

## 5 Steps to Obtaining Your Oregon General Contractor's License

### Step 1. Sign up for the exam.

To become a licensed contractor in Oregon you must:

- Complete the prerequisite training and pass the Construction Contractors Board's (CCB) statewide test.
- File your assumed business name, corporation or LLC at the Oregon Corporation Division.
- Submit a CCB surety bond.
- Provide proof of general liability insurance.
- Provide evidence of worker's compensation and other employer account numbers if applicable.
- Submit a completed CCB application with the \$260 fee for two years, or \$520 fee for four years.

To get an application contact:

Construction Contractors Board  
700 Summer Street NE, Suite 300  
P.O. Box 14140  
Salem, OR 97309-5052  
(503) 378-4621 ext. 4900  
Fax: (503) 373-2007  
<http://www.oregon.gov/CCB/index.shtml>

New CCB licensees are required to complete 16 hours of training on law and business practices, and pass a state test. There are several places in Oregon where you can take the required courses. Visit the website above for further information.

After completing the required education, call PSI to schedule a test:

PSI Examination Services  
100 West Broadway, Suite 1100  
Glendale, CA 91210  
(800) 733-9267  
Fax: (913) 541-0156  
<http://www.psiexams.com>

*Exam Fee:* There is a \$106 exam fee.

### Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Oregon requires for this exam, follow this link to your state's exam page of our website <http://www.constructionbook.com/contractor-license/oregon/index.asp>. You must purchase these documents and books in preparation for the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

### **Step 4. Follow the rules.**

PSI requires that you present two forms of ID when you appear for your exam. One ID must be government issued (Driver's license, State ID or Military ID) and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.

The following security procedures will apply during the examination:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder, or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA documents as described in this section MUST be removed prior to entering the examination area.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Copies of the books and references required for the open-book portions of the exam will be admitted into the exam room. They may be tabbed or un-tabbed and may contain highlighted or underlined sections or paragraphs of the original text.

### **Step 5. Good luck on the exam!**

The business and law exam is an 80 question multiple-choice test, with 2 hours to complete. The exam is broken down into the following sections:

| <u>Subject area</u>                        | <u>No. of questions</u> |
|--|-------------------------|
| CCB  | 10                      |
| Employer requirements and employee rights  | 10                      |
| Contract law                               | 10                      |
| Lien law                                   | 8                       |
| Taxes, record keeping & business practices | 10                      |
| Project management & scheduling            | 10                      |
| Building codes                             | 4                       |
| OR-OSHA requirements & job site safety     | 8                       |
| Sound environmental practices & laws       | 10                      |