

TOOL BOX

October 2024



Construction
Contractors Board

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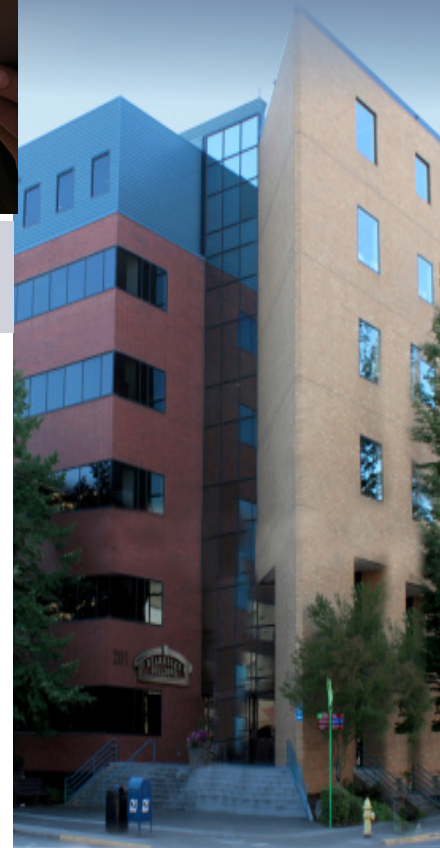
www.oregon.gov/ccb

It's Your First Jobsite Check? It's an Opportunity!

Every day, CCB field investigators are out there looking for unlicensed contractor activity. Frequently, they come upon our licensees in the field. We call this a jobsite check. Some contractors feel nervous or caught off guard when they meet our investigators.

Don't panic! Jobsite checks are an opportunity to get your CCB questions answered. Many field investigators bring educational materials with them, and often have carpenter pencils to distribute to contractors.

The purpose of a jobsite check is not to play "gotcha" with our licensees – it's to find unlicensed contractors and create a fair business climate. During jobsite checks, field investigators ask a few questions and take time to answer your questions. Over time, you may get to know the field investigator in your area through these occasional jobsite checks.



Some tips for a smooth jobsite check:

1. **Prep employees for possible jobsite checks.** Give your employees your business card to give to the field investigator if a jobsite check happens while you're not there.
2. **Make the most of it.** Have a question about your license or about staying in compliance? Take the opportunity to talk to your field investigator.
3. **Sign up for e-watch.** E-watch is available to contractors through their online portal accounts. E-watch allows contractors to monitor subcontractor licenses – and their own licenses as well. Use E-watch to track contractor licenses and ensure that everyone on your jobsite has an active license. This helps ensure compliance when the jobsite check occurs.
4. **Speed it along.** In a hurry? Jobsite checks can take as little as 5 minutes. Cooperate to help speed the jobsite check along.

What will the field investigator ask?

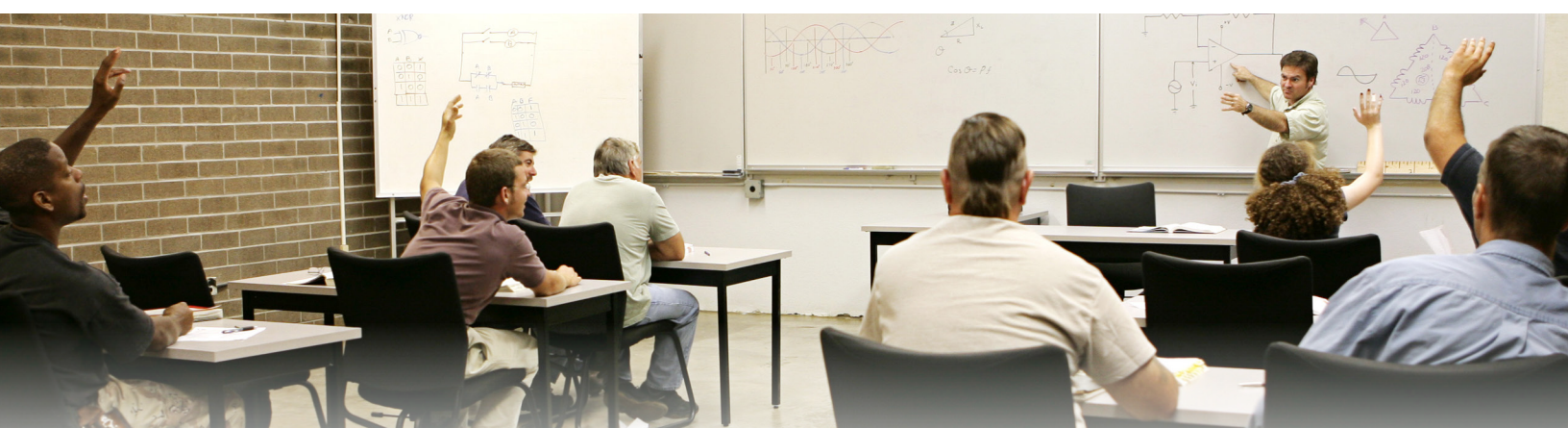
Examples of the types of questions the field investigator may ask include:

- Who is onsite - generals or subcontractors?
- CCB numbers?
- Employees?
- What is the project?
- Is there a contract?
- Was this house constructed prior to 1978?

