

# the TOOLBOX

June 2017

## Required CCB regulatory classes free after July 1 Plus, enjoy a one-time reduction in your license fee

The Oregon Legislature has just completed approving our budget for the 2017-19 biennium. Over the past two years, we worked hard to become more efficient and more responsive in serving the public and the construction industry.

This budget marks a significant change for the Construction Contractors Board. Beginning July 1, when the new budget takes effect, the CCB will no longer charge continuing education fees to contractors or education providers.

We have been listening to the feedback from contractors over the past two years and the most common comments about continuing education have been “reduce the fees” and “increase the variety of education providers.”

The elimination of continuing education fees will help reduce the cost burden on contractors as well as make it possible for more education providers to offer classes.

In addition, our increased efficiency at the CCB coupled with the stronger economy has resulted in a budget surplus. Therefore, we are also adopting a temporary (one-time) reduction in the contractor license fee for the duration of the 2017-19 biennium.

From July 1, 2017, through June 30, 2019, the fee for license renewals and new contractor licenses is lowered from \$325 to \$250.

Put another way, the lower fee applies to new applications received July 1, 2017-June 30, 2019, and for renewals with expiration dates during this same time period.



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



## About those CCB class fees

Contractors will save \$45 every license period with the free three hours of CCB laws, regulations and business practice courses.

Additionally, the CCB is eliminating fees it currently charges education providers. As a result, we expect to see more classes available to residential contractors. The CCB will continue to approve both the education providers and classes in the residential education program. Examples of changes:

- Free safety courses from OSHA plus additional safety courses offered by industry trainers.
- More product manufacturers offering hands-on classes about how to install or use their products. Generally, these will be Series B (trades-related) courses but there may be some Series A.
- More of your trade associations will become approved providers and the CCB will approve a number of industry certification programs for continuing education credit.

## Other July 1 changes in continuing education

Effective July 1, 2017, all residential contractors will be able to take courses related to handling hazardous materials in construction – including lead paint, asbestos and radon – for continuing education credit. Commercial contractors can already obtain credit for these types of classes.

### Background

Traditionally, the CCB's residential continuing education program has classified these courses as Series B trade-specific with a minority of contractors eligible for credit.

However, with increasing health and safety concerns in the public, the construction industry, and regulatory agencies, these courses are more appropriately classified as regulatory or safety related. Accordingly, these courses will be classified as Series A, effective July 1. All contractors get credit for Series A courses.

- Contractors who take the 8-hour initial lead course earn 5 hours of Series A credits PLUS their required 3 hours of CCB laws, regulations and business practices classes.
- Contractors who take the 4-hour refresher lead course earn 4 hours of Series A credits.
- Any existing lead paint Series B credits for the current license period can be converted to Series A if Series B credits aren't needed.

Your education provider may alert the CCB when you complete a lead certification course. If not, the CCB will apply credits at the time you present your certificate to the agency to maintain your CCB lead license.

### Licensed for both residential and commercial work?

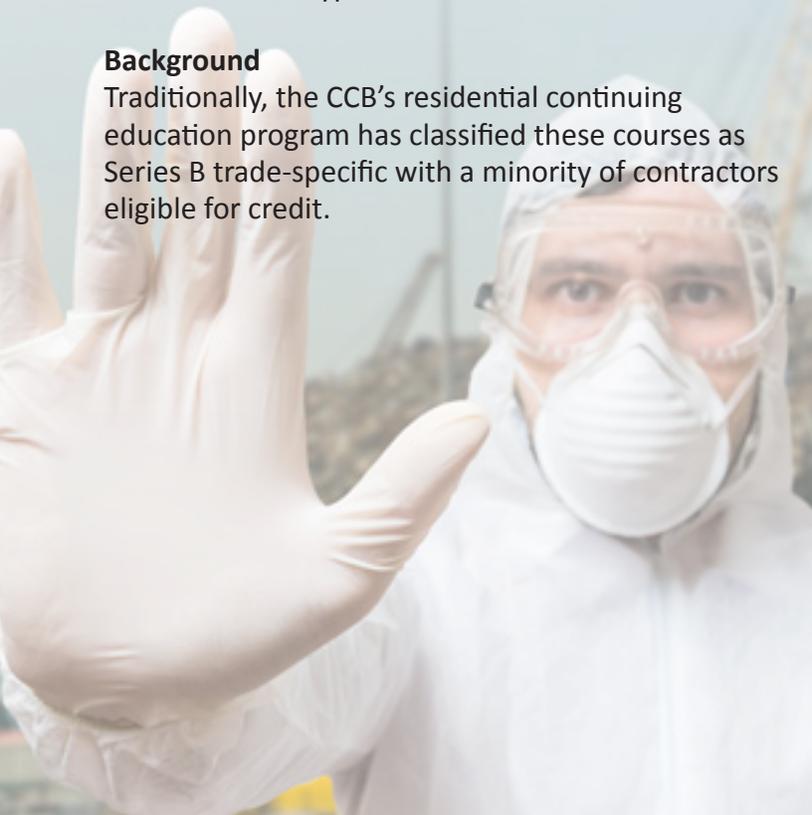
Also, pending rulemaking would simplify continuing education for contractors licensed for both residential and commercial work.

