

Construction Contractors Board

201 High St SE, Suite 600
PO Box 14140
Salem OR 97309-5052
Phone: (503) 934-2185 Fax: (503) 373-2007
E-mail: Catherine.a.dixon@state.or.us Web: www.oregon.gov/ccb

State of Oregon
Honorable Kate Brown, Governor



Jim Denno, Administrator

DRAFT
11/24/15

**NOTICE OF PUBLIC MEETING
CCB Board Meeting**

Tuesday, December 1, 2015
9:30 am – 12:30 pm
Beardsley Building
201 High St SE, 2nd Floor, Lunch Room
Salem, Oregon

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Meeting Called to Order	
Approval of the Agenda ACTION ITEM	(pg 1)
Approval of the Minutes (11/03/15) ACTION ITEM	(pg 2-5)
Board Calendar: Draft of 2016 Meeting Calendar	(pg 6-8)
Public Comment	
New Business	
1. Stakeholder Comments and Input.....	(pg 9-11)
Old Business	
1. Continuing Education Program Reforms.....	(pg 12-31)
Agency Reports	(pg 32-47)
Adjournment	

The Board may meet in executive session under authority of ORS 192.660 from time to time. The specific statutory basis for the executive session will be announced on the record prior to the commencement of the executive session. Executive sessions are closed to the public.

The Board may recess the public meeting, in order to deliberate privately, under authority of ORS 192.690(1). The public meeting will then reconvene for the purpose of decision-making.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Catherine Dixon (503) 934-2185.

MINUTES OF THE NOVEMBER 3, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING

The Construction Contractors Board (CCB) met on Tuesday, November 3, 2015, in the CCB Board Room, 201 High St. SE, Salem, Oregon.

Attendees:

Board Members Present: Board Chair Kimberly Wood, Vice Chair Jim Patrick, Kurt Bolser, Jerry Jones Jr., Jim Kitchin, Sandi Warren, and Susan Steward.

Board Members Appearing by Phone: Mariana Lindsay.

Staff: Administrator James Denno, Administrative Services Manager Kimberlee Ayers, Communication and Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Human Resources Manager Julie Love, Licensing Manager Laurie Hall, Administrative Assistant Brandy Richter, Procurement Specialist Cathy Dixon, Program Analyst Jennifer Magee, Enforcement Administrative Supervisor Doreen Aldrich, Licensing Lead Worker Angie Warkentin, Assistant Attorney General Catriona McCracken.

Guests: Kirsten Adams and Maria Van Fleet

MEETING CALLED TO ORDER:

Chair Wood called the meeting to order at 9:31 a.m.

APPROVAL OF AGENDA AND ORDER OF BUSINESS:

Chair Wood asked to add new manual for responsible managing individual (RMI) under new business.

MOTION: Sandi Warren moved to approve the amended November 3, 2015 agenda.

Motion carried unanimously.

APPROVAL OF MINUTES:

Sandi Warren asked that the minutes be amended to include her under excused board members.

MOTION: Jim Patrick moved to approve the amended September 22, 2015 meeting minutes.

Jerry Jones Abstained.

Motion carried unanimously.

INTRODUCTION AND WELCOME:

Chair Wood introduced new board member Jim Kitchin, and Assistant Attorney General Catriona McCracken.

Jim Kitchin gave a brief history on his involvement in the construction industry.

Catriona McCracken also briefly shared her background in the legal field.

DATE OF NEXT REGULARLY SCHEDULED MEETING:

The next board meeting is scheduled for December 1, 2015.

PUBLIC COMMENT:

Maria Van Fleet with Soluciones Latinas discussed the accepted forms of identification for the pre-licensure exam. Ms. VanFleet asked the board to consider adding the Mexican Consular Registration Card to the list of identification types accepted by the test vendor.

OLD BUSINESS:

Key Performance Measure (KPM) 10-Best Practices for Boards and Commissions:

Procurement Specialist Cathy Dixon discussed KPM 10, best practices for boards and commissions chart, pages 6-8 of the board packet.

The board briefly discussed whether new board members who were not in office during the timeframe noted on KPM 10 report should vote. The board determined that enough information was provided in the packet for new members to participate in the vote.

Board member Patrick asked if the audit mentioned in number 9 of KPM 10 was internal or external. Administrative Services Manager Ayers noted that it was an external audit performed by the Department of Administrative Services.

Board asked to have documentation brought to the December meeting showing audit results.
(Staff Action Item)

The board discussed whether KPM 10, item number 2, was completed within the timeframe of fiscal year 2015. It was noted that the administrator was hired in July 2014 and thus his performance evaluation was not due until after fiscal 2015. It was decided to proceed with the vote and consider KPM 10, item number 2 separately.

MOTION: Jim Patrick moved to vote “yes” on all the KPM 10 items with the exception of number 2, which was considered separately.

Motion carried unanimously.

MOTION: Jim Patrick moved to vote “yes” on KPM 10 number 2, noting that the administrator’s job review is currently under way.

Motion carried unanimously.

NEW BUSINESS

1. Year in Review for New Board Members.

Chair Wood discussed the recent history of the agency and expressed gratitude for the improvement at the board and agency level. Among the things mentioned, Chair Wood attributed that improvement to the hiring of a new administrator and strategic planning session. The improvements have increased morale within the agency, and improved relationships and agency credibility with stakeholders, and the legislature. She stressed the importance of the board oversight through strategic planning, stakeholder meetings, and hearing from agency managers as well as the administrator.

2. Board Member Participation and Meetings Moving Forward.

a. Elections:

Chair Wood discussed moving elections to a different month to allow more time for a new chair to ease in to the position before legislative sessions begin.

Board members discussed the various dates for elections and determined the following:

- Elections will be held in April of each year and terms of office will take effect July 1.
- A strategic planning session will be held in May. Consensus was that strategic planning be held every other year in even years.
- Stakeholder meetings will be held in December of each year.

b. **Future Meeting Dates:**

Board members decided to continue to meet monthly. Every other month will be a teleconference meeting where agency reports will be given and votes will not be taken unless necessary.

The 2016 calendar will be updated for the next board packet.
(Staff Action Item)

Stakeholder Meeting: Board members discussed the December stakeholder meeting and would like the minutes from the 2014 stakeholder meeting included in the board packet for December's meeting.

(Staff Action Item)

3. Contractor Reference Manual

Education Manager Cheryl Martinis reported that she is working with the National Association of State Contracting Agencies (NASCLA) on a producing a new version of the Oregon Contractor Reference Manual. This manual will be a vastly improved resource and much more user-friendly. She and Kathi Dahlin are working to update the chapters for the Oregon-specific portions of the manual and asked for board member volunteers to review the draft manual.

AGENCY REPORT:

Mr. Denno reported that staff are working to restructure the continuing education program and will have a report in December.

1. **Licensing Update:**

Licensing Manager Laurie Hall reported that the number of licensees continues to slowly increase. In addition, she discussed the historic licensing numbers. Licensing peaked in January 2008 with 46,426 licensees. The number licensees bottomed out at 34,428 in December 2013.

2. **Communication/Education:**

Education Manager Cheryl Martinis reported that education staff are working with the Independent Contractor Network (ICN) group on a new one-hour continuing education video that will cover the topic of paying under the table. She asked board members who are interested in being part of the video to let her know.

Ms. Martinis handed out copies of the consumer card that staff developed for use by contractors.

Ms. Martinis introduced Program Analyst Jennifer Magee who staffs the home shows. Ms. Magee attends approximately 15 home shows a year. Board members asked for a list of upcoming home shows and contractor classes.

(Staff Action Item)

Ms. Martinis reported that she is working on some short-term education rule changes.

3. **Enforcement:**

Enforcement Manager Stan Jessup mentioned the recent criminal conviction of Patrick Cartwright, pointing out that the special investigation unit has been working on this case since 2010.

Mr. Jessup stated that he attended the Western States Enforcement group meeting of NASCLA, where others states reported similar issues to those in Oregon.

Board member Bolser reported on the recent Jackson County Home Builders Association meeting. Concern was expressed regarding the costs of becoming a contractor. Chair Wood reported that she will be attending a conference on bonding and will bring the issue up there.

Board member Jones stated that Oregon CCB has no licensing reciprocity with other western states and commended the adoption of the NASCLA exam as a positive step in that direction.

Adjourned:

The meeting adjourned at 11:24 p.m.

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201 High Street; Suite 600
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503-378-4621
503-373-2007 FAX



Interoffice Memo

To: CCB Board of Directors
From: Kimberlee Ayers; Administrative Services Manager
Date: December 1, 2015
Subject: 2016 Board Meeting Schedule and Dates

We would like to be able to use the Hearings Room on the first floor of our building for public Board Meetings. It is a larger space, already set up for meetings and to accommodate attendance by the public, and has audio-visual tools conveniently accessible.

The Hearings Room is a shared space with PUC and DHS. Because of their meetings schedules, the room is rarely available on Tuesdays, however it is nearly always available for use on Wednesdays. We would like to propose that the Board consider moving the regular meeting day to Wednesdays for 2016.

Please see attachment "A" for the Wednesday Board Meeting Schedule and attachment "B" for the Tuesday Board Meeting Schedule.

