

Oregon Contractor Training Resources

USB Flash Drive Table of Contents

Chapter Quizzes Folder – Double-click on this folder to open it. In the folder you will see several files and a folder that is called XTRAS. If you move these files from your USB Flash Drive to your hard drive, move the entire Chapter Quizzes folder. When you are ready to begin working on the Chapter Quizzes, simply double-click Chapter Quizzes 10-24-07.exe and the Quiz Menu will open up offering 23 different Chapter Quizzes. Select whichever quiz you wish to work on. When you quit out of a quiz, the Quiz Program will close.

Practice Exams Folder - Double-click on this folder to open it. In the folder you will see several files and a folder that is called XTRAS. If you move these files from your USB Flash Drive to your hard drive, move the entire Practice Exams folder. When you are ready to begin working on the Practice Exams, simply double-click Practice Exams.exe and the Practice Exams Menu will open up offering 6 different Practice Exams. Select whichever exam you wish to work on. When you quit out of an exam, the Practice Exams Program will close.

2007 Legislative Changes Guide.pdf - Opens with Adobe Acrobat. This document details the changes to Oregon Construction Contractor laws that will take place in 2007 and 2008.

AdbeRdr90 en US.exe – This is the latest (as of Sept 2008) version of Adobe Acrobat Reader. Just double-click the file and install into your computer.

CCB Newsletter Aug 2007.pdf - Opens with Adobe Acrobat. The CCB puts out a regular newsletter with important information for construction contractors. See the Newsletter Archives at: http://www.oregon.gov/CCB/News_Room.shtml

CCB Newsletter March 2008.pdf - Many important changes are soon to take place that are vital for Oregon Contractors to be aware of. Please take the time to read through this newsletter thoroughly. See the Newsletter Archives at: http://www.oregon.gov/CCB/News_Room.shtml

Chapter Quizzes with Answers.pdf – The entire set of 23 Chapter Quizzes with answers.

Construction Trade Regulatory Chart.pdf - The names, websites and telephone numbers of everyone and anyone who regulates the activities, or wants money from, Oregon Construction Contractors.

Consumer Protection Notice.pdf -The Consumer Protection Notice (adopted 12/20/07) is not a newly developed form, but, it has certain differences from the previous version. New mandates now require that *this notice to be given at time of contract rather than at time of bid* (as previously required).

No other previous version of this notice may be used.

Contractors must maintain proof of delivery for two years after the contract was entered into. Proof may include but not be limited to:

- A signed copy.
- An unambiguous phrase in the written contract that acknowledges receipt and has been initialed by the property owner.
- A copy of the written contract if the notices are fully contained in the written contract.

Consumer Protection Notice-Actions.pdf – Information for the home/property owner about working with construction contractors.

Contractor Lic App Instructions Jan-08.pdf – A guide to filling out the application when applying to the Oregon CCB for your contractor’s license. Valid until June 2008 when it will be revised.

Contractor License App Jan-08.pdf – The Oregon CCB application for your contractor’s license. Valid until June 2008 when it will be revised.

Contractor Publications and Forms.doc – A Word for Windows document full of valuable information for the construction contractor.

Information Notice to Owner About Construction Liens.pdf - Construction contractors provide these to their customers to inform them about construction lien laws.

The Information Notice to Owner about Construction Liens (adopted 12/20/07) is not a newly developed form, but, it has certain differences from the previous version. The requirement that a contractor is required to give the notice when the contract is \$1,000 has not changed.

The contractor must deliver the notice by any of the three methods listed below:

- In person,
- By registered or certified mail, or
- By first class mail with a certificate of mailing.

Contractors must maintain proof of delivery for two years after the contract was entered into. Proof may include but not be limited to:

- A signed copy.
- An unambiguous phrase in the written contract that acknowledges receipt and has been initialed by the property owner.
- A copy of the written contract if the notices are fully contained in the written contract.

The Notice of Procedure.pdf - Adopted 12/4/07 replaces the form “Owners Duty to Notify Contractor in the Event of a Residential Construction Dispute”. Contractors must provide the notice at the time of contract.

No other version of the notice may be used.

Contractors must maintain proof of delivery for two years after the contract was entered into. Proof may include but not be limited to:

- A signed copy.
- An unambiguous phrase in the written contract that acknowledges receipt and has been initialed by the property owner.
- A copy of the written contract if the notices are fully contained in the written contract.

