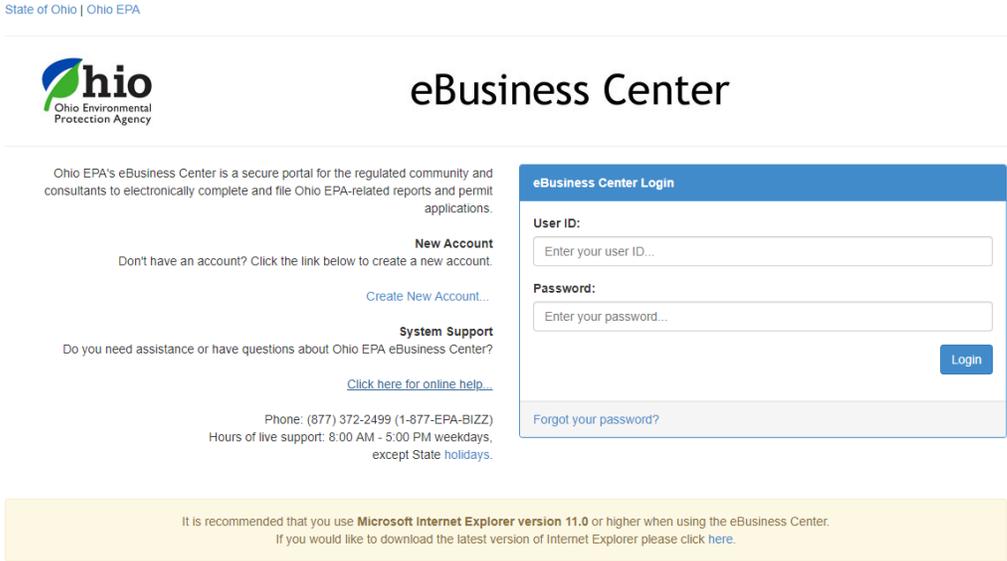


# Online Individual Certification Instructions

<p>Step 1</p>	<p>Click on eBusiness Center in the lower right corner of the webpage.</p>	
<p>Step 2</p>	<p>If you already have an eBusiness Center account, enter your existing User ID and Password and click the "Login" button. Once you have logged in proceed to Step 4.</p> <p>If you do not have an existing eBusiness Center account, click on "Create New Account..." and proceed to the next step.</p>	

Step 2.1

Create a New User ID by entering your desired user ID. Once complete click on the "Continue" button.

State of Ohio | Ohio EPA | Logout

**hio**  
Ohio Environmental Protection Agency

## eBusiness Center

### Create New Account

Account Information

**Create a New User ID**  
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

User ID

[Continue](#) [Cancel](#)

Step 2.2

Complete all required fields including your Name and Job Title.

State of Ohio | Ohio EPA | Logout

**hio**  
Ohio Environmental Protection Agency

## eBusiness Center

### Create New Account

Account Information

**Create a New User ID**  
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

User ID

First Name   
The first name is required

Middle Name

Last Name   
The last name is required

Company Name

Job Title   
Your job title is required

Step 2.3

Create your Password. Complete all required fields.

Security Information Show/Hide Help

**Password Requirements**

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: ! @ # \$ % ^ & \* ( ) - \_ = + [ ] { } ; : / ? . < >

**Examples**  
Buckeyes#1, LoneValley?2, Pass@word1, Fire@truck9

**Password**  **Verify Password**   
A password is required A verify password is required

**Password Hint**   
A password hint is required

**Security Question**   
A security question is required

**Security Answer**   
A security answer is required

Step 2.4

Enter your Contact Information. Be sure to complete all the required fields. Once complete click on the "Create Account" button.

Contact Information

**Address Line 1**   
Address Line 1 is required

**Address Line 2**  (optional)

**City**   
City is required

**State**  **Zip**   
State is required Zip is required

**Primary Email Address**   
Primary email address is required

**Verify Primary Email Address**   
Verify primary email address is required

**Secondary Email Address**  (optional)

**Verify Secondary Email Address**  (optional)

**Phone Number**   
Phone number is required

Step 2.5

Your account has now been created.

Click on the “Log On” button.

Step 2.6

If you plan on paying for your certification with a **credit card**, enter your new User ID and Password, click on the “Login” button, and skip to Step 4 in the instructions.

If you plan on paying for your certification by **ACH (electronic check)**, enter your new User ID and Password, click on the “Login” button, and proceed to Step 3.

Step 3

This section is for **Electronic Check** payment only. Electronic Check payment requires you to have a **Personal Identification Number (PIN)**. To request a PIN, select "Request New PIN" from the "My Account" menu.

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, there is a navigation bar with 'Ohio Environmental Protection Agency' and 'eBusiness Center'. Below this is a 'My Account' dropdown menu with options: 'Update Account', 'Request New PIN', and 'View Subscriptions'. A 'Need Help?' button is also present. A message states: 'Attention eBMR users: The eBusiness Center is periodically seeing an issue with the eBMR service. The May 2019 eBMR reporting deadline has been extended to Friday, July 19th, 2019, and the June 2020 eBMR reporting deadline has been extended until August 2, 2019. Thank you for your patience while we work to address this issue.' Below the message is a table of 'Available Services' with columns for Service, Action, Status, Expires, Expires, and Delegates. The table lists various services such as 'Air Emissions', 'Advisive Services', 'Construction and Stormwater', etc. At the bottom, there is a 'My Alerts' section showing a 'Request New PIN' alert.

