PSI Services LLC
Phone: (855) 746-8170
E-mail: examschedule@psionline.com
https://test-takers.psiexams.com/orcon

OREGON CONSTRUCTION CONTRACTORS BOARD EXAMINATION CANDIDATE INFORMATION BULLETIN

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Effective 8/5/2025

ABOUT PSI

Oregon's Construction Contractor Licensing Act, ORS Chapter 701, requires that any person engaged in any construction activity involving improvements to real estate for compensation needs to be licensed with the Oregon Construction Contractors Board (the CCB).

The CCB has contracted with PSI to conduct examinations. PSI works closely with the Board to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

For more information on licensure please contact:

Oregon Construction Contractors Board
201 High St. SE
P.O Box 14140
Salem, OR 97301
(503) 378-46217
http://www.oregon.gov/CCB/

APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take an examination. Your education provider will provide your information, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

A list of approved training providers is available from the CCB or online at http://www.oregon.gov/CCB/licensing/Pages/list-prelicenseeducators.aspx

As of July 1, 2016, applicants that have passed the National Association of State Contractors Licensing Agencies (NASCLA) Accredited Examination for Commercial General Building Contractors DO NOT have to complete the pre-licensing training course but do need to pass the Oregon exam covering laws, rules and business practices.

To become eligible to sit for the Oregon examination, applicants must provide proof of NASCLA exam passage to the CCB. The CCB will then provide your information, electronically, to PSI and you can schedule the Oregon exam.

EXAMINATION PAYING AND SCHEDULING

If you fail the examination, you may retest on an unlimited basis, there is no expiration date.

Examination Fee $60

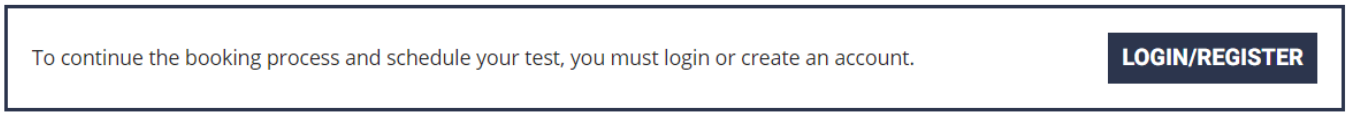
FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT. THE EXAMINATION FEE IS FOR FIRST TIME AND REPEAT TEST TAKERS.

ON-LINE SCHEDULING VIA WEBSITE

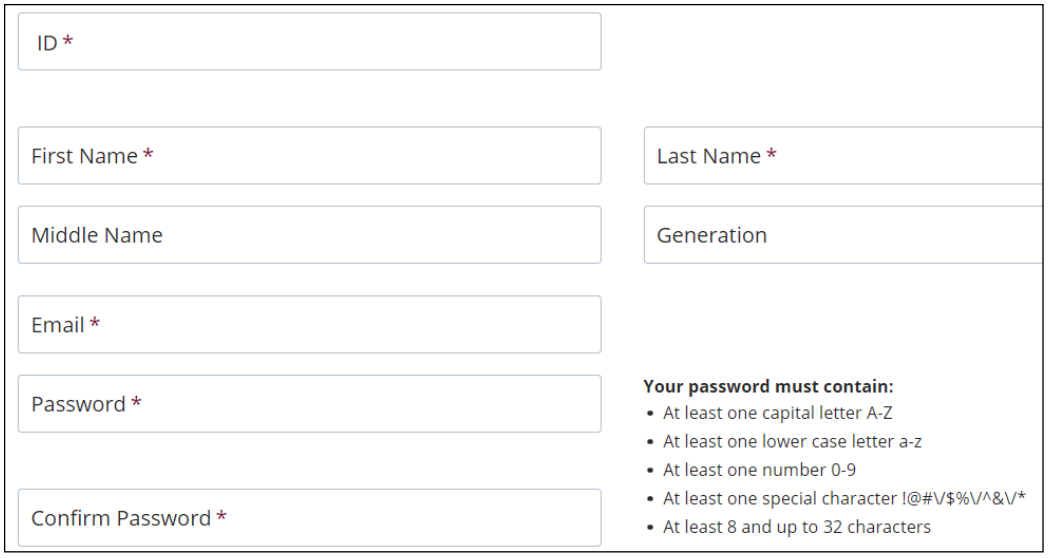
1. You will receive an eligibility email from PSI. Select the link imbedded in the email or select the link above.
2. Select **TESTS** to create an account.



