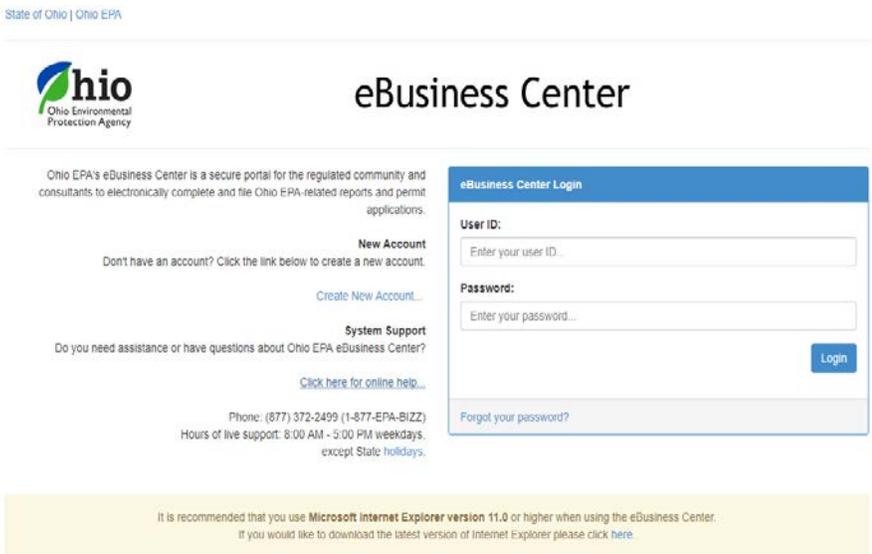
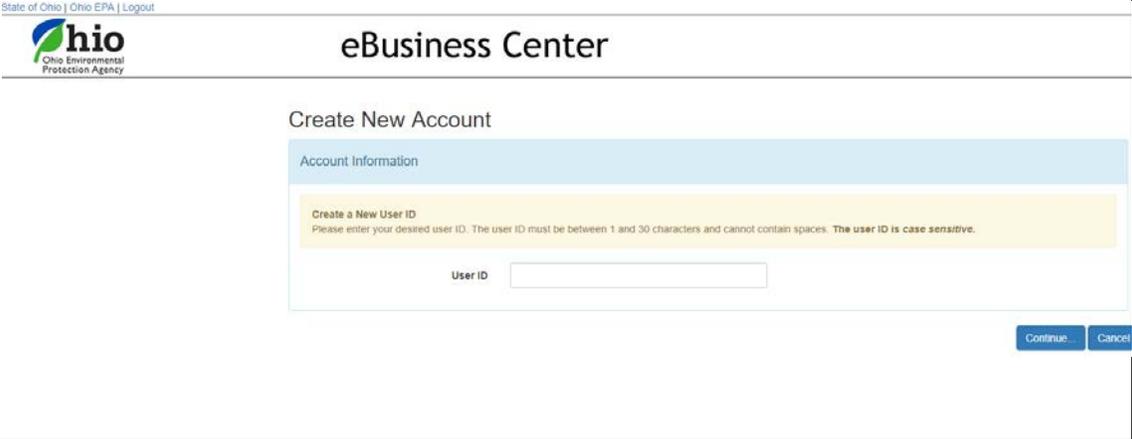
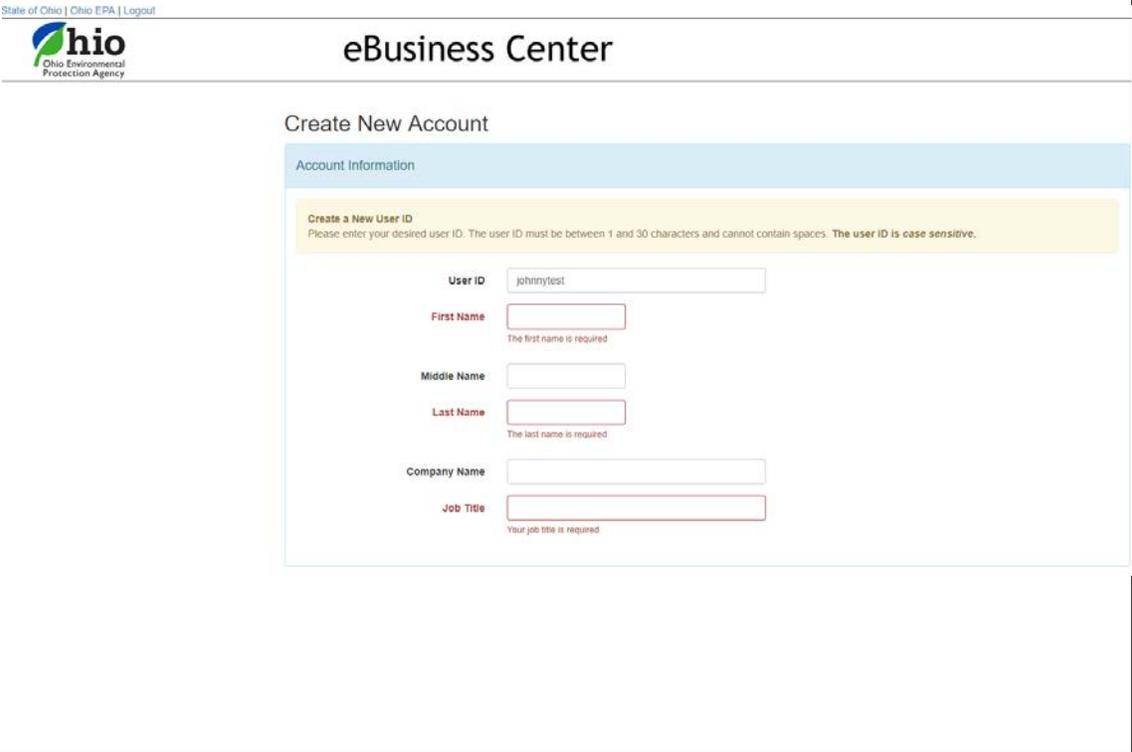


