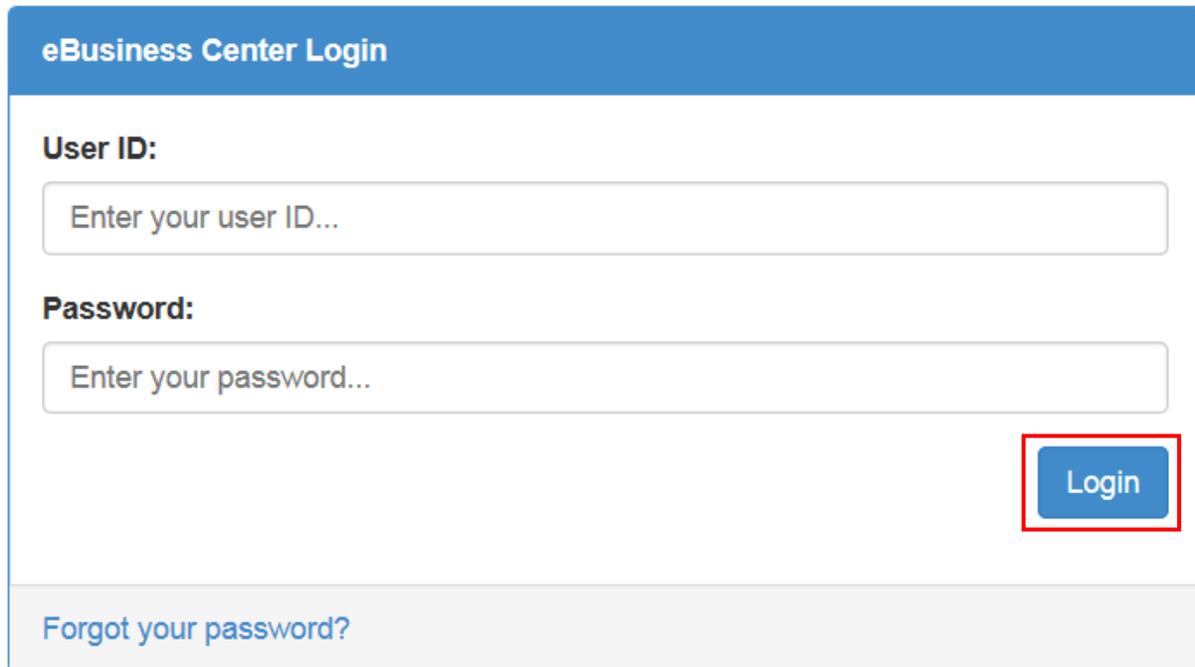


How to apply to take the Water/Wastewater Operator paper and pencil examination through Ohio EPA:

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.

1. To begin the process of applying for a paper and pencil exam, you will need to log into the eBusiness Center <https://ebiz.epa.ohio.gov/>. You will enter your user ID and password and click the Login button.



eBusiness Center Login

User ID:
Enter your user ID...

Password:
Enter your password...

Login

[Forgot your password?](#)

- ❖ If you do not have an e-Biz account, please follow the instructions at this [link](#).

- The eBusiness Center home will open. In the first box you will see a list of services that are available through the eBusiness Center. You will scroll down to the service called “Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours”. Click this link.

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account ▾

tp_user



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inac tve	view/edit	
Conference and Events Registration	Request	Inac tve	view/edit	
DMWM Compliance	Request	Inac tve	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inac tve	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inac tve		
DMWM Scrap Tire Transporter Registration	Request	Inac tve		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inac tve	view/edit	
DMWM Solid Waste/C&DD Facility Licensg	Request	Inac tve	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Request	Inac tve		
DSW Credible Data	Request	Inac tve	view/edit	
e-DMR	Request	Inac tve	view/edit	
e-Drinking Water Reports	Request	Inac tve	view/edit	
Hazardous Waste Report (eDRUMS)	Request	Inac tve	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inac tve		
Pay Ohio EPA Fees Online	Request	Inac tve	view/edit	
Water/Wastewater Exam Providers: Apply for Approval and Upload Fees	Request	Inac tve		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inac tve		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Deactivate	Active		

- ❖ If you do not have the Operator service, follow the instructions at this [link](#). NOTE: When registering for the service, it will ask if you have a core person ID. **If you have a certificate or if you have ever taken an exam with Ohio EPA, you have a core person ID.** So you will select “Yes” from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728).

