



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*

OREGON CONSTRUCTION CONTRACTORS BOARD

CANDIDATE INFORMATION BULLETIN

Please refer to our website to check for the most updated information at www.psiexams.com

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OREGON TEST PROCEDURE CHECKLIST

Before registering for a test, make sure that you have reviewed the following checklist.

IDENTIFICATION NUMBER CONFIDENTIALITY

When registering and taking your tests, you will be identified throughout the testing process by the CCB-approved identification number you provided to your education provider at the time you registered for your course. You must also use this number when registering for your test with PSI to ensure proper identification. PSI will use your CCB-approved identification number only for purposes of testing and will not release this information to any entity except the CCB.

Become eligible to take the test:

- Complete the 16-hour course given by an education provider listed in the CCB application.
- Upon successful completion of your course, your education provider will enter your course completion information into the CCB database so PSI can schedule you for a test. If your education provider has not done this, PSI cannot verify your course and cannot schedule you for a test. You will need to contact your education provider to have them enter this data into the CCB database for PSI access.

Effective October 1, 2006, candidates that have taken the education on or after October 1, 2006, must test and become licensed within 24 months from the date the education was completed.

Prepare for your test:

- Use the chapter objectives provided at the beginning of each chapter in your course manual as the basis of your study.
- The examination is OPEN book. Candidates may use the Oregon Contractor's Reference Manual during the test.

Register for your test:

- Online:** Complete the registration form online, at www.psiexams.com, and send it to PSI via the Internet (no wait for scheduling the test date) or;
- Telephone:** Call (800) 733-9267 to register (you can also schedule your test at this time). The automated registration system is available 24 hours a day for Oregon residents only. Out-of-state residents (because of the type of ID numbers they may have) must talk to a PSI registrar to schedule a test if they call PSI. Oregon residents may also call and talk to a PSI registrar if they wish. Registrars are available to handle registration and scheduling calls 6:00 a.m. to 5:00 p.m. PT.
- Mail or Fax:** Completely fill out the PSI Registration Form (see page 8) and mail or fax to PSI (allow two weeks for processing by PSI before attempting to schedule your test date when submitting by mail, or allow four business days for processing by PSI when submitting your registration information by fax) at (702) 932-2666. Once you have registered and made payment, you are responsible for calling PSI to schedule an appointment to take the test at (800) 733-9267.

When you take your test:

- Bring with you the CCB-approved ID you used when taking your contractor education (see Identification Number Confidentiality Information page 1).
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the test site.
- Arrive 30 minutes prior to your appointment.
- Bring your course manual for use during the test. No other materials or separate notes will be allowed.

After your test:

- Submit all of your licensing documentation, including your application, bond and insurance information, and a copy of your score report (showing a passing score) with the appropriate licensing fee to the Oregon Construction Contractors Board.

TESTS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the test and application process for an Oregon Construction Contractors Board license.

The State has contracted with PSI licensure:certification (PSI) to conduct its testing program. PSI provides tests through a network of computer test centers in Oregon. PSI works closely with the State to be certain that tests meet local as well as national requirements in basic principles and test development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Complete the 16-hour course given by an education provider listed in the CCB application.
2. Upon successful completion of your coursework, your education provider will enter your information into the CCB database indicating that you have completed your education requirement. Please allow 2 days after the completion of your coursework for your provider to notify the CCB of your education status.
3. PSI will confirm that individuals have met their education requirement and are therefore eligible for testing.
4. Once PSI has verified your course completion, you may contact PSI to register and schedule your test.

For information regarding the mandatory education requirements or the licensing application, or if you have specific questions regarding the test process that are not resolved by PSI, contact:

Oregon Construction Contractors Board
P.O. Box 14140
Salem, OR 97301-5052
(503) 378-4621
www.ccb.state.or.us

All questions and requests for information about tests should be directed to PSI.

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www.psiexams.com

TEST REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

- Once PSI has confirmed that you have completed your education requirement, you may test as soon as you wish.
- If you are unsuccessful with your first testing attempt, you may continue retesting whenever you wish.
- A passing score is valid for a period of 2 years from the date you passed as long as you remain licensed with the CCB.

Effective October 1, 2006, candidates that have taken the education on or after October 1, 2006, must test and become licensed within 24 months from the date the education was completed.

The following fee table lists the applicable fee for the CCB test each time you take the test. Each registration and fee is valid for one testing attempt for a period of one (1) year. If you fail to schedule and take the test within that one-year period, your fees will be forfeited and you must submit a new registration and test fee to PSI.

