

## Central Oregon Contractor Training—Live Classes Frequently Asked Questions

### ***Why should I take this course as opposed to other contractor education courses?***

- This LIVE interactive course will prepare you to take the Oregon CCB test.
- Your instructor is experienced in helping people pass tests—not only in explaining the material, but also in effective methods for studying and taking the exam.
- You can complete your entire education requirement in just two days.
- You benefit from group discussions and networking with other future contractors.

Both of our classes (live and online) qualify you to take the CCB exam.

### **NOTE:**

You must apply for your CCB license within 24 months of passing the test.

### ***How do I register for this class?***

To register, you may call 541-383-7290 or register online:

<https://www.cocc.edu/ccb/>

Our live class includes the required manual: *NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 2<sup>nd</sup> Edition*.

### ***How can I purchase the CCB manual? Do I need to purchase the CCB manual?***

Our live class includes the required manual: *NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 2<sup>nd</sup> Edition*. You do not need to buy the manual separately.

If you choose, the CCB manual can be bought directly from the publisher NASCLA.

1-866-948-3363

<https://www.nascla.org>

Be sure you are purchasing the OREGON 2<sup>nd</sup> edition!

### ***What are the CCB education requirements for obtaining a contractor license?***

Before you can become a licensed contractor in Oregon, you must complete the required pre-license training and pass the Oregon licensing exam. To be eligible for the exam, you must complete a minimum of 16 hours in a CCB-authorized course, live or online. The course is based on the *NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 2<sup>nd</sup> edition* (spiral bound).

After completing this course, you will be eligible to schedule the CCB exam.

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### ***Who are the instructors for the course?***

ML Vidas will be your instructor. She has been teaching live contractor education classes since 2010. ML is an Oregon registered architect with more than a decade of teaching experience and extensive experience in architectural design including LEED and Earth Advantage credentials.

### ***When are classes available? How long is the class?***

The live version of the COCC CCB Test Prep course is offered frequently throughout the year, approximately every 6-8 weeks. The class is held over two days, Friday and Saturday, 8 a.m. to 5:30 p.m. This course meets the CCB pre-license education requirement.

Check the COCC website for current class offerings.

<https://www.cocc.edu/ccb/>

### ***Do I have to attend all the classes?***

Yes, the CCB is very strict about this requirement. You must attend both class days. You will sign-in at the beginning of each session to document your attendance.

### ***How are the classes organized? What will we do during class?***

Our classes utilize a variety of techniques to help you master the required material. The CCB education course covers business practices and legal aspects of being a contractor.

- Your instructor covers every chapter, explaining difficult concepts and giving helpful study tips.
- Presentations show you what to highlight and underline in your manual.
- You'll practice finding the correct answers with in-class quizzes on each section of the manual.
- You'll become familiar with the manual and you'll learn to use the Table of Contents in your manual to quickly find the correct answers to exam questions.
- We have organized the 14 chapters in the NASCLA manual into 6 modules, bringing related topics together.
- The entire course is organized to allow ample time during class to answer questions.

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Plus, you have e-mail and phone access to your instructor after class sessions.

Additional study materials include:

- Six (6) Practice Quizzes, covering all 14 chapters in the manual.
- Two (2) 80-question Practice Exams
- Study tips and successful test-taking strategies
- PSI Candidate Handbook for the Oregon CCB Exam

### ***What is the current edition of the required CCB Manual?***

As part of your live class registration, your instructor will provide the *NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 2<sup>nd</sup> edition* (spiral bound), as well as many other handouts and reference materials.

### ***What should I bring to class?***

You should bring a highlighter, pens or pencils and some extra paper for taking notes. You are also welcome to bring a lunch. Each day we will have approximately 45 minutes for a lunch break.

### ***How will I be prepared to take the exam?***

The CCB exam is open book. You use your *NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors* (2<sup>nd</sup> edition) when you take the exam. During class, you'll learn how to find information in the Manual, highlight important facts and understand the concepts presented. You will receive suggestions for how to study for the exam, including sample test questions. Also, you will have e-mail and phone access to your instructor if you have any questions.

### ***After I compete this CCB course, what further preparation might I need to pass the exam?***

You will be eligible to schedule your exam as soon as you complete this course. Some students feel fully prepared to take the exam after our two-day class. Other students prefer to review the course material before scheduling their exam. As part of our class, you will be given a handout with additional study tips.

You may schedule your exam online or by calling PSI.

PSI [candidate.psiexams.com](http://candidate.psiexams.com)

800-733-9267

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### ***How do I schedule to take the CCB exam?***

When you have completed the course, your Central Oregon Community College instructor will submit your Student Information to PSI, the testing agency. You will receive an automatic confirmation email with a link to contact PSI to schedule your exam.

The Oregon CCB exam is administered by PSI. The exam is computer-based with testing centers located around Oregon and across the US. The test fee is \$60 and is not included in your COCC course fee. You are given three (3) hours to complete the exam.

You must apply for your CCB license within 24 months of passing the test.

### ***Are there any other CCB administrative requirements for the classes?***

PSI, the testing agency, uses the number from a government-issued photo identification card to identify test candidates. You may use a driver's license (from any state), Oregon identification card, a US passport, a military ID card, or an Immigration identification card.

You must bring this photo identification to the first class session. Your instructor will photocopy your identification during class. Once you have completed this course, at the end of day two, your instructor will submit your student information, including your ID number, to PSI. Then you will be eligible to take the CCB exam.

When you take the CCB exam, you will take that same ID card with you to the PSI testing site for identification.

### ***Helpful website addresses and phone numbers:***

Central Oregon Contractor Training	<a href="http://www.cocc.edu/ccb">www.cocc.edu/ccb</a>	541-383-7290
Oregon CCB	<a href="http://www.oregon.gov/CCB">www.oregon.gov/CCB</a>	503-378-4621
PSI	<a href="http://candidate.psiexams.com">candidate.psiexams.com</a>	800-733-9267
NASCLA	<a href="https://www.nascla.org">https://www.nascla.org</a>	866-948-3363