



PSI Services LLC

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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
EXAMINATION CANDIDATE INFORMATION BULLETIN

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

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) 378-4621
<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.

After your provider has submitted your file to PSI, please go to www.psiexams.com or call 1-800-733-9267 to pay and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

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

Once you have received the email confirmation of your eligibility, it is your responsibility to contact PSI to pay and schedule for the examination.

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

Examination Fee

\$60

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT. THE EXAMINATION FEE IS FOR FIRST TIME AND REPEAT TEST TAKERS.

ONLINE (www.psiexams.com)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Web site at www.psiexams.com. Internet registration is available 24 hours a day. See page 8 for detailed steps.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. The first and last name must match exactly with the information submitted from your education provider. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system"
- You will be asked to select the examination and enter your Drivers License # (this number must match exactly with the information submitted from your education provider). Your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE

Call (800) 733-9267, 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 (800) 733-9267, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday between 8:00 am and 2:30 pm, Pacific Time.

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.



SPECIAL EXAMINATION ARRANGEMENTS

All PSI examination 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Special Arrangement Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or Email it to PSI at examschedule@psionline.com.

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 (800) 733-9267 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 FOR THEORY EXAMINATION

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.

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. Parking availability: slots 64 through 69 in the Riverpointe parking lot at the bottom of NW Vermont Pl.

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 hand 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.

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 Manzinita. 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

Coming North on I-205: Take the Killingsworth exit. Stay to the left and travel through the first light. PSI is on the right-hand side in the business building across from the Grotto. If you get to NE 82nd Ave., you have gone too far. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming South on I-205: Take the Sandy Blvd exit. Stay in the right-hand lane and turn right at signal. Come up to the next signal (Sandy Blvd) and turn right again. PSI is on the right-hand side in the business building across from the Grotto. If you get to NE 82nd Ave., you have gone too far. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.



Coming East on Sandy Blvd: Just past NE 82nd Ave. across from the Grotto is the business building that PSI is in. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming West on Sandy Blvd: Just past Prescott St. and across from the Grotto is the business building that PSI is in. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming South on 82nd Ave: Turn right on Sandy Blvd. PSI is in the business building across from the Grotto. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming North on 82nd Ave: Turn left on Sandy Blvd. PSI is in the business building across from the Grotto. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Wilsonville
25195 SW Parkway
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 by submitting the out-of-state request form found in the back of this bulletin.

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
 - US government issued Alien Registration Card
 - Canadian government issued identification card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination at that time.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- You will have access to an online calculator.
- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may only take approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
 - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- 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.
- No smoking, eating, or drinking is allowed in the examination center.
- 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.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- 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. Candidate will not receive extra time to complete the examination.

IDENTIFICATION SCREEN

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

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.

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

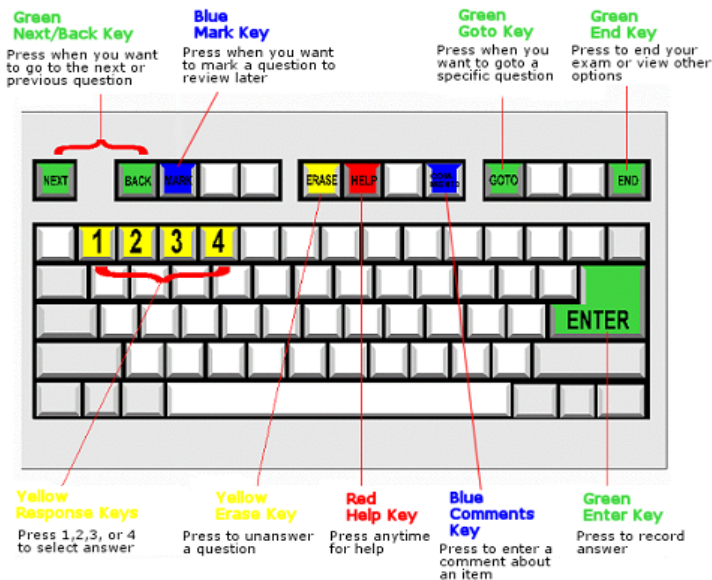
EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:



TAKING THE EXAMINATION

You will be taking the examination using a computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone or you may use a mouse. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



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.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outlines", a small number (5-10) "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

SCORE REPORTING

You must get a minimum of 70% correct to pass. Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen.
 - 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.
- **On paper** - an official score report will be printed at the examination site.

EXAMINATION CONTENT OUTLINE

EFFECTIVE THRU 8/31/2016

Oregon Construction Contractors

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

8 Non-Scored Items - 20 Minutes

Subject Area	# of Items
Construction Contractors Board	10
Employer Requirements & Employee Rights	7
Contract Law	9
Lien Law	9
Taxes, Record Keeping & Business Practices	8
Project Management & Scheduling	8
Building Codes	6
OR-OSHA Requirements & Job Site Safety	7
Environmental Laws	8
Building Exterior Shell	8

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.

This test is OPEN BOOK.

The following reference material is allowed in the test center:

The Oregon Contractor's Reference Manual, 11th 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. If you choose to, you will be allowed to 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. Hand written 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 papers (loose or attached) with their approved reference.