Step 3.1

Requesting a PIN. Complete all required PIN Holder Information.

**PIN Management in the eBusiness Center**

[PIN Holder Information](#)

You will be prompted for your PIN holder information. This information, in most cases, will be different from your account information. Account information typically pertains to your profession and company information. The PIN holder information represents your personal data since you are applying for a PIN to represent your personal signature. Therefore, the screen will initially be populated with your name and email only. Complete this information using your home phone (not cell unless that is all you have), address, etc. for a greater probability of success with online identity verification. *Note: When entering your address only include the number and street name, do not include labels (i.e., Road, Rd, Lane, etc.)*

**PIN Holder Information**

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. However, for your Identity Verification, please make sure this is your **PERSONAL INFORMATION** - i.e. home address and personal phone number.

Your PIN will be generated automatically using the LexisNexis online verification process.

If we are unable to verify your identity online, you will be required to send to Ohio EPA a notarized hardcopy application form (available at the end of this section). Once received and approved, the Ohio EPA will send an email to the email address you provided during the PIN application process. Instructions on how to view and activate your PIN will be included in the email.

First Name

Middle Name

Last Name

Home Address Line 1

Home Address Line 2 (optional)

City

State  Zip

Personal Phone Number

Email Address

Verify Email Address

Complete this information and continue scrolling to section for security questions.

Step 3.2

Complete all required Security Questions.

**PIN Management in the eBusiness Center**

[Security Questions](#)  
 Security questions must be established and will be used often in association with use of your assigned PIN. You must establish five security questions and answers, the use of which will be randomly rotated by the software.

Security Questions

The security questions you create should have answers that only you know. For example, you might enter, "childhood pet's name", "mother's nick name", "favorite middle school teacher's hobby", etc. The security question answer is the exact answer to each of the security questions you enter.

Both questions and answers are spelling and punctuation sensitive, but are not case sensitive. You can have mixed case or all lower or all upper case. The system will not lock you out if you change case later. However, whatever punctuation or spelling you use must be repeated exactly or you will be locked out.

Each security question and answer must be unique. For example, you can't enter the security question, "What was my favorite car?" more than once and you can't use the answer, "Corvette" more than once. Remember to create non-easily guessable questions. For example: "What high school did you attend?" may be guessable by someone who knows you. A better question might be: "Who was my favorite elementary school teacher?"

Keep any record of security questions and answers to those questions in a secure place separate from your Account-related information. Remember, the PIN and the security questions and answers represent your personal signature - keep it secret - keep it safe.

Security Question 1

Security question 1 is required

Security Answer 1

Security Question 2

Security Answer 2

Once your security questions have been created you must determine if you would like to verify your identity using an online service or by submitting a hard copy form.

Step 3.3

You must decide if you want to have your identity verified online or through the hardcopy notarized identity verification process.

Complete either the Online Identity Verification process or see Step 3.4 for the hardcopy notarized identity verification process.

[Online Identity Verification: Safe & Secure \(Recommended and Immediate Option\)](#)  
 Ohio EPA has partnered with LexisNexis to provide an online verification service to customers. If successful, this reduces the time it takes a user to be authenticated and receive PIN issuance; once verification is received a PIN will be generated in the same session. The system will utilize the PIN Holder Information provided along with a date of birth and the last four digits of his/her social security number. To initiate this process, follow the instructions on the screen to acknowledge you have read all of the information provided on the screens and click the "Verify Identity" button. **The system will allow three attempts to use the online verification. Please make sure you have followed the instructions for PIN Holder Information to experience a greater probability of success.** If the service is not able to do so after three attempts, the hardcopy process must be used.

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify your identity through the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "Request Hardcopy PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized hardcopy form to be mailed to Ohio EPA. Your PIN will be processed and you will receive email instructions on viewing and activating your PIN.

Date of Birth (mm/dd/yyyy):

Last Four Digits of Your Social Security Number:

I have reviewed the above information and would like to proceed with LexisNexis identity verification.

Once successful, the following message will be displayed and an email will be sent to you providing instructions on how to view your PIN. If the verification is not successful an error message will appear allowing you to adjust the PIN holder information and try again for a total of three attempts. If verification is not successful after those attempts, proceed to the hardcopy notarized identity verification.

Your PIN Request has been approved.

**Congratulations -**  
 Your PIN request has been Approved and is ready for Activation.

To Activate your PIN, follow the instructions below:

Select the "Continue" button below to return to the eBusiness Center home page and follow these instructions:

1. On the eBusiness Center Home Page, select the "My Account" menu.
2. Click on the "New PIN" link to access your PIN (you will need to answer a security question before viewing your PIN) and record the PIN in a safe location. Once you have the PIN, select the "Continue" button to return to the eBusiness Center Home page.
3. Again, select the "My Account" menu and click on the "Activate PIN" link. You will be prompted to enter your case sensitive PIN and to provide the answer to one of the five PIN security questions you created when first requesting a PIN. Upon providing the correct answer, you will be informed that your PIN is activated. An email confirming that your PIN has been activated will be sent to the email account you specified in your PIN request.

**Getting Help**  
 If you do not receive the email notification with your PIN or are experiencing other problems, please contact us at (877) 372-2469 (1-877-EPA-8122). Select Option 2 for Assistance.

