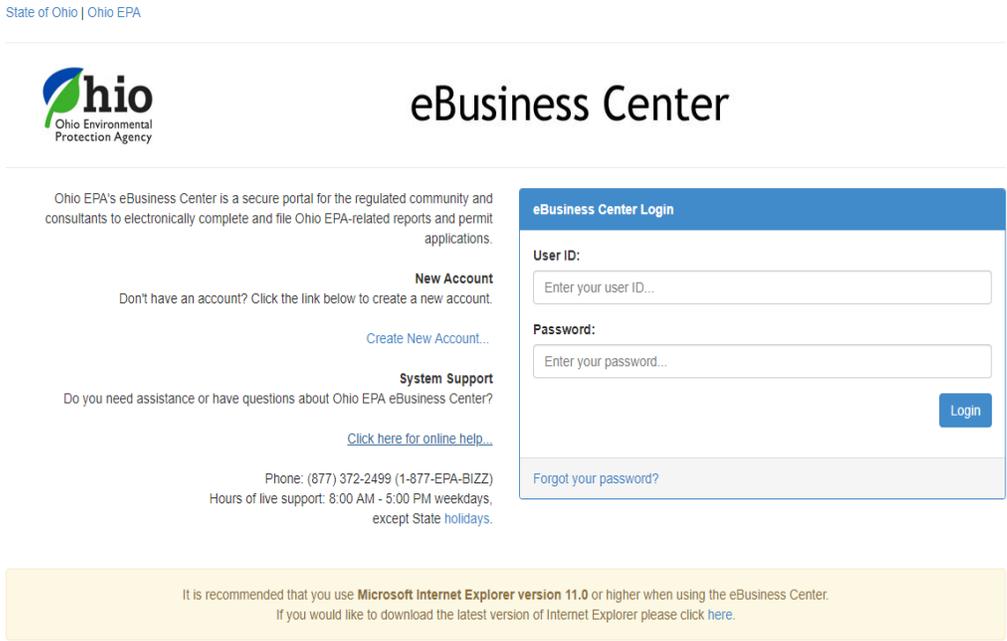


Online Training Course Prior Notification Instructions

<p>Step 1</p>	<p>Go to the Asbestos Program page on the Ohio EPA website at www.epa.ohio.gov/dapc/atu/asbestos then Click on eBusiness Center in the lower right corner of the webpage.</p>	
<p>Step 2</p>	<p>If you already have an account, enter your existing User ID and Password and click the "Login" button. Once you have logged in proceed to Step 3.</p> <p>If you do not have an existing eBusiness Center account, click on "Create New Account..." and proceed to Steps 2.1 through 2.4 below.</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.

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, LoneValley72, 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 information. 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 [select] **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 (xxx) xxx-xxxx
Phone number is required

Step 3

After your account is created, when you sign on to the eBusiness Center you will see this screen. From here, select "Asbestos Services".

Ohio Environmental Protection Agency

eBusiness Center

eBusiness Home My Account Audit Service Admin

Welcome to the Ohio EPA eBusiness Center

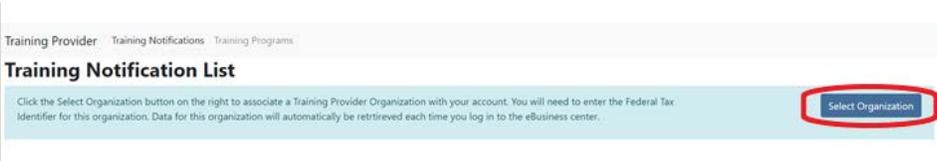
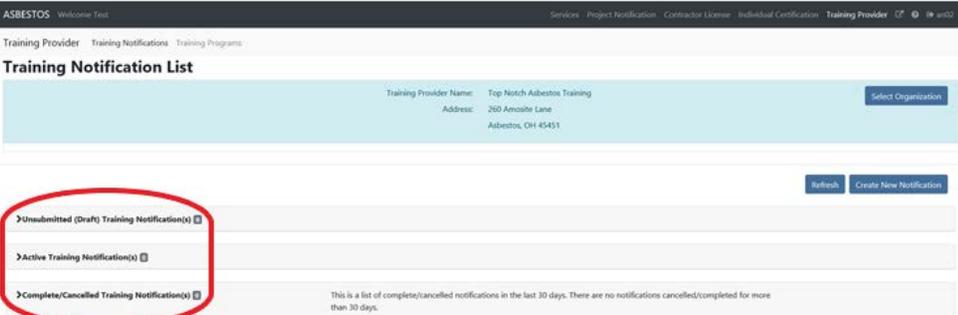
Service	
Air Services	
Asbestos Services	
Conference and Events Registration	
Division of Surface Water Credible Data	
Division of Surface Water NPDES Permit Applications (STREAMS)	
DMWM Compliance	
DMWM License and Registration Service	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	
DSW 401 Certification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

Step 4

Select "Training Provider". The Training Provider module defaults to "Training Notifications List" screen seen below.