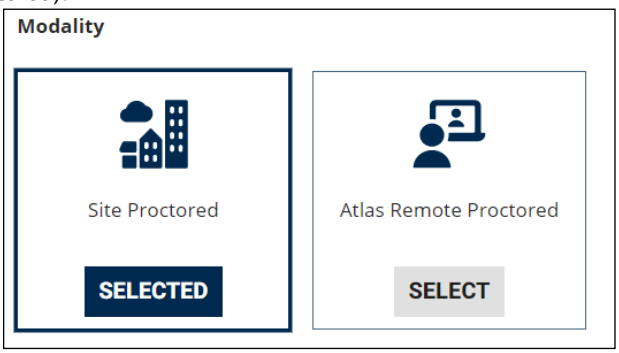
3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER.**



4. You will be prompted to **CREATE AN ACCOUNT** with PSI.

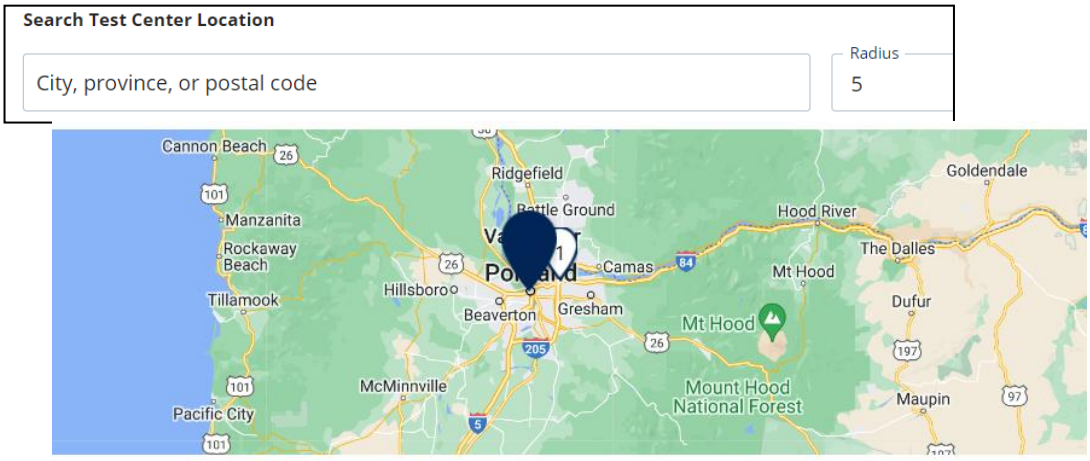


5. Select your test format: (Test Center) or (Remote Proctored).

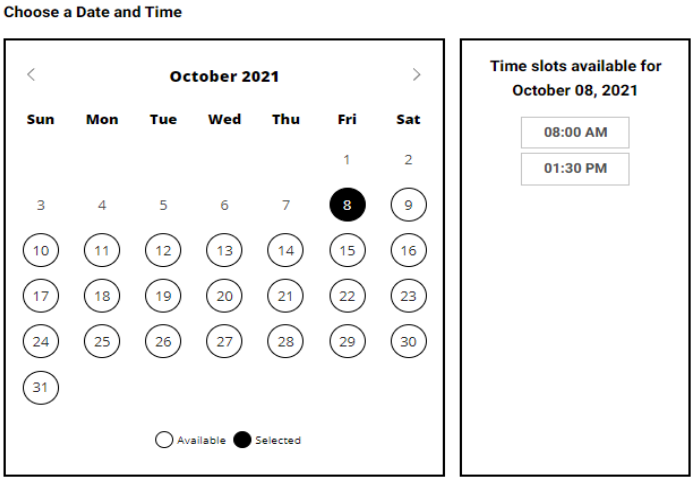


Scheduling at a Test Center

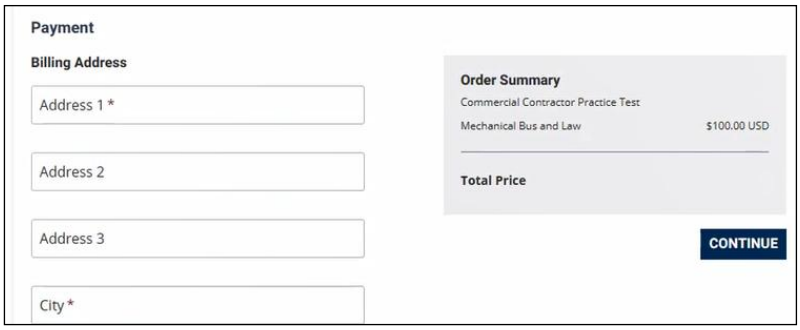
1. Enter the "City or Postal Code" and select **FIND.**



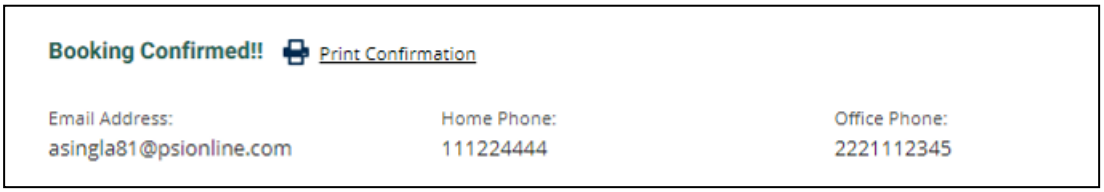
2. Select a date and time to book an appointment.



