

Construction Contractors Board NEWSLETTER

the

TOOL BOX

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Construction
Contractors Board

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www.oregon.gov/ccb



Sign Up for the Free 3-Hour CCB Live Webinars!

CCB's live 3-hour webinars are a hit! We've posted our schedule through the end of March. You can find these classes on our website:

www.oregon.gov/ccb/Pages/ccbclasses.aspx

All classes are free. Sign up today!

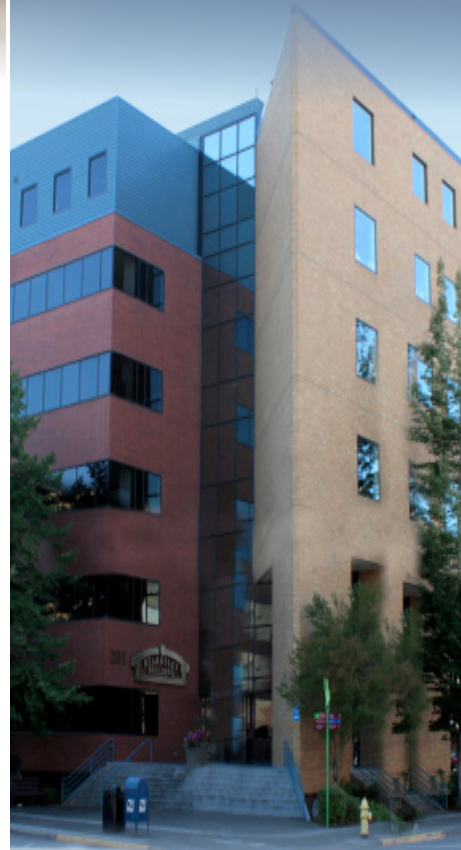
Classes fill up quickly. If the class you want is full, try another day. We will continue to add classes throughout the year.

If you're a residential contractor, you're required to take 3 hours of CCB laws, regulations and business practices (LRB) classes every two years in order to renew your license. These new webinars fulfill that requirement.

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.state.or.us.



Did You Move? Remember to Change Your Address Within 10 Days

Contractors are required by law to change their address with the Construction Contractors Board within 10 days of moving!

Why is it important to change your address with the CCB?

Notices of suspension, renewal reminders, live class notices and requests for more information come through the mail. The only way to know there is a problem to be resolved is to read your mail.

How can you change your address?

Update your address through the website. Create an online services account here: <https://portal.ccb.state.or.us/>
Or submit a change of address form: https://www.oregon.gov/ccb/Documents/pdf/change_address-abn-entity.pdf



Watch for CCB's New Insurance Expiration Reminders in the Mail

Is your insurance policy expiring soon? CCB now sends reminder postcards to contractors with expiring insurance.

You should be getting your reminder postcard in the mail approximately 30 days before the policy expires. Watch for it!

You renewed your insurance policy a while ago but still got a postcard? It could be that CCB hasn't received your new policy yet. Contractors are responsible for ensuring that their insurance policy is received by the CCB. Verify that the policy has been received. Check your license record online through the contractor search feature at <http://search.ccb.state.or.us/search/> to verify your insurance has been updated, or call the agency at 503-378-4621.

If your new policy is not on file when the old policy expires, your license will be suspended. Suspensions are visible to the public and stay on record for 10 years. Don't let that happen to you!

Sign Up For Email Updates from CCB

Sign up for email updates from the CCB! Registration is easy. Look for the green button on the CCB's website or, click on this link: <https://public.govdelivery.com/accounts/ORCCB/subscriber/new>



What should you sign up for?

You get to pick! Some popular email lists include:

- Fines and penalties update. See who the CCB fined recently.
- Rule/law changes. Stay up to date on rules and laws that affect contractors.
- Homeowner tips, news and events. This new homeowner newsletter teaches homeowners about the value of hiring a licensed contractor. Share it with your clients!



No One Is “Grandfathered in” Under Old Continuing Education Rules

In the education section at the CCB, we sometimes hear our contractors say this: “I’ve had my license for 25 years. I don’t have to do CE – I’m grandfathered in.”

This is a common myth. Many years ago, contractors were not required to take a test to get their license. When new laws began requiring new contractors to pass a pre-license test, licensed contractors were “grandfathered in” and did not have to take the test. Some contractors came to believe this “grandfathering” extended to continuing education. It does not.

All contractors, unless exempt, must take continuing education to renew their license every two years.

Who is exempt from continuing education?

Some residential and commercial contractors with *other Oregon licenses* are exempt from CCB continuing education. Here’s a list:

- Architects (owner, officer or employee is an Oregon-licensed architect)
- Developers
- Engineers (owner, officer or employee is an Oregon-licensed engineer)
- Electricians (owner, officer or employee is an Oregon-licensed electrician)
- Plumbers (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 construction contractors
- Home inspectors (must still complete continuing education for the home inspector certification but no longer for the CCB license)
- Master builders (if actively licensed as such through the Oregon Building Codes Division)

Unless you’re licensed in one of the categories listed above, you’re required to take continuing education every two years before you renew your license. Not sure how much continuing education you’re required to have in order to renew?

Take a look at our website.

Residential contractors:

<https://www.oregon.gov/ccb/education/Pages/res-requirements.aspx>

Commercial contractors:

<https://www.oregon.gov/ccb/education/Pages/com-requirements.aspx>

You can also find out by calling the education section at 503-934-2227, or by emailing us at ccbeducation@ccb.state.or.us.

