

## Online Contractor Training—Online Classes Frequently Asked Questions

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

- This online home-study course will prepare you to take the Oregon state test.
- You can complete your entire 16-hour education requirement at your own pace.
- Your instructor is experienced in preparing online courses—not only in presenting the course material, but also in effective methods for taking the CCB exam.
- You have unlimited access to the full course for five (5) months once you enroll.

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/>

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

For the online course, you must purchase the required manual: NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 1st Edition.

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 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. The course is based on the NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 1st edition (spiral bound).

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

When you have completed this course, you will submit your Student Hours Log and Student Information Form to your CCB course instructor via email. Then, your instructor will submit your Student Information to PSI, the testing agency. You will receive an automatic confirmation email so you can immediately contact PSI to schedule your exam.

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

ML Vidas will be your instructor. She has been teaching 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. ML is available via phone or email if you have any questions.

### ***Are there any books or materials required?***

For the online course, you must purchase the NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 1st edition (spiral bound). The cost of the manual is separate and is not included in the fee for this online course.

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

The current edition of the CCB manual is the NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 1st edition (spiral bound).

### ***What are the time requirements to complete this course?***

You will keep a Student Hours Log to document your study time. The CCB requires a minimum of 16 hours. Most students study for an average of 25-30 hours. These hours include reading the manual, taking quizzes and practice exams, and general study.

### ***What computer skills do I need to take this course?***

This course is taught through Central Oregon Community College and utilizes the Blackboard Course Management System. When you enroll, you will be assigned a COCC student identification number and a COCC email address. You will use your COCC student ID number for this course only, not for the CCB state exam.

Blackboard is user-friendly and has many tools to help students. If you have any difficulties with Blackboard, there is help available via email.

### ***What technology is required to take this online course?***

- Browsers

The Web and the tools used to publish on it are changing every day. If you are using an older version of a browser that cannot handle advanced features of HTML, then some

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portions of this course may not work for you. We recommend that you use the latest version of Internet Explorer or Firefox.

- Microsoft PowerPoint or PowerPoint Viewer

You do not need Microsoft PowerPoint or Microsoft PowerPoint Viewer installed on your computer to view the slide shows.

Technical support is available to students enrolled in this COCC course.

### ***How do I take the CCB 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 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.

### ***How is this home study course structured?***

The course utilizes a variety of techniques to help you master the required material:

- Digital presentations for each chapter show you what to highlight and underline in your manual, explaining difficult concepts and giving helpful hints.
- You'll practice using the Table of Contents in your manual to quickly find the correct answers to exam questions.

Additional study materials are included. You will have access to all materials during your entire 5-month online course.

- Six (6) Practice Quizzes, one for each module, unlimited access
- Two (2) 80-question Practice Exams, unlimited access
- Study tips
- Plus, you have e-mail and phone access to your instructor

### ***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 (1st edition) when you take the exam. During this course, you will 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 email and phone access to your instructor if you have any questions.

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### ***After I complete 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 completing our course. Some students prefer to review the course material before scheduling their exam. You will have access to all the online course material, including the practice exams for five (5) months from the day you register.

You may schedule your exam online or by calling PSI.

PSI

<https://candidate.psiexams.com>

800-733-9267

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

When you have completed the course, your Central Oregon Community College instructor will confirm your Student Hours Log and 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.

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### ***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. When you submit your Student Information Form to your online instructor, you will give your instructor the number from your ID. 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:***

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| 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="https://candidate.psiexams.com">https://candidate.psiexams.com</a> | 800-733-9267 |
| NASCLA                             | <a href="https://www.nascla.org">https://www.nascla.org</a>                 | 866-948-3363 |