Test Fee	\$106
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NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE TO OTHER CANDIDATES BUT THEY CAN BE APPLIED TO A RESCHEDULED TEST (See instructions for rescheduling on page 3)

INTERNET REGISTRATION

You may register for your test by completing the online registration form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need a valid VISA or MasterCard to register over the Internet.

TELEPHONE REGISTRATION

PSI has two registration methods available for those that wish to register by telephone. First, Oregon residents may use PSI's Automated Registration System 24 hours a day and register for their test. Or second, all candidates may register by contacting our PSI registrars during business hours of 6:00 a.m. to 5:00 p.m. Pacific Time. For either registration method, you will need a valid VISA or MasterCard.

Prior to dialing PSI, take a moment and complete the Test Registration Form, including your credit card number and

expiration date, so that you will be prepared with all of the information needed to register by telephone.

Oregon residents may call (800) 733-9267, 24 hours a day and register using the Automated Registration System. All other candidates, including Oregon residents wishing to contact a live operator, may use this same telephone number to contact PSI registrars Monday through Friday, between 4:30 am and 5:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to register and schedule your appointment for the test.

FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Test Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the test(s), (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the PSI Registration Form (found on page 8), and mail the form with the appropriate test fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your CCB-approved identification number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTABLE AT ANYTIME. MASTERCARD, AND VISA ARE NOT ACCEPTED WHEN SUBMITTING PAYMENT BY MAIL.**

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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE TEST REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. If your application or fees are not correct, we will return them to you immediately with instructions on how to correct your application.
3. Please allow 2 weeks to process your registration prior to calling to schedule a testing appointment. After 2 weeks, you may call PSI to schedule the test after 6:00 a.m., Pacific Time, (800) 733-9267.

SCHEDULING AN APPOINTMENT TO TAKE THE TEST

You are responsible for calling PSI to schedule an appointment to take the test if registering by fax or mail. PSI will make every effort to schedule the test site and time that is most convenient for you.

- To schedule your test using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267 (Oregon residents only).
- To schedule with a PSI registrar, call Monday through Friday, between 4:30 am and 5:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time.

If space is available in the test site of your choice, you may schedule a test 1 day prior to the test date of your choice, as long as you call before 4:00pm PT. Please be prepared to offer alternate test appointment choices.

CANCELING A TEST APPOINTMENT

You may cancel and reschedule a test appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled test date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Candidate Service Representative.

SCHEDULING A RE-TEST

It is not possible to make a new test appointment on the same day you have taken a test; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability and upon whether you have taken the test before. You may access a Test Registration Form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that Oregon residents may also use the automated system, using a touch-tone phone, 24 hours a day to schedule or reschedule a test.

MISSED APPOINTMENT OR LATE CANCELLATION

Candidates who fail to appear for their testing session, or who attempt to cancel their testing session with fewer than the two (2) days required notice, will forfeit their test fee and must re-register and make another test payment.

Candidates may also forfeit their testing fee if they arrive at the testing center too late after testing has begun or if they do not present proper identification when arriving for the test.

SPECIAL TEST ARRANGEMENTS

All test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the test should contact PSI to make alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed. All requests must include supporting documentation from a licensed professional. **All requests for special testing arrangements must be made when the candidate registers for the test.**



If you cannot take the test by computer due to a disability covered by the ADA, it is possible to take a paper-and-pencil test. You must make a special request for a paper-and-pencil test at the time you make your reservation. Scores for a paper-and-pencil test will be mailed to you. Allow at least two weeks for notification of results.

If English is not your first language, you may request a translator. You must make a special request for a state-certified translator at the time you make your reservation. PSI will arrange for the translator to accompany you to the test. **You will be responsible to all charges related to the translation event.** In general the translation fee will range from \$90-\$120 depending on the date and time chosen by the candidate. These fees are actual costs charged by the translation firm and will be passed along to the candidate seeking the translation assistance. Additionally, candidates will be responsible for any additional travel-related expenses charged by the translation firm.

TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your test schedule by calling (800) 733-9267. Every effort will be made to reschedule your test at a convenient time as soon as possible.

TEST SITE LOCATIONS

The PSI Occupational Licensing tests are administered at the test centers listed below:

Baker City

2101 Main Street, #203
Baker City, OR 97814

From I-84 take Exit 304 onto Campbell Street. Campbell Street to Main Street, turn left. Test site is on right side, Northwest corner of Main and Broadway, upstairs above Charlie's Ice Cream, in the Basch Sage Mini Mall, Room 203. Enter from Broadway.

Bend

325 N. Vermont Place, #106
Bend, OR 97701

From US-97 going North, continue on SE 3rd St. Turn left on NW Greenwood Ave. Turn right on NW Wall St. Then turn left on Vermont Place. Vermont Place is a one block street.