3. You are now ready to pay.

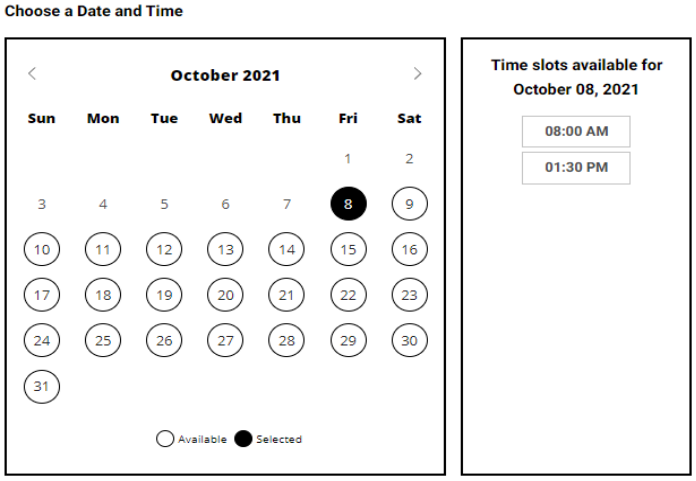


4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

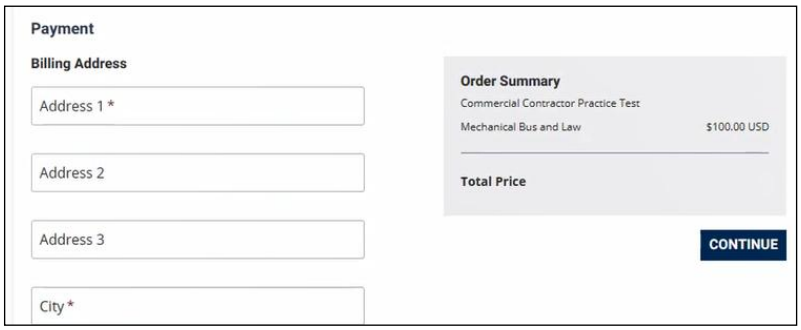


Scheduling via Remote Proctor

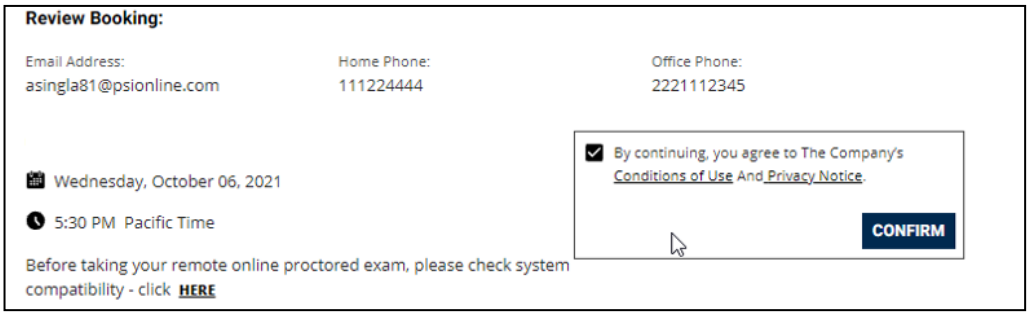
1. Select a date and time to book an appointment.



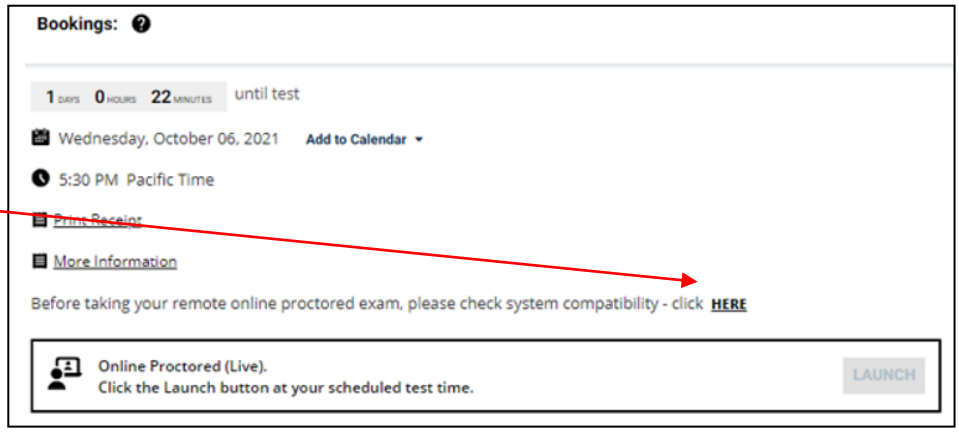
2. You are now ready to pay.



3. Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.



4. Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.



IMPORTANT: BE SURE TO CHECK THE COMPATIBILTY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE.**

By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by clicking here.

TELEPHONE SCHEDULING

Call (855) 746-8170, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 8:00 am and 2:30 pm, Pacific Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you may use the PSI Website or call a PSI customer service representative at (855) 746-8170, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday between 8:00 am and 2:30 pm, Pacific Time or via online https://test-takers.psiexams.com/orcon.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website or speak to a PSI customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by **Clicking Here**.

- ❒ If English is not your first language, you may request a translator. PSI will arrange for the translator to accompany you to the test. **You will be responsible to pay all charges related to the translation event.** Additionally, candidates will be responsible for any additional travel-related expenses charged by the translation firm. Additional time will not be included.
