



How Do I **Become a Licensed Seller or Other Manufacturer?**

Agreement, Fee & Documentation Requirements

In order to become a CRRC Licensed Seller or Other Manufacturer¹ (which is separate and distinct from CRRC membership) that can submit products to be listed in the CRRC Rated Products Directory, a company must submit the following documents and fees²:

1. Licensed Seller Application (Form CRRC-F-1) **OR** Licensed Other Manufacturer (OM) Application (form CRRC-F-4)—**signature required**.
2. Licensed Seller License Agreement (form CRRC-A-1) **OR** [Licensed] Other Manufacturer [License] Agreement (form CRRC-A-2)—**signature required**.
3. Licensed Seller **OR** Other Manufacturer license fee (amount varies—see “Fees and Dues Structure” PDF).
4. A statement asserting the existence of Quality Control Plan and the name and contact information for a designated Quality Control Manager at each plant.

Once these requirements are met, the Licensed Seller or Other Manufacturer may submit a product for rating (see Product Rating Application Requirements).

Note: If a company serves both **Licensed Seller** and **Other Manufacturer** functions in different product supply chains, it must submit the Application and Agreement for *both* **Licensed Seller** and **Other Manufacturer**, but only must pay the *higher* of the two license fees.

¹ Licensed Sellers and Other Manufacturers are defined as follows (for more information, please refer to the Product Rating Program Manual, CRRC-1):

Licensed Seller: A roofing product seller that has met and maintains compliance with the Program requirements and has signed the CRRC Licensed Seller Agreement. Licensed Sellers are limited to business entities that package, label and bring the Roofing Product to market.

Licensed Other Manufacturer (OM): A manufacturer that supplies a Roofing Product, component or raw material to a Licensed Seller, either directly or indirectly, and that has met and maintains compliance with the Program requirements and has signed the CRRC Licensed Other Manufacturer Agreement. In the case of components or raw materials provided by the OM, they must solely determine the Radiative Properties of the final Roofing Product. Manufacturers that supply Roofing Products to others for private label sales are also within the scope of this definition.

² All forms and agreements are available for download from the Product Rating Program section of the CRRC website, www.coolroofs.org.