What if you're out of compliance?

Sometimes during jobsite checks, contractors are found to be out of compliance with Oregon laws and rules. If this happens to you, take this opportunity to improve your business practices and realign your operations.

Many contractors that have been found to be out of compliance have emerged from these situations as better contractors with more tools to protect their business and their customers. Cooperating with field investigators during this time can make the experience less stressful and more instructive.



Catch Us for Live Webinars and In-Person Classes

Residential contractors are required to take 3 hours of CCB education every two years to renew their license. There are many ways to fulfill this requirement, including through live webinars and in-person classes. You can see our fall classes listed on our [website](#), or register for them below.

Class Date	Registration Link	Speakers	Location
Tuesday Nov 19 9AM-12PM	Click here to register	CCB,DEQ	Online
Wed Nov 20 9AM-12PM	Click here to register	LRAPA,811	Springfield/Eugene
Wed Dec 11 9AM-12PM	Click here to register	CCB, OSHA, OCHS	Online



Renewing Online? You Haven't Submitted Your Renewal Until You've PAID

It's a common misconception among residential contractors that their license will be automatically renewed once they've submitted their continuing education hours. This is not the case.

Contractors must fill out a renewal form and pay the \$400 renewal fee. All of this can be done online through your [portal account](#). If you haven't submitted your \$400 payment, you have not finished the renewal process.

Need more information about renewing? We've got a [tutorial online!](#) Want to view the tutorial in Spanish? Keep scrolling! We've translated this tutorial into Spanish. The translation is directly underneath the English text.

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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Submit Your Renewal EARLY!

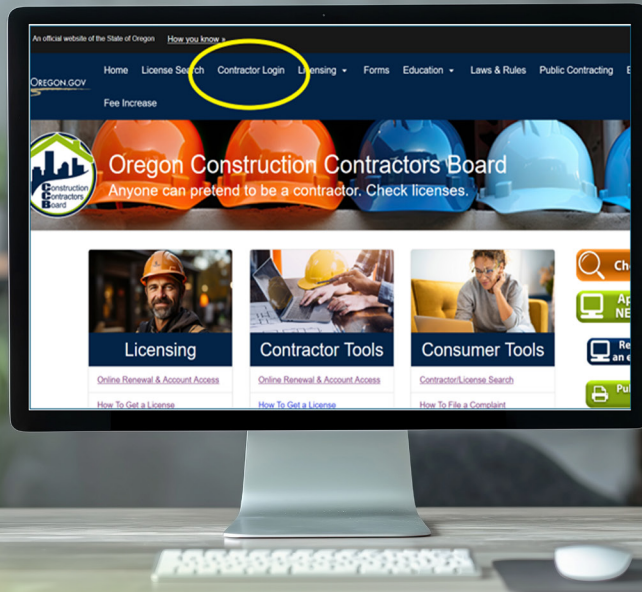
Contractors can renew their license up to 45 days before their license expiration. CCB will send reminders over email that your license is going to expire. When you receive this first reminder, this is when you can renew.

Once you submit your renewal form to the CCB, your renewal application must be processed by CCB staff. Renewal does not happen automatically. CCB staff must check information like your Secretary of State registration and your liability insurance before your license can be renewed. If your renewal is still being processed when your license expiration date passes, your license will show an expired status on our website.

To avoid expiration, submit your CCB renewal at least two weeks before your expiration date. After submitting your renewal, watch for communications from the CCB.

Want to avoid problems with your renewal?

- Renew your Secretary of State registration before renewing your CCB license. You can [check your business registration](#) to ensure that it's been renewed through the Secretary of State's website.
- Check our website to ensure we have the most recent copy of your liability insurance. You can check your insurance expiration date by looking up your license on our [license lookup feature](#). Click on the "learn more about this business" link to find your insurance information, including your insurance expiration date.
- Complete your continuing education. If you're a residential contractor, send your education along to the education section at cecerts@ccb.oregon.gov



Have a Brand New CCB License? Make Your Portal Account Now!

CCB's portal account helps contractors do business with the CCB. Once you get a CCB number, making your portal account is one of the first things you can do to manage your CCB license.

How can I create a portal account?

Visit the CCB's website at <https://portal.ccb.state.or.us/>

You can also find the link to the portal account on the front page of our website:

Is the account I created to apply for the CCB license the same as the portal account?

No. The online application system to apply for your CCB license is not the same system CCB contractors use to do business with the CCB. If you applied for your CCB license through our online account, you will still have to make a new portal account now that your license is active.