# Online Training Course Application Instructions

<p>Step 1</p>	<p>Go to the Asbestos Program page on the Ohio EPA website at <a href="http://www.epa.ohio.gov/dapc/atu/asbestos">www.epa.ohio.gov/dapc/atu/asbestos</a> then Click on eBusiness Center in the lower right corner of the webpage.</p>	 The logo for the eBusiness Center features a green square icon with a pencil and a checkmark, followed by the text "eBusiness Center" in a blue, sans-serif font.
<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>	 A screenshot of the Ohio EPA eBusiness Center login page. The page header includes the Ohio EPA logo and the text "eBusiness Center". Below the header, there is a description of the portal and links for "New Account" and "System Support". The main content area contains a login form with fields for "User ID" and "Password", a "Login" button, and a "Forgot your password?" link. A footer note recommends using Microsoft Internet Explorer version 11.0 or higher.

<p>Step 2.1</p>	<p>Create a New User ID by entering your desired user ID. Once complete click on the "Continue" button.</p>	 <p>State of Ohio   Ohio EPA   Logout</p> <p><b>hio</b> Ohio Environmental Protection Agency</p> <h2>eBusiness Center</h2> <h3>Create New Account</h3> <p>Account Information</p> <p><b>Create a New User ID</b> Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. <b>The user ID is case sensitive.</b></p> <p>User ID <input type="text"/></p> <p>Continue Cancel</p>
<p>Step 2.2</p>	<p>Complete all required fields including your name and Job Title.</p>	 <p>State of Ohio   Ohio EPA   Logout</p> <p><b>hio</b> Ohio Environmental Protection Agency</p> <h2>eBusiness Center</h2> <h3>Create New Account</h3> <p>Account Information</p> <p><b>Create a New User ID</b> Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. <b>The user ID is case sensitive.</b></p> <p>User ID <input type="text" value="johnnytest"/></p> <p><b>First Name</b> <input type="text"/> The first name is required</p> <p>Middle Name <input type="text"/></p> <p><b>Last Name</b> <input type="text"/> The last name is required</p> <p>Company Name <input type="text"/></p> <p><b>Job Title</b> <input type="text"/> Your job title is required</p>

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, LoneValley?2, Pass@word1, Fire@truck9

**Password**   
A password is required

**Verify Password**   
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

Create Account Cancel

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	
<b>Asbestos Services</b>	
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 in Step 5.

