



Renewing an Ohio EPA Operator Certificate

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the  icon. The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

*Before you renew your certificate please review the check list below to make sure you have everything you need to complete the process.

- A. You will need to have an eBusiness account and Personal Identification Number (PIN). If you do not have an e-Biz account, please follow the instructions at this [link](#).
 - B. All of your documentation of course attendance scanned and saved to the computer you are using to renew your certificate. This is needed in case the training provider has not submitted the course attendance record.
 - C. The course approval number for each course you intend to use to renew your certificate.
 - D. The date you attended the course.
1. First login in to the eBusiness center and click on the **Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours** service listed in the first column. If you do not have the Operator service, follow the instructions at this [link](#).

Available Services <small>(What is this?)</small>
Service
Air Services
Conference and Events Registration
Division of Surface Water Credible Data
Division of Surface Water NPDES Permit Applications (STREAMS)
DMWM Compliance
DMWM Compost/Scrap Tire Facility Registration
DMWM Infectious Waste Generator Registration
DMWM Scrap Tire Transporter Registration
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)
DMWM Solid Waste/C&DD Facility Licensing
e-DMR
e-Drinking Water Reports
Hazardous Waste Report (eDRUMS)
OEEF Grant Service (No PIN Required)
Pay Ohio EPA Fees Online
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance

2. This will open the Certified Operator Service window.

Certified Operator Service
 Certified Operator Service Management

This screen can be used to edit your contact information, apply for new exams or certifications, renew certificates and apply contact hours to your certificate.

Andrew Barlenbrock
 50 West Town Street
 Columbus OH, 43215 Edit

Exam Applications Apply for New Exam

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (39257)	Water Supply	A	EDIT		
Reciprocity (39259)	Wastewater Treatment	D	EDIT	11/09/2016	
Third Party (39471)	Water Supply	3	EDIT		

Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WC2-1135322-15	Wastewater Collection 2	09/09/2013	11/30/2015	12/31/2015	EXPIRED	renew

Contact Hours Apply for Contact Hours

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-88868-OM	Course Title-08/09/2014	Both	tp_user Training Provider	08/09/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-B556436-X	Confined Space Entry	Both	Montgomery County Environmental Services	10/09/2013	OTHER	1.0	1.0	0.0	APPROVED	
OEPA-B557335-X	Bucket Truck Rescue	Both	Village of Milan	10/09/2013	OTHER	2.0	2.0	0.0	APPROVED	
OEPA-88823-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-88831-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-0887-OM	Test	Drinking Water	tp_user Training Provider	11/01/2014	OM	10.0	10.0	0.0	APPROVED	
OEPA-88823-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-88831-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
HACH-VL003-OM	Nutrients & Other Wastewater Parameters	Wastewater	tp_user Training Provider	04/21/2015	OM	6.5	6.5	0.0	APPROVED	
OEPA-88818577-OM	big test	Both	tp_user Training Provider	08/28/2015	OM	1.0	1.0	0.0	APPROVED	
OEPA-88818966-OM	Internet course	Both	tp_user Training Provider	08/03/2015	OM	4.0	4.0	0.0	APPROVED	
OEPA-88868-OM	Course Title-08/09/2014	Both	tp_user Training Provider	08/09/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-08815289-OM	blah	Drinking Water	tp_user Training Provider	08/03/2015	OM	1.0	1.0	0.0	APPROVED	

Cancel

In this window, there are 3 sections. If any of the information in the 3 sections listed below is incorrect, please contact the Opcert Unit at 1-866-411-OPCT (6728) or opcert@epa.ohio.gov

- The first section is “**Exam Applications**”. In this section you will see a list of exams you have applied for. Under the “Action” column you will find either one, two, or three links to PDF files. The first link will open a copy of the Invoice for the exam. The second link will open up a copy of the exam application. The third link will appear once you have paid the fee and been approved to take the exam. If you click on this link it will open up the Exam Entrance Letter you will need to take the exam.
- The Second section “**Current Certificates**” should contain a list of your current certificates. In this section if you have any certificates that are up for renewal there should be a blue link labeled “renew” under the “Action” column. If you don’t have any certificates to renew, in that same column there should be a link to a PDF file that can be downloaded or printed with your renewal card.
- The last section labeled “**Contact Hours**” could possibly contain a list of courses you have attended. The appearance of the courses you attended means your training provider has loaded your attendance records for the course into our database. If courses do not appear then the training provider has not uploaded those records and you will need to load the records yourself.