Step 3.4

Hardcopy Notarized Identity Verification Process.

If you need assistance with creating your PIN, please see the contact information at the bottom of this screenshot.

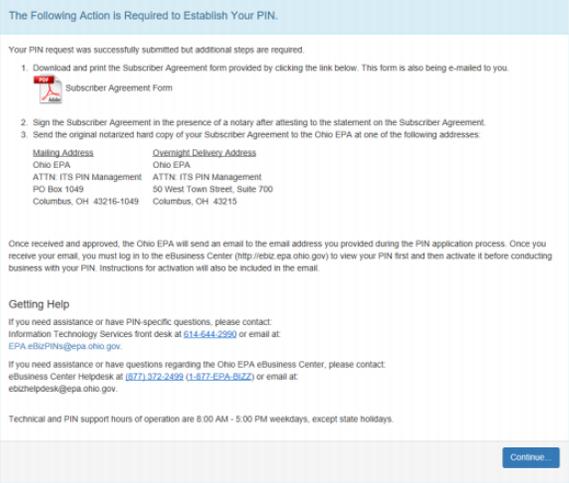
**PIN Management in the eBusiness Center**

[Hardcopy Notarized Identity Verification](#)

As indicated on the screen, the hardcopy process will take longer than online verification and involves printing a subscriber agreement form which must be signed in the presence of a notary. There are options to expedite this process by sending the request via express mail. Instructions are provided on the screen as shown below. In order to begin the process select the check box and click the "Request Hardcopy PIN" button.



In order to complete the hardcopy process, a Subscriber Agreement Form must be printed, completed, and signed in front of a notary. Once that is done the form must be sent to Ohio EPA at the address provided.



Step 3.5

Viewing your created PIN.

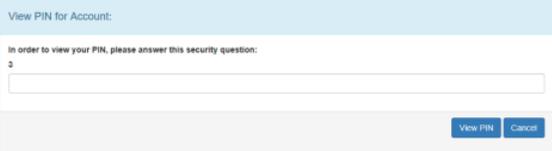
**PIN Management in the eBusiness Center**

**Viewing a PIN**

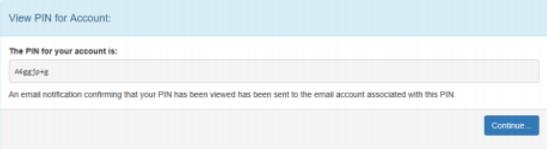
Whether your identity verification was successful via the online or hardcopy process, an email will be sent to the email provided in the PIN holder information area. You do not need to receive the email in order to view the PIN, however it will prompt you to do so once it is available. To view the PIN, select "View PIN" under the "My Account" menu as shown below.



In order to view a PIN you will be prompted to answer one of your established security questions. Answer the PIN question you are presented and click the "View PIN" button.



The PIN will be displayed on the screen and a notification will be emailed to the PIN holder email with notification that the PIN has been viewed. **The security of this PIN must be protected and it should not be shared with anyone else. It represents your personal signature.**



Step 3.6

Activate your PIN. Once your PIN is activated you may begin using it as required in the eBusiness Center. You will need the PIN during the Electronic Check payment process for an application payment.

### PIN Management in the eBusiness Center

#### Activate a PIN

The final step that must be taken in order to use a PIN in the eBusiness Center is to activate it. You can accomplish this by selecting "Activate PIN" from the "My Account" menu. You must enter your PIN and answer a security question. Upon completion click the "Submit" button.

The screenshot shows a web form titled "PIN Activation for Account: TJefferson". It contains a paragraph of instructions: "Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question." Below this is a legal disclaimer: "I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA." A checkbox labeled "I have read and agree with the above statement." is present. Below the checkbox are two input fields: "PIN:" and "Please answer this security question:" with the number "1" below it. At the bottom right are "Submit" and "Cancel" buttons.

As soon as a PIN is activated you may begin using it as required in the eBusiness Center.

The screenshot shows a confirmation screen titled "PIN Activation Complete". It contains the text: "Your PIN was successfully activated. You will also receive an email notification." At the bottom right is a "Continue..." button.

#### Contact

For more information about acquiring a PIN, contact Information Technology Services at [EPA.eBizPINS@epa.ohio.gov](mailto:EPA.eBizPINS@epa.ohio.gov) or (614) 644-2990. If you have eBusiness Center questions, please contact the eBusiness Center Helpdesk at [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov) or 1-877-EPA-BIZZ (1-877-372-2499).

Step 4

Creating an initial or renewal asbestos certification select "Asbestos Services".

Ohio Environmental Protection Agency

# eBusiness Center

eBusiness Home My Account Audit Service Admin

Welcome to the Ohio EPA eBusiness Center

Service
<a href="#">Air Services</a>
<a href="#">Asbestos Services</a>
<a href="#">Conference and Events Registration</a>
<a href="#">Division of Surface Water Credible Data</a>
<a href="#">Division of Surface Water NPDES Permit Applications (STREAMS)</a>
<a href="#">DMWM Compliance</a>
<a href="#">DMWM License and Registration Service</a>
<a href="#">DMWM Solid Waste / C&amp;DD Disposal Fees (Submit Report)</a>
<a href="#">DSW 401 Certification and Isolated Wetlands Permit</a>
<a href="#">e-Discharge Monitoring Reports (eDMR)</a>
<a href="#">e-Drinking Water Reports</a>

Step 5

For initial and renewal of all individual asbestos certifications select "Individual Certification".