### 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 5

To associate a training provider organization with your account, click on "Training Programs" in the gray bar at the top of the page. The view will change to the page shown in Step 6.

ASBESTOS Welcome Josh Services Project Notification Contractor Lic

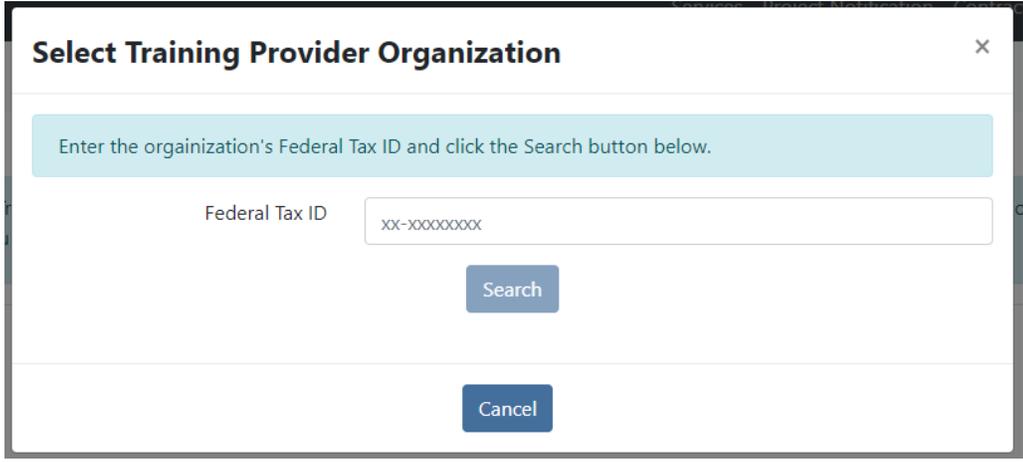
Training Provider Training Notifications **Training Programs**

### Training Notification List

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.

