

the

# TOOL BOX

March 2022



Construction  
Contractors Board

PO Box 14140  
Salem, OR 97309-5052

Phone: 503-378-4621

Fax: 503-373-2007

[www.oregon.gov/ccb](http://www.oregon.gov/ccb)

Ver este boletín en Español

<https://www.oregon.gov/ccb/news/Pages/Contractor%20Newsletters.aspx>

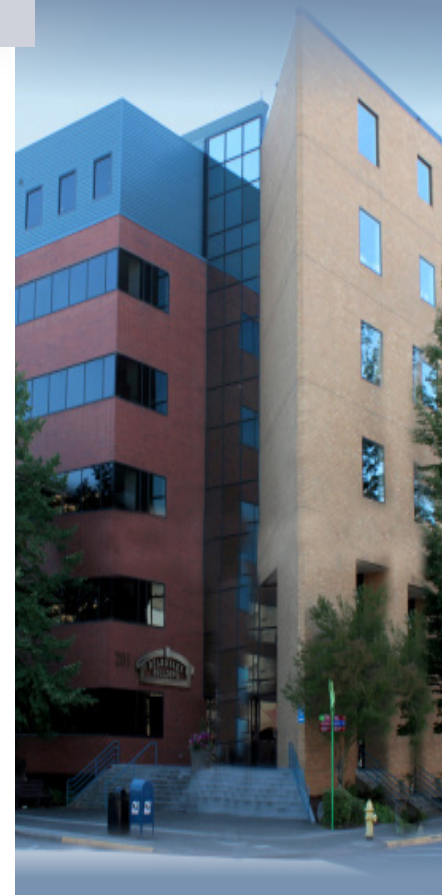
## Contractors, Protect Yourself from Check Overpayment Scams!

Check overpayment scams happen in many industries, including the construction industry. These scams begin when a scammer overpays for a service, then asks the victim to return the difference. The check for the original payment bounces after the victim has wired the “overpayment” to the scammer. The scammer walks away from the transaction with the money from the victim, and the victim is left without payment.

Here’s a scenario:

*A home inspector is asked to conduct a home inspection at a vacant residence. Upon completion, the “customer” wants to pay them more than the cost of the inspection with the request that they cash the check and send the remaining balance back to the “customer”. The entire transaction occurs over texts and emails. The home inspector and the customer never meet in person.*

*The payment method (often cashier’s check) is fraudulent, but the victim has sent the balance back before the bank denies the funds.*





Protect yourself from check overpayment scams.

- Always meet with the customer in person.
- Never accept a check for more than what was requested.
- Never agree to wire funds back to a customer.
- Be cautious when accepting out of state checks; request checks from local banks whenever possible.

Get a contract when working with a customer, even if the payment amount falls below the \$2,000 requirement threshold. Listen to your instincts. If something about a job doesn't seem right, don't accept it.

If you are contacted by a scammer or think you have fallen victim to a scam, contact the Oregon Office of the Attorney General at 1-877-877-9392, or online at [www.oregonconsumer.gov](http://www.oregonconsumer.gov)

## How Can I Get In Touch with CCB?

Right now, our lobby is closed due to the COVID-19 pandemic. However, there are still many ways to get a hold of the CCB! We strive to provide great customer service to all the contractors. We know that you have questions about renewals, your paperwork, continuing education, and more. Here's how you can get a hold of us:

- **Phone:** 503-378-4621 - Staffing levels and call volumes can affect phone wait times. Your patience is appreciated!
- **Drop box on the first floor lobby:** We provide a drop box for anyone who would like to submit paperwork to the CCB offices in-person. The box is checked twice daily.
- **Mail:** Send mail to PO Box 14140, Salem, OR 97309-5052
- **Fax:** 503-373-2007 - Do NOT send secure information (credit card information, driver license number, social security numbers) to this fax number
- **Secure fax:** 503-373-2155 – Contractors may send secure information (credit card information, driver license information, etc) to this fax number
- **Email:** Send your licensing questions to our email address at [info.ccb@ccb.oregon.gov](mailto:info.ccb@ccb.oregon.gov) and include your license number in the subject line.



## Need 3 hours of CCB LRB classes?

CCB's live 3-hour webinars have been scheduled through the end of spring. You can view the schedule below or on this website: <https://www.oregon.gov/ccb/Pages/ccbclasses.aspx>

All CCB 3-hour webinars are free. Sign up today!