- ❒ ESL Accommodation (If English is not your primary language and you are taking the English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
  - A personal letter requesting the authorization; and
  - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (855) 746-8170 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

PSI, in cooperation with the CCB, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination or entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the general exam available to candidates.**

EXAMINATION SITE LOCATIONS

Aurora Aviation
22785 Airport Rd NE, Blue Gate #5
Aurora, OR 97002
From I-5 N, heading Northeast, take exit 282 toward Canby. Turn right onto NE Miley Rd. Take the 1st right onto NE Airport Rd/Aurora Rd. Continue to follow NE Airport Rd. Destination will be on the right.

Baker City
2101 Main Street, #203
Baker City, OR 97814

From I-84 take Exit 304 onto Campbell Street. On Campbell Street go 1 mile to Main Street, turn left. Test site is a 1/4 of a mile on right side, in a brick building before Broadway in the Basch Sage Mini Mall. Enter from Broadway and go upstairs. Take a left to the end of hall to Room 203. Parking available between Broadway and Church Street, behind the 'Basche Sage' testing center building

Bend
325 NW Vermont Pl, #106
Bend, OR 97701

From US-97 going North, take the Revere Ave exit and take a left at the traffic signal. Go one block West to Wall Street and turn left at the traffic light. Continue South on Wall Street for approximately 1/2 mile and turn right onto NW Vermont Pl. The PSI Test Center is the first building on the left.