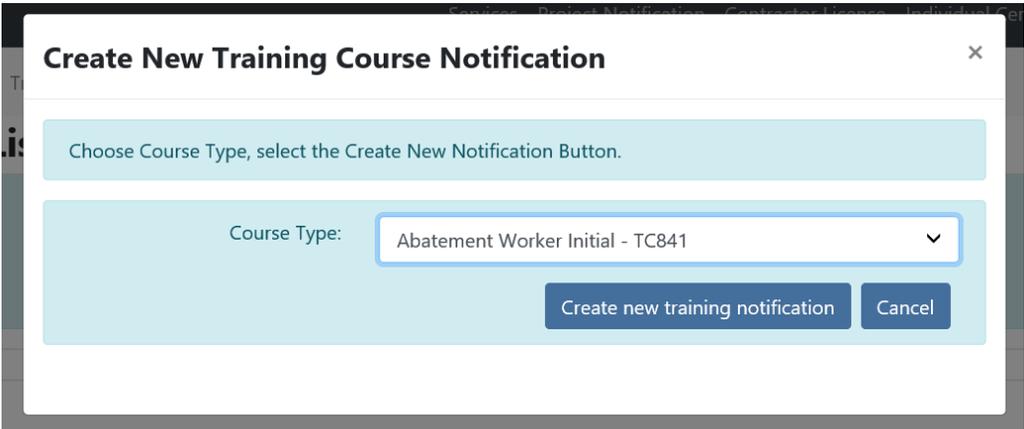
Asbestos Services

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

<p>Step 5</p>	<p>Click on the “Select Organization” button and enter your Federal Tax ID Number. This will link your training provider information with your eBusiness account. Once linked, data for the training provider will be retrieved each time you log on.</p>	 <p>The screenshot shows the 'Training Notification List' page. At the top, there are navigation links: 'Training Provider', 'Training Notifications', and 'Training Programs'. Below the title, there is a light blue banner with the text: 'Click the Select Organization button on the right to associate a Training Provider Organization with your account. You will need to enter the Federal Tax Identifier for this organization. Data for this organization will automatically be retrieved each time you log in to the eBusiness center.' On the right side of this banner, the 'Select Organization' button is circled in red.</p>
<p>Step 6</p>	<p>Once linked, when the Training Notifications opens, this screen will appear. Unsubmitted (Draft) Training Notification(s) are notifications that the training provider has entered but has not yet submitted to Ohio EPA. These notifications can be changed by the training provider at any time. Active Training Notification(s) are notifications that have been submitted to Ohio EPA. The training provider can only change these notifications by submitting a revision. Course rosters and student photos can be added to complete notifications here. Complete/Cancelled Training Notifications are either complete or were cancelled by the training provider.</p>	 <p>The screenshot shows the 'Training Notification List' page with more details. At the top, there is a breadcrumb trail: 'ASBESTOS > Welcome Test > Services > Project Notification > Contractor License > Individual Certification > Training Provider'. Below this, there are navigation links: 'Training Provider', 'Training Notifications', and 'Training Programs'. The title 'Training Notification List' is followed by a light blue banner containing the following information: 'Training Provider Name: Top Notch Asbestos Training', 'Address: 260 Amosite Lane, Asbestos, OH 45431'. On the right side of this banner, the 'Select Organization' button is visible. Below the banner, there are two buttons: 'Refresh' and 'Create New Notification'. The main content area shows three expandable sections: '> Unsubmitted (Draft) Training Notification(s) [x]', '> Active Training Notification(s) [x]', and '> Complete/Cancelled Training Notification(s) [x]'. The first three sections are circled in red. At the bottom right, there is a note: 'This is a list of complete/cancelled notifications in the last 30 days. There are no notifications cancelled/completed for more than 30 days.'</p>

Step 7

To generate a new notification, select the “Create New Notification” button. Use the pull-down menu to select the course type. Only approved courses for the training provider will be displayed. When the correct course type is shown, click the “Create new training notification” button.



