ROOFING ESTIMATING BEGINNER TRAINING IN SPANISH



Este programa fue desarrollado en conjunto con un grupo de expertos profesionales cuya función principal es supervisar y administrar todos los aspectos de la estimación de un proyecto de techado. Este proceso de varios pasos brinda capacitación y reconocimiento a la fuerza laboral de la industria.

Este programa de capacitación fue diseñado tanto para los recién llegados a la industria como para aquellos que buscan avanzar en su carrera con habilidades de estimación.

También es un excelente programa de formación para supervisores hispanohablantes (lengua materna). Les proporcionará las habilidades necesarias para ser capaz de establecer su diario y todos los materiales y mano de obra necesarios para realizar el proyecto.

This program was developed in conjunction with a group of professional experts whose primary function is to oversee and manage all aspects of estimating a roofing project. This multi-step process provides training and recognition to the industry's workforce.

This training program was designed for both newcomers to the industry and those looking to advance their career with estimating skills.

This also is an excellent training program for Spanish-speaking (Native Language) supervisors. It will provide them with the skills needed to be able to lay out their daily and all materials and labor required to get the project done

DIRECTOR OF ESTIMATING TRAINING



Director of Estimating Program Outline

Learning Modules:

- Understanding the Director of Estimating Function
- Manage Your Estimating Team, So Everybody Wins
- How To Do An Employee Review
- Strategic Planning
- The Ten Edicts of the Director of Estimating
- Risk Management in the Estimating Department
- Overseeing the Key Types of Estimates
- Train Your Estimators
- The Importance of the Weekly Estimating Meeting
- Your Role at Project Start-Up to Project Finish
- Sales Forecasting

PROFESSIONAL ROOFING ESTIMATOR CERTIFICATE (PREC)

This is designed for candidates with less than 5 years of estimating experience. This certificate program was developed in conjunction with subject matter from professional experts whose primary role is to oversee and manage all aspects of estimating a roofing project. This multi-step process recognizes the estimating proficiency and provides the Candidate with industry and peer recognition with a Professional Roofing Estimator Certificate.

Professional Certificate Program Outline

Estimating Proficiency Test

- The purpose of the proficiency test is to determine whether you already have the knowledge and skills taught in CCG estimating training. If you receive a passing grade on the proficiency test, you will earn credit for this course and are prepared to proceed to the next steps in the certification process.
- If you do not receive a passing grade, you must take the CCG estimating course training and retake the test.

Estimate Submission

- The candidate must submit a complete takeoff, cost estimate, and estimate summary for both low-slope and steep-slope roof design types.
- All drawings, specifications, and instructions will be supplied to candidates.

Issuance of Professional Roofing Estimator Competency Certificate

- Once the Candidate has successfully passed the proficiency test and received a passing grade on both low and steep slope estimating exercises, the Roofing Estimator Professional Certificate (PREC) will be issued to the Candidate.

CERTIFIED PROFESSIONAL ROOFING ESTIMATOR (CPRE)

We are partnered with Estimating Edge to offer this program where users of Edge Estimating Software will Edge Certified Professional Roofing Estimator



[Find Out More](#)

ROOFING SUPERINTENDENT TRAINING



Roofing Superintendent Certification Outline

Learning Modules:

- The Roofing Superintendent vs. Project Manager
- Your Industry Snapshot
- Construction Contract Basics
- Organizing the Project
- Field Organization
- Working with Subcontractors
- Dealing With Difficult Issues at Job Site
- Safety at the Job Site
- Quality Control and Quality Assurance
- Claims and Disputes
- Effective Letter Writing for Superintendents

ROOFING PROJECT MANAGER TRAINING



Roofing Project Manager Certification Outline

Learning Modules:

- The Business of Roofing
- Introduction to Project Management
- Project Estimating
- Project Risk Management
- Project Planning
- Concepts of Project Scheduling
- Production Planning
- Managing Time
- Resource Management
- Project Scheduling Applications
- Project Coordination
- Project Cost System
- Project Financial Management

CREW LEADER (FOREMAN) TRAINING



Crew Leader Training Certificate Outline (Available Mid 1st QTR 2023)

Learning Modules:

- **The Business of Roofing**
- **Understanding Costs and Production Impacts on a Company's Profitability**
- **Production Impact**
- **Planning**
- **The Importance of Organization**
- **Scheduling**
- **Safety Planning and Execution**
- **Managing the Project**
- **Quality Control**
- **Controlling Costs on the Rooftop**
- **Leadership Skills**
- **Managing Stress**

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WE LOOK FORWARD TO WORKING WITH YOU AND YOUR TEAM