CCB Board Meeting Calendar 2016 - Wednesdays

MONTH	MEETING TYPE	NOTED ITEMS AT MEETINGS
January 27	Teleconference Board Meeting	
February 24	Board Meeting	Ethics training
March 23	Teleconference Board Meeting	
April 27	Board Meeting	Election of officers
May 25	Board Meeting	Strategic planning session
June 29	Teleconference Board Meeting	New officers terms begin
July 27	Board Meeting	
August 24	Teleconference Board Meeting	KPM 10 – Best practices survey finalized
September 28	Board Meeting	
October 26	Teleconference Board Meeting	
December 7	Board Meeting	Stakeholder meeting

Board Meetings begin at 9:30 am

CCB Board Meeting Calendar 2016 - Tuesdays

MONTH	MEETING TYPE	NOTED ITEMS AT MEETINGS
January 26	Teleconference Board Meeting	
February 23	Board Meeting	Ethics training
March 24	Teleconference Board Meeting	
April 26	Board Meeting	Election of officers
May 24	Board Meeting	Strategic planning session
June 28	Teleconference Board Meeting	New officers terms begin
July 26	Board Meeting	
August 23	Teleconference Board Meeting	KPM 10 – Best practices survey finalized
September 27	Board Meeting	
October 25	Teleconference Board Meeting	
December 6	Board Meeting	Stakeholder meeting

Board Meetings begin at 9:30 am

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Interoffice Memo

To: Board members
From: Cheryl Martinis
Date: Nov. 23, 2015
Subject: Stakeholder meeting

The Construction Contractors Board's December meeting is an annual opportunity for stakeholders to address the board. Although public input is solicited at all board meetings, we keep this agenda relatively free of business so that individuals or organizations can address current issues, share concerns, or simply make the board aware of topics of interest to them.

Of course, this meeting also precedes legislative sessions, making it an ideal time to share knowledge of legislation that may impact contractors.

We started the practice of setting aside the December meeting to talk with stakeholders just last year. The minutes of the December 2014 meeting are attached.

The meeting date is posted on the homepage of our website, and we notify stakeholder groups by email. Additionally, stakeholders who have signed up for GovDelivery get an email automatically when the board agenda/packet is posted on the website.

b. Board Calendar:

Ms. Ayers asked if Board members had any questions about the 2015 calendar. No changes were made.

c. Fiscal Year 2014 Final Key Performance Measure Reports:

Ms. Ayers asked whether Board members had any questions regarding the key performance measure final report. There were no questions.

G. NEW BUSINESS:**1. Administrative Rules:****a. Charges for Records (OAR 812-001-0160):**

Administrator Denno reported that there are some problems with this rule and recommended the Board withdraw its approval and direct staff to evaluate whether the rule revision is needed. .

MOTION: Melvin Oden-Orr moved to withdraw approval of OAR 812-001-0160.

VOTE: 6-0, Ayes— Lindsay, Oden-Orr, Patrick, Yorke, Warren, and Wood.

b. OAR 812-009-0330, Rebuttable Presumption:

Administrator Denno reported that concerns have been expressed that unintended consequences may arise from the rule as written and recommends that the agency conduct further research into the issues and look for other solutions. He recommends the Board close the hearing without taking action.

Chair Wood reconvened the rulemaking hearing on OAR 812-009-0330.

MOTION: Jim Patrick moved to close the hearing with no further action.

VOTE: 6-0, Ayes— Lindsay, Oden-Orr, Patrick, Yorke, Warren, and Wood.

2. Annual Meeting with Stakeholders:**Stakeholders were invited by the Board to attend the meeting and discuss their issues and concerns with the Board.**

- a. Mike Eliason, representing Associated General Contractors (AGC), stated that he is impressed with Administrator Denno and Chair Wood. He liked how the rules were handled at the last Board meeting. Mr. Eliason reported that AGC does not have any legislative concepts affecting CCB.
- b. Jim Kitchin, representing Oregon Remodelers Association, stated that CCB staff have been very helpful. Oregon Remodelers Association is working in the Portland, Salem and Eugene areas to engage younger workers. He stated that remodeling contractors are aging and younger workers will be needed in the future.
- c. Judy Beebe, representing Omni (pre-licensure education provider) thanked the Board for hiring Cheryl Martinis who is very patient. Ms. Beebe appreciates that in the near future three hours will be allowed for the pre-licensing test. Ms. Beebe volunteered to participate on the advisory committee for the reference manual and test. She teaches at Western Oregon University and understands the complexity of putting together a test.

- d. Jerry Schmidt, representing Oregon Groundwater Association, reported that his group consists of well contractors, manufacturing, and water treatment contractors. His members carry multiple licenses, some between 7 and 9 licenses with 4 to 6 agencies. Some of his members have a CCB license. Mr. Schmidt reported that CCB education staff have been very helpful. Most of his members are exempt from continuing education because they have a plumbing or electrical license. He feels that a rule committee to work with stakeholders early on in the process will help eliminate future problems.
- e. Scott Barrie, representing Oregon Home Builders Association, stated that he has heard talks of merging CCB and BCD and believes there will be conversations over the upcoming session. Mr. Barrie reported that one of Oregon Home Builders Association legislative concepts will cover crimes that would prevent someone from stealing another contractor's CCB license. They are looking at proposing that type of crime be escalated to a criminal penalty. Other possible legislative concepts include building code and land use issues.
- f. Marri Lamoureaux, representing Oregon Home Builders Association, encouraged Board members to consider a third party verification of online education, that could provide suggestions to the education providers on ways to improve their programs. Ms. Lamoureaux stated that the CCB IT section has made uploads very easy.
- g. Van White, attorney, thanked Board members for their decision on the ARS matter. Mr. White reported that he worked for CCB while attending school and has taught lien laws courses for contractors. He appreciates the effort to streamline the license application, but would like more phone assistance for contractors. He reported that CCB has a good working relationship with the State Bar Association.
- h. Kathy Nishimoto, representing Small Business Development Centers, thanked Cheryl Martinis and Jennifer Magee for working to create a Spanish version of the reference manual. She reported that it has been very hard for Spanish speakers, even with courses taught in Spanish, as the manual and test are in English. The Spanish version of the reference manual will make a big difference to her clients.

H. ADJOURNED:

The meeting adjourned at 12:04 p.m.

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Memorandum

To: Construction Contractors Board
From: Cheryl Martinis, Education Section Manager
Kathleen Dahlin, Policy Analyst
Date: November 23, 2015
Subject: Residential Continuing Education Reform

EXECUTIVE SUMMARY

Since first requiring continuing education (CE) for contractors in 2010, Oregon has struggled to find the right set of requirements that are meaningful for contractors without being onerous. Since 2010, there have been two attempts to correct problems with the requirements for residential contractors. The most recent version of the requirements took effect January 1, 2014.

The Construction Contractors Board (CCB) surveyed contractors in 2015 and found that, while the majority agrees that CE requirements are important and valuable, most also think that significant changes are needed to achieve this goal. At its August 25, 2015, meeting, the CCB approved a course of action to amend the CE requirements through a combination of changes to laws and rules.

This memo details the CCB's plan to improve the CE requirements for contractors in Oregon. It covers the following:

- **Current Law**
 - ◆ Requires residential contractors to complete eight to 16 hours of CE
 - ◆ Includes three hours of CCB courses
 - ◆ Includes five hours of approved courses (Series A)
 - ◆ May include up to eight hours of registered courses (Series B)
 - ◆ All providers must be approved
- **Costs for Compliance**
 - ◆ Provider approval = \$2,000 every two years
 - ◆ Course approval = \$100 every two years
 - ◆ Student data upload = \$4/student/hour
 - ◆ CCB courses = \$15/hour or \$45 total

- **Problems**
 - ◆ Course subjects too limited
 - ◆ Course subjects not relevant
 - ◆ Course providers and formats too limited
 - ◆ Cost of approval for providers is too high
- **Solutions**
 - ◆ Eliminate Series A and B course distinctions
 - ◆ Allow credit for courses taken to satisfy other license requirements
 - ◆ Offer CCB courses free of charge
 - ◆ Eliminate provider and course approval
 - ◆ Modify roster uploads; audit contractor renewals
 - ◆ Simplify revenue sources
- **Revenue and Staffing**
 - ◆ Total revenue = \$1.6 million
 - Provider and course approval = 5%
 - Data upload fees = 24%
 - CCB courses = 71%
 - ◆ Source of replacement revenue ↑ \$50 license fee
 - ◆ Staffing – Education Section
 - Manager
 - Program Analyst (2)
 - Program Assistant (1)
- **Timelines**
 - ◆ CCB submits legislative concept to DAS by 4-25-16
 - ◆ CCB prepares final documents by 11-16-16
 - ◆ Last day to pre-session file is 12-9-16

RESIDENTIAL CONTINUING EDUCATION REFORM – INTRODUCTION

Under the current requirements, residential contractors must complete eight hours of continuing education every two years to renew their licenses.¹ Three of those hours must be courses developed by the Construction Contractors Board (CCB). Five of those hours must be courses approved by CCB and offered by providers approved by CCB.²

Residential contractors complain that the current laws do not serve their needs. They say the program lacks quality courses, provides courses that are not relevant and

¹ Contractors with less than six years' experience must complete an additional eight hours of continuing education.

² Approved courses are labeled "Series A" courses. Unapproved courses offered by approved providers are labeled "Series B" courses. Contractors with less than six years' experience must complete five hours of Series A courses, but may use either Series A or Series B courses (or a combination) for the additional eight hours.

restricts their choices.³ Contractors complain it costs too much to satisfy the continuing education requirements. Contractors want to be able to complete courses, for credit, that are specific to their own work.

CCB proposes to reform and improve the current continuing education program.⁴ However, this will reduce the agency's revenue, without any corresponding reduction in cost. The CCB proposes a modest increase in the licensing fee to offset the lost revenue – something many contractors have indicated they would support.⁵

BACKGROUND: **RESIDENTIAL CONTINUING EDUCATION – 2005 TO 2014**

In 2005, the Oregon legislature created the Task Force on Construction Claims. The task force studied problems in the construction industry. In 2007, the task force issued a report concluding that defects in constructing building envelopes resulted in construction claims, higher insurance costs and poor consumer confidence in the construction industry. The task force identified the need for more contractor education.

A. 2007 Legislation

The 2007 Oregon Legislature passed laws requiring continuing education for construction contractors.⁶ Starting July 1, 2010, continuing education became mandatory for commercial contractors.⁷ CCB was tasked with developing continuing education for residential contractors. These requirements took effect on October 1, 2011.⁸

The residential program mandated 16 hours of courses for contractors. Courses included:

³ Currently, there are only 22 approved providers.

⁴ CCB will introduce a legislative concept in 2016 (for consideration in 2017) as a basis for most of the reforms. In the meantime, CCB will propose rules for limited reform.

