



# CERTIFIED MASTER BUILDER™ PROGRAM



## PROGRAM DESCRIPTION

The Oregon Building Industry Association's "Certified Master Builder™" (CMB) Program is the first of its kind in Oregon and will allow builders to earn the designation "Certified Master Builder™". This designation will only be held by those who have demonstrated their interest in furthering their education and subscribing to a high standard of ethics and professionalism.

The Certified Master Builder™ designation has several advantages for those earning the title:

- The right to advertise oneself as a "Certified Master Builder™", a designation that sets a builder apart from the crowd.
- City/County Building Departments will recognize these "Certified Master Builders™" and allow them to self-certify some inspections and plan reviews, thereby speeding and streamlining that part of the construction process.
- Promotion of the program will help raise the image of "Certified Master Builders™", and create public awareness.

Earning the "Certified Master Builder™" designation will require some effort, but it is worth it. To proceed, please review the Program Description to determine if you are eligible. **If you do not meet all of the requirements you will not be eligible for the designation, however, you are eligible to receive the education.** If you are interested in receiving the education and are not eligible for the designation, **complete only the application** portion of this packet, and send it with the application fee to:  
(make checks payable to Marion-Polk Building Industry Association)

Marion-Polk Building Industry Association  
385 Taylor St NE  
Salem, OR 97303

Please call Mike Erdmann with any questions at 503-399-1500.



# CERTIFIED MASTER BUILDER™ PROGRAM



## PROGRAM DESCRIPTION

### **APPLICANT REQUIREMENTS**

Applicants for the CMB Program may be a sole proprietor, part of a partnership, LLC, or an employee of a corporation. All of these categories are required to meet the Individual and Company Requirements listed below. In addition, for applicants who are employees of a corporation, two additional requirements exist:

1. A credit check must be performed on the corporation.
2. If the employee was a licensed builder within the last three years, the applicant shall provide any and all previous CCB numbers issued to them.

### **INDIVIDUAL REQUIREMENTS:**

- Completed Application (with fee)
- A personal letter of recommendation from a former client
- Must have a good working relationship with Building Officials in your jurisdiction
- Must have built at least one house per year for the past five years (or equivalent)
- Must be willing to complete education requirements of the Certified Master Builder™ program. (6 hours of business management, legal issues and regulations, and 32 hours of the Marion-Polk Building Industry Association sponsored “comprehensive” building codes class)
- Must not have engaged in conduct detrimental to the industry
- Agree to comply with the Code of Ethics

### **COMPANY REQUIREMENTS:**

- Acceptable credit report
- A letter of recommendation from a financial institution
- Two letters from MPBIA Member trade contractors or suppliers with which you have done business
- 5 years of builder registration at CCB or equivalent out of state agency
- Last 2 years registered in Oregon at the Construction Contractors Board
- No claims ruled against the contractor where the individual was subject of an adverse final order by the CCB during the past two years

### **EDUCATION-ONLY REQUIREMENTS**

- “Education-only” students are contractors who do not meet all the CMB requirements. These students pay the same fee schedule as Designation-eligible students for application processing and coursework. They do not need to be reported to or pay the fees to the Building Codes Division since they will not be eligible receive the CMB designation.
- Local Building Trade Committees should accept fully qualified Designation-eligible students first, and then accept Education-only students on a secondary basis.
- Education-only students do not need to be tracked for fulfillment of mandatory continuing education. However, the names of these students shall be reported to OBIA on a timely basis to help assess the overall CMB Program.



# CERTIFIED MASTER BUILDER™ PROGRAM



## PROGRAM DESCRIPTION

Education-only students are prohibited from using the CMB designation, logo, and other marketing materials, and may not represent to the public that they are a CMB or equivalent.

### **MISSED CLASSES**

The format for instruction shall be live, in-class with an instructor. Only **one excused absence** may be permitted for extenuating circumstances as determined by the local Building Trade Committee and the instructor. Nevertheless, the class shall be made up at the convenience of the instructor with an extra fee paid by the student. More than one absence requires a complete repeat of the coursework series at an expense of \$400.00.

### **USE OF THE CMB DESIGNATION, LOGO, ETC**

#### **Members**

Only members of the Oregon Building Industry Association may use the “Certified Master Builder” designation, logo, and marketing materials. Non-members may use “master builder” as a designation, as provided in the statute.