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

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DEQ Licenses and Certifications Required for Asbestos Abatement Work

There is no known safe level of exposure to asbestos, so it's important that businesses and workers have the right licenses and certifications to do asbestos abatement work safely and correctly. Specifically, if your business is interested in getting involved in cleaning up wildfire debris, as part of the state effort or for individual homeowners, you need to get the DEQ licenses and certifications. Get all the details at:

www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-for-Businesses.aspx

Refer to Oregon Administrative Rules 340-248-0120 and 340-248-0130 to see licensing and certification requirements in their entirety.

How to become a DEQ-licensed asbestos abatement contractor

- Get licensed with the Oregon Construction Contractors Board.
- Register with the Oregon Business Registry.
- Fill out the DEQ application form and pay the applicable fee.
- Complete the application:

How to become a DEQ-certified asbestos abatement worker or supervisor

- Choose an accredited training provider. Classes may be limited in size due to COVID-19 restrictions.
- Fill out the DEQ application form.
- Submit the completed application to the selected training provider.
- Request to take the Oregon refresher class instead of the initial class if you have current worker or supervisor certification from another state. Provide a copy of your certification or state-issued card.
- If you are applying for asbestos supervisor certification, at a minimum you must provide documentation of:
 - One year performing full-scale friable asbestos abatement
 - Time on a powered air-purifying respirator
 - At least 10 separate friable asbestos abatement projects

If you have any questions or for more information, please contact deqnwrasbestos@deq.state.or.us.

Want free educational materials for homeowners? We'll send you some!

CCB publishes educational materials to inform homeowners about the value of hiring licensed contractors.

1. **Business card holder tri-fold.** This popular tri-fold can be used to hold your business card! The tri-fold also provides step-by-step instructions to teach homeowners how to check a license on our website, and talks about the value of hiring a licensed contractor. The tri-fold is available in English and Spanish!
2. **Guide to hiring contractors.** This guide provides in-depth information about how to take a home improvement project from start to finish.

Both publications make excellent reference materials for homeowners, and make excellent talking points when meeting with new clients. Many contractors include the tri-fold with the paperwork when they submit bids to homeowners!

We'll send you these materials for free. To request some for yourself, email us at ccbeducation@ccb.state.or.us or give us a call at 503-934-2227.



Message from DEQ: Managing Dust During Construction

Dust management is an important part of construction to protect the health of workers and the surrounding community. All contractors are responsible for managing dust at the site. If you've been hired to clean up wildfire ash and debris, know that it can contain hazardous metals and asbestos. Make sure you're managing and watching for dust. Improper handling of these materials could impact air quality. The Oregon Department of Environmental Quality will be investigating any complaints filed regarding wildfire cleanup dust effects on air quality. These complaints could result in enforcement actions and fines.

How you can effectively manage dust:

- Cover piles of soil, ash and debris with tarps
- Wet down the soil, ash and other debris
- Limit speed of vehicles in the work area
- Limit work during high-wind conditions
- Use safe practices for handling and excavating ash and debris on the work site
- Cover debris in trucks before it driven away
- Clean vehicle tires before they leave the site

Questions? Call DEQ's general number: 503-229-5696

Oregon OSHA free online course addressing COVID-19 safety training

Employers now have a free and flexible resource to help them comply with rules aimed at curbing the spread of coronavirus in the workplace, thanks to an interactive online training course developed by Oregon OSHA. This course includes an opportunity to obtain a certificate of completion that can be used to satisfy one hour of CCB continuing education.

The multimedia course, "COVID-19 Training Requirements," is designed to help employers meet certain employee training requirements found in Oregon OSHA's temporary rule, which addresses the risks of COVID-19 in the workplace.

The multimedia course is available in English and Spanish. It is divided into four interactive modules and takes about an hour to complete.

Contractors that take the class will get an overview of the dangers of COVID-19 and COVID-related training requirements. This course illustrates the signs, symptoms, and spread of the virus and shows how to reduce its hazards through physical distancing, face coverings, sanitation, and proper ventilation. The OSHA course concludes by covering several more topics.

Oregon OSHA encourages a careful reading of the temporary rule. Meanwhile, the division continues to roll out new resources to help employers and workers understand the requirements and achieve compliance. Those and other resources are available on the division's COVID-19 resources web page in the green box under "COVID-19-Related Rule Updates."





Spotted a Paving Scam? Contact CCB to Report Unlicensed Contractor Activity

Around this time of year, groups that travel from state to state claiming to offer paving services take advantage of unsuspecting homeowners. These scam artists go door-to-door claiming they have leftover supplies from work performed in the neighborhood.

After making a lowball offer to pave the driveway, they typically start immediately, giving the homeowner no time to reconsider. The scammer takes money up front, then performs shoddy work with low-grade materials. Often, they return to demand more money through intimidation.

These scams are an annual event. They happen all over the country. Anyone spotting suspicious paving crews (not a lot of equipment, out-of-state plates, no CCB# on signage) should report the details right away.

They are usually staying in low-cost motels, where they park in back. Some stay at RV parks while the crew is at the motel. Often, the scam artists use magnetic signs to mark their trucks, which they then remove or replace between states.

You can be a part of the effort to stop these unlicensed individuals.

To report unlicensed contractor activity, visit our website: http://search.ccb.state.or.us/online_complaint_enf/.

Have questions? Call 503-378-4621.