⁵ License fee increases have been modest. In 2004, CCB charged a \$295 license fee. The 2015 fee is \$325. If CCB's proposal is adopted, the fee will increase to \$375 (starting in 2018). This is an increase of \$80 over 14 years, or less than 2% per year. Over 85% of contractors will see the license fee increase offset by a \$45 decrease, the amount they will no longer be required to pay for CCB courses.

⁶ HB 3242 (2007) (commercial) and HB 2654 (2007) (residential). Or Laws 2007, ch. 836 and ch. 648.

⁷ Codified at ORS 701.124 (2007). Or Laws 2007, ch. 836, § 9. Renumbered ORS 701.086 in 2013.

⁸ Codified at ORS 701.126 (2007). Or Laws 2007, ch. 648, § 2. Repealed in 2013. Or Laws 2013, ch. 718, § 6. The implementing rules were OAR 812-021-0000 to 812-021-0047.

- Eight hours in mandatory subjects (CORE)
 - CCB-developed courses in Laws, Regulations and Business Practices (three hours)
 - Building Codes (two hours)
 - Building Exterior Shell Training (BEST) (three hours)
- Eight hours in any construction or business related subject area that a contractor believed would better their business (Electives)

B. 2011 Legislation

The legislature recognized problems with the original residential contractor education laws. The 2011 legislature passed Senate Bill 155,⁹ which authorized exemptions to the law. In September 2011, the Board passed rules exempting plumbing contractors, electrical contractors, licensed architects and licensed engineers from BEST and building codes.¹⁰

C. 2013 Agency Changes to Program

By October 1, 2013, all residential contractors had completed BEST either through continuing education or pre-licensure training. New contractors were completing BEST in pre-licensure training. CCB adopted rules removing the BEST requirement from the residential program.

CCB's rules, effective October 1, 2013,¹¹ required:

- Five hours in mandatory subjects (CORE)
 - CCB Laws, Regulations and Business Practices (three hours)
 - Building Codes (two hours)
- Eleven hours in any construction or business related subject area that a contractor believed would better their business (Electives)

D. 2013 Legislation

In 2013, the legislature passed Senate Bill 783,¹² effectively overhauling the residential program. The law took effect on August 1, 2013, and applied to residential contractors that renewed their licenses on or after January 1, 2014.

⁹ The law was codified at ORS 701.123 and 701.127. Or Laws 2011, ch. 170, §§ 5, 6. These statutes were repealed in 2013. Or Laws 2013, ch. 718, § 6.

¹⁰ See OAR 812-021-0021.

¹¹ See OAR 812-021-0015.

¹² Section 2 was codified at ORS 701.265. Section 3 was codified at ORS 701.267. Section 4 was codified at ORS 701.082. See Or Laws 2013, ch. 783.

The law requires:

- CCB Laws, Regulations and Business Practices (three hours)
- CCB-approved courses in the following subject areas (five hours):
 - Construction business practices
 - Marketing
 - Customer service
 - Accounting
 - Business law
 - Bidding
 - Safety
 - Building codes
 - Safety
 - Energy efficiency
 - Trade-specific subjects
- For contractors with less than six years' experience, an additional eight hours of courses.
- All providers must be approved by CCB.
- CCB must approve all courses that satisfy the five-hour mandatory requirement and providers must prepare and upload rosters for those courses to verify attendance.¹³

By rule, CCB divided the courses into two groups – Series A courses and Series B courses. The courses that satisfy the mandatory five hours are the Series A courses. Contractors with less than six years' experience must complete an additional eight hours of either Series A courses or Series B courses.¹⁴

Series A courses are offered by approved providers and are approved by CCB. For these courses, providers must upload student rosters to CCB's database. These courses cover:

- Construction business practices
- Marketing
- Customer service
- Accounting
- Business law
- Bidding
- Safety
- Building codes.

¹³ ORS 701.082; 701.265; 701.267.

¹⁴ OAR 812-022-0015.

To operate this program, CCB added fees to cover its costs. The cost to Series A course providers breaks down as follows:

- Provider approval, \$2,000 (every two years)
- Course approval, \$100 per course (every two years)
- Student data upload (as proof of course completion), \$4 per student per hour

Series B courses are offered by approved providers who pay \$2,000 every two years for provider approval. However, these courses are not subject to CCB approval, or the \$100 course approval fee. Student roster uploads are required for these courses, but not the student roster upload fee. These courses cover:

- Energy efficiency
- Trade-related subjects.

OVERALL GOALS

Since the new program started on January 1, 2014, contractors have continuously criticized the program. CCB hears criticisms from contractors when teaching CCB-developed courses, answering telephones, visiting jobsites and conducting routine surveys. The administrator has visited with contractors, stakeholder groups and legislators, many of whom share these frustrations.

In July 2015, CCB conducted a survey of licensed residential contractors.¹⁵ While the majority agreed that a CE requirement for contractors was important, most also criticized the requirement that experienced contractors may only complete Series A courses for credit. Experienced contractors object to not being able to complete trade specific or energy efficiency courses to meet their requirements. Contractors feel that they should be able to choose courses that they consider relevant and beneficial. Many complain about the cost for the required education.

Based on all of the feedback that CCB has received, as well as the survey results, the following goals were developed:

- Allow contractors more flexibility to choose the courses they identify as the most beneficial and relevant to their businesses.
- Where appropriate, allow contractors holding multiple licenses to use their other license continuing education toward the CCB requirement.
- Provide CCB-required courses free of charge.
- Encourage participation in the program by more and varied providers, resulting in more course options.

¹⁵ The survey related specifically to residential continuing education. Approximately 18,600 contractors were surveyed, of whom 1,579 returned responses (an 8% response rate).

To accomplish these goals, the legislature needs to amend the statutes. In some cases, however, CCB can amend rules and implement reforms. CCB is in the process of preparing those rules.

SPECIFIC PROBLEMS

A. Course Subjects Too Limited

Series A courses cover business and laws. This reflects the thinking that contractors most often fail because of a lack of business expertise – not a lack of technical knowledge. Yet, these are the only courses that experienced contractors may take for credit. Experienced contractors are less likely to have business failures. They would be better served by taking courses in new construction technologies, energy efficiency or trade-specific topics (Series B courses).

Pre-licensure training¹⁶ extensively covers business and laws. Even for newer contractors, continuing education in this area may be less valuable than technical information.

The survey reveals that contractors would like more courses to count towards their continuing education requirements.

- 55% would like credit for courses on trade-specific topics, like excavation, roofing, framing and painting.
- 40% would like credit for courses in new construction.

Most providers of trade-specific courses will not seek approved provider status because of the fees required of providers. Since the majority of contractors have been licensed at least six years and, thus, cannot take Series B courses for credit, there are too few contractors to justify the cost.

B. Course Subjects are Not Relevant

Contractors do not view most of the currently approved courses as relevant to their work. When surveyed, fully 89% of contractors stated that they should be able to take, for credit, any class that they believe is relevant to their work.

C. Course Providers and Formats Too Limited

In its course catalogue, CCB lists only 22 approved providers.¹⁷ Of those, only five offer live courses.

¹⁶ See ORS 701.122; OAR 812-006-0250.

¹⁷ Approved providers are: At Your Pace Online LLC, Benjamin Obdyke Inc., Builders License Training Institute, Clatsop Community College, Contractor Help LLC, Earth Advantage Inc., Enviroed LLC, HB

Contractors want to take courses from a wider selection of providers, including:

- government agencies, like Oregon OSHA,
- colleges and trade schools,
- trade associations,
- private businesses, and
- product manufacturers.¹⁸

Even courses from nationally accredited programs do not qualify for credit as Series A courses unless the provider applies for approval and pays the required fees. An example is the Northwest College of Construction (NCOC).¹⁹

D. Cost of Approval for Providers is Too High

There are three different payments that Series A course providers must make to CCB. Providers must pay \$2,000 every two years to become an approved provider.²⁰ Providers must pay \$100 for each Series A course for which approval is sought.²¹ Providers must pay \$4/student/hour for each Series A course taken. Students receive credit for courses only after CCB receives the hourly payment.²²

Fuller Company, Home Builders University, @ Home Prep, International Wood Products LLC, Media Factory, Money Wise, NW Local Contractors (American Contractors Organization), Oregon Contractor Education, Oregon Ground Water Association, Oregon Onsite Wastewater Association, Oregon Remodelers Association, PDH Academy LLC, Redvector.Com LLC, 3SC Company, and Wedi Corp.

¹⁸ In the survey, contractors identified the following as sources that should be qualified to offer courses for RCE credit:

- government agencies (69%)
- colleges and trade schools (79%)
- trade associations (83%)
- private businesses (73%)
- product manufacturers (75%)

¹⁹ NCOC is a career school, licensed by the Oregon Department of Education. It uses a curriculum accredited by the National Center for Construction Education and Research. It administers apprenticeship programs approved by the Oregon State Apprenticeship Council and the Washington State Apprenticeship Council. To provide Series A courses, NCOC would still have to apply to the CCB and pay the required fees to (1) obtain provider approval, (2) obtain course approvals, and (3) provide student roster data uploads.

²⁰ OAR 812-022-0026. Oregon public community colleges and small business development centers are exempt from this fee.

²¹ OAR 812-022-0029.

²² OAR 812-022-0026(2).

CCB has heard from other legitimate providers that would like to offer courses, but cannot do so because of the fees. Potential providers include government agencies that may not be authorized, or funded, to pay these fees. Other providers – like associations – may only offer one or two courses a year. Similarly, product manufacturers may offer a limited number of courses. Cost has discouraged many entities from becoming approved providers.

MEETING OVERALL GOALS

To implement the goals identified by CCB, the agency proposes the following:

- Eliminate the Series A/Series B course distinction, allowing contractors to choose their course subjects.
- Permit multiple license holders to count other continuing education towards the CCB-requirement.²³
- Offer the CCB-developed courses free of charge.
- Eliminate the provider and course approval; list approved provider categories (such as trade associations, private businesses, product manufacturers, etc.) in statute.
- Develop a random audit process at the point of license renewal. Audits will be conducted for both residential continuing education and commercial continuing education.
- Increase the CCB license fee to offset lost revenue from program changes. The result should be revenue-neutral.²⁴

SOLUTIONS FOR SPECIFIC PROBLEMS

Proposed legislation will solve the identified problems.