From US-97 going South, take the Revere Ave exit and go straight at the traffic light. Continue heading South on Wall Street for approximately 1/2 mile and turn right onto NW Vermont Pl. The PSI Test Center is the first building on the left.

Eugene
1955 Empire Park Drive, Suite A
Eugene, OR 97402

From I-5 take Beltline Hwy West to exit #5 Barger Drive. Turn Left at the end of exit ramp. Go .7 miles and turn right onto Empire Park Drive. (JUST before Hwy 99). The first building on the corner is Subway. Second building is PSI exams Suite A. Edward Jones Investments is the other tenant of the building in Suite B.

From Hwy 126 which is also West 11th take Beltline Hwy to exit #5 Barger Drive. Turn right at the end of exit ramp. Go .7 miles and turn Right onto Empire Park Drive. (JUST before HWY 99). The first building on the corner is Subway. Second building is PSI exams Suite A. Edward Jones Investments is the other tenant of the building in Suite B.

Please do not park at or near Subway, but instead park on the left side of the building.

Independence
4901 Airport Rd
Independence State Airport
Independence, OR 97351

Take I-5 to exit 260A for OR-99E BUS S/Salem Expy and follow, then taking a slight left onto Commercial St NE. Turn right on Marion St NE continuing onto OR-22W/Marion St. Bridge. Follow OR-22W for 5 miles, then turn left onto OR-51S/Independence Hwy. Turn right onto Polk St and continue onto Hoffman Rd. Turn right onto Airport Rd.

Klamath Falls
Klamath Community College
7390 South 6th St.
Klamath Falls, OR 97603

From the North: Head South on US-97. Keep left to continue onto OR-39 S/Crater Lake Parkway. Turn Left onto South 6th St. KCC is on the Right. From the South: Follow US-97 N/Volcanic Legacy Scenic Byway to OR-140E/OR39 N in Klamath County. Follow OR-140E/OR-39 N to South 6th St. KCC is on the left. From the East: Follow OR-140 W/N. Continue straight on South 6th St. KCC is on the left. From the West: Follow OR-140 E to South 6th St. KCC is the right.

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 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 Manzinita. This dead ends at Riverside. Turn left on Riverside, go one block and site will be on the right side.

Portland
9320 SW Barbur Blvd
Suite 170
Capitol Plaza Office Building
Portland, OR 97219

From I-5 S - Take exit 296A towards Barbur Blvd. Turn left onto SW Barbur Blvd/Pacific Hwy W and .5 miles. Use the left 2 lanes to turn left onto SW Alice St. Take the first left to enter the parking lot. Once you enter the main entrance take a right on the first floor. The testing center is in Suite 170.

From I-5N – Take exit 295 for Taylors Fy Rd. Continue onto Taylors Fy Rd. for .3 miles. Turn left onto SW 26th Ave and go .3 miles. Turn left onto SW Dolph Ct, then take the first left onto SW 30th Ave. Go .1 miles and then turn right onto SW Barbur Blvd/Pacific Hwy W. Go .1 miles and use the left 2 lanes to turn left onto SW Alice St. Take the first left to enter the parking lot. Once you enter the main entrance take a right on the first floor. The testing center is in Suite 170.

Wilsonville
25195 SW Parkway Ave
Suite 105
Wilsonville, OR 97070

Going South: Off I5, take exit 286 (Ellingens/Boones Ferry Rd). Turn left and cross back over the freeway. Turn left at 2nd signal light (Parkway Ave.) Turn into Parkway Plaza parking lot (across the street from Shriner's). We are located in the Main Entrance first door on the right.

Going North: Off I5, take exit 286 (Ellingens/Boones Ferry Rd). Turn Right. Turn Left at next signal light (Parkway Ave.) Turn into Parkway Plaza parking lot (across the street from Shriner's). We are located in the Main Entrance first door on the right.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) – Choose One

- State issued driver's license
- State issued identification card
- US government issued passport
- US government issued military identification card (not accepted if testing remotely)
- US government issued Alien Registration Card

  NOTE: ID must contain candidate's photo, be valid and unexpired.

