



Prerequisite Education Training Provider Application Packet

Construction Contractors Board (CCB)

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GENERAL CONTRACTOR LICENSING INFORMATION

In Oregon, performing construction work for compensation requires a license with the Oregon Construction Contractors Board (CCB). There are many requirements for becoming licensed. The requirement on prerequisite education is the completion of at least 16 hours of training on construction business practices and law and passing a state test.

The individual taking the training and passing the test is the Responsible Managing Individual (RMI). Every licensee must have an RMI.

STUDENT EDUCATION & TEST REQUIREMENT

Oregon Administrative Rule (OAR) 812 Division 6 requires that the prerequisite training and testing requirement consists of a minimum of 16 clock hours of training given by an approved training provider and passing a CCB-mandated test given by the approved test administrator on all ten sections of the Oregon Contractors Reference Manual. Students must score 70 percent or higher on the test to pass.

The test is a randomly generated 80-item multiple choice test. Students schedule and pay for the test with the test administrator after they complete the training. Sample test questions are at the end of each section of the CCB-approved course manual.

The training and test are valid for 24 months from the date **the training was completed**. The student must become licensed within 24 months from the completion date. Students that do not become licensed within that time period will be required to complete the training and pass the test again in order to become licensed.

BECOMING A TRAINING PROVIDER

Community colleges, private businesses/schools and trade associations interested in offering the CCB prerequisite training must apply and become approved as a provider. The process involves:

1. Training provider approval, and
2. Core training material approval. (Core training material is defined as the material developed by the provider to compliment the learning from the required manual.)

Providers may submit core materials separately from the provider application but not give a training until their core materials are approved.

CCB's Training Provider Expectation Highlights

1. All students must complete at least 16 hours of prerequisite training.
2. Providers must ensure students have the current edition of the Oregon Contractors Reference Manual.
3. All training and core training materials used must be based on the learning objectives provided and the most current manual.
4. Providers must revise their core training material when a new manual is released. (Currently this is every two years)
5. Approved providers must provide the agency the required statistics monthly.
6. The listed contact person is required to relay all communication from the agency to the appropriate persons within the training provider's organization.

TRAINING ADMINISTRATION INFORMATION

1. Approved providers set their own prices and fees, schedule and market their courses, answer telephone inquiries, register students, pay instructors for instructional time and office hours, and provide classrooms, supplies and equipment needed to offer the training.
2. Approved providers may not use class time to solicit business such as insurance, business services, etc.
3. Approved providers must develop and provide to students their policies on refunds, length of support for questions (this has a required minimum of 90 days) and the length of time to complete self study courses.
4. Providers should be familiar with the laws governing prerequisite education, found in OAR 812 Division 6.
5. The CCB will offer the names, telephone numbers and email and/or website addresses of all approved providers on the CCB website.
6. The CCB may publicize the pass/fail rates of providers after a provider has offered training for three months.
7. Approved providers may offer CCB training as long as they meet the requirements of the program. The CCB may terminate a provider for violating one or more of the standards in OAR 812 Division 6 or any of the requirements in the written agreement.
8. The test provider offers a Candidate Information Booklet (CIB) that helps students register and prepare for the test and know what to expect at the test site. These should be made available to students in paper or online.
9. Approved providers or their instructors may not be an RMI of an active license.
10. Approved providers must keep student records for six years.
11. Approved providers are required to enter students into the CCB Education database within two business days of the student completing the training.
12. On the 10th of each month, providers must report the number of students that purchased the training and the fee charged for the training.
13. Approved providers acquiring or attempting to acquire agency test questions will be terminated.

DEVELOPING TRAINING & CORE MATERIALS

1. All instructional delivery formats are allowed (CD, DVD, self study, classroom, etc.).
2. Training must consist of a minimum of 16 hours. For live classes: Breaks, lunch, registration time, etc. are not to be included. Keep a daily class roster or other attendance proof. For self study training: You must develop a study log or other method that certifies the amount of time a student has spent studying. You may be required to provide proof.
3. Approved providers should develop core training material based on the current manual and the learning objectives provided. When making significant changes or updates, a revised set of materials must be provided to the agency 10 days prior to using.
4. The agency does not review training materials for similarities from other providers. Providers, if concerned should copyright their materials.
5. The CCB will perform a cursory review of materials for approval. Proofing, editing and complete accuracy are not the agency responsibility. Significant errors will stop the review and the materials will not be approved.
6. Students must not be required to take or pass quizzes or tests in order to complete the training.

The information contained in this application is not a complete summary of the requirements in the provider agreement. The summary provided is intended to assist you in making the decision to become a provider. Once approved, you will receive the provider agreement. Please read it carefully.

MAJOR REQUIREMENTS FOR APPROVED PROVIDERS

Please review the following checklist of the major requirements. These requirements will help you determine that you will be able to comply with the major requirements for offering the training. Additional requirements are detailed in the administrative rules (OAR 812 Division 6) and in the provider agreement.

