



# Candidate Information Bulletin

## State of Oregon

### Construction Contractor Examination

Oregon’s Construction Contractor Licensing Act, ORS Chapter 701, requires that any person engaged in any construction activity involving improvements to real estate for compensation needs to be licensed with the Oregon Construction Contractors Board (the CCB).

The CCB has contracted with Prometric Inc. to conduct its examination program. Prometric provides exams through its multistate network of testing centers.

#### At a glance

This bulletin is your guide to the process of obtaining an Oregon Construction Contractor license. The steps below summarize the process. For information about a step, go to the page listed.



#### To obtain your license

- 1 Complete a 16-hour training given by an approved provider.  
A list of approved training providers is available from the CCB or online at <http://ccbed.ccb.state.or.us/WEBpdf/CCB/Publications/providers.pdf>.
- 2 Once you have successfully completed your training, you must register and schedule an appointment with Prometric to take your licensing exam—Page 2.
- 3 Prepare for your exam using materials from your training and the exam content outline in this bulletin—Page 4.
- 4 Present the required identification and take the exam—Page 5.
- 5 Once you pass your exam, you will be required to submit a license application and all required documentation to the CCB.



#### To get answers not provided in this bulletin

##### For questions about exams:

Prometric  
 ATTN: OR Construction Contractor Program  
 1260 Energy Lane  
 St. Paul, MN 55108  
 Phone: 800.462.8669  
 TDD User: 800.790.3926  
[www.prometric.com/oregon](http://www.prometric.com/oregon)

##### For questions about licensing:

Oregon Construction Contractors Board  
 700 Summer Street NE, Suite 300  
 P.O. Box 14140  
 Salem, OR 97301-5052  
 Phone: 503.378.4621  
[www.oregon.gov/CCB](http://www.oregon.gov/CCB)

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## Registering and scheduling exams

After you successfully complete your training program, your training provider will enter your information into the CCB database. Prometric will then be able to confirm that you are eligible to test. Please allow three days for this process to take place.

Three days after you complete your training program, you must complete the following steps:

- 1 Register for your exam.
- 2 Pay the exam fee (\$85) using Visa or MasterCard.
- 3 Schedule an appointment to take your exam.

You are encouraged to complete all three steps at one time using Prometric's Internet registration and scheduling system. Registration and scheduling are also available by phone.

### Online registration and scheduling

Register and schedule your exam online at any time by accessing Prometric's Internet Registration Service at [www.prometric.com/oregon/construction](http://www.prometric.com/oregon/construction).

### Registering and scheduling by phone

You may register and schedule your examination by calling 800.462.8669 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

**Identification number.** When registering to take your exam, you must use the same identification number you provided to your training provider at the time you registered for your training program. This number is used for identification purposes only.

**Accommodations.** If you require ADA accommodation, or other special considerations such as translation accommodations, see "Special test considerations" on Page 3 **before** registering.

**Testing centers.** Your exam will be given by computer at a Prometric testing center. You may test at any Prometric testing center in the United States. A list of testing centers convenient to Oregon candidates may be found on Page 4.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.



**Note** Registration for an exam remains valid for one year after it has been processed. If you fail to schedule and take your exam within that one-year period, your fees will be forfeited and you must submit a new registration form and fee.

**Exam fees are nonrefundable and nontransferable.**

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## *Special test considerations*

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

**ESL accommodation.** A language barrier **is not** considered a disability. However, if English is not your first language, please review the options below.

**If Spanish is your first language.** The exam is written in English. However, once you begin the exam, you will be able to click a button labeled "Español" to see questions in Spanish. You will not be allowed any additional time to take the exam.

**Languages other than Spanish as your first language.** The exam is written in English. However, if a language other than Spanish or English is your first language, you have the option to use a translator during your exam. If you feel you need such a translator, you must contact Prometric at 888.226.9406 to schedule the translated exam. Prometric will arrange a qualified translator. You will be required to pay the translator fees. You will not be allowed any additional time to take the exam if you use a translator.

If English or Spanish is your second language, you may bring one translation dictionary with you to the exam. The translation dictionary must not have any writing, loose paper or self-affixed tabs in it. It must be a bound book with an International Standard Book Number (ISBN). You will not be allowed any additional time to take the exam if you use a translation dictionary.

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## *Rescheduling your appointment*

To avoid an additional fee, you must contact Prometric at least **three full business days** before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$40 fee** if you reschedule one to three business days before your appointment date.
- **Another full examination fee** if you reschedule on or after your appointment date.



**Note** This schedule **does not** include weekends or holidays since they are not business days. You will need to call earlier if a weekend or holiday is involved.

You may pay any additional fee with Visa or MasterCard and reschedule your appointment online or by calling Prometric at 800.462.8669.

## If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you will need to reschedule your exam and pay another full examination fee.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

## Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reschedule your exam and pay another full examination fee.

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## *Test center locations*

Prometric test center locations convenient to Oregon residents are listed below. A list of testing centers in other locations is available online at [www.prometric.com/oregon](http://www.prometric.com/oregon). Test center locations are subject to change.