- In this screen, you will be able to view your contact information, any exams you have applied for, your certificate history (past and current certificates), and any contact hour courses you have attended. You are responsible for keeping your contact information current! If you need to edit this information, click the Edit button and update as necessary.



eBusiness Center

eBusiness Home My Account opcert_user

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.

Tab Brewster
50 Town St
Columbus OH, 43215 **Edit**

Exam Applications **Apply for New Exam**

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015	

Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1132459-14	Water Supply A	01/01/2012	12/31/2014	12/31/2014	(renewal pending)	

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-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	66.0	9.0	APPROVED	
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	-1.5	8.0	APPROVED	

- To apply for a paper and pencil exam through Ohio EPA, click on Apply for New Exam.



eBusiness Center

eBusiness Home My Account opcert_user

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.

Tab Brewster
50 Town St
Columbus OH, 43215 **Edit**

Exam Applications **Apply for New Exam**

Type	Certification Type	Class	Status	Exam Date	Action
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Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1132459-14	Water Supply A	01/01/2012	12/31/2014	12/31/2014	(renewal pending)	

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-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	66.0	9.0	APPROVED	
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	-1.5	8.0	APPROVED	

5. In the following screen, you will select “Applying for Ohio Exam” from the drop down menu. Then click Submit.

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home | My Account | opcert_user

Certified Operator - Certification Exam Application

Need Help?
To get help send an e-mail to internet.opcert@epa.ohio.gov or call the operator certification unit at 1-866-411-6728.

Applicant Information

Please enter the appropriate applicant information in the spaces below. To edit your personal information, please return to the Certified Operator Service menu. Please keep this information current.

Core Person ID: 1132459	Address: 50 Town St
Applicant Name: Tab Brewster	Columbus OH, 43215
User ID: opcert_user	Address County: Franklin
SSN Last 4: 1111	Country: USA
EBiz Account Name: opcert_user	Home/Cell Phone: (614) 644-2764
Email Address: thomas.brewster@epa.ohio.gov	Business Phone: (614) 644-2764

* Type Of Application: [select]

Save Submit Cancel

6. Complete the Applicant Background section by answering the three questions using the drop down menu in each box. All fields with an * are required to be completed.

Applicant Background

* Have you ever been convicted of, or plead guilty to, a criminal charge of falsification, fraud or terrorism?: [select]

* Have you ever had any Ohio operator certificates revoked or do you have a certificate under suspension?: [select]

* Have you had a certificate revoked or currently suspended in any other state?: [select]

7. Select the Examination (Water Supply, Water Distribution, Wastewater Treatment, and Wastewater Collection) and Class (A, I, II, III, and IV) for the exam you wish to take. All fields with an * are required to be completed.

Application Information

* Certificate Type: [select]

* Class: [select]

NOTE: If you are attempting to apply for an examination for which you do not meet the minimum qualifications, you may receive an error (an example appears below). You may not proceed with the application process until the minimum requirements have been met.

A Wastewater Treatment 3 requires an existing Wastewater Treatment 2 certification.

8. Available dates and times for your examination type and class will appear in the Exam Dates section. Select a date and time for your examination.

Exam Dates				
Please select the appropriate date/time/location for the exam which you are applying.				
Date	Time	Location	Type	Select
05/05/2015 (36)	11:00	Ohio Expo Center	WASTEWATER_COLL	<input type="radio"/>
11/04/2015 (47)	11:00	Ohio Expo Center	WASTEWATER_COLL	<input type="radio"/>

9. Complete the Current Supervisor section, noting the instructions that appear in the help box at the top of the section. All fields with an * are required to be completed.

Current Supervisor	
Please enter the appropriate information in the space below. Check the "No Current Supervisor" box if you are not currently employed. If your current supervisor is not a certified operator, please leave the Certification Number box blank.	
No Current Supervisor: <input type="checkbox"/>	
* Name: <input type="text"/>	* Mailing Address: <input type="text"/>
Certification Number: <input type="text"/>	* Mailing City: <input type="text"/>
* Job Title: <input type="text"/>	* Mailing State: OH <input type="text"/>
* Work Phone: <input type="text"/> (xxx) xxx-xxxx	* Mailing Zip: <input type="text"/>
	* Country: USA <input type="text"/>

10. Next, you will add your work experience, paying careful attention to the instructions in the help box at the top of this section. You will need to list each "job" individually, so you may be entering several lines of operating experience. To add experience, click the add new experience link in blue.