Eugene

1955 Empire Park Drive, Suite #1
Eugene, OR 97402

From the Beltline Hwy West, take exit B-Eugene Airport, Junction City. At the stoplight turn right. Take the second stop light at Barger Drive. Turn right onto Barger Drive, then immediately turn left on Empire Park Dr. Take a left into the parking lot. Site is in the Edward Jones Investment Building). (There is a Subway on the corner of Barger and Hwy 99N).

Medford

1236 A North Riverside Ave
Medford, OR 97501

From I-5 going North, take the Barnett Street off ramp and turn left. Turn right on Riverside Ave, and go approximately 3 miles. The site will be on the right hand side.

From I-5 going South, take the North exit (#30) and turn right and follow signs to "City Center". Pass McAndrews, and turn left on Manzanita. This dead ends at Riverside. Turn left on Riverside, go one block and site will be on the right hand side.

Portland

205 Business Center, Suite 201
8383 NE Sandy Blvd
Portland, OR 97220

From the West Side:

Get on I-84 heading East. Take Exit No. 5-82nd Ave. Turn right on NE Multnomah St. Turn right on NE 82nd Ave. Turn right on NE Sandy Blvd. The site is on the left ½ block from 82nd and Sandy.

From South East Portland:

Get on I-205N toward Seattle. Take Exit 23B Killingsworth St/US 30 Bypass W exit. Take the Sandy Blvd. West/US-30 Business W exit-exit number 23B on the left. Turn slight right on NE Sandy Blvd. Site is on the right ½ block before you reach 82nd and Sandy.

From Vancouver, WA:

Get on I-205 South toward Salem. Take Exit 23A-the US-30 Bypass E exit toward Sandy Blvd. Turn right on NE Columbia Blvd/US-30 Bypass. Turn right on NE Sandy Blvd. Site is on the right ½ block before you reach 82nd and Sandy. Site is across from the Grotto.

Wilsonville

Parkway Plaza Building
25195 SW Parkway Ave, Suite 109
Wilsonville, OR 97070

Heading South on I-5, take the "North Wilsonville/Stafford Rd" exit. Go left on Elligsen Rd. Then turn left on SW Parkway Ave (2nd light). The building is on the left hand side. You will see a teal sign with "Parkway Plaza" and the address on it.

Heading North on I-5, take the "North Wilsonville/Stafford Rd" exit. Go right on Elligsen Road. Then turn left on SW Parkway Avenue (1st light). The building is on the left hand side. You will see a teal sign with "Parkway Plaza" and the address on it.

REPORTING TO THE TEST SITE

On the day of the test, please arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the test process. *If you arrive late, you may not be admitted to the test site and you will forfeit your test registration fee.*

REQUIRED IDENTIFICATION AT TEST SITE

You must provide the same CCB-approved photo-bearing government issued identification at the time you report to the test center. (See Identification Number Confidentiality information page 1). All identification provided must match the name on the Test Registration Form and your Registration Confirmation Notice.

Failure to provide the required identification at the time of the test without notifying PSI is considered a missed



appointment, and you will not be able to take the test and your fees will be forfeited.

After you sign-in and present the required identification, the proctor will take a digital photo of you for use on your score report and for identifying you while in the testing center. Finally, the proctor will issue you the following test material.

- Scratch paper: for your use in either performing simple calculations or keeping track of questions you wish to return to later in the test.

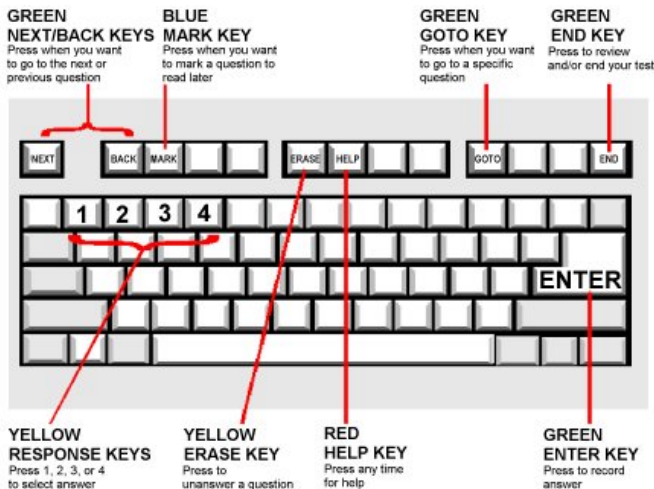
SECURITY PROCEDURES

The following security procedures will apply during the test:

- Cell phones, pagers, and children are not allowed in the test site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the test site. (There may be a few simple calculation type questions on each test.)
- No smoking, eating, or drinking will be allowed in the test site.
- Copying or communicating test content is a violation of PSI security policy and Oregon Law. Either one may result in the disqualification of test results and may lead to legal action.

