

# Locksmith Certificates

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Requirements for Individuals and  
Businesses Offering to Work or  
Working as Locksmiths

# Locksmith Certificate Requirements

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- Starting at 1:00 pm March 1, 2010, **individuals** may apply to CCB to become certified locksmiths.
- Starting July 1, 2010, **individuals** offering to work or working as locksmiths must be certified by CCB.
- Starting July 1, 2010, **businesses** offering to provide or providing locksmith services must:
  - Hold a CCB contractor's license (residential, commercial or dual endorsed); and
  - Have an owner or employee who is a certified locksmith.

# Why a Locksmith Certificate is Required

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- In 2009, the Oregon legislature enacted ORS 701.475 to 701.490.
- The legislature charged CCB with implementing the law.
- CCB has rules governing locksmiths. OAR 812-030-0000 to 812-030-0300 and 812-005-0800.



# Who is a “Locksmith”?

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- A locksmith is a person who services, installs, repairs, rebuilds, rekeys, repins or adjusts locks, hardware peripheral to locks, safes, vaults, safe deposit boxes or mechanical or electronic security systems.



# What is a “lock”?

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- A lock means a mechanical, electro-mechanical, electronic, electromagnetic or other device that is designed to control access from one area to another or control the use of a device in a structure or vehicle.



# What is a “key”?

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- Key means a mechanical, electro-mechanical, electronic, electromagnetic or other device for operating a lock.



# Exempt Individuals and Businesses

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- Key duplication services at a fixed location
- Class A or B limited energy technicians working within the scope of their licenses
- Tow truck operators working for certified tow truck businesses
- Construction contractors if not advertising locksmith services
- Manufacture of manufactured structures
- Property owner or owner's employee working on owner's property
- Property management company working on managed property
- Real estate property manager or employee working on managed rentals
- Landlord or landlord's agent
- Manufacturer of locks
- Representative of lock manufacturer, wholesaler or retailer

# Locksmith Qualifications

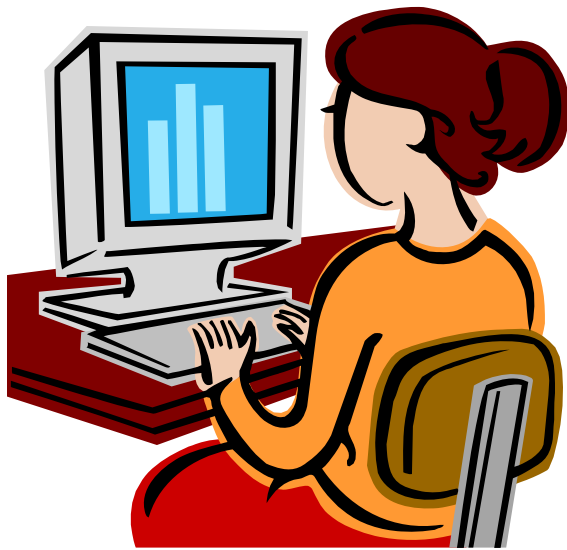
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- In order to obtain a locksmith certificate, an individual must have:
  - Not been convicted of a disqualifying crime.
  - Submitted an application to CCB and paid the required fees.
  - Passed the CCB test.

# Initial Application and Fee

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- An applicant will apply on-line to become a certified locksmith.
- The application fee is \$60.

# Testing and Testing Fee

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- To obtain the initial certificate, an individual must pass an on-line test developed and administered by CCB.
- To pass, an individual must answer 100% of the questions correctly.
- The testing fee is \$60.



# Test to 100% Method

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The CCB uses the “test to 100%” to test competency and as an adult learning tool. Questions answered incorrectly during the initial test will be displayed at the completion of the 80 questions. You will have an opportunity to review those questions, use the hint to locate the correct material and answer again until you have answered all questions correctly.



# Criminal History

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- Conviction of the following crimes in the past seven years, or currently under post prison supervision or probation may determine an individual unfit for locksmith certification.
  - Murder
  - Kidnapping
  - Assault in the first degree
  - Rape
  - Sodomy
  - Unlawful sexual penetration
  - Arson in the first degree
  - Robbery in the I or II degree
  - Burglary in the I or II degree
  - Theft in the I or II degree
  - Theft by extortion
  - Aggravated theft in the first degree

# Receiving the Certificate

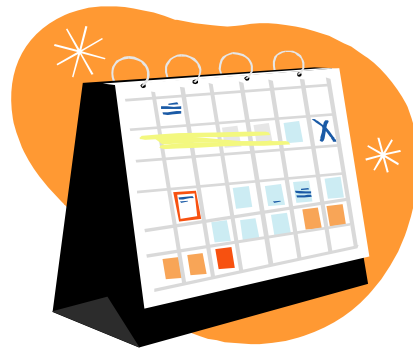
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- After completing the test, the applicant must request the initial certification.
- The certification costs \$60.
- The initial certification is good for 2 years.



# Renewal Certification and Fees

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- CCB will provide an on-line application for individuals wanting to renew their locksmith certification.
- The fee is \$60 to renew the certification.
- Certification is good for 2 years.

# Standards of Professional Conduct

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- A certified locksmith should not engage in dishonest or fraudulent conduct including but not limited to:
  - Commit a crime that demonstrates a lack of fitness.
  - Submit false or misleading information to the Board.
  - Fail to pay timely a civil penalty or fine



# Standards of Professional Conduct

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- A CCB Licensee engaging in locksmithing services shall not:
  - Accept payment but fail to provide service or return the money.
  - Use false, misleading or deceptive advertising.
  - Fail to pay timely a civil penalty or fine



# Standards for Entry to Private and Public Property

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- When gaining entry to private or public property:
  - Identify the client; and
  - Retain an authorization or work order signed by the client.

This does not apply for standing agreements covering locksmith services.



# Questions?

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- If you have questions about the requirements for a Locksmith Certificate, visit CCB's website or contact CCB.
  - Web: <http://www.oregon.gov/CCB/locksmiths.html>.
  - Phone Number: (503) 378-4621