Experience							
Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.							
Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
+ add new experience							

11. A new window will open, allowing you to input your operating experience information. All fields with an * are required to be completed. Pay careful attention to the instructions located in the help section at the top of the Experience Information page. Description of duties should be in detail, listing the tasks and responsibilities of your position. When finished, hit Save.

Experience Information ✕

i Please enter information regarding your employment in the space below. A new entry should be made for each new job title and each time the percentage of time spent on water or wastewater activities change. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a public water system (PWS). Failure to thoroughly describe water or wastewater duties may be a reason for disapproval.

If you do not have any experience click 'Cancel' below to return to the application screen.

* Employer Name:

* Mailing Address:

* Mailing City:

* Mailing State:

* Mailing Zip:

* Address Country:

* Start Date:

End Date (if still employed leave blank):

* Job Title:

* Experience Time Type:

* Experience time (Full-time enter number of months or part-time enter number of hours):

* Document the percentage of your months/hours you spend on Water related duties:

* Document the percentage of your months/hours you spend on Wastewater related duties:

* Describe your operating duties in **DETAIL**:

NOTE: If you have any changes in your job title, your daily duties/tasks, the percentage of time you spend on your water/wastewater duties, or any other significant changes to employment, you MUST list these separately, as if they were entirely new/different jobs. This will ensure we give you the most accurate count for your operating experience as possible. These changes include, but are not limited to: being moved from par-time to full-time, temporary/seasonal employment, moving from maintenance to operations, switching from water crew to wastewater crew, treatment plant duties to lab duties, etc. The total percentage of water and wastewater duties may not exceed 100%, but may be less to accommodate those duties which

are not applicable for operating experience (eg. Village administrator, customer service, meter reading, septage hauling).

12. Add additional experience, if necessary.

Experience

Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	04/03/2006		Environmental Specialist I	30.0	30.0	 

[+ add new experience](#)

13. If you need to edit your existing experience, you may click the note pad icon in the Action column on the right. If you wish to delete experience you have added, you can click the red X in the Action column.

Experience

Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	04/03/2006		Environmental Specialist I	30.0	30.0	 

[+ add new experience](#)

14. If you have completed any of the courses eligible for experience credit, you will add them in the Training section. Click the "add new training" link in blue to begin adding your experience credit courses.

Training

Please complete this section if you wish to use applicable course work to reduce the amount of operating experience necessary for Class II and III examinations.

Course Name	Course Date	Provider	Documentation	Action
-------------	-------------	----------	---------------	--------

[+ add new training](#)

15. A new window will appear where you will select the course you have taken from the drop down box. Type the date on which you completed the course (it should appear on your transcript or course completion certificate). Enter the name of the company that completed the training (OTCO or CSUS). You should then click upload to attach an electronic copy of your transcript or course completion certificate for this course. All fields with an * are required to be completed. When you are finished, click Save.

Training Information

This section is designed for you to document the course you have taken which can be substituted for a portion of the operating experience requirement.

* Pick the course you have taken:
▼

* Course Completion Date:
[Text Input Field]

* Company that provided the training:
[Text Input Field]

* Attach your course completion certificate:
upload

Save Cancel

16. Complete the Education section. You will select Yes or No regarding a high school diploma from the drop down box.

Education

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

* Do you have a high school diploma? [select] ▼

NOTE: A High School diploma or the equivalent is required in order to apply for an examination. If you answer No to the first question, you will see a second question to answer. If you answer Yes, you will need to offer an explanation in the box below.

Education

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

* Do you have a high school diploma? No ▼

* Do you have anything equivalent to a high school diploma (e.g. GED)? Yes ▼

* Please describe the education you have that would be equivalent to a high school diploma or GED. If you are a high school senior in good standing, please provide a letter from your High School Principal or Guidance Counselor verifying your academic standing and projected date of graduation:
[Text Input Field]

When you are finished entering your Education information, you have two choices: click Save at the bottom, right of the Certification Exam Application screen to save the information you have entered (you may come back at a later time to edit) OR click Submit to send your application to the Operator Certification Unit for review. To Save, proceed to Step 17. To Submit, proceed to Step 18.

