

Continuing Education: December 2017



Who is exempt from CCB continuing education?

This list applies to residential and commercial contractors

- Architects (if an owner or officer is an Oregon-licensed architect)
- Developers
- Engineers (if an owner or officer is an Oregon-licensed engineer)
- Electricians (if an owner, officer or employee is a Oregon-licensed electrician)
- Plumbers (if an owner, officer or employee is an Oregon-licensed plumber)
- Boiler contractors
- Elevator contractors
- Renewable energy contractor
- Pump installation contractors
- Limited sign contractors
- Landscape contractors who are Oregon-licensed construction contractors
- Home inspectors (must still complete continuing education for the home inspector certification but no longer for the CCB license)
- Master builders (if licensed as such through the Oregon Building Codes Division)

Specialty licenses

Persons with these specialty (limited) licenses do not have to complete CCB continuing education:

- Home services contractors
- Residential locksmith services contractors
- Home inspector services contractors (still must complete home inspector continuing education)
- Home energy performance score contractors
- Restoration contractors
- Construction flaggers

Licensed for both commercial and residential work?

Follow the education requirements for *commercial* contractors.

Residential Contractors

Licensed by the CCB for six or more years? You must take:

- Three hours of the CCB's Laws, Regulations and Business practices courses. (Log into your account on the CCB website to take these courses online or attend a "live" class.) **PLUS**
- Five hours of other **approved** courses related to either business management or trade.

Licensed by the CCB less than six years?

Contractors licensed less than six years and with a responsible managing individual (RMI) who has less than six years' experience must take:

- Three hours of the CCB's Laws, Regulations and Business practices courses. **PLUS**
- 13 hours of other **approved** courses related to either business management or trade

Where do I find approved classes?

- Approved courses are listed in the **Course Catalog** on the CCB website at www.oregon.gov/ccb. Look under the box called **Education**.
- Additionally, the CCB approves most courses from community colleges, small business development centers and state agencies as long as they are at least an hour in length. These

generally *are not* listed in the Course Catalog. In all cases, keep course completion certificates or transcripts as proof of course completion.

How does the CCB track credits?

- Some course providers notify us when you complete a course. If not, send course completion certificates to cecerts@state.or.us. You cannot renew your license until the CCB has documents proving that you met education requirements.
- You must complete these requirements every license cycle (every two years).

Commercial Contractors

How many key employees do you have?

Your continuing education requirements are based on your endorsement and how many key employees your business had on the date your license was last issued or renewed.

Level 2 contractors: 32 hours.

Level 1 contractors:

- 5 or more key employees: 80 hours
- 4 key employees: 64 hours
- 3 key employees: 48 hours
- 2 key employees: 32 hours
- 1 key employee: 16 hours

Example: A contractor's license (commercial general contractor Level 1) renews on July 1, 2018. Two years earlier, on July 1, 2016, the contractor had three key employees. This contractor needs 48 hours of education to renew.

Who are key employees?

A key employee is an owner or employee who is one of these: Corporate officer, manager, superintendent, foreperson, lead person, or other person who supervises construction activities.

Who can take classes?

One key employee or multiple key employees can complete class requirements.

What counts?

The CCB is not required to approve providers or classes for commercial continuing education. You can take courses on construction methods or business practices from:

- Community colleges, colleges, universities
- Trade schools
- Trade or business associations
- Professional societies
- Private companies
- Public agencies
- In-house training

How does the CCB track credits?

- Keep course completion certificates in a file. The CCB license renewal form asks if you met education requirements, and provides a place to check "yes." The CCB audits for compliance. If audited, you must prove you took required hours. Proof is typically a course completion certificate.
- You must complete these requirements every license cycle (every two years).

Questions: ccbeducation@state.or.us