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# TOOL BOX

September 2020

## Did You Defer License Renewal? The Deadline for Renewal is Sept. 14

Beginning in March at the outset of the COVID pandemic, the CCB adopted temporary rules allowing contractors to defer renewal of their contractor license. That temporary rule will expire **September 14, 2020**.

The deadline is quickly approaching, and we do not anticipate there will be more extensions. If you deferred renewal earlier this year, we encourage you not to wait until the last minute. Here's the link to renew online: <https://portal.ccb.state.or.us/>

### I can't remember if I submitted my renewal application. How can I tell?

Look up your CCB number on our search page at <http://search.ccb.state.or.us/search/>.

If your license is deferred, the record will show that your license is active, but the expiration will be a date in the past. If you recently renewed your license, the record will show that your license is active and the expiration date will be a date in 2022.



Construction  
Contractors Board

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

CCB Online Services

Construction Contractors Board  
CCB Online Services

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**Construction Contractors Board Online Services**

**Already have an account?** Click on "I have an account", select your account type, and log in. Then you can:

- Manage your CCB license information (address, email, phone changes)
- Review, and/or complete your continuing education
- Renew your license up to 8 weeks before your expiration date
- Change your workers' compensation status
- Associate a locksmith with your license
- Sign up for or modify eWatch services
- Apply for or renew your locksmith certification

**New user?** Click on "I am a new user" and complete the registration process.

- It is important to use a login and password that you will be able to remember so that you are able to access your account in the future.
- After submitting the required information, you will receive a confirmation email instructing you to validate your account.
- Once you have done so, you will be able to log in to your account.



**I just submitted my renewal application a few days ago. How can I tell if it's been received?**

Check your bank statement. If the payment has gone through, then the application is being processed.

**I didn't get a renewal application in the mail. Why not?**

CCB now sends postcards to remind contractors to renew, instead of full paper applications. If you are not able to renew online and require a paper application, send an email to [ccb.info@state.or.us](mailto:ccb.info@state.or.us), or call our main line at 503-378-4621.

Have more questions? We've posted more answers to frequently asked questions on our website at <https://www.oregon.gov/ccb/Pages/TemporaryRulesFAQ.aspx>, or contact us if you have questions: 503-378-4621 or [ccb.info@state.or.us](mailto:ccb.info@state.or.us)



## Check Out CCB's New Homeowner Newsletter

We've recently updated our homeowner newsletter. We gave it an all-new look, and changed the format to feature slightly longer, more in-depth articles. You can see our first issue, just released, on our website: <https://www.oregon.gov/ccb/news/Pages/Homeowner-Newsletters.aspx>

**Why are we writing a homeowner newsletter?**

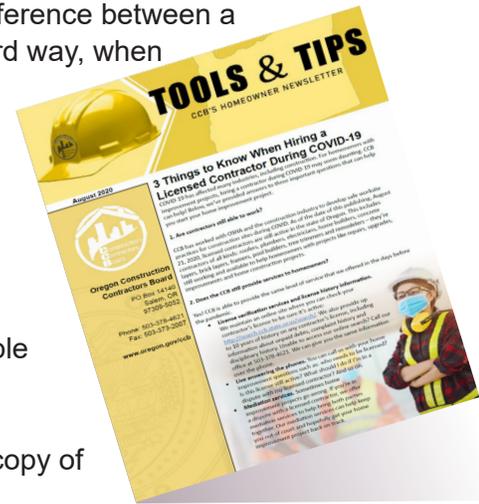
The Construction Contractors Board conducts outreach throughout the year to teach homeowners about the value of hiring a licensed contractor. Some homeowners are unaware of the difference between a licensed contractor and an unlicensed contractor – and they could learn the hard way, when something goes wrong.

We've created this newsletter to keep people informed, and to remind them at every opportunity to check licensure when hiring a contractor.

**Help Us Help You!**

Want to help homeowners learn about the value of your contractor's license? Distribute the homeowner's newsletter to your own customers. There are multiple ways to do this:

- Add a link to the newsletter on your website
- Sign up for the email distribution at the link below. We will send a PDF copy of the newsletter attached to each email.
- Encourage homeowners you meet to use the sign up link on the front page of our website <https://public.govdelivery.com/accounts/ORCCB/subscriber/new>.



## Live Classes Are Coming Back – As a Webinar!

Earlier this year, we had to cancel our scheduled live classes because of the coronavirus pandemic. We've taken this time to put together a webinar version of our course, which we will soon be unrolling to the contractors! We'll be holding webinars throughout the fall and winter. Webinars will follow a format that is similar to our live classes, with some time dedicated to CCB speakers, and some time dedicated to guest speakers.