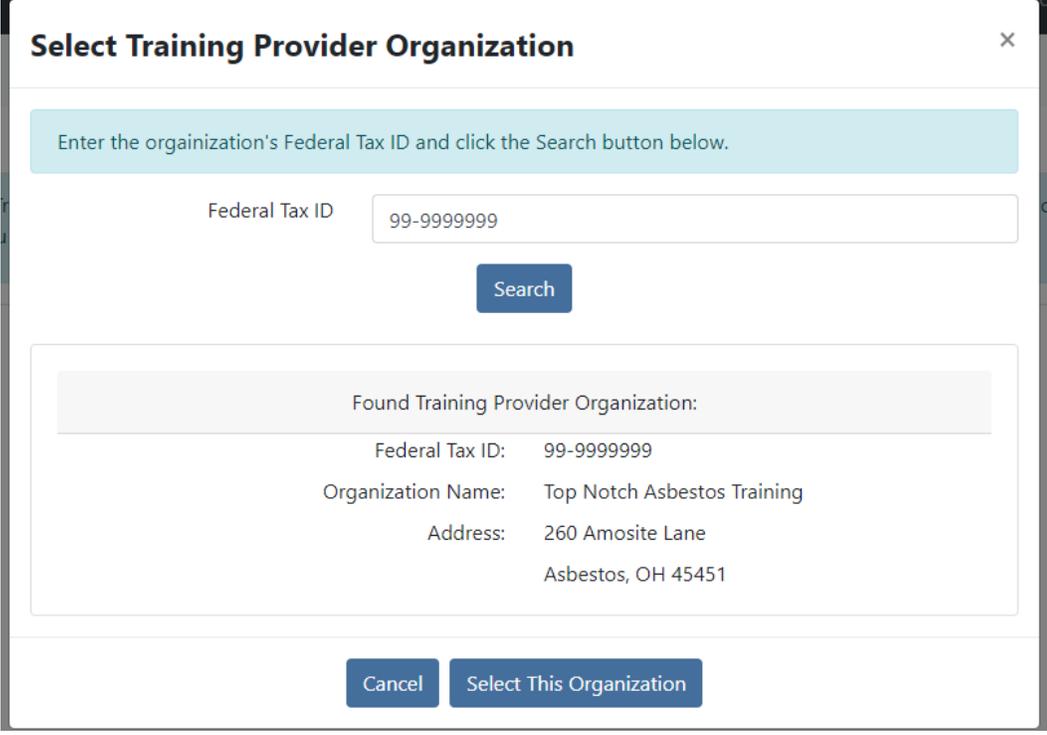
Step 6

Click the “select/Create Organization” button then enter your Federal Tax ID Number when prompted on the “Select Training Provider Organization” screen and click “Search”. Your information will automatically be retrieved if training courses exist. If none exist, you will be prompted to enter information.



Step 7

If the Training Provider matches the Federal Tax ID Number that was entered, click the “Select This Organization” button.



Step 8

This screen shows the approved training programs for “Top Notch Asbestos Training”. To view details about the approved Abatement Worker Initial course, click on the arrow to the left of the Course Number.

A blue box will open showing the details of the training course.

By clicking on the blue “Actions” button, you can view the application screen, download a PDF of the application form, or download the application form and all attachments.

The screenshot shows the 'Training Program List' page. At the top right, there is a shopping cart icon with 'No items \$0.00' and a 'View Cart' link. Below this, the 'Training Provider Name' is 'Top Notch Asbestos Training', the 'Address' is '260 Amosite Lane, Asbestos, OH 45451', and there is a 'Select/Create Organization' button. The main content area has a 'Training Programs' header with a 'Create Training Program' button. Below this is a table with columns: Course Number, Course Type, Organization Name, Approval Status, Approval Type, Expiration Date, and Actions. The first row is expanded, showing 'TCB41' as the Course Number, 'Abatement Worker Initial' as the Course Type, 'Top Notch Asbestos Training' as the Organization Name, 'Active' as the Approval Status, 'Contingent' as the Approval Type, and '07/09/2020' as the Expiration Date. There is a 'Filter all columns' input and an 'Export to Excel' button at the bottom.