17. Once you Save an application, you will be directed back to your Operator Profile. You will see your new application. The status for a saved application will say EDIT. NOTE: Saved applications have not yet been sent to Ohio EPA for review. If you need to edit the application information, you can click the Note pad icon in the Action column. If you wish to delete the application, you may click the red X in the Action column.

State of Ohio | Ohio EPA | Logout

Exam Applications

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015	
Ohio EPA (32805)	Wastewater Collection	2	EDIT	05/05/2015	

Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1132459-14	Water Supply A	01/01/2012	12/31/2014	12/31/2014	(renewal pending)	

Contact Hours

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	66.0	9.0	APPROVED	
OEPA-B561945-X	Powered Industrial	Both	Cleveland Div of Water,	01/01/2014	OTHER	6.5	-1.5	8.0	APPROVED	

18. Once you Submit an 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

19. After submitting an 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.

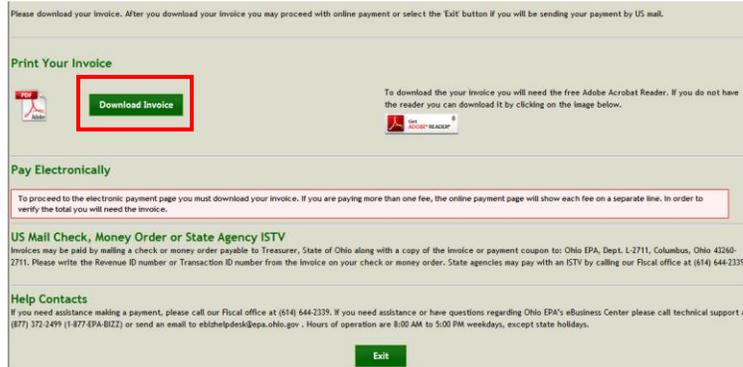
Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance 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:

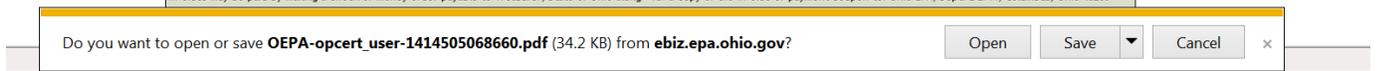
You can pay your balance due now via credit card. If you would like to pay now, click the 'Pay with Credit Card' button below. A service fee of 2.2% is added to payments made by credit card. When you arrive at the payment screen, please enter the billing name and address exactly as it appears on your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

Automated Clearing House (ACH):

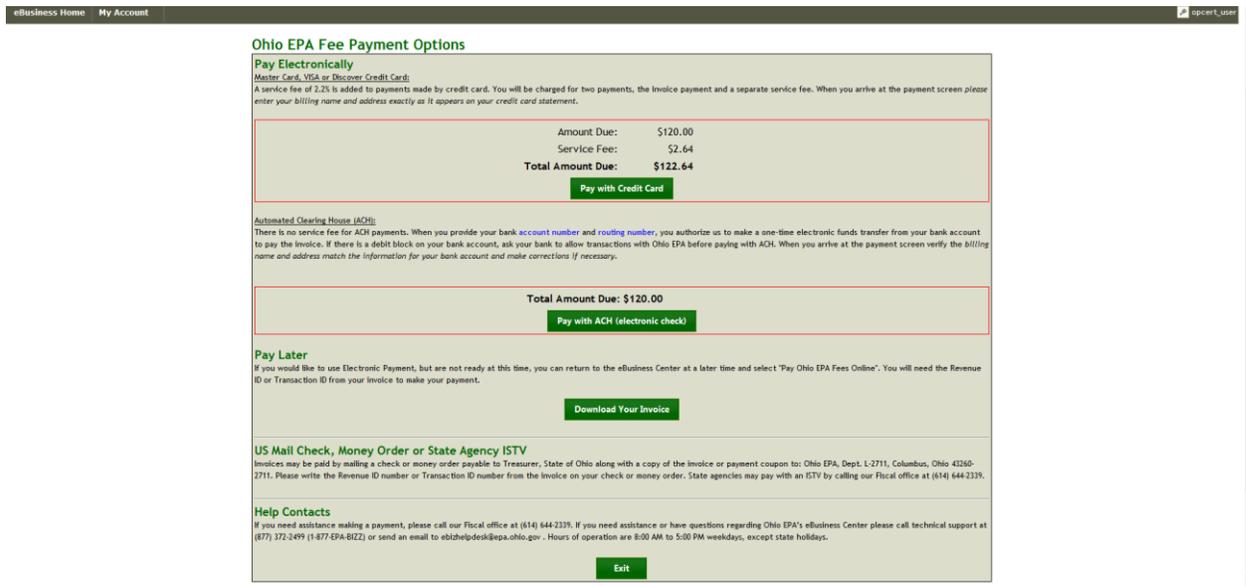
There is no service fee for ACH payments. When you provide your bank routing number and bank account number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with 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.