A. Eliminate the Series A and Series B Course Distinctions, Allow Contractors to Choose Courses

CCB proposes to eliminate the Series A and Series B course distinctions. Contractors will be able to select any courses and providers. Making this change will significantly improve the program. There will be many more providers and courses available to contractors. Contractors will be able to select courses relevant to their specific type of construction work. Contractors may select courses that are free or low cost. This will reduce cost of compliance with the CE requirements.

²³ This is being addressed by proposed rules.

²⁴ Approximately 85% of contractors will see the \$50 license fee increase offset by a \$45 decrease, the amount they will no longer be required to pay for CCB courses.

B. Allow Credit for Courses Taken to Satisfy Other License Requirements

In its rules, CCB proposes to allow contractors to obtain credits by completing continuing education required for other licenses (for example, landscape contractors or master builders).

In its survey, CCB asked whether contractors agreed with the following statement.

“Contractors with multiple Oregon state licenses should be able to apply continuing education needed for other licenses toward all or some of their CCB requirement.”

Of the contractors responding, 65% agreed without qualification and an additional 21% agreed depending on the type of the license. Only 3% disagreed.

The new law and rules²⁵ will allow contractors licensed in other disciplines to count continuing education for those disciplines as part of their CCB requirement.

C. Offer CCB Courses Free of Charge

Instead of charging \$15/hour (or \$45 total) for the three-hour CCB course requirement, CCB will offer the courses free of charge. This will reduce the overall cost for contractors to meet the CE requirements. Commercial contractors may also take these courses to meet their continuing education requirements.

D. Eliminate Provider and Course Approval

CCB will no longer approve providers and courses. This will expand the number of course providers and variety of courses. It should encourage providers that may have excellent courses but lack the authority or funding to pay the CCB fees. The cost to contractors may be reduced because providers will no longer need to pay for approvals – a cost that is likely passed through to the contractors taking the courses.

E. Develop Audit Process for Contractor Renewals

Currently, there are two different mechanisms for compliance with continuing education requirements. CCB may audit commercial contractors for compliance.²⁶ Residential continuing education providers must upload student rosters to CCB’s database.²⁷

²⁵ Although rule changes may solve this problem in the short-term, proposed legislation will also address this issue.

²⁶ ORS 701.086; OAR 812-020-0072.

²⁷ ORS 701.082; 701.267; OAR 812-022-0033.

If the law is changed, CCB will develop a consistent audit process for compliance. Contractors that do not comply with the laws and rules will be subject to disciplinary action.²⁸

F. Simplify Revenue Source

The current program is funded by four sources: (1) fees for provider approvals; (2) fees for course approvals; (3) fees from providers based on the number of students taking each course and (4) fees for the CCB-provided courses. This is a complicated method to provide necessary revenue. CCB proposes a simple, revenue-neutral license fee increase in lieu of the current fee structure.

REVENUE AND EXPENSES

A. Revenue

Current sources of revenue include the following.

- Providers pay for provider approval, \$2,000 per provider (every two years)
- Providers pay for course approval, \$100 per course (every two years)
- Providers pay for student roster uploads, \$4/student/hour
- Contractors pay for CCB-developed courses, \$15/hour or \$45/total

The agency derives revenue of approximately \$1.6 million per biennium. The revenue breaks down as follows.

- Total revenue = \$1,604,913 (100%)
 - Provider and course approval = \$82,848 (5%)
 - Data upload = \$384,763 (24%)
 - Agency-created courses = \$1,137,302 (71%)

The agency proposes a \$50 license fee increase.²⁹ The \$50 increase is calculated by dividing the lost revenue of \$1.6 million by 30,000 to 35,000, the estimated range of contractors likely to renew. The equation yields a range of \$53.33 to \$45.70. The agency selected \$50 to replace the lost revenue and retain a revenue-neutral approach.

B. Staffing

The Communication/Education Section has four full-time employees, including a manager. The agency also contracts for limited education services.³⁰ Other staff

²⁸ See ORS 701.098(1)(b).

²⁹ The agency's proposed budget for 2017 – 2019 will contain the increase.

³⁰ For example, the agency has entered into contracts to produce video courses.

members dedicate a significant portion of their time toward education activities. These include the agency’s administrator, policy analyst, procurement specialist, enforcement section staff and staff providing information technology support. Licensing staff field phone calls daily relating to CE requirements.

The following is a breakdown of functions by position, indicating anticipated changes between the current and proposed programs. Reforming the continuing education program will not significantly change job duties.

Position	Current Program	Proposed Program
Education program manager	Program direction (continuing education, pre-license education, communication-outreach)	Program direction (continuing education, pre-license education, communication-outreach)
	Contract administration (pre-license exam; e-mail alerts; surveys; pre-license training manual)	Contract administration (pre-license exam; e-mail alerts; surveys; pre-license training manual)
	Writing (website text; quarterly newsletter, publications, scripts for CCB classes, slideshows)	Writing (website text; quarterly newsletter, publications, scripts for CCB classes, slideshows)
	Back-up for CCB live classes, trade shows	Back-up for CCB live classes, trade shows
	Responses to pre-license providers and CE providers	Responses to pre-license providers and CE providers
	Maintain website	Maintain website
	Maintain CE provider lists and course catalogue	--
	--	Maintain informational directory of CE providers.
	--	Prepare communication plan for education reforms.
	--	Prepare plans to implement audits.
Program analyst (1)	Pre-license education provider approval.	Pre-license education provider approval.
	Pre-license curriculum approval.	Pre-license curriculum approval.
	Home inspector provider approval.	Home inspector provider approval.
	CE provider approval.	--
	CE course approval.	--

	Teach CCB courses.	Teach CCB courses.
	Staff trade shows.	Staff trade shows.
	Respond to calls and emails about education.	Respond to calls and emails about education.
	--	Outreach to expand potential CE providers.
	Monitor contracts for pre-licensure testing.	Monitor contracts for pre-licensure testing.
	--	Audit compliance for CE.
	Assist Licensing Section, as time allows.	Assist Licensing Section, as time allows.
Program analyst (2)	Create six hours of CCB courses every two years.	Create six hours of CCB courses every two years.
	Package courses on DVDs.	Package courses on DVDs.
	Web and publication design.	Web and publication design.
	Other design (business cards, trade show displays, etc.)	Other design (business cards, trade show displays, etc.)
	Outreach (assist with trade shows, Fix-It Fairs, conferences)	Outreach (assist with trade shows, Fix-It Fairs, conferences)
	Teach CCB courses.	Teach CCB courses.
	Prepare video clips re: fraud victims (for outreach).	Prepare video clips re: fraud victims (for outreach).
	Technical support: GoogleAnalytics, GovDelivery	Technical support: GoogleAnalytics, GovDelivery
	Newsletter design	Newsletter design
	--	Staff trade shows (due to other staff conducting compliance audits).
Program assistant	Responds to phone calls about pre-licensure training, testing and CE requirements.	Responds to phone calls about pre-licensure training, testing and CE requirements.
	Live CCB courses: register contractors; create packets; mail promotional literature; mail DVDs.	Live CCB courses: register contractors; creates packet; mail promotional literature; mail DVDs.
	--	Audit compliance for CE.

	Trade show and senior fair outreach.	Trade show and senior fair outreach.
	Recordkeeping on outreach expenditures.	Recordkeeping on outreach expenditures.
	Tracks/bills Small Business Development Centers - CE fees.	--
	Tracks home show supplies.	Tracks home show supplies.
	Assist Licensing Section, as time allows.	Assist Licensing Section, as time allows.

Under the new requirements, staff will no longer approve providers and courses but will add tasks relating to auditing contractors for compliance with continuing education.

PROCESS AND TIMELINES

A. Timeline to Introduce Legislation

To change the law, CCB must submit a legislative concept to the Governor’s Office and Department of Administrative Services (DAS). If the concept is approved, it is sent to Legislative Counsel to be drafted. A draft bill is filed with the legislature. The following is the timeline for the process.

DATE	PROCESS
Ongoing	CCB drafts legislative concept and proposed statute
Ongoing	CCB obtains stakeholder input
4/25/16	Last day CCB may submit legislative concept to DAS
4/25/16 to 6/3/16	<ul style="list-style-type: none"> • DAS Chief Financial Office (CFO) reviews for fiscal issues • Governor’s Policy Advisor reviews for policy issues • DAS sends CCB notice of final action • DAS sends approved concept to Legislative Counsel for drafting
6/3/16 to 9/30/16	Legislative Counsel consults with CCB and prepares first draft of bill
9/30/16 (or 14 days from date of bill draft)	Last day CCB may request revisions to first draft
11/1/16	Legislative Counsel stops all drafting on agency concepts
11/16/16	CCB prepares and submits the following to DAS for review: <ul style="list-style-type: none"> • Final concept

	<ul style="list-style-type: none">• Fiscal impact statement• “One-pager” bill summary
12/9/16	Last day to pre-session file
1/9/17	Legislature convenes

B. Effective Date for Law Change

When a law takes effect depends on several things. A bill that contains an emergency clause takes effect upon passage. Bills without an emergency clause usually take effect on the first day of January of the year following their passage (e.g., January 1, 2018 following the 2017 session).

The proposed law will have an emergency clause to allow CCB to begin work on the program. The renewal requirements will take effect on January 1, 2018. The CCB will adopt rules to implement the new law and give contractors adequate time to comply.

SUMMARY

CCB proposes to amend its residential continuing education program to respond to concerns that the current requirements lack relevancy and value. As proposed, CCB will offer its own courses free of charge, eliminate restrictive provider processes and fees, and develop a process to audit license renewals for compliance.

The education staff will continue to provide core services, develop and present CCB courses, conduct consumer outreach throughout the state and maintain an online directory of continuing education providers.

The agency needs to replace approximately \$1.6 million of revenue. An increase in the license fee of \$50 will replace these funds.