Notice of Right to a Lien.pdf – This is the document that all contractors, subcontractors material and equipment suppliers must give to a property at the start of a project to protect their right to enforce a lien in the future should they not be paid for materials or labor. It in itself is not a Lien but those who wish to protect their right to be paid for a job must give this to the owner or they lose that right to place a lien against a property for non-payment.

OAR Chapter 812.pdf - Oregon Administrative Rules (OAR) is the official compilation of rules and regulations having the force of law in the U.S. state of Oregon. It is the regulatory and administrative corollary to Oregon Revised Statutes, and is published pursuant to ORS 183.360 (3). It is compiled and issued annually by the Administrative Rules Unit of the Secretary of State's Archives Division, with monthly updates issued as the *Oregon Bulletin*, the latter also providing notice of intended rule action, Executive Orders of the Governor, Opinions of the Attorney General, and orders issued by the Director of the Department of Revenue.

ORS Chapter 701.pdf - Oregon Revised Statutes (ORS) is the codified body of statutory law governing the U.S. state of Oregon, as enacted by the Oregon Legislative Assembly, and occasionally by citizen initiative. The statutes are subordinate to the Oregon Constitution. The Office of the Legislative Counsel prepares and publishes the 19-volume Oregon Revised Statutes every two years, after each biennial legislative session. The Oregon Legislature created the Oregon Revised Statutes by recodifying the previous code, which was called the Oregon Compiled Laws Annotated.

Owners Duty to Contractor in the Event of a Residential Construction Dispute.pdf – This is the document that has been replaced by the Notice of Procedure. See above

PSI Candidate Info Bulletin 09-2007.pdf – This is the Bulletin put out by the company that gives the exam for the Oregon Construction Contractor's License. Please look at this right away, very valuable information!

Student Update 03-21-08.doc – This is a message that was recently sent out to all students regarding the upcoming release of the Eighth Edition of the Oregon Construction Contractor's Reference manual. Students using the Seventh Edition need to take their exam by June 30, 2008. Students testing from July 1, 2008 will be tested on materials from the Eighth Edition.

Study Log.doc - The Word for Windows version of the Student Study Log that must be completely filled out signed and mailed in to us before we can register you with the CCB who will then register you with PSI Testing Service at which point you can contact PSI and get registered to take the exam.

Study Log.pdf - The Adobe Acrobat version of the Student Study Log that must be completely filled out, signed and mailed in to us before we can register you with the CCB who will then register you with PSI Testing Service at which point you can contact PSI and get registered to take the exam.

Please just send us one Study Log. The two formats are provided for your convenience. Also, please either send us an e-mail or leave a telephone message when you send in your Study Log so we can be on the lookout for it and get you registered in a timely manner. You will receive a Study Log Acknowledgement message once we have received your Study Log. If you have not received this Acknowledgement soon after mailing in your Study Log, contact us so we can figure out what is going on with it.

Beginning January 1, 2008, contractors that apply for a new CCB license will be required to provide a bond for the following:

**Bond
Amount**

License Category

General contractor (all structures or residential only)	\$20,000
Specialty contractor (all structures or residential only)	\$15,000
Limited Contractor	\$10,000
Inspector	\$15,000
Licensed Developer	\$20,000

- This is for **NEW LICENCES** only.

Contractors that have a **renewal** between January 1, 2008 and June 30, 2008 will renew from the following:

**Bond
Amount**

License Category

General contractor (all structures or residential only)	\$15,000
Specialty contractor (all structures or residential only)	\$10,000
Limited Contractor	\$ 5,000
Inspector	\$10,000
Licensed Developer	\$15,000

- If you make any changes that require a new CCB license, you will be required to provide the bond amount indicated in the new license information.

Residential Consumer Notices (Effective January 1, 2008)

HB 2654 updates the requirements for the three notices contractors must provide to property owners when contracting for work on a residential construction project.

Effective January 1, 2008 the following required notices must be given at time of contract:

- Consumer Protection Notice (adopted 12/20/07)
- Notice of Procedure (adopted 12/4/07)
- Information Notice to Owner about Construction Liens (adopted 12/20/07)