20. 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.

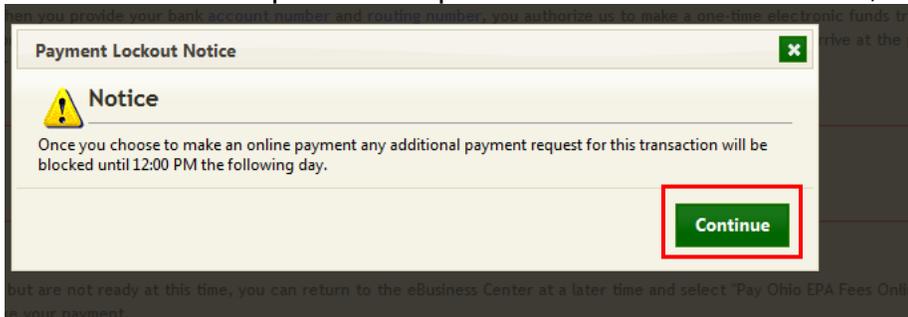


21. Select one of the payment methods from the following window.



- **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.



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"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel

Technical Support

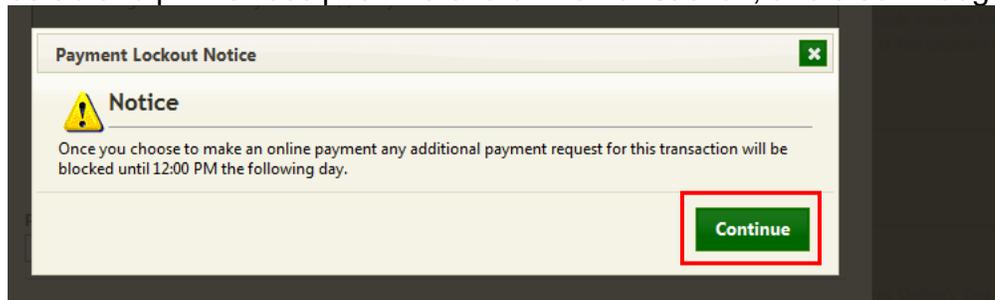
If you need technical support for this online payment processing application, please send an email to cpssupport@cboss.com.

© CBOSS, INC.