Test Sites	Address
<b>Bend, OR</b> 541.318.4648	2150 NE Studio Road, Suite 10 Bend, OR 97701
<b>Eugene, OR</b> 541.485.4589	1020 Green Acres Road Delta Oaks Shopping Center, Suite 11 Eugene, OR 97408
<b>La Grande, OR</b> 541.963.3684	State Office Building, 1901 Adams Avenue La Grande, OR 97850
<b>Medford, OR</b> 541.552.8100	Southern Oregon University Higher Education Center, RM 122 101 S. Bartlett Street Medford, OR 97501
<b>Portland, OR</b> 503.254.4159	1122 NE 122nd Avenue, Suite A-106 Portland, OR 97230
<b>Portland, OR</b> 503.659.0470	14623 SE McLoughlin Boulevard Portland, OR 97267
<b>Garden City, ID</b> 208.321.7422	5123 North Glenwood Street Garden City, ID 83714

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## *Preparing for your exam*

Planned preparation increases the likelihood of passing your licensing exam. The exam content outline on Page 5 is the basis for the exam. The exam is open-book. It consists of 80 multiple-choice questions with all questions weighted equally. You will have two hours to complete the exam. A score of 70 percent or above is required to pass the exam.

## Exam content outline

The outline lists all topics covered in the exam and the number of questions asked about each topic.

Exam Topic	Number
Construction Contractors Board	10
Employer Requirements & Employee Rights	8
Contract Law	10
Lien Law	10
Taxes, Record Keeping & Business Practices	10
Project Management & Scheduling	9
Building Codes	6
OR-OSHA Requirements & Job Site Safety	8
Environmental Laws	9

## Exam reference

The **Oregon Contractor's Reference Manual**, Eighth Edition, published by Prometric, was used to develop exam questions. Though you may use previous editions of the reference during the exam, using the most recent edition is advisable in order to answer the questions that appear on the current test. For information on how to obtain the reference manual, you may call toll-free 877.624.2562.

The manual is revised and reprinted every two years. Any changes and corrections to the **current** reference manual is located on the state's Web site at [www.oregon.gov/CCB/Education.shtml](http://www.oregon.gov/CCB/Education.shtml). These changes may affect the test questions. Please note that you are not permitted to take loose paper into the testing facility. You should make the changes or corrections directly into the manual prior to your arrival at the test site.

Writing directly on the reference manual pages is permitted prior to arriving at the test site. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed. No additional documents (loose papers, additional papers, etc.) are allowed in the manual.



**Note** While you are allowed to use previous editions of the reference manual, be advised that Prometric is not responsible for any incorrect answers you give due to your use of older versions on the reference manual.

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## Taking your exam

Exams are administered using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. You do not need computer experience to use this system. In fact, you only use five keys on the entire keyboard to take the test. The other keys are disabled. Before you start the exam, a testing center employee will give you a personalized introduction to the testing system.

**Arrival.** You should arrive at least 30 minutes before your scheduled examination appointment in order to verify your identification and allow time for you to sign in.

**Identification.** You must present a valid form of identification before you can test. For the Oregon construction exam, that identification document **must be either** a: 1) driver's license; 2) U.S. passport; 3) state-issued identification card; 4) military identification card; or 5) Permanent Resident Card (green card).

When you register for your exam, be sure to use the name that exactly matches the name on your identification document (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment. You will need to pay another exam fee and reschedule your exam appointment.

## Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

### References

- You may bring and use any edition of the *Oregon Contractors Reference Manual*. (Exam questions are developed from the Eighth edition and it is advisable to use the most current reference.) Photocopies may **not** be used. Sharing reference materials is not allowed.
- Reference materials will be checked before and after the examination. Any reference material that has been written in during the exam will be confiscated.
- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam. Your answers will not be scored.

### Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, laptops, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

### Breaks

- No breaks are allowed. If you need to stop testing for any reason, your exam will terminate and you will forfeit the opportunity to continue.

### Visitors

- No guests, visitors or family members are allowed in the testing area.

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination and your exam will not be scored. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### Weapons

- Weapons are not allowed at the testing center.



**Important** Before an exam begins, the test center administrator will lock up briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

**Copyrighted questions.** All test questions are the copyrighted property of the state of Oregon. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability. There is no penalty for guessing.

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## *Your exam results*

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report will indicate **Pass** or **Fail**. Exam results are confidential and will be revealed only to you, your test provider and the CCB.

**Passing score.** A score of 70 percent (56 correct answers) or above is required to pass the exam. Once you pass your exam, you must complete the license application and submit it, along with the application fee, score report, and all other necessary documentation to the CCB.



**Important** If you bring your completed applications materials and your passing score report with you to the CCB office, you may be able to receive your license on the same day that you pass your exam.

**Retake information.** If you do not pass the exam, you must register for a new exam. Please note that you must wait two business days for your results to be processed before scheduling a retake appointment. There is no limit to the number of times you may retake, but it is recommended that you spend some time studying before retaking the exam.

State law requires you to complete the licensing process within 24 months from the date you completed your training.

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## *Appeals process*

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and ID number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.