Use Your Portal Account to Do Business with CCB

Your [online portal account](#) makes doing business with the CCB easy and fast. Examples of what you can do with your online portal account:

- **Sign up for e-watch.** E-watch allows contractors to follow their own license or other licenses to receive notifications when those licenses go inactive. If you or a subcontractor you're working with forgets to renew, E-watch can alert you!
- **Update your worker's comp status.** If your workers comp status is marked as "exempt", this means you don't have employees and don't need worker's comp. If you're hiring employees, switch to "non-exempt" status in your portal account, and provide workers comp insurance.

Put Your CCB License On Your Advertisements

Contractors are required to put their CCB license number on their advertisements! What counts as an advertisement?

- o Business cards
- o Written bids
- o Building-related contracts
- o Advertising, including websites, telephone book, newspaper, radio and television ads.
- o Business letterhead
- o Business signs at construction sites
- o Written inspection reports
- o Business vehicles with signage

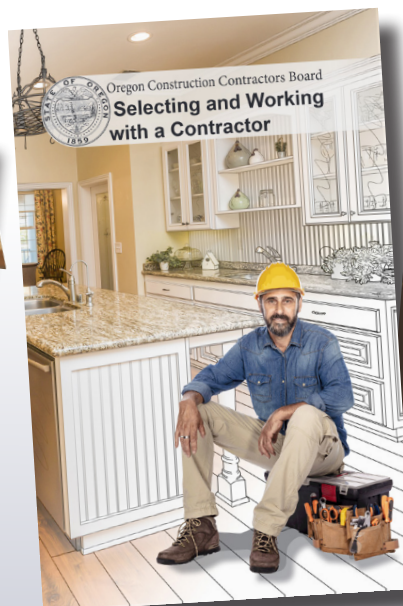
Make your CCB number big and easy to see! Remember that your CCB number is what distinguishes you from unlicensed contractors. For homeowners who understand what the CCB license means, this gives you an advantage. For homeowners who aren't aware of why the CCB license matters, this puts your license front and center for them to consider.

Teach Homeowners About Hiring Licensed Contractors!

The more homeowners know about the benefits of hiring licensed contractors, the better. This is why the CCB offers publications to contractors who want to educate their customers and spread the word.

- **Trifold business card holder** – CCB's trifold business card holder is professional but also comical, featuring pictures of farm animals dressed as contractors. The line "anyone can pretend to be a contractor" is a clever reminder to homeowners that it's the LICENSE that makes the contractor. Inside, you'll see the steps to checking the license and a place to insert your business card. Contractors give the trifold business card holder to homeowners when giving bids!
- **Guide to selecting a contractor** – CCB's guide to selecting a contractor is designed to help homeowners navigate the complexities of a major home improvement, including how and why to select a licensed contractor.

Want to get these publications for yourself? We'll send them to you for free! They're available in English and in Spanish. Order yours from [our website](#).



HOMEOWNER ASSISTANCE & RECONSTRUCTION PROGRAM



CONTRACTOR MEET & GREET

A message from OHCS - Be Part of Oregon's Recovery: Contractor Meet & Greet for the HARP Program

Opportunity for Contractors: ReOregon's Homeowner Assistance & Reconstruction Program (HARP) is seeking licensed, bonded, insured, and highly capable residential contractors to work with program participants. Eligible contractors may have the chance to make a meaningful impact on their neighbors' lives.

What We're Looking For: Program participants may be seeking general contractors who are able to:

- Install manufactured housing,
- Construct stick-built homes, and
- Rehabilitate damaged or replacement homes.

Event information and intent: HARP is hosting a virtual meet and greet to visit with local contractors. This event will allow local contractors to learn about the program, understand its significance for fire survivors, and explore potential benefits for their businesses.

- **Date:** November 20, 2024
- **Time:** 10:00 a.m.
- **Where:** Virtual Zoom Call
- **Register to Attend:** https://us02web.zoom.us/webinar/register/WN_A7fEewXtSVSxDgmQBG_Vbw

Program Background: In November 2021, the U.S. Department of Housing and Urban Development announced it awarded Oregon \$422 million in Community Development Block Grant Disaster Recovery (CDBG-DR) to support recovery efforts following the wildfires and/or straight-line winds in 2020. Oregon Housing and Community Services (OHCS) administers these funds through ReOregon programs, aiming to help individuals, households, and communities rebuild, replace, and rehabilitate damaged or destroyed housing. Construction activity is expected to focus on areas most affected by the fires, primarily in Douglas, Jackson, Lane, Lincoln, and Marion counties. Residents will apply to the program, with many requiring reputable contractors to complete necessary work.

Stay Tuned: Residentially licensed contractors interested in following developments related to ReOregon HARP are encouraged to subscribe to email updates at <https://app.smartsheet.com/b/form/385a7e6f68e34835bddbfe5c1ed46c24>. This event offers a great opportunity to contribute to Oregon's recovery efforts, helping to rebuild stronger, more resilient neighborhoods. **Let's make a difference, together.**



DATE: NOV. 20, 2024

TIME: 10 A.M.

WHERE: VIRTUAL ZOOM CALL

re.oregon.gov