APPENDIX

Appendix A – Proposed Statutory Changes (2017 legislative session)

APPENDIX A

SECTION 1. 701.082 Residential contractor continuing education requirements;

exemptions. (1)(a) Except as provided in subsections (2) and (6) of this section and 701.083, to qualify for the renewal of a residential contractor license the licensee must complete eight hours of continuing education during the two-year licensing period preceding the renewal.

(b) Three of the hours required under paragraph (a) of this subsection must be education regarding laws, regulations, *[and]* business practices **and other subjects designated by rule by the board.** The Construction Contractors Board shall develop **or approve** materials for the education. The education must be offered by the board or by *[an approved]* a continuing education provider *[acting under an agreement with the board]* **as provided in paragraph (2)(b) of this section.**

(c) Five of the hours required under paragraph (a) of this subsection must be *[education from approved providers and be courses the board has approved as]* continuing education regarding one or more of the following:

- (A) Construction business practices.
- (B) Marketing.
- (C) Customer service.
- (D) Accounting.
- (E) Business law.
- (F) Bidding.
- (G) Building codes.
- (H) Safety.
- (I) Energy efficiency.
- (J) Trade specific subjects, such as roofing, excavation or exterior shell construction.
- (K) Other subjects that the board determines by rule to be appropriate.

(2)(a) In addition to completing the continuing education required under subsection (1) of this section, to qualify for the renewal of a residential contractor license the licensee must complete an additional eight hours of continuing education during the two-year licensing period preceding the renewal if the residential contractor was not licensed by the board as a residential contractor *[during any part of the six-year period immediately preceding the renewal]* **for at least six years.**

(b) Continuing education that is required of a residential contractor under *[paragraph (a) of this subsection must be offered by an approved continuing education provider or the board. The education may be in any subject described in subsection (1) of this section related to construction or the business of the residential contractor]* **this section may be provided by post-secondary institutions, trade schools, trade associations, professional societies, private companies, public agencies, business associations and construction product manufacturers.**

(3) A residential contractor applying for the renewal of a license shall certify the number of continuing education hours completed by the contractor during the two-year period immediately preceding the renewal. The board may require verification **or conduct an audit** of certified continuing education hours *[described in subsection (1)(c) of this section]* **to determine compliance. Contractors subject to this section shall maintain records of continuing education.**

(4) Notwithstanding subsections (1) to (3) of this section, the board may adopt rules to adjust the period allowed for the completion of continuing education when the renewing residential contractor holds a lapsed license described under ORS 701.063(4).

APPENDIX A

(5) Subsections (1) to (4) of this section do not apply to a residential contractor endorsed only as a residential developer.

(6) The board may exempt residential contractors from continuing education requirements under this section. The board may create exemptions under this subsection by rule or may grant an exemption on a case-by-case basis.

[2013 c.718 §4]

SECTION 2. 701.265 Continuing education system for residential contractors; rules. (1)

The Construction Contractors Board shall adopt rules establishing a continuing education system for residential contractors licensed by the board. *[The rules shall include, but need not be limited to, minimum standards to be met:*

- (a) By approved providers of continuing education; and*
- (b) By courses that the board approves as continuing education.]*

(2) In establishing the continuing education system, the board may give consideration to any continuing education program adopted by national construction licensing trade associations.

[2013 c.718 §2]

SECTION 3. 701.267 Agreements with continuing education providers; credits; fees. (1)

The Construction Contractors Board may enter into agreements with *[approved]* continuing education providers for the providers to offer education developed **or approved** by the board under ORS 701.082 (1)(b). The agreements may provide for the board to collect payment from the providers for the use of the education materials developed by the board.

[(2) In determining whether to approve an entity as a provider of continuing education that is required under ORS 701.082 (1)(c), the board shall consider:

- (a) Instructor qualifications; and*
- (b) Attendance verification procedures.*

(3) In determining whether to approve a course as continuing education described in ORS 701.082 (1)(c), the board shall consider the course content.

(4) In determining any process for approving an entity as a provider of continuing education that is not required under ORS 701.082 (1), the board may consider attendance verification procedures.]

[(5)] **(2)** The board may determine the number of continuing education hours to be credited to a continuing education course or to a specialized education program described in ORS 701.083.

[(6) The board may establish reasonable fees for approvals of entities as continuing education providers, approvals of continuing education courses and approvals of specialized education programs described in ORS 701.083 and reasonable fees for any continuing education courses offered by the board. The board may charge an approved provider a reasonable fee for each attendee completing course hours in approved continuing education to cover board costs associated with administering the residential contractor continuing education system.] [2013 c.718 §3]

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OTHER STATUTES THAT MAY BE IMPACTED BY THESE CHANGES ARE ORS 701.083, 701.120, 455.805 AND 455.810. NO CHANGES ARE PROPOSED TO THESE STATUTES. THEY ARE SET FORTH BELOW FOR THE READER'S CONVENIENCE.

701.083 Residential contractor specialized education programs. The Construction Contractors Board may allow a residential contractor to participate in a specialized education program under ORS 701.120 in lieu of completing continuing education described in ORS 701.082 (1)(c). The board may establish a minimum number of specialized education program hours or courses that the residential contractor must complete during a two-year period to substitute for all or part of the required continuing education hours. If the specialized education program provides training in one- and two-family dwelling construction, the board may approve the specialized education program as a substitute for continuing education only if the program meets the program criteria described in ORS 455.805 (3) and Department of Consumer and Business Services rules adopted under ORS 455.810. [2013 c.718 §5]

701.120 Specialized education programs; standards; specialized education notation in credentials; removal of notation; rules for use of credentials. (1) As used in this section, a “specialized education program” means one or more of the following:

(a) A structured program that is approved or certified by an appropriate state or federal agency, or by an organization recognized by the Construction Contractors Board as representing construction contractors, and is designed to educate contractors to deal with one or more specific consumer health or safety issues.

(b) A board-approved program from an accredited college or university that grants a two-year or four-year degree upon successful completion of the program.

(c) An apprenticeship program that is approved by the board.

(2) The board may identify general contractor and specialty contractor activities that require or substantially benefit from specialized education and establish standards for programs providing specialized education in those activities. The board may recognize and adopt the program standards established by another state agency regulating the same or related activities.

(3) Upon receipt of a request from a contractor who has successfully completed a specialized education program meeting board standards, the board shall note the specialized education on the contractor's licensing record as part of the contractor's professional credentials. The board may remove a professional credential from the contractor's licensing record if the contractor fails to complete continuing education or other requirements imposed by the entity issuing the credential for maintaining competency in the activity, if the requirements were clearly stated in writing and provided to the contractor by the entity.

(4) The board shall include professional credentials described in this section in releases of contractor licensing information by the board. The board shall adopt rules to permit the inclusion of professional credentials described in this section in advertising or other information holding forth to the public the qualifications of a contractor. [2001 c.428 §1]

Note: 701.120 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 701 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

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455.805 Criteria for granting of master builder status. An individual may apply to the Department of Consumer and Business Services to be tested and certified as a master builder. The department shall establish uniform criteria for use in determining whether to grant an application. The criteria must, at a minimum, provide that:

(1) The individual must be an owner or regular employee of a qualified construction company and be authorized by the company to provide assurance to the department that all state and local code requirements are met.

(2) In each of the five preceding calendar years, the individual must either have performed or supervised a dwelling construction or whole dwelling remodel. In at least two of the years, the construction or remodel must have occurred in a geographic area that had a master builder program.

(3) The individual must have completed a program sponsored by a local building trade committee or other program approved by the department, providing training relating to the construction of one and two family dwellings under the Low-Rise Residential Dwelling Code. A program must include but need not be limited to instruction in:

- (a) Administration;
- (b) Chimneys and fireplaces;
- (c) Decay and termite protections;
- (d) Energy conservation;
- (e) Footings and foundations;
- (f) Roof-ceiling construction;
- (g) Roof coverings;
- (h) Site inspections;
- (i) Wall construction, assemblies and coverings; and
- (j) Wood and metal framing.

(4) The individual must have scored at least 75 percent on a written examination, approved and administered by the department, covering the appropriate aspects of the Low-Rise Residential Dwelling Code.

(5)(a) The individual must not be the subject of an adverse final order issued by the Construction Contractors Board or Department of Consumer and Business Services based upon acts committed within 36 months preceding the application date that:

- (A) Violated a specialty code, licensing or permit requirement; or
- (B) Resulted in a claim being filed with the board or department against the individual.

(b) For purposes of this subsection, if the individual is an owner of a qualified construction company, an adverse final order issued against the company is an adverse final order issued against that individual. [2001 c.406 §2; 2003 c.675 §39]

Note: See note under 455.800.

455.810 Certificates; fees; discipline; rules. (1) An individual seeking certification as a master builder must apply to the Department of Consumer and Business Services on the form prescribed by the department. Upon determining that the applicant meets the criteria for certification set forth in ORS 455.805, the department shall issue the certificate.

(2) Certification as a master builder is valid for three years unless suspended or revoked. An individual may renew a certificate that is in good standing by:

- (a) Providing evidence of continuing education as required by department rule; and

APPENDIX A

(b) Paying a renewal fee established by the department by rule.

(3) The department may deny, refuse to renew, suspend or revoke certification as a master builder if the individual fails or ceases to meet the criteria for certification set forth in ORS 455.805 or engages in actions resulting in a waiver revocation under ORS 455.820 (3). The department must afford an individual an opportunity for a hearing pursuant to ORS chapter 183 upon a denial or refusal to renew or prior to a suspension or revocation of certification.

(4) The department may adopt all rules necessary and proper for administering ORS 455.800 to 455.820, including but not limited to rules establishing application, examination, certification and renewal fees. [2001 c.406 §3]

Note: See note under 455.800.