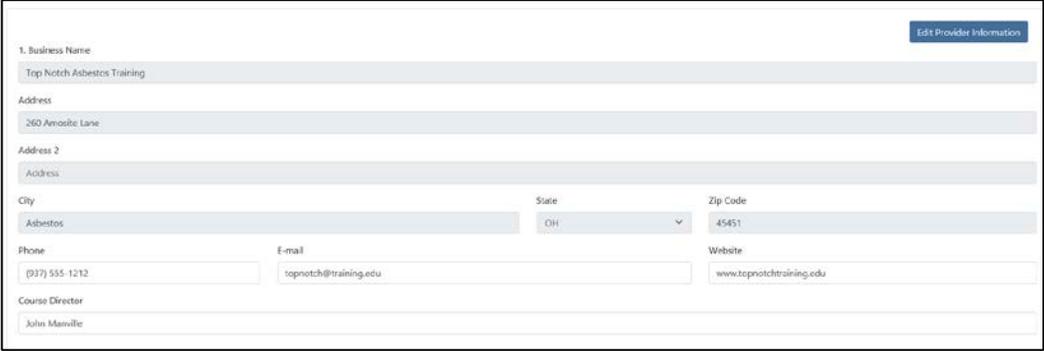
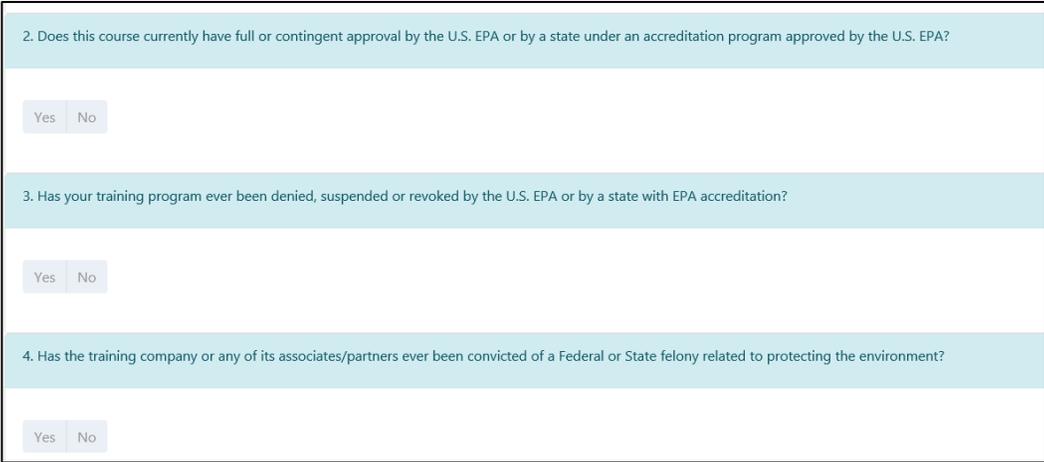
This screenshot shows the application details for the selected course. The table now has two rows. The first row is the course details: 'TCB41', 'Abatement Worker Initial', 'Top Notch Asbestos Training', 'Active', 'Contingent', and '07/09/2020'. The second row is the application details: '3441', 'Initial', '07/05/2019', 'Approved', and '07/09/2020'. The 'Actions' column for the application row is highlighted in blue. There is a 'Filter all columns' input and an 'Export to Excel' button at the bottom.

This screenshot shows the application details for the selected course with a dropdown menu open. The dropdown menu contains three options: 'View', 'Download Application', and 'Download Application and Documents'. The 'Actions' button for the application row is highlighted in blue. There is a 'Filter all columns' input and an 'Export to Excel' button at the bottom.

Step 9

If you wish to renew a training course, go to the Training Program List page, click on the blue “Actions” button, and select “Renew”.

This screenshot shows the application details for the selected course with the 'Renew' option selected in the dropdown menu. The 'Renew' option is highlighted in blue. There is a 'Filter all columns' input and an 'Export to Excel' button at the bottom.

<p>Step 10</p>	<p>Verify the Training Provider business information. To make changes in the information, click the “Edit Provider Information” button.</p>	
<p>Step 11</p>	<p>Answer Questions 2 through 4. Be prepared to upload proof of full or contingent approval by the USEPA or a state under an accreditation program approved by the USEPA when prompted at Question 2.</p>	

Step 12

Provide the submittals required by Question 5.  
NOTE: For a renewal application, these submittals are required ONLY if substantive changes have been made to previously submitted documents.  
  
Tip: 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 entered information. You will be able to come back to this information later.

5. Provide the following attachments for each training course included with this application (if this is a renewal application, only attachments listed below that have been revised from previous submittals need to be included)

Course Curriculum  
Browse... No file chosen

Course Materials (you may upload multiple files)  
Browse... No files uploaded

Course Hours  
Browse... No file chosen

Written Examination  
Browse... No file chosen

Completion Certificate  
Browse... No file chosen

Trainer Qualifications (you may upload multiple files)  
Browse... No files uploaded

A letter that clearly indicates how the training course meets or exceeds the applicable requirements set forth by the U.S. EPA Model Accreditation Plan (40 CFR part 763 Subpart E, appendix C) and the Ohio Administrative Code 3745-22  
Browse... No file chosen

Other Supporting Documents (you may upload multiple files)  
Browse... No files uploaded

