

Locksmith Certification Program Frequently Asked Questions (FAQ's)

The CCB Locksmith webpage contains information on who needs to be certified, those exempt from certification as well as information on the requirements for certification and testing. Below are common question and answers.

Requirements, Testing and Certification

1. **Are there special requirements/qualifications to become a certified locksmith?**
Under current law, there are no experience requirements. Conviction or being under post-prison supervision or parole for certain convictions may disqualify you for certification. The application and test are on-line.

2. **What crimes may disqualify an applicant for locksmith certification?**
Conviction of any of the following crimes in the past seven (7) years, or being on post prison supervision or parole, may disqualify a candidate for certification as a locksmith:
 - Murder
 - Kidnapping
 - Assault in the first degree
 - Rape
 - Sodomy
 - Unlawful sexual penetration
 - Arson in the first degree
 - Robbery in the first or second degree
 - Burglary in the first or second degree
 - Theft in the first or second degree
 - Theft by extortion
 - Aggravated theft in the first degree

3. **What will I need to do to take the test?** You must register on-line and complete an application before taking the test.

4. **How long before I know if I am eligible to take test?** Once you have completed the online application and paid both the application and test fee you may begin the test.

5. **What if I hold a license or certification in another state?** No other state certifications or licenses are transferable. You must be certified in Oregon by the CCB to work as a Locksmith in Oregon unless exempt by law.

6. **Is anyone exempt from the certification requirement?** Yes. Exempt Individuals and Businesses include the following:
 - 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

7. **Is there a charge for the test?** Yes. The charge for taking the test is \$60.
8. **How many tests are there? How long does it take?** There is one self-paced test. The agency has a bank of questions from which 80 random multiple choice questions are applied in the "test to 100" format. The duration of the test can vary. It is estimated to take an average of 1 to 1.5 hours to complete.
9. **What should I study for the test?** The test was developed using "The Complete Book of Locks and Locksmithing 6th Edition" by Bill Phillips published by McGraw Hill and "The Locksmith Dictionary © 2009" developed by the Lock Industry Standards and Training Council (LIST). The CCB has made the Locksmith Dictionary available online.
10. **How can I obtain a copy of "The Complete Book of Locks and Locksmithing 6th Edition" by Bill Phillips?** The book is available at most bookstores or online. (Such as Amazon.com)
11. **Can I get a sample test or previous tests to study?** "The Complete book of Locks and Locksmithing 6th Edition" by Bill Phillips has a practice test in the book.
12. **Can I review the questions I missed?** Yes. You will be required to answer any incorrectly answered questions to complete the test. The CCB uses the "Test to 100" methodology. Questions are repeated randomly until all questions are answered correctly (100%).
13. **How will I find out the results?** Results are available immediately upon completion of the on-line test.
14. **After I pass the test, are there any additional fees? Yes.** After completing the test, there is a \$60 fee to issue the certificate.
15. **Once I pass test, may I start working as a locksmith?** No. You still need to pay the \$60 certificate issuance fee and receive your certificate from CCB.

16. **What if I change my mind and decide not to take the test. Are the fees refunded?** *No. Fees paid are not refundable.*
17. **Can I leave the test and come back?** Yes. We recommend completing the test in one sitting but if you find you cannot complete it, log out and when you log back in you will resume the test with the unanswered questions and any questions that you answered incorrectly.
18. **What happens if I don't have a credit or debit card to pay for my locksmith certification fees?** You can purchase a "Visa or Mastercard" from your bank or local grocery store. If you do not want to do that, you can make an appointment to complete your locksmith certification process at the agency. The agency will accept a personal check or cash.
19. **Will I have to test again at renewal time?** No

Questions about staying in compliance

20. **If work in Washington and sometimes help people in Oregon, do I need a license from the Oregon CCB?** Yes.
21. **Am I required to display my locksmith certificate number?** No, current law does not require you to display your locksmith certification number. However, the law does require a business to display its CCB license number in advertisements, contracts and other materials.
22. **If I am employed by a school, hospital, or other business and work only on those locks, do I need to be certified?** No. The law exempts property owners and their regular employees doing work on the owner's property.
23. **I work for a business exempt from the certification requirements. Can I still get my locksmith certificate?** Yes, you are not prohibited from receiving your certificate. The certificate is not required as long as you are doing the work for the exempt business.
24. **Does everyone at the business need a certification, including key cutters?** Anyone who does the work defined by law as locksmithing needs to be a certified locksmith. Key cutting at a fixed location is not considered locksmithing work.
25. **What if I miss my renewal date?** As long as your certification has not lapsed (expired) for more than 24 months, you can simply renew. You are not permitted to do any work during the period your license is lapsed and could be subject to civil penalties if you do. If your lapse is more than 24 months, you must begin the

certification process again with the application, test and request for certificate. You will receive a new certificate number.

- 26. Do I also need a CCB license in addition to the locksmith certificate?** Yes. The locksmith certification is an individual certificate and the CCB license is a business license. The consumer protections (bond and insurance) are through the CCB license.