3. To begin the renewal process click the blue link labeled “renew”.

The screenshot shows a web interface with the following elements:

- Edit** button (top right)
- Apply for New Exam** button
- Table 1:

Status	Exam Date	Action
EDIT		
EDIT	11/09/2016	
EDIT		
- Table 2 (highlighted by a red arrow):

Renewal	Expires	Status	Action
11/30/2015	12/31/2015	EXPIRED	renew
- Apply for Contact Hours** button
- Table 3:

Hours Available	Hours Applied	Status	Action
25.0	0.0	APPROVED	
1.0	0.0	APPROVED	
2.0	0.0	APPROVED	
25.0	0.0	APPROVED	
25.0	0.0	APPROVED	
10.0	0.0	APPROVED	
25.0	0.0	APPROVED	
25.0	0.0	APPROVED	
6.5	0.0	APPROVED	
1.0	0.0	APPROVED	
4.0	0.0	APPROVED	
25.0	0.0	APPROVED	
1.0	0.0	APPROVED	
- Cancel** button (bottom right)

The “Certified Operator Renewal Service” window will open. In the middle of the window you should see the certificate you are renewing listed. At the bottom of the window you should see the courses that have been submitted by the training providers that can be used to renew this certificate.

5. When you click on the Add Contact Hour button a course search box will open. You will need to enter the course approval number in the box and click on the Lookup button.

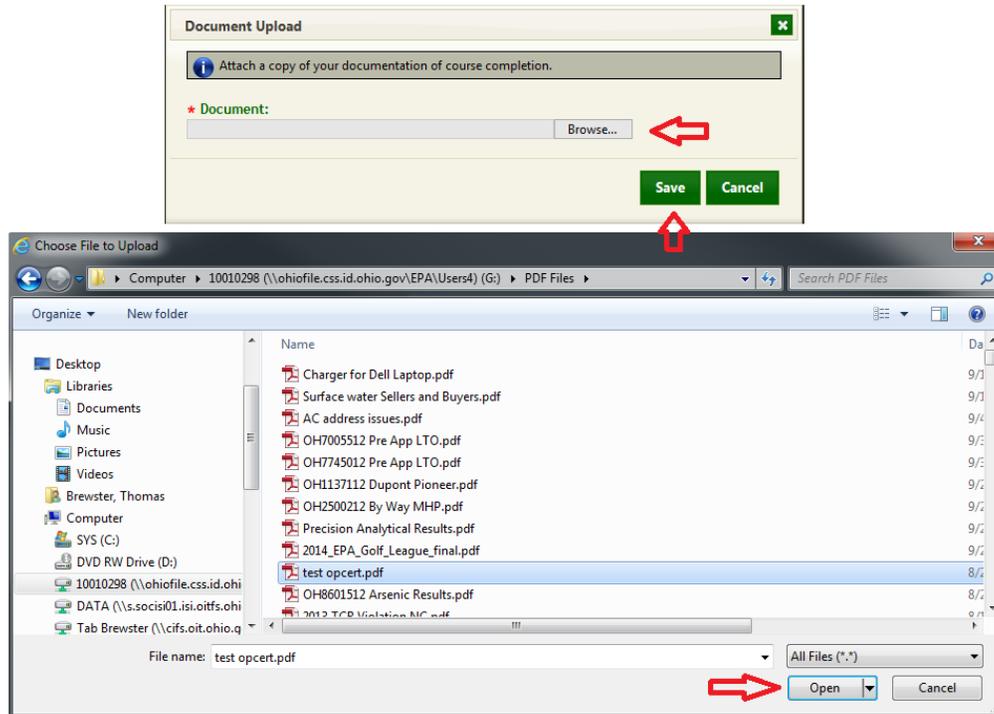
The screenshot shows a window titled "Contact Hours Information" with a close button in the top right. Below the title bar is an information icon and a message: "In order to add a course to your transcript, you must know your course approval number and type it in the box below." Below this message is a red asterisk followed by the text "Course Approval Number:" and an empty text input field. To the right of the input field is a green "Lookup" button. A red arrow points from the "Lookup" button to the input field. Below the input field is another red arrow pointing upwards. At the bottom right of the window are two green buttons: "Save" and "Cancel".

