




Instructions to Training Providers for scheduling courses

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. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account.

eBusiness Center Login

User ID:

Password:

[Forgot your password?](#)

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

2. Select the “Water/Wastewater Training Providers”.



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Deactivate	Active		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	07/17/2014 11:33:50	hide

- ❖ If you do not have the Training Provider service, follow the instructions at this [link](#).
- ❖ If you do not have a PIN, please follow the instructions at this [link](#).

3. You should now see your Training Provider profile in the eBusiness Center Screen. Your course catalog will appear at the top of your screen. To schedule a course, you already have in your catalog, find the course approval number and title of the course you wish to schedule, follow across the screen to the right and click the blue Schedule link in the Action column.

Training Provider Service

Training Provider Service

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

tp_user Training Provider (67)
50 West Town Street
Columbus, OH 43215
USA

Test Account
Prefix:
Suffix:
Business Phone: (614) 555-5555
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.
[Download Attendance Spreadsheet](#)
[Download Course Schedule Spreadsheet](#)

Edit

Course Catalog Filter Reset **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule

4. The following window will open with course information. You will select an instructor from the drop down box, enter the course start and end dates, and enter the location and address information. All fields with * are required. When you are finished, click Save.

Training Provider - Schedule Course

Fill in the appropriate information for the course you are scheduling. Please note:

- If the Approval Number starts with OEPA: End Date can only go back 30 days from today.
- If the Approval Number does not start with OEPA: Start Date must be a future date; and cannot be in the current month, unless today is the first day of the month.

Course ID: 7
Approval Number: OEPA-D887-OM
Course Name: Test
Contact Hours: 10.0

*Instructor Name:

* Start Date:

* End Date:

* Course Location:

* Address Line1:

Address Line2:

* Address City:

* Address State: OH

* Address Zip:

Course Schedule Information:

Save **Cancel**

5. Once you have saved your course date, you will return to your Training provider profile. If you have entered an upcoming course date, you will see the course in the Courses Scheduled section. **Note:** you can delete a course that has not yet taken place by clicking the Red "X". You can then reschedule the new date.

Courses Scheduled						
Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-D887-OM	Test	10.0	10/09/2015	10/09/2015		X

If you have entered a date that occurred within the last 30 days, it will appear in your Courses Given section. **Note:** Courses Given cannot be deleted, so if you have a date that did not take place, you would simply not upload attendance for it.

Courses Given					Filter	Reset	Upload Attendance For Multiple Courses
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013			Attendance