CONSTRUCTION CONTRACTORS BOARD

201 High St SE Suite 600
PO Box 14140
Salem OR 97309-5052
503-378-4621
503-373-2007 FAX



Memo

To: Board Members
From: James Denno
Administrator
Date: November 23, 2015
Subject: Agency Update

Agency updates for the December meeting:

- CCB and Building Codes are progressing toward procurement of a new licensing database system. Department of Consumer and Business Services will be coordinating procurement of the system which will allow integrated licensing applications and renewals online, better integration of internal licensing and enforcement information for the two agencies, and at a significantly lower cost for CCB than if we procured a system on our own.
- We have interviewed candidates for the position of Executive Assistant and hope to be hiring someone within the next few weeks.
- We are working with Representative Holvey on a bill to repeal the sunset of the current Dispute Resolution Program for the 2016 session. Rep. Holvey was supportive of the Board's wishes to retain the existing program rather than return to the old way of running the program, which was more costly and less effective.

CCB LICENSING STATISTICS AS OF 11/1/15

LICENSES/ENDORSEMENTS

ENDORSEMENT TYPE	NUMBER
Residential General	18,759
Residential Specialty	8,589
Residential Limited	1,874
Residential Developer	166
Residential Locksmith Services	35
Residential Home Inspector Services	108
Residential Home Services Contractors	17
Residential Home Energy Performance Score Contractors	2
Inactive	1,057
TOTAL RESIDENTIAL LICENSEES	30,607
Commercial General Level 1	1,433
Commercial General Level 2	4,191
Commercial Specialty Level 1	696
Commercial Specialty Level 2	2,470
Commercial Developer	62
Inactive	249
TOTAL COMMERCIAL LICENSEES	9,101
TOTAL ACTIVE & INACTIVE LICENSEES (Number is lower than total of residential + commercial licensees since some hold both endorsements.)	35,467

LICENSES/SPECIALTY

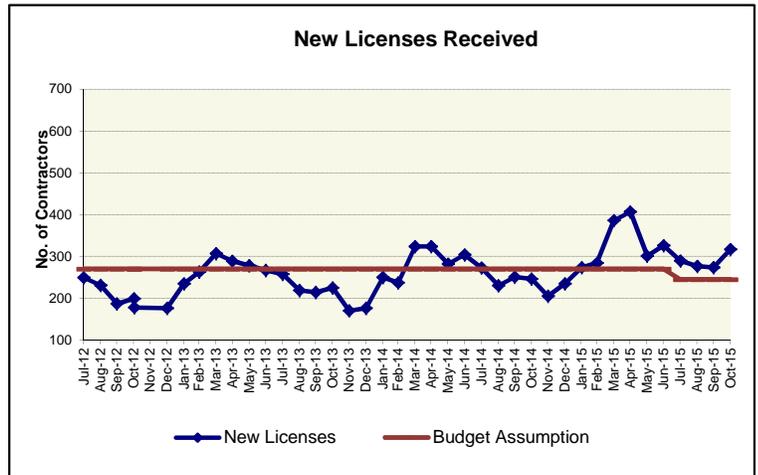
Lead Base Paint Renovator (LBPR)	4,293
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CERTIFICATIONS

Home Inspectors	483
Locksmiths	509
EEAST	39
Home Energy Assessors	7

NUMBER OF NEW LICENSES RECEIVED PER MONTH AND TOTAL NUMBER OF LICENSES

Month/ Year	New License Total	Active + Inactive License Total	No. Expired
Jul-12	249	36,003	404
Aug-12	231	35,904	406
Sep-12	187	35,624	335
Oct-12	199	35,485	392
Nov-12	178	35,333	291
Dec-12	176	35,254	245
Jan-13	235	35,101	312
Feb-13	263	35,117	340
Mar-13	307	34,947	448
Apr-13	289	34,886	438
May-13	278	34,739	441
Jun-13	267	34,665	401
Jul-13	258	34,688	351
Aug-13	219	34,644	352
Sep-13	214	34,544	321
Oct-13	225	34,578	265
Nov-13	170	34,534	270
Dec-13	176	34,428	210
Jan-14	250	34,466	268
Feb-14	237	34,459	272
Mar-14	324	34,511	369
Apr-14	324	34,554	340
May-14	282	34,538	338
Jun-14	304	34,591	330
Jul-14	273	34,657	254
Aug-14	230	34,652	233
Sep-14	251	34,705	223
Oct-14	246	34,806	223
Nov-14	205	34,787	208
Dec-14	235	34,859	211
Jan-15	274	34,817	301
Feb-15	284	34,832	322
Mar-15	386	34,916	391
Apr-15	407	35,109	420
May-15	301	35,067	491
Jun-15	326	35,236	442
Jul-15	290	35,315	410
Aug-15	277	35,320	429
Sep-15	274	35,398	375
Oct-15	317	35,467	399



	# Months	New Apps Received	Average/Month
a. July 2001 - June 2003	24	7,920	330
b. July 2003 - June 1, 2005	24	10,015	417
c. July 2005 - June 1, 2007	24	11,351	473
d. July 2007 - June 1, 2009	24	9,057	377
e. July 2009 - June 1, 2011	24	6,456	269
f. July 2011 - June 1, 2013	24	5,562	232
g. July 2013 - June 1, 2015	24	6,401	267
h. July 2015 - Oct. 31, 2015	4	1,158	290

Budget Projection Information

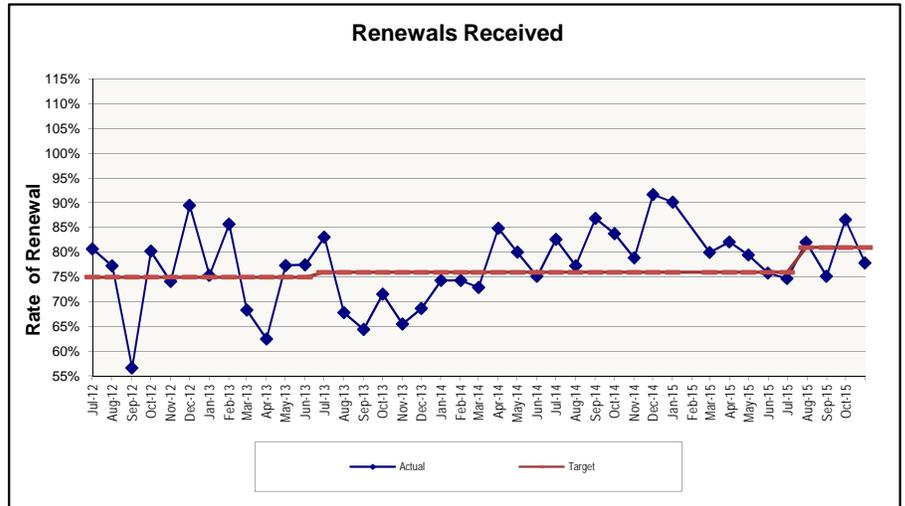
- a. 2005-07 budget based on 350 licenses/month
- b. 2007-09 budget based on 385 licenses/month
- c. 2009-11 budget based on 325 licenses/month
- d. 2011-13 budget based on 270 licenses/month
- e. 2013-15 budget based on 270 licenses/month
- f. 2015-17 budget based on 245 licenses/month

*(Note: Starting 5/2/14 the reporting calculation has been revised to include all unprocessed applications received.) Page 34 of 47

RATE OF RENEWALS

Licenses Due to Expire vs Renewals Received During Month, Regardless of Due Date

MONTH/ YEAR	LICENSES DUE TO EXPIRE	LICENSES RENEWALS RECEIVED	RATE OF RENEWAL
Jul-12	1,696	1,369	80.7%
Aug-12	1,600	1,236	77.3%
Sep-12	1,434	812	56.6%
Oct-12	1,521	1,220	80.2%
Nov-12	1,255	930	74.1%
Dec-12	1,283	1,148	89.5%
Jan-13	1,545	1,164	75.3%
Feb-13	1,690	1,449	85.7%
Mar-13	2,064	1,411	68.4%
Apr-13	1,924	1,202	62.5%
May-13	1,854	1,434	77.3%
Jun-13	1,826	1,415	77.5%
Jul-13	1,587	1,318	83.0%
Aug-13	1,568	1,064	67.9%
Sep-13	1,390	895	64.4%
Oct-13	1,392	996	71.6%
Nov-13	1,185	776	65.5%
Dec-13	1,228	843	68.6%
Jan-14	1,622	1,205	74.3%
Feb-14	1,545	1,148	74.3%
Mar-14	1,902	1,387	72.9%
Apr-14	1,858	1,577	84.9%
May-14	1,832	1,466	80.0%
Jun-14	1,882	1,414	75.1%
Jul-14	1,514	1,251	82.6%
Aug-14	1,386	1,071	77.3%
Sep-14	1,258	1,093	86.9%
Oct-14	1,328	1,113	83.8%
Nov-14	1,164	918	78.9%
Dec-14	1,183	1,085	91.7%
Jan-15	1,454	1,311	90.2%
Feb-15	1,613	1,290	80.0%
Mar-15	1,906	1,565	82.1%
Apr-15	1,752	1,392	79.5%
May-15	1,679	1,273	75.8%
Jun-15	1,676	1,252	74.7%
Jul-15	1,491	1,223	82.0%
Aug-15	1,462	1,099	75.2%
Sep-15	1,290	1,117	86.6%
Oct-15	1,374	1,070	77.9%



Average Renewal Rate History		
	<u>No. of Months</u>	<u>Average Renewal Rate</u>
a. July 2001 - June 2003	24	76.3%
b. July 2003 - June 2005	24	83.4%
c. July 2005 - June 2007	24	81.7%
d. July 2007 - June 2009	24	77.1%
e. July 2009 - June 2011	24	75.5%
f. July 2011 - June 2013	24	73.9%
g. July 2013 - June 2015	24	77.8%
h. July 2015 - Oct. 2015	4	80.3%

Projected Budget Information	
a. 2001-03 budget based on average 70% renewal rate	
b. 2003-05 budget based on average 75% renewal rate	
c. 2005-07 budget based on 80% renewal rate	
d. 2007-09 budget based on 80% renewal rate	
e. 2009-11 budget based on 75% renewal rate	
f. 2011-13 budget based on 75% renewal rate	
g. 2013-15 budget based on 76% renewal rate	
h. 2015-17 budget based on 81% renewal rate	

(Note: Starting 5/2/14 the reporting calculation on the number of renewals has been revised to include all unprocessed renewals received.)