TAKING THE TEST BY COMPUTER

Taking the PSI test by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the test. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the test for which you are registered.

TEST QUESTION EXAMPLE

During the test, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will be able to return to any question(s), review and change your response, provided the test time has not run out.

TUTORIAL

Before you start your test, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your test time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers. One question appears on the screen at a time. During the test, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

PRE-TEST ITEMS

In addition to the number of questions per test, a small number of five to ten "pre-test" questions may be administered to candidates during the test. These questions will not be scored and the computer system will automatically stop the testing clock while pre-test questions are being answered so that time taken to answer them will not count against test time. The administration of such non-scored experimental questions is an essential step in developing future licensing tests.

END OF TEST SURVEY

At the end of the test you will be presented with a short survey asking about your testing experience. During this survey you may add your own comments to provide us any additional details or information you feel it would be useful for us to know regarding the testing process. Please complete the survey questions to help us improve the quality of the testing process.

SCORE REPORTING

In order to receive a passing score on the test, you must correctly answer 70% (56 of 80) of the questions available.

Your score will be given to you immediately following completion of the test. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the test; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by test type. Registration forms for submittal to PSI to retake the test will be available at the test site.
- **On paper** - an official score report with the above information will be printed at the test site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your test. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

TIPS FOR PREPARING FOR YOUR LICENSE TEST

The following suggestions will help you prepare for your test.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use both the test content outline and the objectives in the course manual as the basis of your study.
- Read study materials and the course manual covering all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review. You will be permitted to use your course manual during the test containing highlighting, underlining and your handwritten notes.
- Place tabs in your book to help you quickly refer to important information (tabs must be permanently placed in your book and cannot consist of post-it type notes. Any non-permanently attached tabs must be removed prior to using the reference for testing.)
- Discuss new terms or concepts as frequently as you can with your course provider, instructor or others. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes.

Concentration tends to wander when you study for longer periods of time.

- Do practice questions your education provider may give you.

TEST REFERENCE MATERIAL AND CONTENT OUTLINE

CONSTRUCTION CONTRACTORS TEST

# of Questions	Minimum Passing Score	Time Allowed
80	56	2 Hours

Subject Area	# of Items
CCB	10
Employer Requirements and Employee Rights	8
Contract Law	10
Lien Law	10
Taxes, Record Keeping & Business Practices	10
Project Management & Scheduling	9
Building Codes	6
OR-OSHA Requirements & Job Site Safety	8
Sound Environmental Practices and Laws	9

REFERENCE LIST

The Oregon Contractor's Reference Manual was used to prepare the questions for this test. The test questions cover laws and business practices.

Candidates may use a silent, nonprinting, non-programmable calculator in the test center if there are simple calculation-type questions on the CCB test. Scratch paper and pencils are also available for doing these math questions.

Translation books are allowed into the testing facility.

This test is OPEN BOOK.

The following reference material is allowed in the test center:

Oregon Contractor's Reference Manual, 8th edition. Published by Prometric. You may also use any previous edition of the reference manual; however it is advisable to check with your education provider to get any law changes or other updates that may have occurred between your edition and the most recent edition. You may write these updates/notes in your manual but cannot take any papers into the testing area with you.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking the Oregon Contractors exam, as per PSI the examination vendor for the Oregon Construction Contractors Board. These items can be purchased at a local Office Depot or Staples store as well as other supply stores. These tabs



stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

Acceptable Tabs
Avery Index Tabs Self-Adhesive
Avery Index Tabs Self-Adhesive
Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs
Unacceptable Tabs
Post-It Index Flags
Post-It Flags

References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

LICENSE APPLICATION INSTRUCTIONS

Upon completion of the test, you must complete the license application and submit the CCB application along with the licensing fee, score report and all other necessary documentation to the CCB.

Oregon Construction Contractors Board
700 Summer Street NE, Ste 300
P.O. Box 14140
Salem, OR 97301-5052
(503) 378-4621
www.ccb.state.or.us

IMPORTANT: You CAN get your license the same day that you pass the test if you bring your score report with your completed application materials to the CCB





SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (____) _____ - _____ (____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
 - Extended Time (Additional time requested: _____)
 - Large-Print written examination
 - Other _____
 - Out-of-State Testing Request (this request does not require additional documentation) _____
- Site requested: _____

Complete and fax this form, along with supporting documentation, to (702) 932-2666.
You will be mailed or e-mailed an approval or denial letter within 10 business days.

Please do not schedule your examination until you are contacted by the Special Accommodation Department.



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FIRST CLASS MAIL

