



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 test 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
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

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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.

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.

Test centers. Your exam will be given by computer at a Prometric test center. You may test at any Prometric test center in the United States. A list of test centers convenient to Oregon candidates may be found on Page 3.

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.

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 ADA 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.

Test center locations

Prometric test center locations convenient to Oregon residents are listed below. To find test centers in other locations, go to www.prometric.com/oregon. Test center locations are subject to change.

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

Rescheduling an 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.

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 test 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.

Preparing for your exam

The exam content outline below is the basis for the exam. The outline lists all topics covered in the exam and the number of questions asked about each topic. The exam consists of multiple-choice questions with all questions weighted equally. A score of 70 percent or above is required to pass the exam.

Oregon Construction Contractor exam

Open Book, 80 questions, 2 hours

Exam Topic	Number of Questions
Construction Contractors Board	10
Employer Requirements & Employee Rights	7
Contract Law	9
Lien Law	9
Taxes, Record Keeping & Business Practices	8
Project Management & Scheduling	8
Building Codes	6
OR-OSHA Requirements & Job Site Safety	7
Environmental Laws	8
Building Exterior Shell	8

Exam reference

The **Oregon Contractor's Reference Manual**, Ninth 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. Changes and corrections to the **current** reference manual are located on the state's Web site at 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 of the reference manual.

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, you will be given 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.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center.

- 1 You will be continuously monitored by video, physical walk-throughs and the observation window during your test.
- 2 You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the above section).

- 3 You are required to sign out on the test center roster at the conclusion of your exam.
- 4 You are **prohibited** from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
- 5 You **may not** talk to other candidates or refer to their screens, testing materials, or written notes in the test room.
- 6 You **may not** use loose paper, published materials, or other testing aids, during your test other than references and regulations discussed in the "Exam reference" section on Page 5.
- 7 You are **allowed** to bring soft ear plugs or center-supplied tissues in the test room.
- 8 Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.
- 9 You **may not** bring any personal/unauthorized items into the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment. Weapons are not allowed at any Prometric Test center. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
- 10 You **must** return all materials issued to you by the TCA at the end of your test.
- 11 Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the TCA.
- 12 You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the TCA, or any other staff member of the test center, may result in criminal prosecution.
- 13 To protect the privacy of all testers, the TCA can neither confirm nor deny if any particular individual is present or scheduled at the test center.
- 14 Persons not scheduled to take a test are not permitted to wait in the test center.



Important Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audio and videotape any examination session.

Copyrighted questions. All test questions are the property of the state of Oregon and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

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.

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 retest, 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.

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.