6. If the course approval number is a valid number the "Contact Hours Information" window will open. If it is not a valid number you will receive an error message stating "**There was a problem processing your Contact Hours information: The course XXXX-XXXXX-X could not be found or is not a valid course approval number. Please check your course approval number and try again.**"
7. In the Contact Hours Information window, you will select the Training Date you attended the training from the drop down list. Once you have selected the appropriate date, you will click on the blue link labeled "upload" to attach your documentation of attendance. If you are uploading attendance of an internet or correspondence course, then you will be able to type in the Training Date without a drop down list.

Note: The date you attended training must match one of the dates in the drop down list. If it does not match, please contact the training provider to ensure that they officially notified Ohio EPA of the date of the course. Selecting a date other than the correct date, may be considered submitting false information to the Ohio EPA.

The screenshot shows the "Contact Hours Information" window with the following details: "Course ID: 611 (APPROVED)", "Course Name: Trenchless Technology New Installations, Session 3", "Subject Type: OM", "Format: CLASS_ROOM", and "Training Provider: City of Sylvania, Ohio". Below these details is a red asterisk followed by "Training Date:" and a dropdown menu with "[select]" as the selected option. A red arrow points from the dropdown menu to the right. Below the dropdown menu are the fields "Contact Hours: 1.75" and "Approval Type: BOTH". At the bottom left, there is a red asterisk followed by "Contact Hours Document:" and a blue "upload" link with a paperclip icon. A red arrow points from the "upload" link upwards. At the bottom right are two green buttons: "Save" and "Cancel". A red arrow points from the "Save" button to the left.

8. When you click on the upload link the following window will open. You will need to browse to the directory on your computer where you saved the scanned copy of your documentation of attendance. You will click on the file name once then click the Open button. This will return you to the Document Upload window where you will click Save.



9. After clicking Save you will be returned to the Contact Hours Information window.

Contact Hours Information ✕

i In order to add a course to your transcript, you must know your course approval number and type it in the box below.

* Course Approval Number: Lookup

Course ID: 611 (APPROVED)

Course Name: Trenchless Technology New Installations, Session 3

Subject Type: OM

Format: CLASS_ROOM

Training Provider: City of Sylvania, Ohio

* Training Date: ←

Contact Hours: 1.75

Approval Type: BOTH

* Contact Hours Document:

↑

⇒ Save Cancel

You will need to click Save again, at which point you will be returned to the Operator Renewal Service window. At the bottom of this window you should see the course you just added listed in the Contact Hours section.

10. You will need to repeat steps 5 thru 9 until you have added all the courses that are missing from your Course Contact Hour list.

11. Once you have added all your courses you can renew your certificate. In the Hours Applied box you will enter the number of hours you want to use towards your renewal. You must enter the hours used in 15 minute increments. After you have entered your hours, you will click on the Submit button. The PIN Validation window will open. You will need to enter your PIN and answer the security question. Then click Submit.