**CONSTRUCTION CONTRACTORS BOARD
NUMBER OF TOTAL ACTIVE AND INACTIVE
RESIDENTIAL AND COMMERCIAL ENDORSEMENTS**

Month Ending	Residential										Commerical						
	Resid General	Resid Specialty	Resid Limited	Resid Developer	Resid Locksmith Svcs	Home Energy Perfrm. Score Contr.	Home Inspec Svcs Contr	Home Svcs Contr	Inactive	Total Resid	Comm Gen Level 1	Comm Gen Level 2	Comm Specialty 1	Comm Specialty 2	Comm Developer	Inactive	Total Comm
07/31/12	17,663	9,069	2,478	134					1,752	31,096	1,392	4,067	724	2,483	59	357	9,082
08/31/12	17,653	9,050	2,445	136					1,713	30,997	1,401	4,081	725	2,466	62	348	9,083
09/30/12	18,659	9,248	2,666	155					1,674	32,402	1,540	4,177	760	2,510	73	349	9,409
10/31/12	17,485	8,944	2,377	135					1,668	30,609	1,393	4,064	722	2,453	57	349	9,038
11/30/12	17,456	8,901	2,340	136					1,637	30,470	1,305	4,030	721	2,460	59	348	8,923
12/31/12	17,424	8,869	2,333	136					1,668	30,430	1,389	4,033	720	2,472	59	349	9,022
01/31/13	17,353	8,829	2,319	138					1,637	30,276	1,385	4,023	713	2,469	59	348	8,997
02/28/13	17,379	8,845	2,289	137					1,622	30,272	1,382	4,014	712	2,471	59	346	8,984
03/31/13	17,330	8,784	2,269	139					1,597	30,119	1,379	4,014	708	2,471	60	339	8,971
04/30/201	17,331	8,780	2,239	133					1,587	30,070	1,393	4,023	700	2,470	58	340	8,984
05/31/13	17,296	8,774	2,220	132					1,511	29,933	1,397	4,005	696	2,461	57	322	8,938
06/30/13	17,306	8,726	2,193	133					1,440	29,798	1,407	4,002	698	2,463	57	310	8,937
07/31/13	17,363	8,722	2,175	135					1,440	29,835	1,412	4,009	696	2,473	55	310	8,955
08/31/13	17,342	8,719	2,155	138					1,408	29,762	1,399	4,021	696	2,492	56	306	8,970
09/30/13	17,339	8,694	2,141	134					1,351	29,659	1,403	4,013	692	2,475	56	310	8,949
10/31/13	17,386	8,681	2,133	137					1,330	29,667	1,395	4,025	697	2,469	55	308	8,949
11/30/13	17,360	8,682	2,124	136					1,304	29,606	1,399	4,034	697	2,478	55	310	8,973
12/31/13	17,346	8,639	2,094	141					1,294	29,514	1,396	4,028	696	2,459	54	313	8,946
01/31/14	17,401	8,623	2,095	142					1,287	29,548	1,393	4,023	700	2,467	53	308	8,944
02/28/14	17,423	8,614	2,081	145					1,287	29,550	1,389	4,024	699	2,458	54	294	8,918
03/31/14	17,480	8,648	2,071	146					1,287	29,632	1,389	4,049	699	2,449	55	294	8,935
04/30/14	17,538	8,664	2,054	152					1,222	29,630	1,393	4,057	699	2,451	54	291	8,945
05/31/14	17,578	8,650	2,056	148					1,196	29,628	1,393	4,046	694	2,435	52	283	8,903
06/30/14	17,664	8,639	2,055	148	0	0	14	6	1,169	29,695	1,398	4,050	694	2,430	56	282	8,910
07/31/14	17,730	8,643	2,050	147	7	0	17	6	1,169	29,769	1,395	4,048	695	2,435	55	279	8,907
08/31/14	17,766	8,642	2,029	141	9	0	18	6	1,155	29,766	1,394	4,061	691	2,432	58	275	8,911
09/30/14	17,824	8,658	2,017	143	9	0	20	6	1,156	29,833	1,403	4,066	695	2,419	59	275	8,917
10/31/14	17,901	8,661	1,998	140	11	0	26	6	1,159	29,902	1,407	4,082	701	2,419	59	280	8,948
11/20/14	17,906	8,633	1,989	143	12	0	31	7	1,162	29,883	1,412	4,100	698	2,417	60	276	8,963
12/31/14	17,971	8,639	1,995	140	13	0	32	7	1,163	29,960	1,410	4,101	704	2,410	59	274	8,958
01/31/15	17,982	8,606	1,975	141	15	0	45	8	1,163	29,935	1,406	4,100	698	2,416	59	271	8,950
02/28/15	18,025	8,573	1,969	145	19	0	56	9	1,175	29,971	1,401	4,091	702	2,426	63	271	8,954
03/31/15	18,210	8,585	1,961	149	22	0	62	11	1,144	30,144	1,400	4,115	698	2,434	64	263	8,974
04/30/15	18,246	8,625	1,955	152	26	1	69	13	1,146	30,233	1,405	4,137	703	2,438	62	263	9,008
05/31/15	18,300	8,564	1,930	153	27	2	75	13	1,144	30,208	1,404	4,110	703	2,431	57	261	8,966
06/30/15	18,428	8,610	1,945	152	28	3	87	13	1,110	30,376	1,407	4,126	710	2,448	56	261	9,008
07/31/15	18,522	8,604	1,935	162	29	2	91	15	1,090	30,450	1,412	4,155	701	2,440	55	259	9,022
08/31/15	18,583	8,585	1,917	157	30	2	94	15	1,083	30,466	1,415	4,163	700	2,445	59	252	9,034
09/30/15	18,683	8,585	1,901	162	30	2	98	15	1,061	30,537	1,422	4,167	700	2,455	60	248	9,052
10/31/15	18,759	8,589	1,874	166	35	2	108	17	1,057	30,607	1,433	4,191	696	2,470	62	249	9,101

Note: Some have dual endorsements, if the totals are added together, the number will be larger than the actual total number of licensees.
Commerical Residential Stats.xlsx CD 11/24/2015

CONSTRUCTION CONTRACTORS BOARD

PO Box 14140
Salem OR 97309-5052
503-378-4621
503-373-2007 FAX



Interoffice Memo

To: James Denno
From: Cheryl Martinis
Date: Nov. 18, 2015
Subject: Education updates

Meeting with adult abuse agency: Enforcement and education met with the elder abuse staff of the Office of Adult Abuse Prevention and Investigations (OAAPI) to see how we can work together. OAAPI is a relatively new office within the Oregon Department of Human Services that coordinates abuse investigations involving vulnerable Oregonians (those over age 65 with physical and developmental disabilities, for example). Enforcement can elaborate but OAAPI will invite Eric McLauchlin to speak to its investigators about construction fraud investigations. Most of our construction fraud victims are over age 65. We may be able to help one another with communications. The CCB is updating its fraud/scam brochure, which OAAPI will help distribute.

First contractor class in our new training room: We had about 70 contractors attend the Nov. 5 class at the new CCB offices, and it was well-received. The equipment works beautifully, and both Building Codes and the Employment Department joined the CCB in providing information. The Employment Department talked about how to determine who is an independent contractor. We had lots of questions about when contractors need to display a CCB number in advertising, which Stan answered.

Continuing education reform: We continue to work on education reform, including short-term rules. Highlights:

- Exempt these groups from CCB continuing education requirements. Construction contractors also licensed with the Landscape Contractors Board; home inspectors who are also licensed with the CCB as residential general or specialty construction contractors; construction contractors also certified with the Oregon Building Codes Division as master builders.
- Remove obsolete language from the continuing education rules (mostly involving past versions of continuing education) to make it easier for staff to administer and internal and external customers to understand.

- Change the rule so that contractor applicants must obtain a CCB license within two years of passing the pre-license test vs. two years of completing the required pre-license education course.
- Remove the requirement for home inspector applicants to submit “qualifying points” to the CCB as part of their application process. This is unnecessary now that applicants must pass the national exam.

Education provider fees: We are entering the second cycle of continuing education under the rules that went into effect Jan. 1, 2014. This means that the bulk of our education providers will need to pay the \$2,000 provider fee in the next month or two, depending on when they started with us. The two-year \$100 course approval fee will also be due for most courses during the same time frame.

2015 Outreach

Name	Dates of show	Location	Outcome
Trade shows			
Mid-Valley Home Show	Jan. 16-18	Salem, Oregon State Fairgrounds	
Fix-It Fair	Jan. 24	Rosa Parks school, Portland	More than 1,700 people at three Fix-It fairs
Portland Home & Garden	Feb. 19-22	Expo Center, Portland	
Fix-It Fair	Feb. 21	David Douglas, Portland	
Florence Home & Garden	March 6-8	Florence	
Access Senior Fair	March 17	Medford	
Mid-Valley Home Show	March 20-22	Salem, Oregon State Fairgrounds	
NW Real Estate Investors Association fair	April 2	Double Tree Hotel - Lloyd Center	
Coos Bay	April 10-12	Boys & Girls Club	
Spirit Mountain Home Show	April 10-12	Spirit Mountain	
Klamath Home & Garden	April 17-19	Klamath Falls	
Southern Oregon Spring Home Show	April 24-26	Medford	
Linn County Spring Home Show	April 24-26	Albany, Linn Co. Fairgrounds	
Scam Jam	April 27, 8 a.m.-1 p.m.	Hult Center, Eugene	
COBA Show	May 1-3	Bend	
Or. Assoc. of Minority Entrepreneurs	May 7	Oregon Convention Center	
Portland Home & Remodel Show	Oct. 1-4	Portland Expo	

