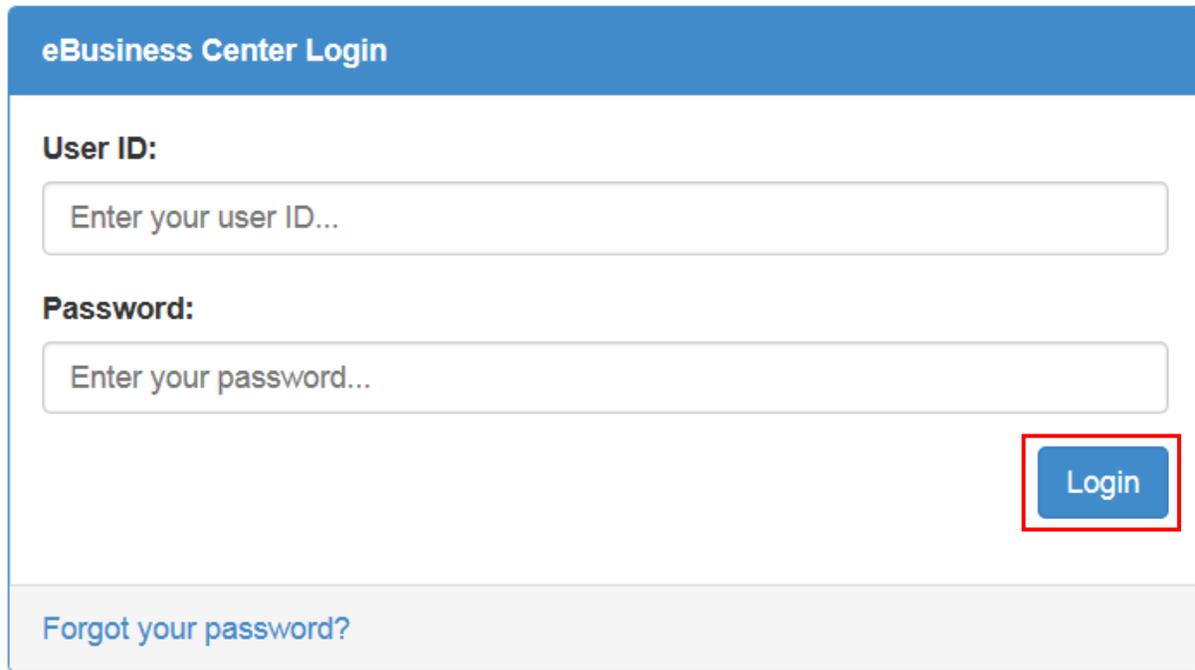


How to apply for Water/Wastewater Operator certification after passing an examination through a Third Party Provider:

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 certification after passing a Third Party 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 Exams	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.

State of Ohio | Ohio EPA | Logout



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 an Ohio EPA Operator's Certificate after passing an exam through a Third Party Provider, click on Apply for New Exam.

State of Ohio | Ohio EPA | Logout



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	

5. In the following screen, you will select “Third Party Exam” from the drop down menu. Then click Submit. NOTE: This application should only be submitted once all operating experience requirements have been met. **You do not need to submit this application for Operator In Training (OIT) status.** The period of time between the date you passed the examination and the date you completed your operating experience will be recognized as OIT.

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 Certification Type (Water Supply, Water Distribution, Wastewater Treatment, and Wastewater Collection) and Class (A, I, II, and III) for the exam you have taken and passed through the third party exam provider. All fields with an * are required to be completed.

Application Information

* Certificate Type: Water Distribution

* Class: 1

8. Enter the information from the examination you have taken and passed from the Third Party Examination provider. This information can be found on the exam score report provided to you upon finishing your third party exam.

Exam

* Date of Examination: [text box]

* 3rd Party Exam Provider: [select]

* Exam Score: [text box] %

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:

* Name:

Certification Number:

* Job Title:

* Work Phone: (xxx) xxx-xxxx

* Mailing Address:

* Mailing City:

* Mailing State: OH

* Mailing Zip:

* Country: USA

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: OH

* Mailing Zip:

* Address Country: USA

* Start Date:

End Date (if still employed leave blank):

* Job Title:

* Experience Time Type: [select]

* 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 part-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:

* Company that provided the training:

* Attach your course completion certificate:

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?

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?

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

* 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:

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.