Contact Hours									
<p>i The transcript below contains courses which have been assigned to you by the training providers. In order to renew your certificate, select the number of hours to apply to your renewal. If a course does not appear in your transcript, you can add the course by clicking the 'add contact hours' button below.</p> <p>Please note: Some courses may be approved for contact hours up to a maximum level. You may only apply the number of hours listed on your documentation of course attendance.</p>									
Contact Hours Required: 8 ←			Contact Hours Applied: 8						
Course Approval No.	Course	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	75.0	4.0	
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	6.5	4.0	
OEPA-B541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	10/10/2012	OM	1.75	1.75		
+ add contact hours									

⇒ Submit Cancel

12. Once you Submit your certificate renewal application, you will be prompted to enter your PIN and the answer to your security question. Then click Submit. Your application will be sent to Ohio EPA for review.

PIN Validation

PIN Validation for Certification Exam Application

To complete your Certification Exam Application submission please answer the question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

PIN:

Please answer this security question:

What color is red?

Submit

Cancel

13. After submitting your certificate renewal application to Ohio EPA for review, the payment window will open. Choose your payment method from the items listed on screen. You can pay by credit card, automated check, or mail a check or money order. To proceed to payment, click Download Invoice. NOTE: unpaid applications will not be reviewed.



eBusiness Center

eBusiness Home My Account

opcert_user

Ohio EPA Fee Payment Options



Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

Master Card, VISA or Discover Credit Card:

You can pay your balance due now via credit card. If you would like to pay now, click the "Pay with Credit Card" button below. A service fee of 2.2% is added to payments made by credit card. When you arrive at the payment screen, please enter the billing name and address exactly as it appears on your credit card statement. Please have your credit card or statement ready.

Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank routing number and bank account number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

Print Your Invoice

To download the your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



Pay Electronically

To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

US Mail Check, Money Order or State Agency ISTV

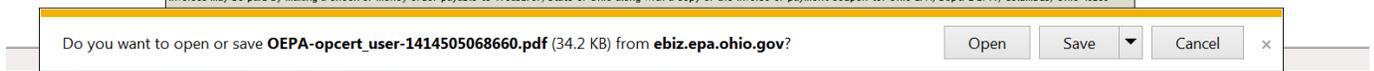
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts

If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-822) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.



14. In Windows, you will see a pop up window at the bottom of the screen. Click Open to view and print a copy of your payment invoice. You may also Save the invoice for your records.



15. Select one of the payment methods from the following window.

Ohio EPA Fee Payment Options

Pay Electronically
Master Card, VISA or Discover Credit Card:
A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$120.00
Service Fee:	\$2.64
Total Amount Due:	\$122.64

[Pay with Credit Card](#)

Automated Clearing House (ACH):
There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Total Amount Due: \$120.00

[Pay with ACH \(electronic check\)](#)

Pay Later
If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your Invoice to make your payment.

[Download Your Invoice](#)

US Mail Check, Money Order or State Agency ISTV
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts
If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

[Exit](#)

- **Pay with Credit Card**

The following window will pop up. Click Continue to enter your credit card information. You will be able to print a receipt at the end of the transaction, and also through email.

Payment Lockout Notice [X](#)

Notice

Once you choose to make an online payment any additional payment request for this transaction will be blocked until 12:00 PM the following day.

[Continue](#)

After you click Continue, you will be directed to the following payment screen to enter your credit card information:

Central Payment Portal

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

8276_OH_EPA_WW_OPCERT Payment Summary

Total: \$120.00

8283_OH_EPA_SERV_FEE Payment Summary

Total: \$2.64

Payment Information

* Credit Card Number: <input type="text"/>	* Credit Card Type: <input type="text"/>
* Expiration Month: <input type="text"/>	* Expiration Year: <input type="text"/>
* Card Security Code: <input type="text"/>	