You can sign up for our classes as soon as the schedule is posted here:

<https://www.oregon.gov/ccb/Pages/ccbclasses.aspx>

Don't have the ability to take a webinar? We provide assistance to contractors who have limited access to Internet and still need to take their 3 hours of CCB Laws, Rules and Regulations. Email us for more information at [ccbeducation@ccb.state.or.us](mailto:ccbeducation@ccb.state.or.us), or call us at 503-934-2227.



# Oregon Health Authority Reminder about Temporary Lead-based Paint Certification Extension

OHA's temporary rules related to lead-based paint certification extensions in response to the Governor's declared state of emergency for COVID-19 are coming to an end. These temporary rules extend Renovator and Lead-Based Paint Activities certification expiration dates and expand the state testing deadline to allow lead-based paint professionals to operate legally until **November 7, 2020**. Start planning now to make sure you get trained, recertified, or take your state test on time!

Class schedules can be found on their website.

<https://www.oregon.gov/oha/PH/HealthyEnvironments/HealthyNeighborhoods/LeadPoisoning/TrainingProviders/Pages/RRPTrainingProviders.aspx>

Contact OHA with questions:

[leadprogram@dhsoha.state.or.us](mailto:leadprogram@dhsoha.state.or.us)

## 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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Susan Steward, Portland  
Rosa Martinez, Eagle Creek

## Stay Up to Date With the Latest COVID-19 Resources and Information

What we know about COVID-19 changes frequently, as does official guidance about safety best practices for jobsites. Staying up to date can be challenging. Below are some of the most useful resources for contractors:

- **COVID-19 Construction Task Force Resources.** This task force is a partnership of union and non-union industry professionals, with support from Oregon OSHA. The group meets twice a week to monitor health information and government guidelines, and to collect data and information. The Oregon Institute of Occupational Health Sciences shares the Task Force resources, best practices and innovations on this webpage.
- **Governor's Resources page.** Learn more about the phased re-opening, get advice for employers or workers, federal information and executive order information on this website.
- **OSHA Virtual Consultation Information.** OSHA now offers their consultations virtually and can provide information about protections that keep you and workers safe on the jobsite. Don't forget, you can get continuing education credit for consultations.
- **Face-covering guidance available through OHA.** Guidance about face coverings, including face coverings indoors and in public spaces, is available on OHA's website.

Links to all of these sites and more are also available on **CCB's COVID-19 webpage.** We update this part of our website periodically to give contractors the latest information.

# Renewing Your License for the First Time? 2 Steps to Remember

For your convenience, CCB allows contractors to renew their license online! The process for renewing an active license can be condensed into two steps:

1. **Fill out your renewal form.** You can access the form through the online portal here at <https://portal.ccb.state.or.us/>, or call us at 503-378-4621 to request a paper application.
2. **Pay the fee.** CCB's temporary fee reduction goes through June 2021. The current cost to renew a license is \$250. You can pay online, or if renewing by paper, with a check or debit card.

Get ready for your renewal in advance by meeting all the requirements:

**Make sure your entity is active with secretary of state:** <https://sos.oregon.gov/business/Pages/register.aspx>

**Take your continuing education.** Education requirements vary. Requirements are on our website.

- a. Residential requirements: <https://www.oregon.gov/ccb/education/Pages/res-requirements.aspx>
- b. Commercial requirements: <https://www.oregon.gov/ccb/education/Pages/com-requirements.aspx>
- c. You can also call our education line to for more information about how much continuing education you need at 503-934-2227.

**Make sure your bond and insurance is up to date.**

Renewals take 3-5 days to process when submitted online. How can you tell if your renewal has gone through? Look up your license on our search feature: <http://search.ccb.state.or.us/search/>. When our staff finishes processing your license, the expiration date will change to a date two years in the future.

## Gotten Any Mail From Us Lately?

If you recently moved your business and forgot to update your address with the CCB, you could be missing letters and reminders from CCB. Contractors are required by law to update their address with the CCB within 10 days. Failure to change your address could have serious consequences.

All communications relating to your contractor license, including renewal forms and notifications of civil penalties, are mailed to the address on your license record. If you don't receive these notices, license expiration, suspension, civil penalties, or even revocation could be the result.

There are three ways to update your address with CCB:

- Change it through your online services account <https://portal.ccb.state.or.us/>
- Submit the address change form which can be found on our website:
- [https://www.oregon.gov/CCB/Documents/pdf/change\\_address-abn-entity.pdf](https://www.oregon.gov/CCB/Documents/pdf/change_address-abn-entity.pdf), or
- Send an email to [ccb.info@state.or.us](mailto:ccb.info@state.or.us). Include a file with a scanned written signature