A CMB shall lose the privilege of using the CMB designation immediately if:

1. Membership in their local association/OBIA expires.
2. They are subject of an Adverse Final Order by the Construction Contractors Board or the Building Codes Division.

The local Building Trade Committee shall notify these CMB's to cease use of the CMB designation and monitor compliance.

#### **Corporate Builders**

An individual, not a corporation, earns the CMB designation. Corporations that have a CMB employee must include the CMB's name with all advertising that uses the CMB designation, logo, or other marketing materials.

The local Building Trade Committee shall send notice to the principal of a corporation that if their CMB leaves their employ, the corporation must cease using the CMB designation immediately (unless it has more than one CMB.) Also, the CMB must recertify with their new employer/corporate builder (i.e. the CMB designation is not transferable to another employer.)

#### **To Renew Certification:**

- You must complete 15 hours of mandatory continuing education\* within 3 years of obtaining your designation *and* you must provide your program administrator with certificates of completion by your recertification date. Please see attached list of continuing education opportunities from your local association
- Attend annually a division-approved class covering recent code changes in the One- and Two-Family Dwelling Specialty Code



# CERTIFIED MASTER BUILDER™ PROGRAM



## PROGRAM DESCRIPTION

- If the certified individual changes their employment from the original company they certified with, they must re-apply for the designation based on their current company of employment
- Must renew your membership with the local association/OBIA to maintain your designation

### **\*Mandatory Continuing Education**

- Continuing education for all CMB's shall consist of at least 15 hours of approved education and the building code update class required of building inspectors. It must be completed within three years of earning the CMB designation.
- Continuing education shall be pre-approved by the local Building Trade Committees for continuing education credits in the fields of Business Management, Legal and Regulatory Issues, or Oregon Building Codes.
- As part of the renewal process, a CMB shall submit certificates of completed education and a permit list demonstrating that they have continued to build the minimum number of units.

### **EDUCATION TOPICS:**

*6 hours of Business Management, Legal & Regulatory Issues, combined:*

#### **Business Management**

*Possible topics:*

Estimating  
 Accounting/Recordkeeping  
 Scheduling

#### **Legal Issues & Regulatory**

*Possible Topics:*

Contracts                      OSHA  
 Liens                              Land Use  
 Employment                  Environmental

### **Building Codes**

*32 hours total, offered in 4 segments for 8 hours per segment:*

“Comprehensive” building codes class and additional yearly code change “update” classes.

### **EDUCATIONAL OPPORTUNITIES**

- Local Association seminars
- Oregon Building Industry Association seminars, Annual Conference & Tradeshow
- Pre-approved community college classes
- National Association of Home Builders Convention
- Other sources *(in order to receive credit, class should be pre-approved by the CMB Education Committee prior to taking the class)*

### **BENEFITS**

Recognition will include:

- Vehicle Window Decal
- Certificate of Completion
- Advertising in Association publications
- Designation the Builder can use in own advertising and promotion



# CERTIFIED MASTER BUILDER™ PROGRAM



## PROGRAM DESCRIPTION

### FEES

#### **Application Fee:**

- \$50.00 paid by all applicants (Designation-eligible and Education-only) and is non-refundable. Used to process application and perform credit on check on individual applicant and their company (if employee of a corporation.)

#### **Coursework Fee:**

- \$900.00 for non-members, \$500.00 for OBIA members to be paid in full before the first class begins.
- Students who miss one session will need to make up the missed coursework. This make-up will be handled on a case-by-case basis with program administrator (at the local level) and the instructor.
- Students who miss more than one session of the coursework will be required to retake the whole series and pay \$400.00.
- **Note:** Members of the Oregon Remodelers Association may take the coursework for the OBIA-member fee but may not be designated as a Certified Master Builder. Also, they are prohibited from using any logo or marketing materials of OBIA's CMB Program. Instead, ORA members are eligible to earn the master builder designation provided by statute.
- **Note:** Out of State contractors must be members of OBIA to receive the member discount.

**Building Codes Division Fees:** The CMB applicant pays these fees directly to the Oregon Building Codes Division:

State exam: \$150.00 (in statute)

Renewal of designation: \$50.00 (in statute)

**Code Book:** A current code book is mandatory for the coursework for each student. The expense is the responsibility of the student. Code books may be purchased from the instructor on the first day of the course.