



# Contractor "HEADS UP"

June 2010

## Commercial Contractors: New Continuing Education for July 2010

### NEW CONTINUING EDUCATION REQUIRED FOR YOUR NEXT RENEWAL

**Beginning July 1, 2010, all commercially endorsed contractors must certify on their renewal that they have completed continuing education (CE).**

**WHO:** All CCB commercially endorsed contractors that renew a commercial CCB license. Training can be taken by any "key" employee of the business.

**WHAT:** Commercial Contractor CE is now part of the requirements for continued licensing with the CCB.

**WHEN:** Certification that a contractor has completed the required amount of CE hours begins with renewals on or after July 1, 2010.

**HOW:** Determine how much CE, who can take it for your business and what training qualifies. (See reverse side for more information.)

#### **How do I provide the CE information to the CCB?**

You will be asked to declare that you have taken the training on your next CCB license renewal. You should keep records of all continuing education taken by your "key" employees.

CCB will not ask you to provide proof of continuing education at the time of renewal, except for your written (promised) declaration that you completed the continuing education required for your business.

(over)

## REQUIRED TRAINING FOR COMMERCIAL CONTRACTORS

1. Topics may include construction means, methods, and business practices. The approved sources for continuing education topics are:

- Community colleges, colleges, universities
- Trade schools
- Trade or business associations
- Professional societies
- Private companies
- Public agencies
- Product manufacturer training
- In-house training

NOTE: At present, CCB does not have a list of CE providers. Over time, CCB plans to create a list, to be available on its website.

2. The CE must be taken by key employees of the business. A “key employee” is an owner or employee who is one of the following:

- Corporate officer
- Manager
- Superintendent
- Foreperson
- Lead person
- Any other person who exercises management or supervisory authority over the construction activities of the business

3. CE may be obtained by one key employee or by multiple key employees. The total number of hours required depends on how many key employees the business has. The following CE hours are required for each **two-year** licensing period:

<b>Commercial Contractor Level 1</b>	<b>5 or more Key Employees</b>	<b>80 Hours Required</b>
	<b>4 Key Employees</b>	<b>64 Hours Required</b>
	<b>3 Key Employees</b>	<b>48 Hours Required</b>
	<b>2 Key Employees</b>	<b>32 Hours Required</b>
	<b>1 Key Employees</b>	<b>16 Hours Required</b>
<b>Commercial Contractor Level 2</b>	<b>Any # of Key Employees</b>	<b>32 Hours Required</b>

4. Contractors must maintain records of their key employees' CE.

5. CE requirements **do not** apply to:

- a. Licensed electrical or plumbing contractors, or contractors licensed to work on boilers and pressure vessels.
- b. Commercial Developers

For more information, visit: [www.oregon.gov/CCB](http://www.oregon.gov/CCB)