Step 8

Note: Sections 1, 2, and 3 will auto-populate from stored training provider information.

In Section 4, add the instructor(s). Click on the “Add Instructor” button to add an instructor from the approved list. Start typing the name and it will auto-fill.



Step 9

In Section 5, add Location of Training Course. If the training course is being held at the same address as the training provider address, click (Same as Provider Address box) and the provider's address will autofill.

Section 5: Location of Training Course

Site Location (specific)

Address (Same as Provider Address:)

Address

Address 2

Address

City

City

State

OH

Step 10

In Section 6, add the training course dates, select the "Add Hours of Operation" button and enter the days of the week the training course will occur and the hours of operation and attach any other supporting documents. Ensure that the days of the week listed are within the start and completion dates. Select "Add Hours for Other Days" to add course days and hours that differ from the original days and hours you entered.

Section 6: Training Course Dates

Start Date

Completion Date

Hours of Operations:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Actions
							Add Hours of Operation

Course Hours Comments

Training Notification Document(s)

Other Supporting Documents (you may upload multiple files)

No files uploaded

Course Hours

Days

Select

Days selection is required

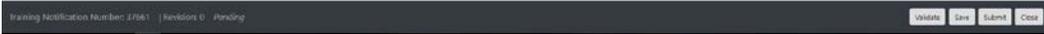
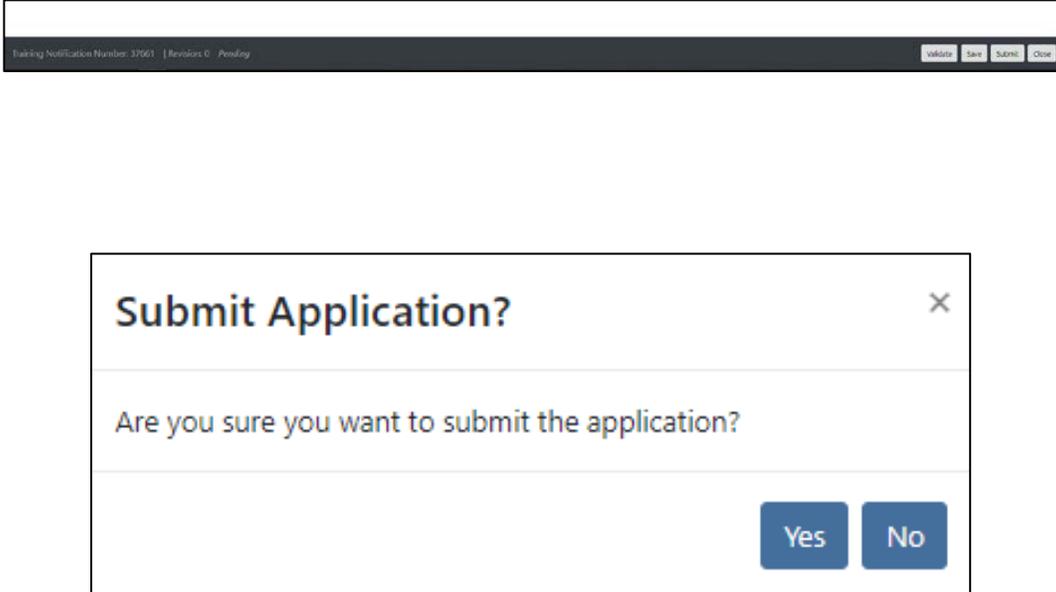
Hours

08 : 00 AM

04 : 30 PM

Add Hours for Other Days

Save Cancel

<p>Step 11</p>	<p>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 at a later time.</p> <p>Click on the "Validate" button at the bottom of the page at any time to see what required fields still need completed.</p>	
<p>Step 12</p>	<p>After the form has been validated, click "Save". If you wish to keep the form for work later, click "Close" to close the form and store it in Unsubmitted (Draft) Training Notifications. If the form is completed and ready to submit, click "Submit". A pop-up screen will ask if you are sure you want to submit the Application? Click "Yes" to submit the notification for review by Ohio EPA.</p>	

For information specific to submitted asbestos training course provider prior notifications, contact Richard Huddle by email at asbestos@epa.ohio.gov or call (614) 466-0061.