

# TOOL BOX

January 2025



Construction  
Contractors Board

PO Box 14140  
Salem, OR 97309-5052

Phone: 503-378-4621

Fax: 503-373-2007

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

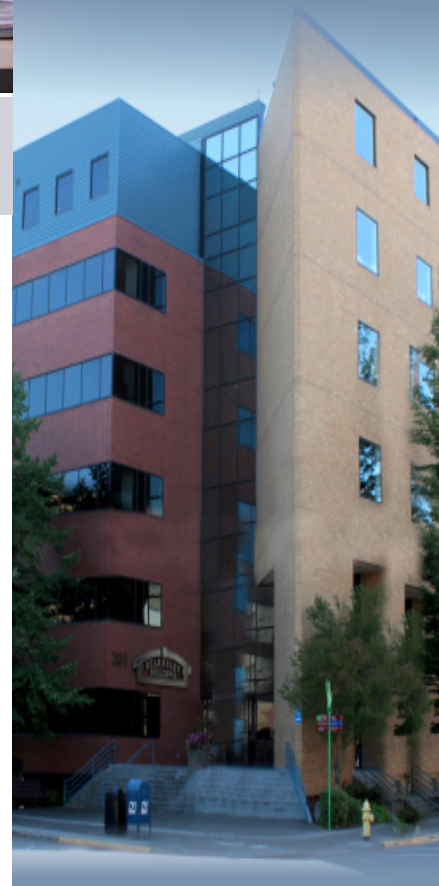


## Be Aware of Scammers Posing as CCB!

Recently, a contractor contacted CCB to say that they received a phone call from someone with an out-of-state number, posing as a CCB representative. The person on the line told the contractor their license would be expiring soon. They asked the contractor to make their renewal payment over the phone. Fortunately, the contractor did not choose to give the person on the phone their credit card information. It was a scam.

The contractor above probably saved themselves from the scheme because they were suspicious of the out-of-state number. Many would also know that the CCB doesn't call contractors out of the blue to collect payment over the phone.

We live in a time of many scams. Scam artists use creative tactics to extract information from contractors – information such as their debit card numbers, bank account information, social security numbers, and more. Unfortunately, we can't anticipate every potential scam, nor can we tell contractors everything they should and shouldn't do to protect themselves.



We can provide you with tips to help you make smart choices and avoid situations that could lead to scams.

- Use strong passwords. Online accounts like your Angi listing can be hijacked by scam artists. These scam artists can replace your information with their information, thereby diverting your customers to them. This has happened. Use strong passwords and change them regularly to help keep your online accounts safe.
- Stay informed. Read the Toolbox, where we periodically alert contractors to new scams affecting licensees. Check out Oregon DOJ's Scam Alert Network for updates on new scams. Monitor your local news, too, for articles by consumer watch dogs.
- Be careful with links. In the recent past, contractors have received emails falsely claiming to be from CCB. These emails contained malicious links. Watch for warning signs that an email is not legitimate:
  - o The text contains obvious spelling errors, typos, and grammatical errors
  - o Sender email address is disguised to look legitimate. When you hover your mouse over the email address, the true email is often revealed to be non-legitimate.
  - o The email comes out of nowhere and is unexpected.
  - o The email encourages you to click a link to make a payment.

When you receive an email or phone call from CCB, if you're not sure whether it's legitimate, don't hesitate to contact CCB directly. Call us at 503-378-4621.



## Need 3 Hours of CCB Credit? See Our Winter/Spring Schedule!

Most residential contractors must take 3 hours of CCB continuing education to renew their license. Get your 3 hours in with our live webinars! Here's our new winter/spring schedule:

Class Date	Class Type	Speakers	Sign Up
Tue Feb 18	Virtual	CCB, DEQ	<a href="#">click here to sign up</a>
Tue Feb 25	Virtual	CCB, 811, Workers Comp	<a href="#">click here to sign up</a>
Tue Mar 11	Virtual	CCB, DEQ	<a href="#">click here to sign up</a>
Tue Mar 25	Virtual	CCB, Workers Comp, Paid Leave	<a href="#">click here to sign up</a>
Tue April 8	Virtual	CCB, DEQ	<a href="#">click here to sign up</a>
Wed April 30	Virtual	CCB, OSHA, 811	<a href="#">click here to sign up</a>

For contractors who have limited access to Internet: CCB will work with all contractors who are unable to fulfill their 3-hour class requirement online. Please contact the CCB education section at 503-934-2227.

You can also [log in to your account or create an account](#) to take our classes on-demand.





## KEY CONTACTS

### Licensing questions:

503-378-4621

### Report unlicensed activity:

503-934-2229

### Dispute resolution

### (mediation) questions:

503-934-2247

### Education questions:

503-934-2227

## STAFF

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## BOARD MEMBERS

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Eric Olsen, VC, Monmouth

Abel Carbajal, Independence

Brent Landels, Bend

Deb Flagan, Bend

Rosa Martinez, Eagle Creek

Sean VanGordon, Springfield

Van White, Public Member

## Want One More Reason to Sign Up for a Live Webinar?

CCB education section creates a new PowerPoint presentation every two years, so contractors who attend our live webinars have access to new, up-to-date information. Our new presentation for the 2025-2027 period just debuted in December! If you haven't attended one of our webinars recently, this is the perfect time to check out our new presentation with information about staying in compliance, avoiding scams, and how using best practices can help you succeed as a contractor.

## Do Your Continuing Education Now – BEFORE the Busy Season!

Although some contractors with other Oregon licenses are exempt from continuing education, most need to do continuing education every two years to renew their license. In winter, many CCB licensees experience a slow season when there is a lower demand for services. This is the perfect time to get your continuing education out of the way!

**Residential contractors** must take 3 hours of CCB classes and either 5 or 13 hours of other provider classes (found in the CCB catalog). Visit our catalog to find other provider classes on business, trade, and safety. If you're required to take classes for your business and these courses don't appear in our catalog, contact us. We may be able to get these classes approved for continuing education credit. Not sure how many hours of other provider credit you're required to take to renew? Contact the education section for clarification.

**Commercial contractors** can take nearly any classes relevant to their license. How many hours of credit depends on the type of license and how many key employees your business has. Although commercial contractors are not required to prove they took classes to renew their license, we do audit commercial contractors for continuing education after they renew. Keep your certificates of continuing education to prove that you took continuing education during the two-year period.

