

## Instructions for Training Providers to Apply for Approved Contact Hour Training 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. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account. **If you have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.

State of Ohio | Ohio EPA



## eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

### New Account

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

### System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)

Hours of live support: 8:00 AM - 5:00 PM weekdays,  
except State holidays.

### eBusiness Center Login

**User ID:**  
Enter your user ID...

**Password:**  
Enter your password...

[Forgot your password?](#)

It is recommended that you use Microsoft Internet Explorer version 9.0 or higher when using the eBusiness Center.  
If you would like to download the latest version of Internet Explorer please click [here](#).

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

- Select the “Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance” service.



**Announcements**  
 Attention All eBusiness Center Users: The eBusiness Center will be unavailable due to maintenance beginning Friday evening at 5pm October 24th. Normal service will resume by 6PM Saturday October 25th. Please do not attempt to use the Center during this period while this message remains posted. Thanks in advance for your patience.

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
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	Request	Inactive		
DSW Credible Data	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
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: Apply for Approval and Upload Scores	Request	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Deactivate	Active		

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](#).
- You should now see your Training Provider profile in the eBusiness Center. Verify the contact information and make necessary corrections. To apply for the Approved Contact Hour Training Provider (ACHTP) Program, click on the Approved Training Provider Application button.
    - NOTE: This button will only appear after you have given a minimum of twelve Ohio EPA approved contact hours. Please verify you have offered these twelve contact hours for a period of 3 years before applying for the ACHTP program.



# eBusiness Center

## 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.

Training 1 (656)  
 50 W. Town St  
 Columbus, OH 43147  
 USA

Bob Trainer  
 Prefix:  
 Suffix:  
 Business Phone: (614) 728-1216  
 Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.

[Download Attendance Spreadsheet](#)

Edit

Course Catalog Filter Reset

**Approved Training Provider Application**

Course Application

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-S8810280-OM	wastewater contingency planning	5.25	APPROVED	Schedule
OEPA-D8810301-OM	water contingency planning	10.0	APPROVED	Schedule

### Courses Scheduled

No courses are currently scheduled.

Courses Given Filter Reset

Upload Attendance For Multiple Courses

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-S8810280-OM	wastewater contingency planning	5.25	08/01/2014	08/01/2014	Upload

4. The ACHTP application window, as seen below, will open. You will complete the Qualifications section, providing a detailed description for each of the four items requested. The number of Ohio EPA approved contact hours your training organization has been approved to offer will pre-populate. Items marked with an \* are required.



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abar/enb

### Approved Training Provider Application

#### Applicant Information

Training 1 (656) 50 W Town St columbus, OH 43147	Name: Bob Trainer Prefix: Suffix:	Business Phone: (614) 728-1216 Cell Phone: Email Address: andrew.barienbrock@epa.ohio.gov
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#### Qualifications

\* Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water system, treatment works, or sewerage system:

\* Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years experience in the subject for which they are providing training):

\* How long has the training organization been providing courses approved by the Ohio Environmental Protection Agency in accordance with Rule 3745-7-15(E) of the Ohio Administrative Code? (Min. 3 yrs):

\* Previous Approvals:  
15.25

\* Discuss how attendance at courses is documented:

\* Provide a copy of the attendance documentation that will be used:  
upload

- o NOTE: The questions asked pertain to the Training Provider organization and not to an individual contact person or instructor. Please include any criteria, guidance documents, or guidelines used to evaluate or validate your selections. There is a 1,000 character limit per text box.

5. Next you will need to upload an example of the attendance documentation you will use for each course. Click on the upload link.



# eBusiness Center

## Approved Training Provider Application

Applicant Information		
Training 1 (656) 50 W Town St columbus, OH 43147	Name: Bob Trainer Prefix: Suffix:	Business Phone: (614) 728-1216 Cell Phone: Email Address: andrew.barlenbrock@epa.ohio.gov

  

Qualifications
* Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water system, treatment works, or sewerage system: <input type="text"/>
* Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years experience in the subject for which they are providing training): <input type="text"/>
* How long has the training organization been providing courses approved by the Ohio Environmental Protection Agency in accordance with Rule 3745-7-15(E) of the Ohio Administrative Code? (Min. 3 yrs): <input type="text"/>
* Previous Approvals: 15.25
* Discuss how attendance at courses is documented: <input type="text"/>
* Provide a copy of the attendance documentation that will be used: <input type="button" value="upload"/>

6. Click Browse to search for the attendance verification document you wish to upload. Once you select the correct document, click Upload.

### Attendance Document Upload

Upload a copy of the method used to document attendance.

\* Attendance Document:

7. Proceed to the Agreement and Terms section. You will need to provide your methodology for numbering courses. You will need to create a course approval number prefix that is unique to your training organization; distinguish between courses approved for Drinking Water, Wastewater, or Both; and designate a course subject of Operation & Maintenance or Other.

**Agreement and Terms**

The training provider must assign each class provided a unique approval number that identifies the provider, Course type (D- drinking water, S - wastewater and B - both), class number and subject (e.g. OEPA-S001-OM). Courses should be given a subject code of "OM" for Operation and Maintenance and "X" for any other.

\* Provide your methodology for numbering courses:

  

- Training Provider must maintain attendance records, a course syllabus (including a detailed timed agenda which distinguishes training time from breaks, lunches, registration, etc.) and instructor qualifications for each course given for a period of three years from the date of the training.
- Training Provider must assign contact hours only for the amount of time spent on training. Partial credit for courses shall not be given. Courses must be at least 0.5 hrs in length.
- Training Provider shall, by the first day of the month, provide the director a list of training scheduled for that month. This list shall include the name of the course, the training provider's approval number, the time, date, and location of the training, along with the number of contact hours assigned.
- Training Provider shall, upon request, be capable of providing a record of student training to the Ohio Environmental Protection Agency or to the student.
- All Training Providers shall allow representatives of the Ohio Environmental Protection Agency to attend courses at any time for the purpose of reviewing the length of training, training content and other relevant aspects of the training.
- Failure to meet any of the criteria above may result in the withdrawal of the Director's approval for all training given by the provider for the next two years. For training providers who have not received approval in accordance with Rule 3745-7-15(F) of the Ohio Administrative Code, the Director shall not approve new training for a period of two years. The Director may refuse to recognize contact hour credit if a training provider fails to meet the criteria in Rule 3745-7-15(F)(1) and (F)(2) of the Ohio Administrative Code, as listed in this application.

**Submit** **Save** **Cancel**

Be sure to read and “check” the boxes in the Terms, then click Submit.

8. To submit the ACHTP application, you will need to enter your PIN and security question answer. Then click Submit.

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### PIN Validation

**PIN Validation for Approved Training Provider**

To complete your Approved Training Provider application please answer the question below:

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?

  

**Submit** **Cancel**

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v8.9  
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9. Congratulations. You have applied to be an ACHTP.

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### Approved Training Provider Application Submission Complete

 Your Approved Training Provider submission was completed successfully. You will be notified by email once your application has been processed.

[Continue...](#)

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10. Ohio EPA will review your application and once a determination is made, you will receive an email notification.