Albany Home & Remodel Show	Oct. 2-4	Linn Co. Expo	
Salem Home & Remodel Show	Oct. 23-25	Oregon State Fairgrounds	
Scam Jam	Sept. 30	Bend	
Senior Fair	Oct. 6	Chinook Winds	
Fix-It Fair	Nov. 21	Parkrose High School	
Contractor classes			
Contractor class	Jan. 30	Wastewater Association conference, Red Lion on the River	About 40 people
Contractor class	April 9, 8 a.m., Three hours	HBA headquarters in Lake Oswego	50 contractors
Contractor class	1:30 p.m. April 9 One hour	North Coast Building Industry Association (NCBIA)	11 contractors
Contractor class	9 a.m., April 10 Three hours	Coos Bay Boys & Girls Club	About 35
April 23	9 a.m., Eugene	Northwest Community Credit Union	40 contractors
April 23	9 a.m., Newport.	Oregon Coast Community College	29 contractors
April 24	9 a.m., Medford.	Medford City Hall	72 contractors plus some building codes
May 1	9 a.m. Bend	Central Oregon CC 2600 NW College Way	75 contractors
May 19	9 a.m. The Dalles	Columbia Gorge Community College,	19 contractors
May 20	8 a.m. Pendleton	Blue Mountain Community College	14 contractors
May 20	2:30 p.m. Baker City	Baker City Hall	10 contractors
May 21	Ontario	Treasure Valley CC	8 contractors
Sept. 15	Seaside	Clatsop CC SBDC, South County Campus	20 contractors
Sept. 22	Eugene	Lane CC, main campus, Room 102 in the Center for Meeting and Learning	30 contractors
Sept. 23	Roseburg	Umpqua Business Center	24 contractors

Sept. 24	Grants Pass	Rogue Community College (Redwood campus in Grants Pass)	52 contractors
Sept. 25	Coos Bay	Coos Bay Public Library	11 contractors
Sept. 30	Hood River	Ty Taylor Fire Station, Leonard Hay Community Room	14 contractors
Oct. 1	Bend	Central Oregon Community College, Boyle Education Center, 155	37 contractors
Nov. 5	Salem	CCB offices	70 contractors
Dec. 2	JLC	Oregon Convention Center	Only a few (3 maybe)
Speaking events			
Jan. 10	Oregon Real Estate Inspectors Assoc.	Salem	32 home inspectors.
Jan. 14	Oregon Remodeler's	Portland	30 contractors
Jan. 15	Property managers	Corvallis, Elks Club	About 50 people; only two with CCB licenses. Make sure EPA/OHA attend.
Jan. 27.	Tigard Library; how to select a contractor	Tigard	About 35 people
Jan. 30	On-Site Waste Water Assoc.	Red Lion, Portland	About 30 contractors
Feb. 23	Landscape board	Salem	
Feb. 28	Community Summit	Ambridge Center, Portland	Tim Lenihan talking about lead paint.
March 4	Oregon DEQ	NW Regional DEQ office, Portland	Lead-related
March 10	HBA, Josephine County		28 contractors
March 16	Buckley Law	6:30 p.m. Baja Fresh, Tigard	45 attendees
April 24	Property managers seminar	10 a.m. Best Western Mill Creek Inn, Salem	76 attendees
May 1	Legislator-convened meeting	Cannon Beach	Five contractors; about CE
Aug. 6	HBA conference	Bend	75 attendees
Sept. 3	Rotary Club	Port Orford	29 in attendees
Dec. 15	Oregon Remodelers Association	Portland	

CONSTRUCTION CONTRACTORS BOARD

700 Summer St NE Suite 300
PO Box 14140
Salem OR 97309-5052
503-378-4621
503-373-2007 FAX



Interoffice Memo

November 23, 2015

**To: Jim Denno
Administrator**

**From: Stan Jessup
Enforcement Manager**

Subject: Enforcement Update

The Enforcement section has had some changes in employees due to retirement and more will come over the next several months. This is paving the way to realign how the Dispute Resolution and Field Investigation sections do business as well as refining our workflow for improved efficiency.

We have been cross training staff for several months in anticipation of the current and future changes. This allows for a smooth transition while also giving CCB the ability to implement process improvements at the same time with minimal disruption.

My philosophy has always been one of cross training, which I believe opens opportunities for staff to learn new things and as an added benefit staff is well positioned to fill openings when the opportunity presents itself.

One other area that has been a recent focus of Enforcement is improving the quality of the Field Investigation Reports (FIR). We now have a review process in place and I am seeing dramatic improvement in the quality of the reports. This allows the Compliance Specialists to perform their jobs more efficiently with the goal of reducing processing time.

Along with the FIR review process we are making improvements to the amount of communication between Field Investigators (FI's) and Compliance Specialists. This has greatly reduced concerns over consistency and file status information for the Field Investigators when they have an active role in file outcomes.

CONSTRUCTION CONTRACTORS BOARD

201 High Street; Suite 600
PO Box 14140
Salem OR 97309-5052
503-378-4621
503-373-2007 FAX



Interoffice Memo

To: CCB Board of Directors
From: Kimberlee Ayers; Administrative Services Manager
Date: December 1, 2015
Subject: Budget and Section Report

Budget Update

CCB submitted its PICS (*Position Information Control System*) and ORBITS (*Oregon Budget Information Tracking System*) Audits in October for our Legislatively Approved/Adopted Budget.

We had no audit errors, and on November 6, 2015, we received congratulations for completing our Legislatively Adopted Budget (LAB). Please see attached.

The LAB binder is being assembled and the forecasting for the 2015-17 expense and revenue is nearly complete. We will have monthly budget summaries handouts at the December Board Meeting.

Section Update

We planned on upgrading to new servers once we moved and Bruce has begun that project. The new server will have our email system on it. Currently, Bruce is transitioning employee's email mailboxes onto the new server without any disruption to service. It has been a successfully "invisible" project, and we anticipate having all employees' email boxes by the end of 2015.

Print Form

E-mail to SABRS

PICS Audit Request Transmittal 2015-2017 Budget Preparation

AGENCY NAME:	CCB	AGENCY NUMBER:	91500
SABR COORD:	Kimberlee Ayers	PHONE NUMBER:	503.934.2237
DATE:	10/09/15	FAX NUMBER:	

The Agency's budget information is complete for the phase check-marked below:

- 2015-2017 START-UP
- 2015-2017 CURRENT SERVICE LEVEL (CSL):
- 2015-2017 AGENCY REQUEST (ARB):
- 2015-2017 GOVERNOR'S BUDGET (GB): (attach the following):
 - Personal Services Recon Worksheet
If not used, check this box
- 2015-2017 LEGISLATIVELY ADOPTED (attach the following):
 - Bill numbers used: HB 5011 and SB 5507
 - Personal Services Recon Worksheet
If not used, check this box

Additional Information:

Max Chars:
Visible area

(For SABR use only):

Received: _____

Analyst Approval: _____

Locked: _____

Approval Date: _____

Printed: _____

SABRS help email

Print Form

E-mail to SABRS

ORBITS Audit Request Transmittal 2015-2017 Budget Preparation

AGENCY NAME:	CCB	AGENCY NUMBER:	91500
SABR COORD:	Kimberlee Ayers	PHONE NUMBER:	503.934.2237
DATE:	10/27/15	FAX NUMBER:	

The Agency's budget information is complete for the phase check-marked below:

- 2011-2013 ACTUALS (attach the following);
 - AUD100 Audit Error Report from S-01 version
 - AUD004 Transfer and Special Payments Report from A-01 version or documentation confirming agreement between agencies
- 2015-2017 CURRENT SERVICE LEVEL (attach the following):
 - AUD100 Audit Error Report from S-01 version
 - Online Price List Report (go to <http://dasapp.oregon.gov/pricelist/index.asp>)
- 2015-2017 AGENCY REQUEST (attach the following):
 - AUD100 Audit Error Report from S-01 version
 - AUD004 Transfer and Special Payments Report from A-01 version or documentation confirming agreement between agencies
- 2015-2017 GOVERNOR'S RECOMMENDED(attach the following):
 - AUD100 Audit Error Report from T-01 version
 - Personal Services Recon Worksheet
 - If not used, check this box
- 2015-2017 LEGISLATIVELY ADOPTED (attach the following):
 - AUD100 Audit Error Report from U-01 version
 - AUD004 Transfer and Special Payments Report from K-01 version or documentation confirming agreement between agencies
 - Personal Services Recon Worksheet
 - If not used, check this box

Additional Information:

Bill Number Used:

Max Chars: Visible area

(For SABR use only):

Received: _____	Analyst Approval: _____
Locked: _____	Approval Date: _____
Printed: _____	

Audit Error Report - LEGISLATIVELY ADOPTED AUDIT

<i>Error No.</i>	<i>Error Description</i>	<i>Account Number</i>	<i>Cross Reference Number</i>	<i>Fatal</i>
7000	No Audit Errors were detected for the LEGISLATIVELY ADOPTED AUDIT.			<input type="checkbox"/>

AYERS Kimberlee

From: NICHOLS Michele * DAS <Michele.Nichols@oregon.gov>
Sent: Friday, November 06, 2015 10:37 AM
To: AYERS Kimberlee
Subject: Agency 915
Attachments: 2015-17 LAB Budget Binder Reports.pdf; 915 ANA100.pdf; 915 ANA101.pdf; 915 BDV103.pdf; 915 BDV104.pdf; 915 BPR010.pdf; 915 BPR012.pdf; 915 BPR013.pdf; 915 BSU003.pdf; 915 BSU004.pdf

Congratulations for completing your Legislatively Adopted Budget!

Attached are the ORBITS reports for your agency's 2015-17 LAB binders. All ORBITS reports have been created in PDF format but agencies will have to print their own PICS reports; which are available online at:
<https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055>

Instructions for assembling binders:

Please refer to pages 34 through 60 of the 2015-17 Budget and Legislative Concept Instructions for guidance on the location of reports, narratives, and other documents in the binder. If you have questions about assembling your binders, please call your CFO Analyst.

Thanks,

Other Action:

- PICS Roll is complete for your agency.
- We recommend that you notify your HR person to review for errors

Michele Nichols
Chief Financial Office
SABR Section
(503)373-1863