Date	Sign Up	Speakers
Tues. March 22nd	<a href="#">Click here to register</a>	CCB & DEQ
Wed. March 30th	<a href="#">Click here to register</a>	CCB, OSHA & DFR
Wed. April 13th	<a href="#">Click here to register</a>	CCB, OSHA & Work Share
Tues. April 26th	<a href="#">Click here to register</a>	CCB & DEQ
Wed. May 11th	<a href="#">Click here to register</a>	CCB, OSHA & 811
Wed. May 25th	<a href="#">Click here to register</a>	CCB, OSHA & DFR
Tues. June 7th	<a href="#">Click here to register</a>	CCB & DEQ



## KEY CONTACTS

### Licensing questions:

503-378-4621

### Report unlicensed activity:

503-934-2229

### Dispute resolution

### (mediation) questions:

503-934-2247

### Education questions:

503-934-2227

## STAFF

### Administrator

Chris Huntington

### Licensing Manager

Dana Zeimantz

503-934-2199

[dana.zeimantz@ccb.oregon.gov](mailto:dana.zeimantz@ccb.oregon.gov)

### Enforcement Manager

Vena Swanson

503-934-2246

[vena.l.swanson@ccb.oregon.gov](mailto:vena.l.swanson@ccb.oregon.gov)

### Communications/Education Manager

Leslie Culpepper

503-934-2195

[leslie.culpepper@ccb.oregon.gov](mailto:leslie.culpepper@ccb.oregon.gov)

## BOARD MEMBERS

Dylan Bochsler, Stayton

Kurt Bolser, Grants Pass

Abel Carbajal, Independence

Patty Dorroh, Burns

Deb Flagan, Bend

Rosa Martinez, Eagle Creek

Andrea Noble, Central Point

Eric Olsen, Monmouth

Susan Steward, Portland

## About the Speakers

- **OSHA** varies its presentation based on current events and hot topics in the industry. Recent topics have included information about COVID-19 safety in the workplace, worker safety during wildfire season and heat illness prevention.
- **DEQ** presents information about compliance with asbestos regulations.
- **Work Share** program can help contractors retain talent and avoid layoffs during a temporary decline in business. Work Share's presentation gives contractors information they need to decide if this program could help them.
- **811** shares information about the Call Before You Dig program.
- **Division of Financial Regulation (DFR)** teaches contractors how to get the most out of their insurance and how to protect their client's secure information.

## No Time for a Webinar? You Have Options

If you're unable to take a live webinar, you can still fulfill your 3-hour LRB requirement by taking on-demand classes through your online services account: <https://portal.ccb.state.or.us/>

Unable to take classes through an online services account? CCB education section has solutions and can help. Call today at 503-934-2227 or email at [ccbeducation@ccb.oregon.gov](mailto:ccbeducation@ccb.oregon.gov)

## Be first to know when we add webinars to the schedule. Sign up to receive email alerts!

We add new 3-hour webinars to our schedule on a regular basis, but unless you check back with our website frequently, you might miss an opportunity to take a class for your upcoming renewal. Now you can sign up for alerts when we post new classes! [Click here](#) to sign up or visit [https://public.govdelivery.com/accounts/ORCCB/subscriber/new?topic\\_id=ORCCB\\_21](https://public.govdelivery.com/accounts/ORCCB/subscriber/new?topic_id=ORCCB_21)

## Why sign up for an online services account?

An online services account allows you to access CCB services, manage your license information and enjoy faster renewal processing times. With an online services account, you can:

- Renew your license and pay license renewal fee
- Update your address and other contact information
- Complete the 3 hours of CCB Laws, Regulations & Business Practices continuing education
- View your continuing education history
- Access e-watch to track the license status of your sub-contractors
- Update your workers compensation status (exempt versus non-exempt)

## Contractor guide: How to sign up for an online services account and renew your license

### Register for an online services account.

1. Visit the online services portal <https://portal.ccb.state.or.us> and click "I am a new user".
2. Complete the required information and click "Register".
3. Watch for an email from the CCB and validate your account. If you don't receive an email, check your junk or spam folder – the email should come from [noreply@ccb.oregon.gov](mailto:noreply@ccb.oregon.gov). Once you have validated your email address, you can go to the online services portal and log in.



### ***Complete your continuing education requirements.***

**Residential contractors:** are required to complete 3 hours of CCB laws, regulations and business practices classes in order to renew their license. You must also complete 5 hours of other approved courses if you have been licensed by the CCB six or more years, -or- 13 hours of other approved courses if you have been licensed by the CCB less than six years.