ASBESTOS Welcome Josh Services Project Notification Contractor License Individual C

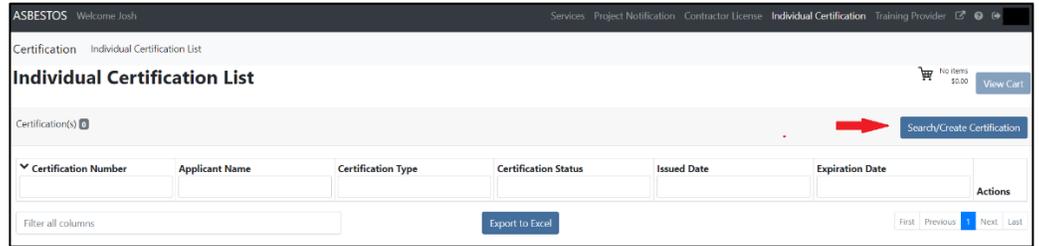
## Asbestos Services

Project Notification	Manage your Demolition and/or Renovation/Abatement Notifications
Contractor License	Manage your Asbestos Contractor Licenses
Individual Certification	Manage your Asbestos Certifications
Training Provider	Manage your Asbestos Training Programs and Training Notifications

Step 6

Select the “Search/Create Certification” button on the right-hand side of the screen.

Note: This page will also serve as your main page to keep track of all your submitted certification applications.



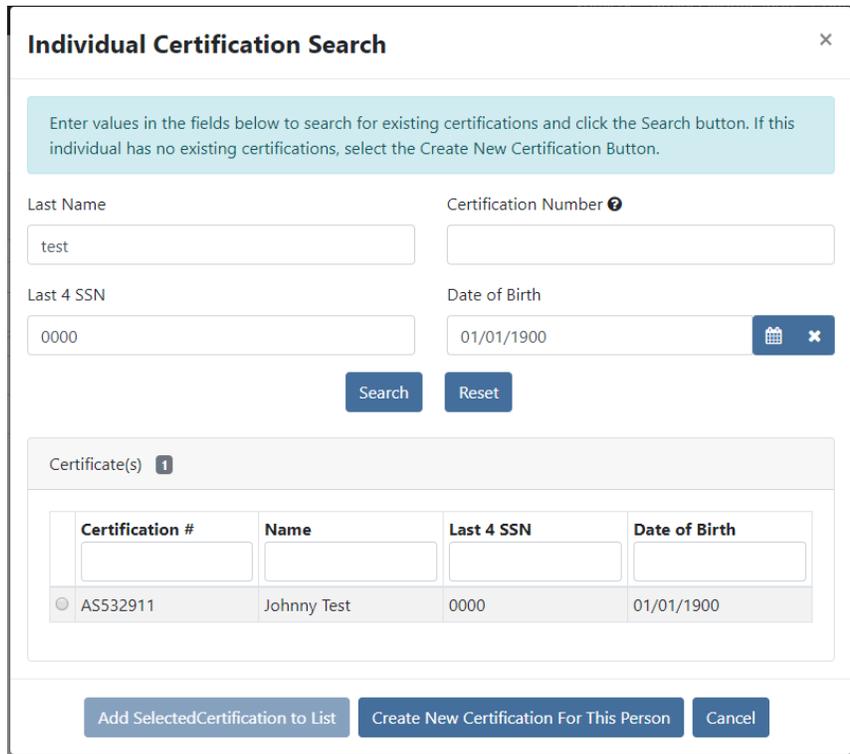
Step 7

Enter values in the fields to search for existing certifications and click the Search button. If this individual has no existing certifications, select the “Create New Certification” button and proceed to Step 8.

A screenshot of the "Individual Certification Search" form. The form has a title bar with a close button (X). Below the title is a light blue instruction box: "Enter values in the fields below to search for existing certifications and click the Search button. If this individual has no existing certifications, select the Create New Certification Button." The form contains four input fields: "Last Name" (with a red error message "Last Name or Certification Number is required"), "Certification Number" (with a red error message "Last Name or Certification Number is required"), "Last 4 SSN" (with a red error message "required"), and "Date of Birth" (with a red error message "required" and a calendar icon). At the bottom of the form are two buttons: "Search" and "Reset". Below the form is a separate section with two buttons: "Create New Certification" and "Cancel".

Step 7.1

If the individual has an existing certification and you want to renew or view it, you can select the individual certification, click on “Add Selected Certification to List”. This will add/connect a certification to your specific login. This will allow you to renew, edit, view, download applications and documents, or delete unsubmitted applications.



**Individual Certification Search**

Enter values in the fields below to search for existing certifications and click the Search button. If this individual has no existing certifications, select the Create New Certification Button.