Billing Information

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel

Technical Support

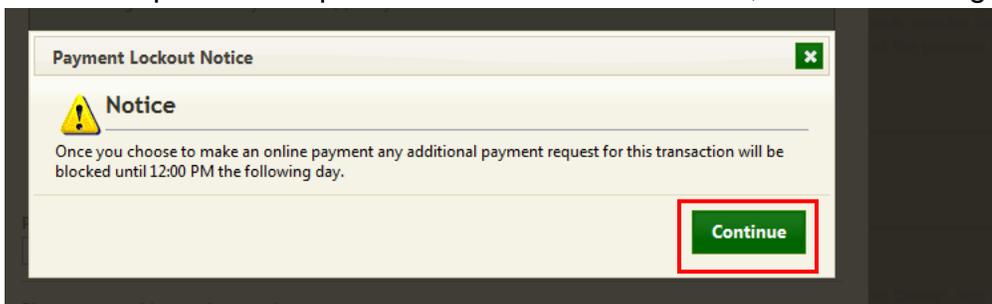
If you need technical support for this online payment processing application, please send an email to cppsupport@cboss.com.

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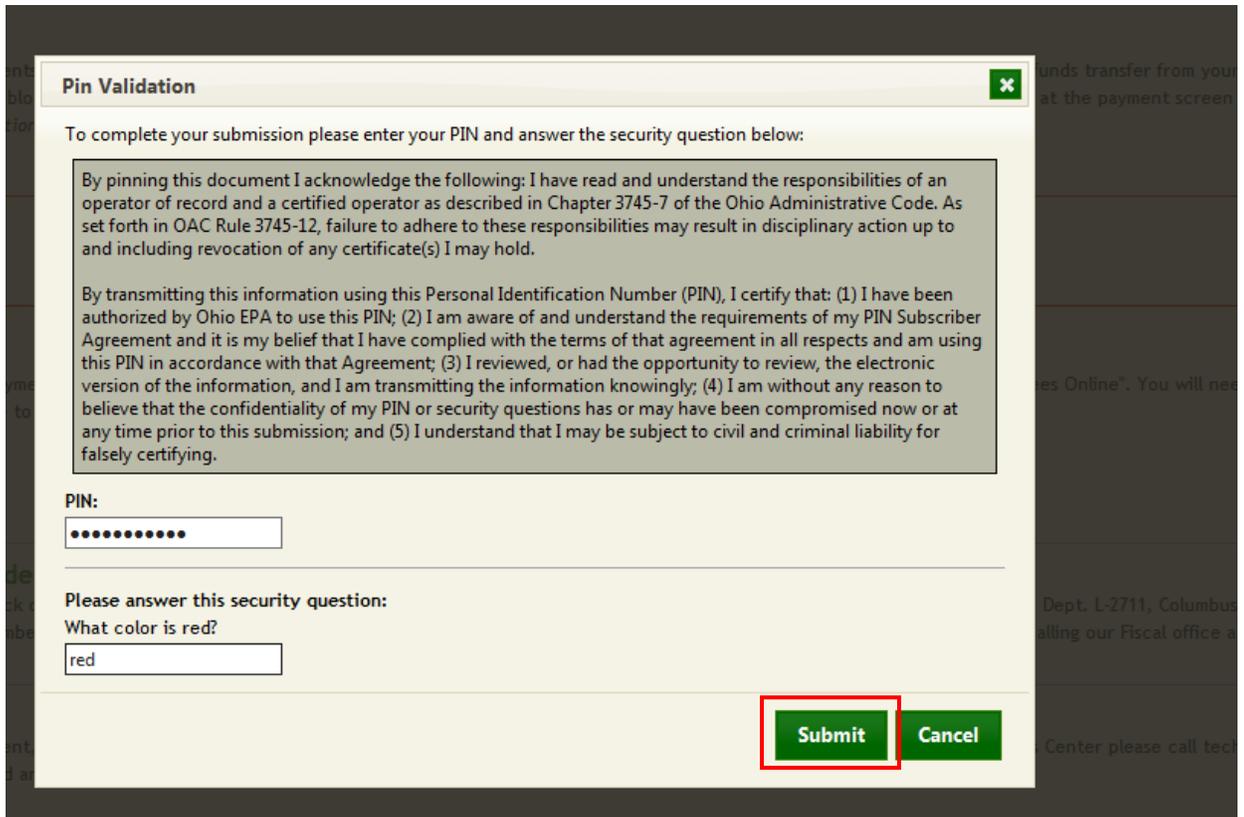
Once you enter your payment information, click Continue. Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **Pay with ACH (electronic check)**