1. Log in to your online services account and click on the "Continuing Education" tab and register for 3 CCB courses. Complete them at your convenience. Your account will be credited automatically when each class is completed. You will only receive credit for 3 hours of classes every two year licensing cycle, even if you take more than 3 CCB classes.
2. To access classes for your additional 5 or 13 hours of continuing education, [click on the Course Catalog](#) and choose from the many courses listed in the Safety, Trade or Business boxes. Some courses are free and some have a fee. When you complete these additional courses, please send your certificates of completion to [cecerts@ccb.oregon.gov](mailto:cecerts@ccb.oregon.gov)

**Commercial contractors:** Education requirements for commercial contractors are based on their Level 1 or Level 2 status. Learn more about how many hours of continuing education you have to complete on our [Commercial Contractor Education page](#). You will certify that you have completed your continuing education requirements on your renewal application. You may be audited after you renew. At that time, you will be asked to show proof of continuing education. Keep your records in case of an audit.

**Dual-licensed (residential and commercial) contractors:** You are required to satisfy the continuing education requirements for your commercial license only. See the commercial requirements above.

### ***Renew your CCB license.***

Once you have completed the continuing education requirements and confirmed that your Secretary of State Registration is active at <http://egov.sos.state.or.us>, renew your license from your online services account.

1. Click on the "Am I Ready to Renew" tab.
2. Review each section of the renewal by clicking the blue pencil. Save your answers.
3. Once you see green check marks by each section of the renewal, you're ready to pay/check out.
4. Pay with your credit/debit card.

Renewals take time to process, so don't delay! Get started with your renewal when you receive your email reminder.

# We're expanding our materials and resources available in Spanish

**Brochures.** We've translated some of our most important brochures and informational booklets into Spanish.

- For consumers:
  - [Selecting and Working with a Contractor](#)
  - [Disaster Scams Prevention Booklet](#)
- For contractors:
  - [Guide to Becoming a Licensed Contractor](#)
  - [Trifold Business Card Holder](#)

**Website updates.** We've created a Spanish Information Hub that consolidates all CCB information translated into Spanish in one location. The hub includes translations of our key brochures, information about how to become a contractor, and consolidates the Spanish language education resources approved by the agency for continuing education. If you have not already, take a moment to view the site (you can also get there from the blue button prominently viewable on the agency's [main web page](#))

## State of Oregon: Oregon Construction Contractors Board - Recursos y Informacion en Español

**Website translator.** A translator tool was added to the website to translate pages on CCB's website into a multitude of languages, including Spanish, Russian, Vietnamese and others. Give it a try!

<a href="#">Persian</a>	<a href="#">Sindhi</a>	<a href="#">Tatar</a>	<a href="#">Xhosa</a>
<a href="#">Polish</a>	<a href="#">Sinhala</a>	<a href="#">Telugu</a>	<a href="#">Yiddish</a>
<a href="#">Portuguese</a>	<a href="#">Slovak</a>	<a href="#">Thai</a>	<a href="#">Yoruba</a>
<a href="#">Punjabi</a>	<a href="#">Slovenian</a>	<a href="#">Turkish</a>	<a href="#">Zulu</a>
<a href="#">Romanian</a>	<a href="#">Somali</a>	<a href="#">Turkmen</a>	

**Toolbox Newsletter.** The Toolbox newsletter has been translated into Spanish! We will release a translated version of the newsletter with every new issue. Watch for the translations on our website:

<https://www.oregon.gov/ccb/news/Pages/Contractor%20Newsletters.aspx>



## Oregon OSHA Changes to Mask Requirements

On February 28, 2022, Oregon Health Authority (OHA) posted an announcement that the masking requirements in its rule for Masking in Indoor Spaces (OAR 333-019-1025) and the masking requirements in its rule for Masking in Schools (OAR 333-019-1015) will be no longer be in effect beginning March 12, 2022. Accordingly, Oregon OSHA will cease enforcement of both the indoor masking rules and the masking rule for schools on March 12, 2022. The facial coverings portion of Oregon OSHA's rule for general workplaces will be repealed soon in conjunction with other changes currently being discussed with stakeholders.

### **Facial Coverings in Exceptional Risk Settings (primarily healthcare) are still required.**

A final decision has not been made regarding changes to the requirements for Exceptional Risk work settings. Oregon OSHA will continue to engage with stakeholders as it considers what should be done to best protect employees in these higher risk environments. At this time, and in alignment with OHA's continued masking requirements for health care, Oregon OSHA will continue to enforce facial coverings requirements in health care settings.

This same information is available in [English](#) and in [Spanish](#) on OSHA's website.