Last Name: test  
Certification Number:   
Last 4 SSN: 0000  
Date of Birth: 01/01/1900

Search Reset

Certificate(s) 1

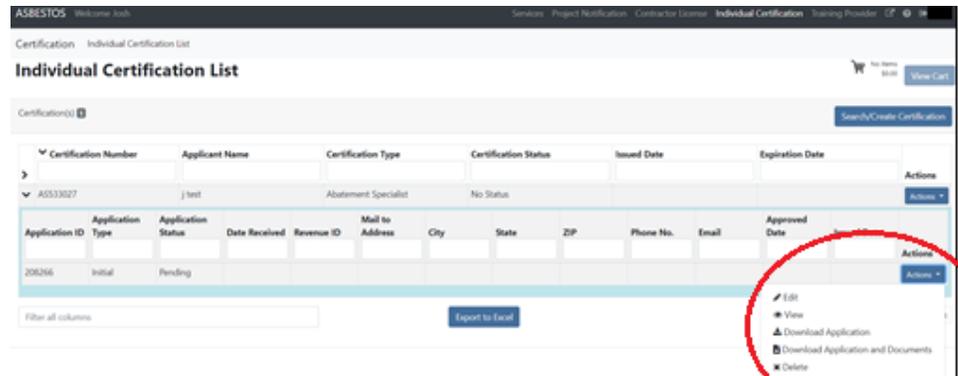
Certification #	Name	Last 4 SSN	Date of Birth
<input type="radio"/> AS532911	Johnny Test	0000	01/01/1900

Add Selected Certification to List Create New Certification For This Person Cancel

Step 7.2

View your certification or license once it has been added to your list. From the **Application Level** “Action” button you will be able to renew, edit, view, download applications and documents, remove from your list, or delete your individual certification.

If renewing your certification select renew from the **Certification Level** “Action” button and proceed to Step 10.



ASBESTOS - Welcome Josh

Certification Individual Certification List

**Individual Certification List**

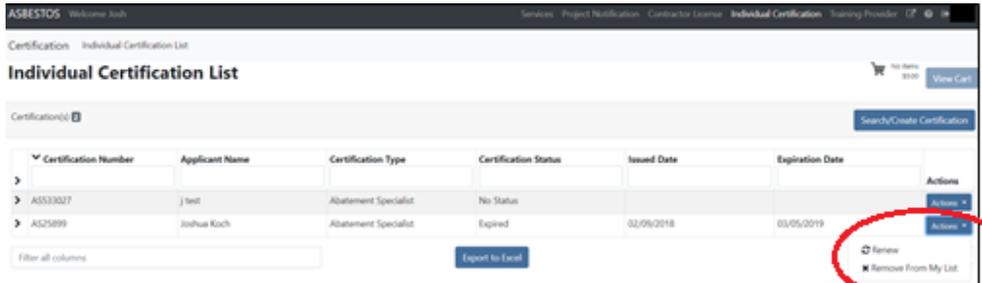
Certification(s) 1

Certification Number	Applicant Name	Certification Type	Certification Status	Issued Date	Expiration Date	Actions
AS533027	j test	Abatement Specialist	No Status			Actions

Application ID	Application Type	Application Status	Date Received	Revenue ID	Mail to Address	City	State	ZIP	Phone No.	Email	Approved Date	Actions
208266	Initial	Pending										Actions

Filter all columns Export to Excel

Actions: Edit, View, Download Application, Download Application and Documents, Delete



ASBESTOS - Welcome Josh

Certification Individual Certification List

**Individual Certification List**

Certification(s) 2

Certification Number	Applicant Name	Certification Type	Certification Status	Issued Date	Expiration Date	Actions
AS533027	j test	Abatement Specialist	No Status			Actions
AS25899	Joshua Koch	Abatement Specialist	Expired	02/06/2018	03/05/2019	Actions

Filter all columns Export to Excel

Actions: Renew, Remove From My List

Step 7.3

If the certification type for this individual is not found or does not exist, then select "Create New Certification for this Person". Skip to Step 9.

### Individual Certification Search

Enter values in the fields below to search for existing certifications and click the Search button. If this individual has no existing certifications, select the Create New Certification Button.

Last Name:  Certification Number:

Last 4 SSN:  Date of Birth:

Certificate(s) 1

Certification #	Name	Last 4 SSN	Date of Birth
<input type="radio"/> AS532911	Johnny Test	0000	01/01/1900

Step 8

Creating a New Certification, complete all the required fields and click the "Create Certification" button.

The screenshot shows a modal window titled "Create New Certification" with a close button (X) in the top right corner. Below the title is a light blue instruction box: "Enter values in the fields below and click Search to verify whether a certification exists for this individual." The form contains four input fields: "Last 4 SSN" (with a "required" label below), "Date of Birth" (with a calendar icon and "required" label below), "First Name" (with a "required" label below), and "Last Name" (with a "required" label below). There are "Search" and "Reset" buttons below the input fields. At the bottom of the modal are "Create Certification" and "Cancel" buttons.

Step 9

Create a New Certification by selecting a desired "Certification Type" and completing all other required information. Select "Create Certification Application" once complete.

The screenshot shows a modal window titled "New Certification" with a close button (X) in the top right corner. It displays a summary of the entered information: First Name: Johnny, Last Name: Test, Date of Birth: 01/01/1900, and Last 4 SSN: 0000. Below this is a "Certification Type" dropdown menu with a "required" label below it. The form also includes "Street Address" (123 Test Avenue), "Address 2" (Address), "City" (Columbus), "State" (OH), and "Zip" (43215). At the bottom are "Create Certification Application" and "Cancel" buttons.

Step 10

Complete all required fields in Section 1.

Tip: You can click on the "Validate" button at the bottom of the page at any time to see what required fields still need to be completed.

You can also click on the "Save" button at the bottom of the screen anytime during this process to save your entered information. You will be able to come back to this information later if needed.