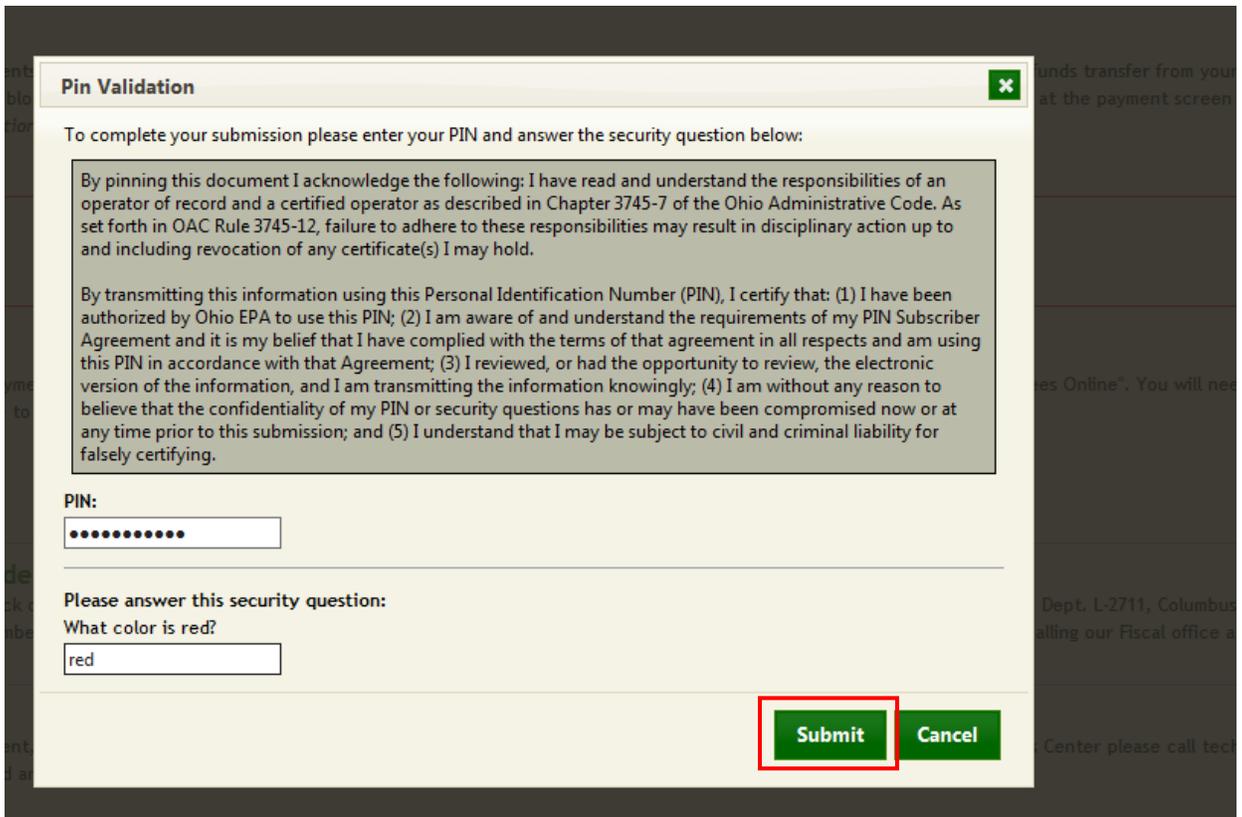
Once you enter your payment information, click Continue. Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **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:



The image shows a 'Pin Validation' dialog box with a title bar and a close button. The main text asks the user to enter their PIN and answer a security question. It includes two paragraphs of legal disclaimers. Below the text are two input fields: one for the PIN (masked with dots) and one for the security question answer. At the bottom right, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

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:
●●●●●●●●

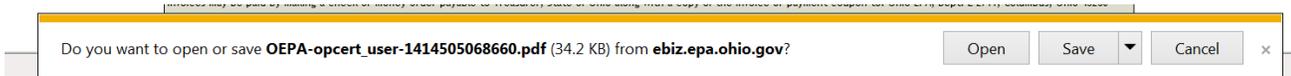
Please answer this security question:
What color is red?
red

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 Exam Application Fee Invoice

Division of Drinking and Ground Water



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

Date Submitted: 10/27/2014
Payment Due: 11/26/2014
Revenue ID: 1003591
Transaction ID: 668079

DESCRIPTION	AMOUNT
Wastewater Collection Class 2	
Total Fee Due	\$120.00

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 **\$120.00**

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-OFA
 Department L-2711
 Columbus, OH 43260-2711

Revenue ID: 1003591
 Amount Due: \$120.00
 Revenue Type: DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)
 Amount Enclosed:

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.

22. You will return to your Operator Profile page, and you should see the application you have just submitted. The status will say PENDING. You can view the exam application invoice by clicking the pdf icon on the LEFT in the Action column. You can view a copy of the exam application by clicking the pdf icon on the RIGHT in the Action column. **NOTE:** You MUST print a copy of the application you have submitted electronically, sign it in ink, obtain your supervisor's signature in ink, and mail it to Ohio EPA to complete the submission of your application.

Exam Applications						Apply for New Exam
Type	Certification Type	Class	Status	Exam Date	Action	
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015		
Ohio EPA (32805)	Wastewater Collection	2	PENDING	11/04/2015		

23. 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 exam entrance letter. You will also be able to view and print your exam entrance letter from the Action column in the exam application line in your Operator Profile.