

TOOL BOX

Fall 2025



Construction
Contractors Board

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www.oregon.gov/ccb

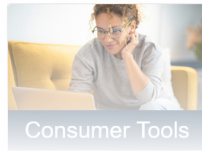
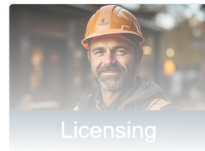
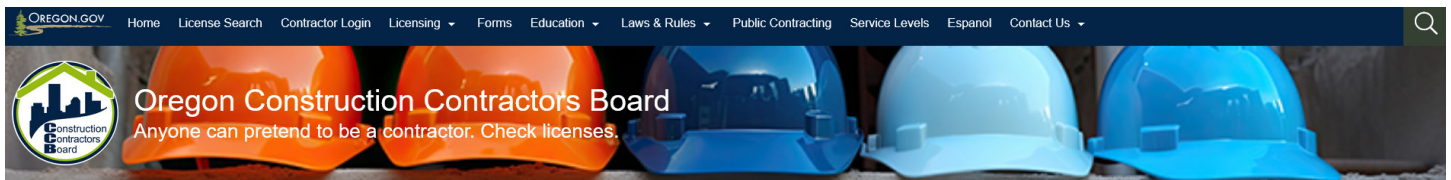


Have A New Contractor Business? 7 Tips to Help

CCB wants to help new contractors make their business a success! If you're a new contractor, here are some tips to help you through your first years as a contractor:

1. **Bidding on pre-1978 homes?** Get a lead-based paint license. Homes built before 1978 can contain lead-based paint. When disturbed, lead-based paint creates toxic dust that harms people and pets. If you're bidding on homes built before 1978, you are required to get a lead-based paint license. Contractors that don't have a lead-based paint license when they're required are subject to high fines from the EPA and can be fined by CCB investigators as well.
2. **Make your online portal account to do business with the CCB.** Doing business with the CCB is easy with a portal account. Create your account through a link on our website to update your address, renew your license, and more. The portal account is separate from the account you created when you applied for your license. Don't mix them up!





Check Licenses

Apply for a NEW license

Renew/Manage an existing license

3. **Do your continuing education early.** Unless you're exempt from continuing education, or you have a specialty license that does not require continuing education (home services contractors, residential locksmith services contractors, and home energy performance score contractors), you must complete continuing education hours before renewing your license. This can be done any time during the renewal period. You do not need to wait until the months before your renewal to complete your continuing education. Do it during a slow period!
4. **Sign up for E-watch.** Use E-watch to monitor any CCB license and receive notification when the license goes inactive. General contractors use E-watch to monitor subcontractor licenses, but you can use it to monitor your own license as well! Sign up to receive notifications when your license expires or is suspended, so you can act as soon as there's a problem. You can access E-watch through your portal account.
5. **Watch for pre-complaint notices.** Before a homeowner can initiate a complaint against a CCB license, they must send the contractor a pre-complaint notice. This opens a 30-day window of time during which the contractor can work with the homeowner to resolve the problem. Don't ignore pre-complaint notices if you receive one. Reach out to the homeowner as soon as possible to avoid a complaint.
6. **Keep your insurance and Secretary of State registration up to date.** You're required to always have insurance on file at the agency. If your business is registered with the Secretary of State, you must keep this registration current to renew your license. Stay on top of this paperwork to comply and maintain an active license.
7. **Get a second RMI.** RMIs are required to take the 16-hour class and pass the CCB exam. If your RMI leaves the business or is passes away, the scramble to find a new RMI can be stressful. Have a second RMI as a backup to avoid license disruption when something unexpected happens.

The 3-Hour CCB Class Fall Schedule Is Here!

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 fall schedule:

Class Date	Class Type	Speakers	Sign Up
Wed. Sept. 10	Virtual	CCB/DEQ	Sign up here
Wed. Sept. 24	Virtual	CCB/SBO/811	Sign up here
Wed. Oct. 8	Virtual	CCB/DEQ	Sign up here
Tue. Oct. 21	Virtual	CCB/SBO/OSHA	Sign up here
Wed. Nov. 18	Virtual	CCB/OSHA/811	Sign up here
Wed. Dec. 10	Virtual	CCB/DEQ	Sign up here

Live (in-person) classes coming this fall – watch the schedule! We'll post them as soon as details are finalized.



KEY CONTACTS

Licensing questions:
503-378-4621

Report unlicensed activity:
503-934-2229

Dispute resolution/mediation questions:
503-934-2247

Education questions:
503-934-2227

STAFF

Administrator
Chris Huntington

HR Manager
Heather Parker

Licensing Manager
Dana Zeimantz

Enforcement Manager
Vena Swanson

Communications/Education Manager
Leslie Culpepper

IT Manager
Noel Magee

For contractors with limited access to the 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.



Earn Continuing Education Credits With OSHA Consultations

Did you know that you can earn continuing education credits from an Oregon OSHA consultation at your workplace? [Oregon OSHA consultation services](#) offers continuing education credits for specific consultations, comprehensive consultations, and for successfully completing Oregon OSHA's Challenge program.

- **Specific consultation.** A specific consultation focuses on finding and fixing hazards related to a specific operation, machine, or process at your workplace. Continuing education credit: Three hours.
- **Comprehensive consultation.** A comprehensive consultation covers your entire workplace: injury and illness records, written programs, safety committee operations, workplace hazards, the safety and health program, industrial hygiene sampling, and ergonomic evaluations. Continuing education credit: Five hours.
- **Challenge program.** Oregon OSHA's [Challenge program](#) gives you the opportunity to work closely with Oregon OSHA consultation services to develop or improve your safety and health management program. Challenge participants, through a series of consultations in one year, work with consultation staff to find and fix hazards; develop and implement effective safety and health systems; and progress toward becoming self-reliant in managing their workplace safety and health. Continuing education credit: Eight or 16 hours.
- All consultations include a written report with findings, recommendations, and guidance to improve safety and health.

Oregon OSHA consultation services are free and confidential. To schedule a consultation and learn more, visit Oregon OSHA's [consultation services webpage](#).



Residential Contractors – Tips for Reporting Continuing Education (CE)

Residential contractors must complete these CE requirements every two years:

- **3 hours of CCB Laws, Regulations, and Business practices (LRB) classes, plus:**
 - o **5 hours** of other approved courses if licensed 6+ years, or
 - o **13 hours** of other approved courses if licensed less than 6 years.

CCB LRB classes are offered on demand through your online services account, in a live webinar, or in person. Residential contractors will receive only 3 hours of LRB credit every two years.

Best practices for submitting certificates:

Credits for 3-hour CCB LRB classes will be automatically credited to your account. When taking other approved courses, please provide completion certificates for hours completed. Ask providers if they report completions to the CCB on your behalf – some do!

- **Email education certificates to: cecerts@ccb.oregon.gov**
- **Include your CCB license number on the certificate and the email subject line.**
- **Complete CE and renew as early as possible so Licensing may process the request.**
- **Keep copies of certificates for your records as proof of compliance.**

Endorsed for both residential and commercial work?

If you have dual endorsement, you must meet the requirements for commercial licenses. Be sure to review the requirements for a Commercial endorsement.

License expired or lapsed?

If your license has expired or has lapsed for more than two years, you must reapply for your license and complete pre-license training and testing.

For further questions or assistance on education topics, contact CCB education staff at (503) 934-2777.