The screenshot shows the 'Individual Certification List' form. At the top, there is a navigation bar with 'ASBESTOS' and 'Welcome back'. Below the navigation bar, there are tabs for 'Services', 'Project Notification', 'Contractor License', 'Individual Certification', and 'Training Provider'. The main heading is 'Certification Individual Certification List'. A disclaimer states: 'Provision of your Social Security Number (SSN) is mandated by Ohio Revised Code section 3123.50 and Ohio Administrative Code Chapter 3745-22. Your SSN may be used for purposes including, but not limited to, identification of obligators under child support orders and verification of identity. Knowingly making a false statement or knowingly swearing or affirming the truth to a false statement previously made to gain approval is a criminal offense. See Ohio Revised Code section 2921.13.' Below this, there are four input fields: 'Certification #' (AS533027), 'Certification Type' (Abatement specialist (Supervisor)), 'Last 4 Digits Of SSN' (0000), and 'Date of Birth' (01/01/1900). A 'Save' button is to the right of the Date of Birth field. Below these fields is a 'Edit Applicant Information' button. The 'Applicant Information' section includes: '1. First Name' (johnny), 'Middle Name' (Middle Name), 'Last Name' (Test), 'E-mail' (Email), 'Phone' ((555) 555-5555), 'Home Address' (123 Test Avenue), 'Address 2' (Address), 'City' (Test City), 'State' (OH), and 'Zip' (43140).

Step 11

Complete all required fields in Sections 2 and 3.

If you choose to have your application mailed to your Home Address in number 2 of this section, then your Employer information in number 3 of this section is not required.

The screenshot shows the 'Mail my certification letter and card to' section. There are two radio buttons: 'Home Address' (selected) and 'Employer Address'. Below this is a section for '3. Employer' information. It includes: 'Employer Name' (Search, Maintain or Demolition Contractor), 'Employer Name' (Employer Name), 'Employer Name' (Employer Name), 'Employer Email' (Employer Email), 'Employer Phone' ((555) 555-5555), 'Employer Address' (Address), 'Address 2' (Address), 'City' (City), 'State' (OH), and 'Zip' (Zip Code).

Step 12

Complete all required fields in Sections 4, 5, and 6.

Section 4 - Select “Add Training Course”. If you trained with an Ohio approved trainer, select the appropriate completed course from the list. If you trained somewhere else other than with an Ohio approved training provider, you can select “Browse” and upload your training course certificate here.

4. Training Course Certificate Number (if Ohio EPA approved course)

Ohio Training Certification Number	Course Type	Certificate Expiration Date	Other Training Document	Actions
<input type="text" value="Enter all columns"/>				<a href="#">Add Training Course</a>

Training Course(s)

Select a certificate from the table below if applicable.

Course Type	Certificate Number	First Name	Last Name	Passed	Certificate Expiration
<input type="checkbox"/> Abatement Specialist Refresher	17tsi6772fcsr	Jeffrey	Cerdes	Yes	04/04/2018

If training was not taken through an Ohio EPA approved training course provider, attach a copy of the applicant's training course certificate(s) to this application.

[Browse...](#) No file chosen

[Save](#) [Cancel](#)

Step 13

Section 5 – Select the “Add State Certification”, enter the information and select “Save”.

Section 6 – If answer is “yes” then you are required to upload an attachment explaining the issue(s).

Note: You can remove an attachment by selecting the “Remove Attachment” button.

5. List other state asbestos licenses or certifications you currently hold or have held

State	Certification Number	Actions
<input type="text" value="Enter all columns"/>		<a href="#">Add State Certification</a>

State Certification(s) (if applicable)

State:  Certification Number:

State is required. Certification Number is required.

[Save](#) [Cancel](#)

6. Has the applicant ever been convicted of a Federal or State felony related to protecting the environment?

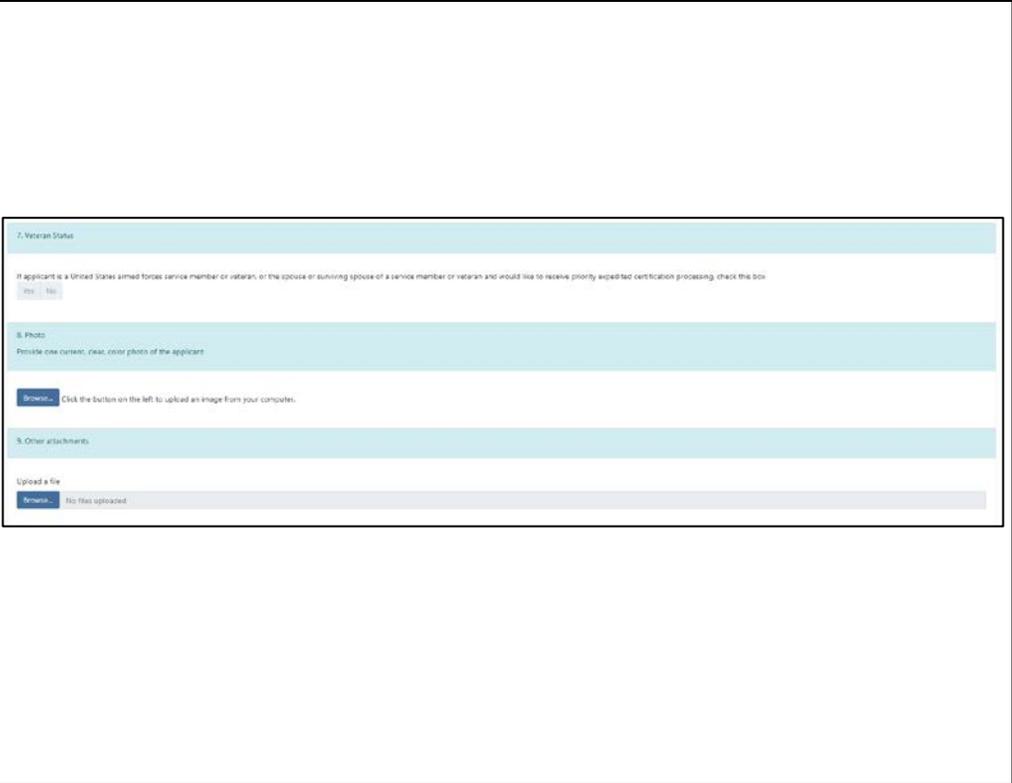
Yes  No (If yes, attach a detailed explanation)

