



# Contractor "HEADS UP"

November 2011

## Continuing Education for Commercial Contractors

### NEW CONTINUING EDUCATION REQUIRED FOR YOUR NEXT RENEWAL

**As of July 1, 2010, all commercially endorsed contractors began certifying on their renewal that they have completed continuing education.**

**WHO:** All CCB commercially endorsed contractors that renew a commercial CCB license. Training can be taken by any "key" employee of the business. (See the reverse side for more information).

**WHAT:** Commercial Continuing Education (CCE) is now part of the requirements for continued licensing with the CCB.

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

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

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

You will be asked to certify 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 does not request proof of continuing education at the time of renewal.

(over)

## REQUIRED TRAINING FOR COMMERCIAL CONTRACTORS

1. Topics may include construction means, methods, and business practices. The approved sources for commercial 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 CCE providers. Over time, CCB plans to create a list, to be available on its website.

2. The CCE 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. CCE 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 CCE 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' CCE.
5. CCE 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)