State of Ohio | Ohio EPA | Logout

OhioEPA eBusiness Center

My Account

Certified Operator - Certification Exam Application

Step 16 of 17

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

Date Recvd ID: 112545
 Applicant Name: Tab S. Taylor
 SSN: 111-11-1111
 Mailing Address: 1234 Main St, Columbus, OH 43215
 Email Address: tab@ohioepa.gov

Address: 555 Main St
 City: Columbus, OH 43215
 Country: Province
 County: Ohio
 Home Cell Phone: (614) 555-1234
 Business Phone: (614) 555-1234

Type of Application: Add by OHIO Exam

Have you ever been convicted of, or pled guilty to, a crime charge of falsification, fraud or concealment? Yes No
 Have you ever had any Ohio operator certificate revoked or do you have a certificate under suspension? Yes No
 Have you had a certificate number or pending application in any other state? Yes No

Certificate Type:

Step 17 of 17

Please enter the application exam time, location for the exam which you are applying.

Date	Time	Location	Type	Status
08/08/2012 (Sat)	11:00	Ohio State Center	Individual Test Only	OK
11/06/2012 (Sat)	11:00	Ohio State Center	Individual Test Only	OK

Current Ohio Certifications

Certificate No.	Type	Class	Issued	Expires	Status
1564-112545-04	Operator	Water Supply	01/01/2012	12/31/2014	Expired

Current Operator

Please enter the application information in the appropriate fields. Check the "Current Operator" box if you are not currently employed. If your current employer is not an approved employer, please email the Certification Number Unit.

No Current Employer:

Name: Amy Blankenship
 Certification Number:
 Job Title: Environmental Engineer
 Work Phone: (614) 725-1234

Mailing Address: 555 Main St
 Mailing City: Columbus
 Mailing State: OH
 Mailing Zip: 43215
 Country: USA

Education

Please fill in your education information. Please include only the schools you are applying. This information includes treatment and education. Please indicate the subject and distribution and must be obtained at a Public High School. Please do not include courses or certificates that may be needed for employment (i.e., job training, certificate of high school, etc.). An operator's employment is not a requirement of your employment and education. If you are a full-time employee, please enter your employer's name and address, including the company address, nearest time to work.

Employer	Mailing Address	Start Date	End Date	Job Title	Education	Relevant Exp.	Relevant Edu.	Action
Ohio EPA	30 W. Town St, Columbus, OH 43215	04/01/2005		Environmental Specialist	MS	MS		<input type="button" value="Add"/> <input type="button" value="Delete"/>

Training

Please complete this section if you wish to use additional education to reduce the amount of training experience necessary for Class based operations.

Course Name	Course Ref.	Provider	Completion Date	Score

Additional

Please document information regarding your education in the appropriate fields. If you have obtained college credit for a portion of the operator requirement, you must document a detailed report in a physical format in which, chemical, and/or environmental engineering, or a chemical degree in order to substitute treatment.

Do you have a high school diploma? Yes No
 Do you have any other education or high school diploma (e.g. GED)? Yes No

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.



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
Cloumbus 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	
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

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	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.

Ohio EPA eBusiness Center

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.

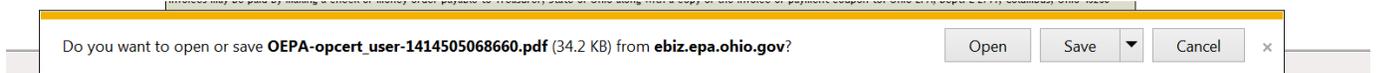
Pay Electronically

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) 372-6499 (1-877-EPA-8122) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

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.

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-BIZ2) 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

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

Continue

Cancel

Technical Support

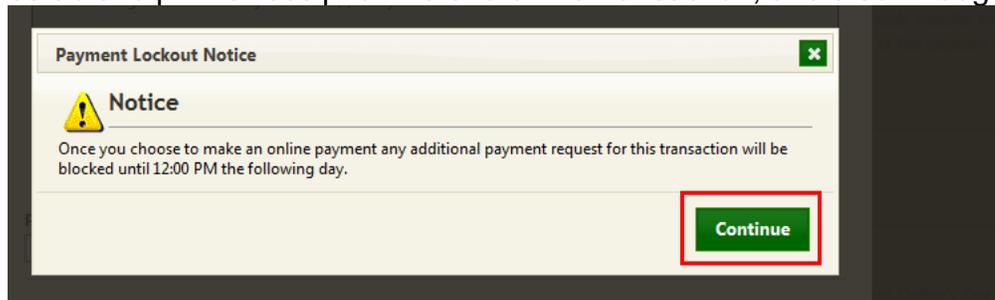
If you need technical support for this online payment processing application, please send an email to cpssupport@cboss.com.