[Remove Attachment](#)

Section 7 – If “Yes” to Veteran Status then you are required to upload proof.

Section 8 – Photo  
If you trained with an Ohio approved trainer and found your training course certificate in Step 12, your photo will automatically attach here. If your photo is not attached here, you can click on “Browse” and attach your own photo.

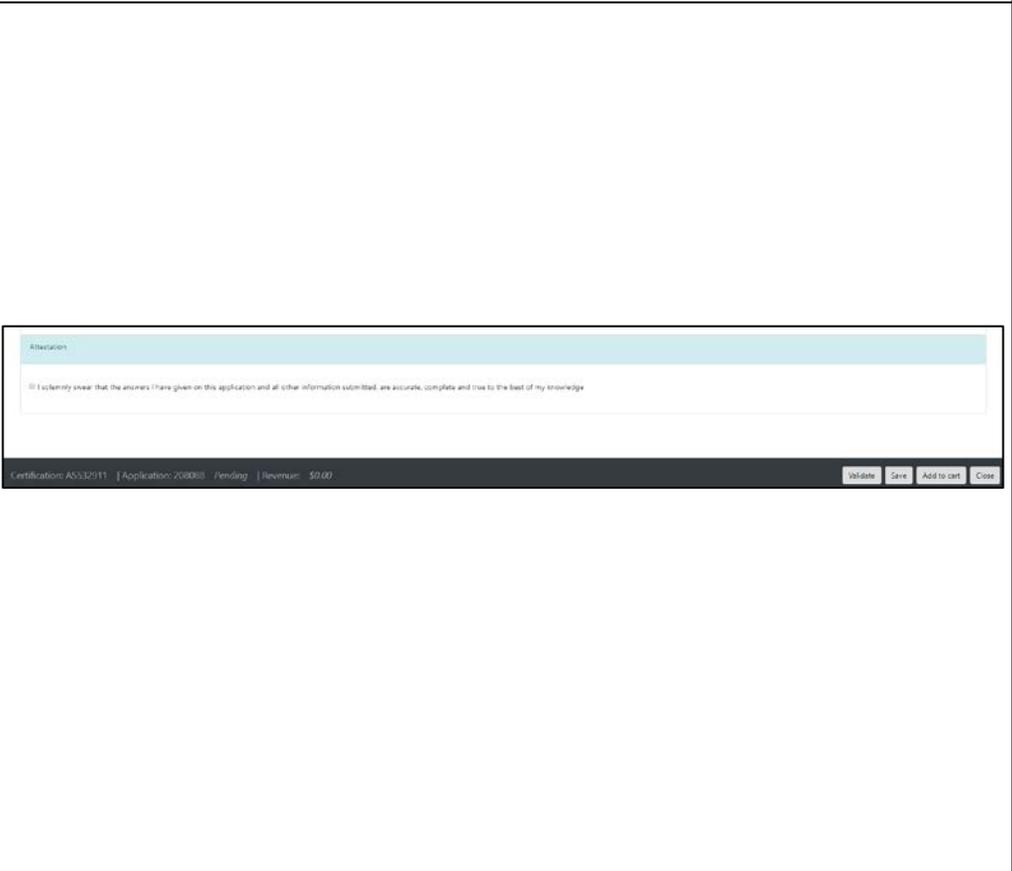
Section 9 – Upload any other pertinent documents.



Check the Attestation Box to solemnly swear that all the information provided is accurate, complete and true.

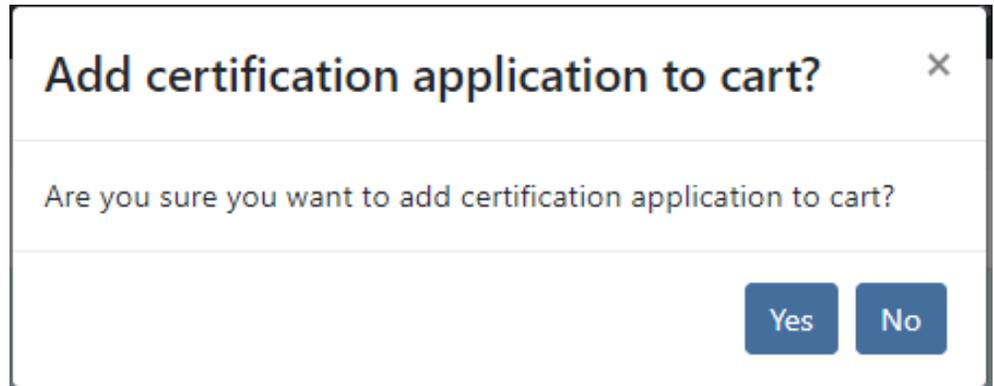
Next click on the Validate button to make sure that all required fields are completed properly. If a required field is incomplete it will give you an error.