You will be given a piece of scratch paper and a pencil. You may write on the scratch paper during the examination but NOT in the reference book. The piece of scratch paper and a pencil will be returned to the proctor at the end of your examination.

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 Special Accommodation Form.

EXAMINATION CONTENT OUTLINE

EFFECTIVE 9/1/2016

Oregon Construction Contractors

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

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

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, 1st Edition, copyright by NASCLA. If you choose to, you will be allowed to 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. Hand written 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 papers (loose or attached) with their approved reference.

You will be given a piece of scratch paper and a pencil. You may write on the scratch paper during the examination but NOT in the reference book. The piece of scratch paper and a pencil will be returned to the proctor at the end of your examination.

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 Special Accommodation 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>





OREGON CONSTRUCTION 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. Candidates 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 or Email to PSI at examschedule@psionline.com.

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 stationery 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: _____ Drivers License ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Email Address: _____ Cell Phone: _____

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 theory examination
- Other _____

- *Out-of-State Testing Request (this request does not require additional documentation)

Site requested: _____

**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- 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.

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 1-800-367-1565 ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



Internet Registration: instructions for scheduling an examination online at www.psiexams.com

1. Go to www.psiexams.com and select "Create an Account".

If you have already registered and created an account, type in your email address and password.

New Users

You can:

- >> [Create an account](#)
- >> [Register for an examination](#)
- >> [Schedule an examination](#)

Returning Users

Sign in

Email Address:

Password:

Start in: ▼

Remember me

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

2. **VERY IMPORTANT STEP.** The spelling of your name must match EXACTLY as it was submitted by your provider.

3. Be sure to check the box "Check here to attempt to locate existing records for you in the system" and select **Submit**.

Fields indicated with an asterisk (*) are mandatory.

Step 1

Your Details

Email Address:*

First Name:* Last Name:*

If you have previously contacted a PSI Customer Support representative and paid for an e you believe that your licensing or certification agency has provided PSI with eligibility info Please check the box below:

Check here to attempt to locate existing records for you in the system.

Step 2

Enter a password for your account and select your security question and answer.

Create a password:* (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :* Retype to confirm your password.

Choose a Security Question: :* ▼

Security Answer :*

4. Select the organization, state, and account (as seen below). Enter your ID # (must match EXACTLY as it was submitted by your provider) and select **Submit**.

Select Organization

▼

Select Jurisdiction

▼

Select Account

▼

Enter your OR_ID_Number

Drivers License Number. Please omit any special characters that are not letters or numbers.

5. If your eligibility has been sent, the system will find your imported record. You are now ready to pay and schedule for the examination. Select "Pay for a test."

Registered records				
Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
OR Construction Contractor - English	OR Construction Contractor - English	OREGON CCB	12/14/2016	<input type="button" value="Pay for a test"/>

6. Type in your credit card information and select *Submit*.

Registration Fee	Cost (\$)
Exam Fee	
Total	

Payment

You will be charged **75.00**.

Credit Card

Card Type: *

Card Number: *

Expiration Date: *

Name on Card: *

ZIP Code: * Card ID Number: * [What is Card ID no?](#)

7. Select *Schedule for a Test*. Enter your zip code or the city where you live and select *Search*. You will get a list of the testing sites closest to you. Select the desired *Test center* and select *Continue*.

Test Center Selection

Country: Zip or City:

Choose the Test centers to get the available dates for scheduling

	Distance	Testcenter Name	Address	Testing Mode
<input type="radio"/> PSI	0.0 miles	PORTLAND	8383 NE Sandy Blvd., Suite 201, Portland, Oregon, 97220	Computer / Paper & P
<input type="radio"/>	24.6 miles	Aurora - Aurora Aviation*	22785 Airport Rd NE, Aurora State Airport, Blue Gate # 5, Aurora, Oregon, 97002	Computer / Paper & P
<input type="radio"/>	57.6 miles	Independence - Nutsch.com LLC*	4901 Airport Rd, Independence State Airport, Independence, Oregon, 97351	Computer / Paper & P
<input type="radio"/> PSI	110.1 miles	EUGENE	1955 Empire Park Drive, Suite A, Eugene, Oregon, 97402	Computer / Paper & P
<input type="radio"/> PSI	117.1 miles	BEND	325 NW Vermont Pl, Suite 106, Bend, Oregon, 97701	Computer / Paper & P

8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

Schedule Month

Choose a date and session for the schedule month

Date	Day of week	Sessions
<input type="radio"/> 05/19/2015	Tuesday	<input type="text" value="- Session -"/>
<input type="radio"/> 05/21/2015	Thursday	<input type="text" value="- Session -"/>
<input type="radio"/> 05/22/2015	Friday	<input type="text" value="- Session -"/>
<input type="radio"/> 05/23/2015	Saturday	<input type="text" value="- Session -"/>

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

Dear Kelly Johnson,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: OR Construction Contractor - English
 Examination Date: May 19, 2015
 Examination Start Time: 9:00 AM (hh:mm)
 Confirmation Number: K7992822

Test Center Name: Independence - Nutsch.com LLC*
 4901 Airport Rd
 Independence State Airport Independence Oregon 97351

Test Center Directions: Take I-5 to exit 260A for OR-99E BUS S/Salem Expy and follow OR-22W for 5 miles, then turn left onto OR-51S/Independence St and follow 1000' down the road.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121