The following window will pop up. Click Continue to enter your checking account number and routing number for an automatic debit from your account via check. You will be able to print a receipt at the end of the transaction, and also through your email.



Once you click Continue, the following screen will appear:

A screenshot of a 'Pin Validation' dialog box. The dialog has a title bar with 'Pin Validation' and a close button. The main text reads: 'To complete your submission please enter your PIN and answer the security question below:'. Below this is a shaded box containing two paragraphs of legal text. The first paragraph states that by pinning the document, the user acknowledges responsibilities under Ohio Administrative Code Chapter 3745-7 and OAC Rule 3745-12. The second paragraph is a certification statement regarding the use of the PIN, awareness of requirements, and confidentiality. Below the text are two input fields: 'PIN:' with a masked field of ten dots, and 'Please answer this security question: What color is red?' with a text box containing the word 'red'. At the bottom right are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Pin Validation

To complete your submission please enter your PIN and answer the security question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:
●●●●●●●●●●

Please answer this security question:
What color is red?
red

Submit **Cancel**

You will need to enter your PIN number and the answer to your security question. Click Submit to send your payment.

- **Pay Later**

If you wish to mail a paper check, money order, or if your State Agency is paying by ISTV, click Download Your Invoice. NOTE: In Windows, you will see a pop up window at the bottom of the screen. Click Open to proceed.

The following is an example of the invoice sheet:

Certification Renewal Fee Invoice
 Division of Drinking and Ground Water



Billed to Applicant:
 Tab Brewster
 50 Town St
 Columbus, OH 43215

DATE: 08/02/2016
Payment Due: *Due Upon Receipt*
Revenue ID: 1055275
Transaction ID: 774480

DESCRIPTION	AMOUNT
Class 1 Wastewater Treatment	
Total Fee Due	\$35.00

In accordance with ORC 3734.06 or 3734.82, failure to pay the full fee by the due date as indicated may invalidate your application.

Balance Due \$35.00

Include a copy of this document with all payments and document submissions.
 You must write the Revenue ID (if shown below) on your check to ensure proper credit.

Pay To:
 Treasurer, State of Ohio

Mail All Submissions To:
 Ohio EPA
 DDAGW Operator Certification Unit
 P.O. Box 1049
 Columbus, Ohio 43216-1049

Revenue ID:	1055275
Amount Due:	\$35.00
Revenue Type:	DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)
Amount Enclosed:	
DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)	

For internal Ohio EPA use only.	
Check #:	
Check ID #:	
Postmark Date:	

Print the invoice and send the invoice and check, made to "Treasurer State of Ohio" for the appropriate fee to the Ohio EPA at the address listed on the invoice.

- You will return to your Operator Profile page, and you should see the status of your certificate is not *(renewal pending)*.

Current Certificates							
Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action	
WW3-1132459-16	Wastewater Treatment 3	01/01/2000	12/31/2016	12/31/2016	ACTIVE	renew	
WW1-1132459-15	Wastewater Treatment 1	01/01/2013	12/31/2015	12/31/2015	(renewal pending)	renew	

- You can check the status of your application in your Operator Profile. When it is moved to Approved, **you will be sent an email** with your renewal "card" attached and your expiration date will be updated. You will also be able to view and print your renewal "card" from the Action column next to the certificate line in your Operator Profile.

Note: If you do receive an email, please check your spam folder and the email address in your eBusiness Account for errors.