Starting July 1, these contractors would meet the stiffer requirements of the commercial continuing education program. However, they would be exempt from residential education.

Most commercial contractors (Level 2) must complete 32 hours of education during their two-year license period. The amount for Level 1 commercial contractors varies, depending on the number of key employees, but starts at 16 hours. The CCB does not approve education providers or courses in the commercial continuing education program. Learn more on the CCB website.

Commercial contractors certify at renewal that they completed the required continuing education. The CCB audits for compliance. Contractors who fail to complete continuing education risk license suspension.

**Questions? Contact the CCB education staff at 503-934-2227.**





## Key contacts

- Licensing questions:  
503-378-4621
- Report unlicensed activity: 503-934-2229
- Dispute resolution (mediation) questions:  
503-934-2247
- Education questions:  
503-934-2227

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## July 20 asbestos class in Oregon City

The Department of Environmental Quality will discuss the handling and disposal of asbestos in the Portland metropolitan area at a special class in mid-July. Details:

- **When/where:** The free three-hour class starts at 9 a.m. July 20 in the Gregory Forum of the Oregon City campus of Clackamas Community College.
- **Credit:** Counts as three hours of CCB laws, regulations and business practices credit or three hours of Series A.
- **Registration:** Seating is limited, so registration is required. Find the form on the CCB website.

The CCB has other “live” classes coming up. The other classes focus on CCB regulatory issues, not asbestos. Find registration information on the CCB website.

- **Astoria:** June 13
- **Lincoln City:** June 15
- **Salem:** June 22 and Nov. 9
- **Tillamook:** June 14
- **Wilsonville:** Nov. 21

## CCB sweeps offer a reminder

**Don't find yourself fighting a penalty because you failed to update information with the CCB**

The CCB conducts routine “sweeps” of job sites around the state year-round. The primary goal of concentrating enforcement in a region of the state is to find unlicensed contractors.

Don't find yourself among the unlicensed ranks. Licensed contractors should be careful to make sure your mailing address is up to date so you receive renewal or expiration notices. If you don't receive the notices, you can easily forget to renew and then you are an unlicensed contractor subject to fines up to \$5,000.

Also, make sure that if you have employees your license status is **nonexempt** and your workers' compensation policy is active. Contact our licensing staff if you don't know how to check or change your workers' compensation status.

It's much easier and less costly to prevent a sanction than to defend one!

## Monthly penalty report

Find the monthly list of recent fines against contractors on our website.

## Contractors are important partners in ensuring safe food facilities

It takes a team effort to prevent the spread of foodborne illnesses, and contractors are key players in successfully reaching this goal. The Oregon Department of Agriculture (ODA) Food Safety Program enforces food sanitation laws in certain facilities. Services provided by a CCB-licensed contractor may be subject to food safety requirements mandated by federal and/or Oregon law. Many times, contractors and their customers are unaware of the need to reach out to a food safety specialist BEFORE starting work on a food establishment.

### It is important for contractors to:

- Work with an ODA food safety specialist PRIOR to doing work on any food establishment.
- Make sure retail facilities are built to accepted plans or that change orders are approved by ODA, and allow approximately two weeks for the plan review process.
- Ensure that new food facilities are built to meet food safety standards and that remodeling work to existing facilities is approved by ODA.
- Let ODA know of new food establishments or existing ones that require an ODA food safety license.
- Notify ODA of new construction or remodels of existing establishments.
- Be prepared to provide ODA with documentation indicating the proper

construction, plumbing and/or wiring permits have been obtained.

### When ODA approval is needed:

- ODA-licensed food facilities must be built to meet food safety construction standards. Remodels must also be approved by ODA. Examples of ODA-licensed food establishments include retail grocery stores or markets, bakeries, food processors or warehouses (including cannabis edibles), wineries, breweries and distilleries, domestic/home kitchens producing food for sale to the public, meat slaughterers, processors, or those offering meat for sale, egg handlers and egg wholesalers, shellfish and seafood processors, dairy farms and plants (fluid milk and dairy products), processors of pet foods which contain meat, refrigerated locker plants, or non-alcoholic beverage processors or distributors.
- ODA-licensed retail facilities must be built to approved plans and change orders must be approved by ODA.

ODA provides FREE consultations to ensure the build or changes meet food sanitation requirements.

### Questions?

- **Contact the ODA Food Safety Program, 503-986-4720**
- **Find a Food Safety Specialist by location at [http://oda.state.or.us/dbs/sanitarian\\_list/search.lasso](http://oda.state.or.us/dbs/sanitarian_list/search.lasso)**