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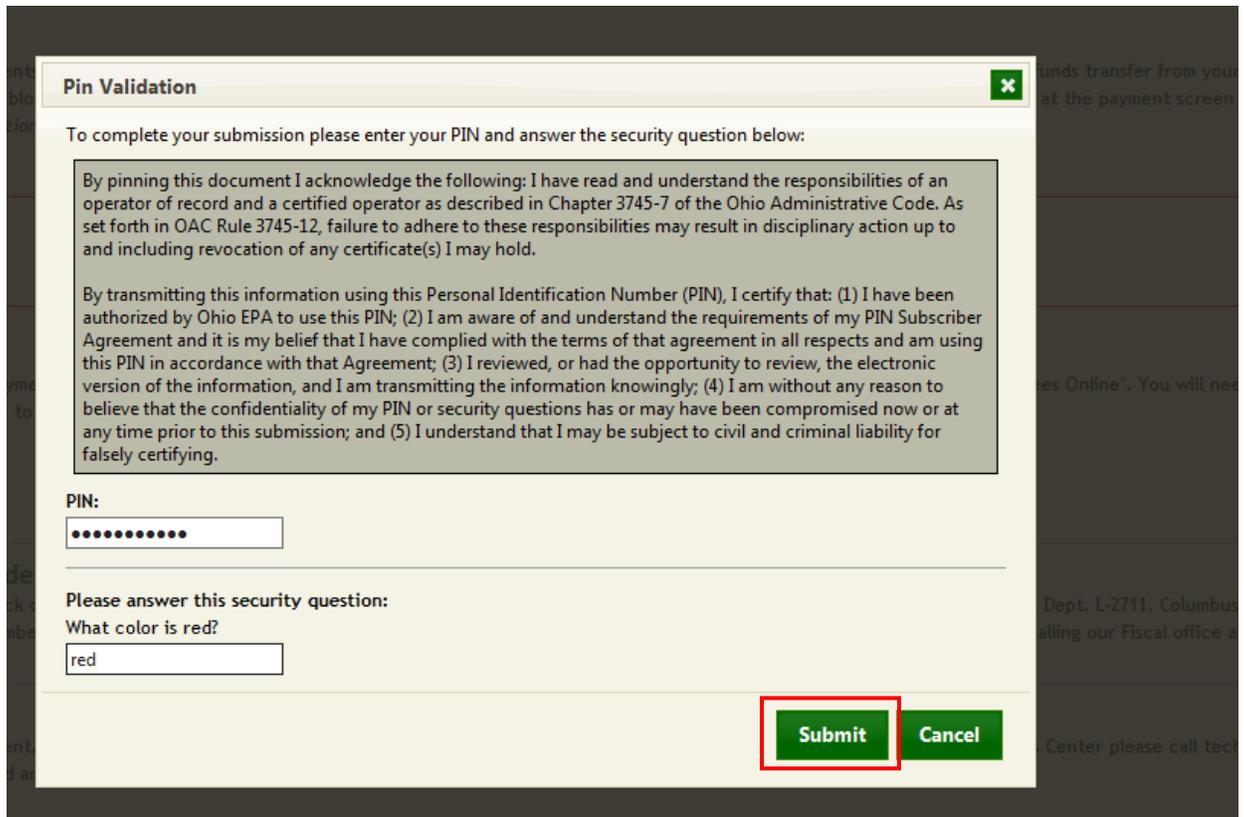
Once you enter your payment information, click Continue. Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **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:

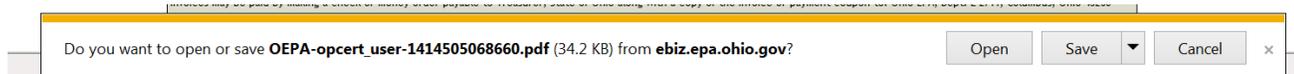


The image shows a 'Pin Validation' dialog box with a title bar and a close button. The main text reads: 'To complete your submission please enter your PIN and answer the security question below:'. Below this is a large text box containing two paragraphs of legal disclaimer text. The first paragraph states that by pinning the document, the user acknowledges their responsibilities as an operator of record or certified operator under Ohio law. The second paragraph certifies that the user is authorized by Ohio EPA, understands the requirements of their PIN Subscriber Agreement, and is transmitting the information knowingly. Below the text are two input fields: one for the PIN (masked with dots) and one for the security question 'What color is red?'. At the bottom right, there are two buttons: 'Submit' (highlighted with a red box) and '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
 Cloumbus, 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 te 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 invoice by clicking the pdf icon on the LEFT in the Action column. You can view a copy of the Third Party certificate 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 (32805)	Wastewater Collection	2	PENDING	11/04/2015	PDF PDF	
Ohio EPA (3)	Wastewater Treatment	1	APPROVED	05/05/2015	PDF PDF PDF	
Ohio EPA (32810)	Water Supply	2	PENDING	11/05/2015	PDF PDF	
Reciprocity (32812)	Water	A	PENDING		PDF PDF	
Third Party (32814)	Water Distribution	1	PENDING	10/02/2014	PDF PDF	

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 and Operator Certification Unit staff will print your certificate within 2 business days and mail it to the address in your Operator profile.