Next, save your application one last time and click on the “Add to cart” button. Your application will now be added to the cart and ready for checkout.



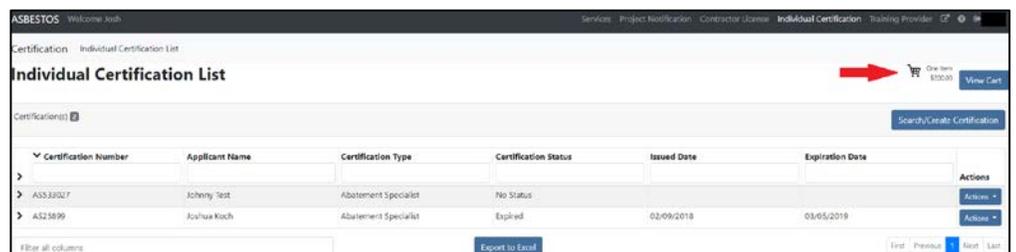
Step 16

After selecting the “Add to cart” button, it will ask you if you are sure you want to add certification to cart? Click “Yes”.



Step 17

When you are ready to check out and pay for your certification you can click on the “View Cart” button in the upper right-hand corner.

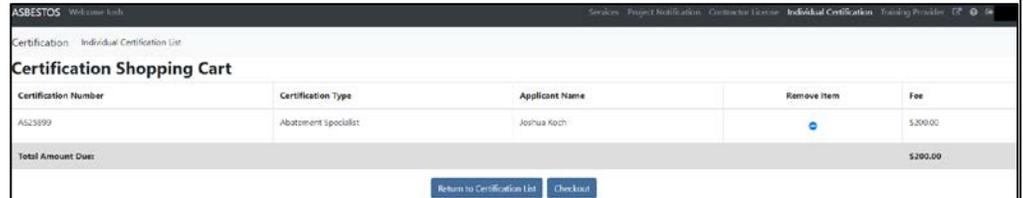


Step 18

View of the items in your shopping cart.

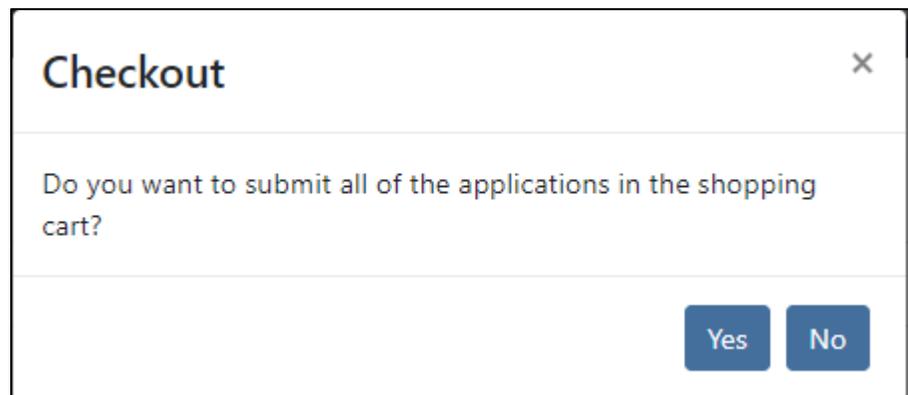
You can also “Remove Item” from your cart by clicking on the blue minus sign or return to your certification list to create or add another certification or license.

Click on “Checkout” to proceed to the payment process.



Step 19

Click “Yes” to submit all applications in the shopping cart for payment.



Step 20

Select your option for payment type and complete your transaction.

Step 21

Once payment is completed the status of your application will be updated to "Ready for Review". Other potential application statuses are listed in the table shown.

### Individual Certification Application Status Scenario

Certification Application Scenario	Change to Status
Application is created, but not yet submitted	Pending
Application is submitted, with full payment waiting approval in Revenues	Submitted
The application is submitted, fully paid, and ready for review	Ready for Review
The application failed review due to missing information	Deficient
The application has complete information and passed review	Approved
The certification was issued	Issued
The application is more than 45 days in Deficient status	Denial Pending
The application for certification is denied. Certification was not issued	Denied

Step 22

This chart defines the different certification statuses.

### Individual Certification Status Scenario

Certification Scenario	Change to Status
The initial certification has not yet been approved	No Status
The certification has been approved	Active
The certification is past its expiration date	Expired
The certification is past its expiration date, but an application for renewal was already submitted	Extended
The certification is suspended	Suspended
The certification is revoked	Revoked
The certification is cancelled. Can be done any time after an application is submitted	Cancelled
The application for a certification was denied after the application review	Application Denied

For further information regarding online certification, contact the Ohio EPA Asbestos Licensing Program by email at [asbestoslicensing@epa.ohio.gov](mailto:asbestoslicensing@epa.ohio.gov) or call (614) 644-0226.