If you cannot provide the required identification, you must call (855) 746-8170 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

Note: Applicants for a CCB license must have a driver license or identification card to obtain the license.

SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action. You will have access to an online calculator.

Prohibited Items:

- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to, open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
  - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
  - Browsing other local resources.
  - Browsing the internet.
  - Attempting to use a computer or computer program not provided or approved by PSI.
  - Attempting to use a telephone or mobile device.
  - Using notepad on the computer.
  - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
  - Acting in an inappropriate manner.

    - Using abusive language.
    - Speaking aloud.
    - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
    - Reading questions out loud.
    - Leaving the room without proctor approval.
    - Using instant messaging, or other electronic communication.
    - Capturing a picture or video of exam items.
    - Attempting to use telephone or mobile device.
    - Obstructing the proctor's view (camera or in person).
    - Having inappropriate materials on desktop (explicit).
    - Changing spaces during the exam without proctor approval.
    - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a testing center, include but not limited to:

- The candidate will be issued scratch paper and pencil. You must return both at check-out.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for taking your examination on your laptop or computer, include but not limited to:

- The candidate will not be allowed to use scratch paper or a pencil.
- Temporarily moving out of the camera's line of sight.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
    - Keeping hands on the desktop.
    - Keeping eyes on the computer screen.
    - Not fidgeting during the exam.
    - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- A 5-minute break is allowed during remote online proctored examinations. The exam will not be paused so time will be taken away while on break.

TAKING YOUR EXAMINATION AT A PSI TEST SITE

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, 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 examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, the remaining minutes will be displayed at the top of the screen and updated as you record your answers.

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

SCORE REPORTING

You must get a minimum of 70% correct to pass. Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may request a duplicate score report after your examination by emailing scorereport@psionline.com.

EXAMINATION CONTENT OUTLINE

Oregon Construction Contractors

80 Scored Items - 180 Minutes - 70% Correct to Pass

5-8 Non-Scored Items - 20 Minutes

Subject Area	# of Items
Oregon Const. Contractor Laws and Regulations	18
Choosing Your Business Structure	4
Hiring and Managing Employees	7
Working with Subcontractors	2
Contracts	9
Oregon Lien Law	5
Bidding and Estimating	6
Scheduling and Project Management	5
Oregon Building Codes	4
Jobsite Safety	4
Environmental Factors	4
Building Exterior Shell	4
Financial Management	4
Tax Basics	4

EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outline", five (5) to eight (8) non-scored items will be administered to candidates during the examination. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

REFERENCE LIST

The NASCLA Contractors Guide to Business, Law and Project Management (Oregon Construction Contractors) was used to prepare the questions for this test. The test questions cover laws and business practices.

This test is OPEN BOOK.

The following reference material is allowed in the test center:

The NASCLA Contractors Guide to Business, Law and Project Management, Oregon Construction Contractors, 2nd Edition, (English and Spanish versions are available.) https://www.nascla.org/store/ListProducts.aspx?catid=567816

Note: Candidates may bring both the English and Spanish versions of this manual into the test site on the day of testing.

Candidates are responsible for bringing their own reference manual to the examination center. The reference manual may be highlighted, underlined, tabbed (with removable or permanent tabs), and/or indexed prior to the examination session. Handwritten notes are also allowed. Any candidate caught writing, highlighting, underlining and/or indexing in the reference **during the examination** will be reported to the CCB. Furthermore, candidates are not permitted to bring in any additional loose papers with their approved reference.

If English is your second language, you may bring one word for word translation dictionary with you. The word for word translation dictionary must not have any writing, loose paper or self-affixed tabs in it. It must be a bound book with an International Standard Book Number (ISBN). You may request additional time by filling out the Exam Accommodations Request Form.

LICENSE APPLICATION INSTRUCTIONS

You must apply for a CCB license within two years of passing the examination.

In order to obtain your construction contractor, license you must submit your completed CCB license application along with the licensing fee, score report and all other necessary documentation to the CCB.

Oregon Construction Contractors Board
201 High St. SE
P.O Box 14140
Salem, OR 97301-5052
(503) 378-4621

http://www.oregon.gov/CCB/licensing/Pages/forms-fees.aspx