- 1. Approved providers and their trainers will use the current CCB-approved course manual to prepare for and teach the 16 hours of training. The manual is divided into ten sections (subject areas) on construction business practices and laws.
- 2. The attached **Learning Objectives** document is to help you plan instruction and questions/answers. The time listed are the minimum recommended times spent in each area. The 16 hours of instruction should not include time for registration or breaks.
- 3. Approved providers will make sure that each student has a current CCB-approved manual, which the student may keep for reference after completion of the 16 hours of training and the test. Providers can buy course manuals directly from the publisher, Prometric. Manuals currently cost \$42.50 each. Single copies are available through Builders Book Depot at 1-800-284-3434.
- 4. New or substantially revised core materials used to instruct students must be provided to the CCB at least 2 weeks before first instruction period. The CCB may review for accuracy and comprehension. If no core materials are offered, the box indicating no core materials on page five must be checked.
- 5. All trainers must have at least two years experience teaching adults or practical experience in the trainers' subject area or a combination of both. (Trainers are anyone who develops content, teaches the courses, responds to email inquiries or answers questions about course content, etc.)
- 6. Approved providers will submit all trainer changes and substitutions to the CCB for approval at least two weeks before the trainer is scheduled to teach a CCB course.
- 7. Approved providers will give students information on contacting trainer(s) and hours of availability during the time students are completing the 16 hours of training. Additionally, approved providers will provide a mechanism for students to contact trainer(s) outside of the course for at least one hour a week for 90 days after enrollment in course.
- 8. An approved provider will maintain an acceptable test passing rate after three months of offering CCB classes (70% of the tests taken by its students must receive passing scores).
- 9. Approved providers will send accurate electronic course completion records to the CCB's electronic database within two business days of when the student completes the course. Access to the internet using Internet Explorer is required.
- 10. Approved providers will allow CCB staff, advisory committee members and CCB policy board members to attend their trainer-led courses free of charge and as space allows for the purpose of reviewing the courses. Approved providers will provide a set of home study materials to CCB staff, advisory committee members and CCB policy Board members free of charge for purposes of evaluation.
- 11. Approved providers will comply with all applicable federal and state laws and other CCB requirements.
- 12. Approved providers are required to report to the CCB by the 10th of each month, the cost of the training and the number of students who purchased the training the previous month.
- 13. Other requirements are detailed in the administrative rules (OAR Division 6 at www.oregon.gov/ccb) and the provider contract.

INSTRUCTIONS ON HOW TO BECOME A PROVIDER

1. Complete the following:

- A. Application for CCB Provider Approval, page 6. (You must include the answers to the questions).
- B. Instructor List, page 7 listing all instructors for the CCB subject areas.
- C. A one or two-page resume or work history summary for each listed instructor. Each resume or work summary must clearly show at least two years experience teaching adults or practical experience in the instructor's subject area or a combination of both.

2. Core training materials

All core training materials (except the required manual) used to instruct students must be provided to the CCB at least 2 weeks before first instruction period. The core materials section is on page five of the application.

3. Mail the completed application packet to:

Education Section
Construction Contractors Board
PO Box 14140
Salem OR 97309-5052:

Application packets will be reviewed within 45 days.

You will receive notice that your application has been reviewed and meets statutory requirements. This means that you may begin to **prepare** for training by completing or developing your core materials, ordering course manuals, hiring instructors, etc.

While you are preparing for the start of the training, the agency will draw up an agreement to be signed by both you and the agency. After you sign the agreement you must return it to the CCB for signatures and a copy will be returned to you. You must have a fully executed agreement and approval of your core materials before holding the training.

Please read your agreement carefully. It specifies the requirements for remaining a provider.

If you have any questions after reading this packet, or would like additional copies, call the CCB Education Section, at 503-378-4621 ext. 4081.



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APPLICATION FOR CCB PROVIDER APPROVAL

Business/school/organization

Contact person

Date

Phone

Fax

Email

Mailing address

City, state, zip

Office location (for certified mail)

City, state, zip

The following information is needed if you are approved as a CCB provider. The following will be published in CCB contractor application packets and on the CCB website.

Phone # for information about classes

Email and/or website address

Description of course/ Type of classes to be offered (classroom instruction, CD, DVD, web-based, etc.)

Answer the following in a *maximum of three total pages* (minimum 11-size font). Please number each of your answers to match the questions below and attach answers to this application.

1. Outline the goals of your training program, the experience your organization has in providing training and curriculum for this training. (The curriculum might be a course outline or draft outline of the program)
2. What is your method to ensure each student completes 16-hours of training and the training it covers all education subjects outlined in 812-006-0250. For live classes include the make up of missed class time.
3. Provide a policy statement explaining how the business/school will ensure a quick response to CCB and student questions and concerns.
4. Include a copy of the business policy you will provide to students on refunds; and for self study training, the length of time the student has to complete the program.
5. Explain the policy used to evaluate instructors' sessions/performance and core materials used in training. Will you provide a copy of the review to the CCB on request?

Instructor List

List everyone who will be teaching the courses, developing course content, responding to or answering questions about course content, next to one or more subject areas they will be involved in. All of the subject areas must have at least one instructor listed.(Attach additional pages if needed.)

Include a one or two-page resume or work history summary for each instructor listed below. Each resume or work summary **must clearly show** at least two years experience in either teaching adults or working in subject areas outlined in the Oregon Contractors Reference Manual or a combination of both.

Subject Area	Instructors
Construction Contractors Law and Regulations	
Employer obligations and employees' rights	
Contract law	
Oregon construction lien law	
Taxes, record keeping and business practices	
Project management/scheduling	
Building codes	
OR-OSHA and safety issues	
Sound environmental laws and practices	
Building Exterior Shell Training	

Additional Core Training Materials

- I will not be using additional core training materials.
- I will be using core materials (CD, DVD, handouts, booklets) purchased from an individual or business. You must provide a letter of authorization or purchase agreement from the business that includes their contact information. You may be requested to provide a copy of this material to the CCB prior to your first instruction.
- I plan to use my own core materials and have or will submit them prior to the first training session.

Training providers must make sure that all students have a current edition of the Oregon Construction Contractor's Reference Manual.