Step 13

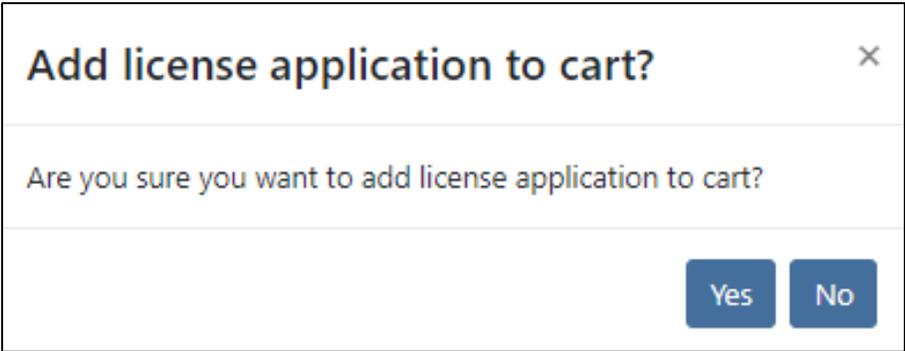
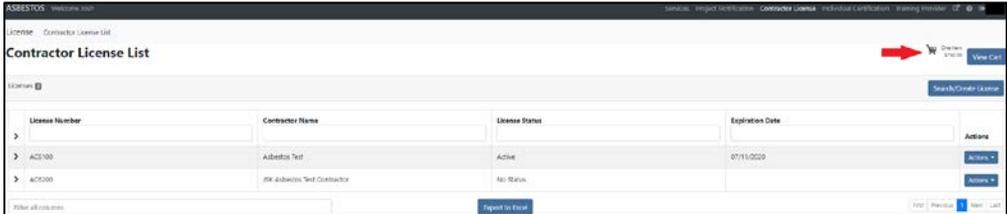
Click on the Validate button to make sure that all required fields are completed properly.  
  
Next, save your application one last time and then click on the "Add to cart" button. Your application will now be added to the cart and ready for checkout.

Other Supporting Documents (you may upload multiple files)  
Browse... No files uploaded

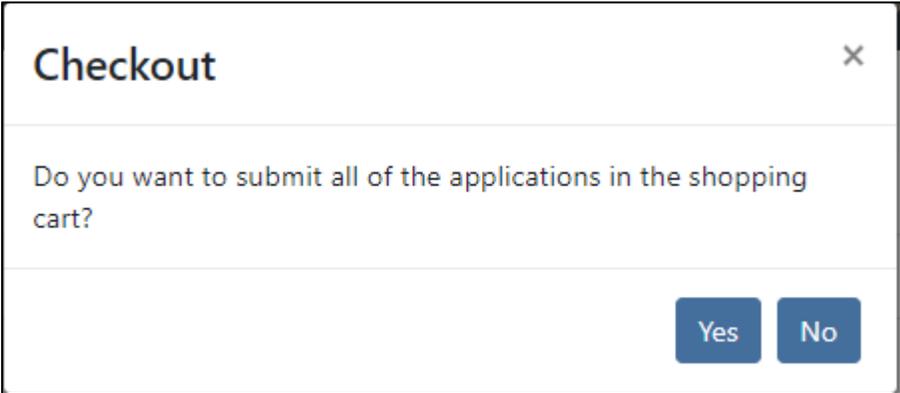
9:15 AM: CourseProvider Application has been saved

TC841 - Abatement Worker Initial | App #: 3481 Pending | Revenue: \$0.00

Validate Save Add to cart Close

<p>Step 14</p>	<p>After selecting the “Add to cart” button, it will ask if you are sure you want to add license application to cart? Click “Yes”.</p>	
<p>Step 15</p>	<p>When you are ready to check out and pay for your contractor license, you can click on the “View Cart” button in the upper right-hand corner.</p>	
<p>Step 16</p>	<p>View of items in your shopping cart.</p> <p>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 to your cart.</p> <p>Click on “Checkout” to proceed to the payment process.</p>	

Step 17  
Click "Yes" to submit all applications in the shopping cart for payment.



Step 18  
Select your option for payment type and complete your transaction.



Step 19	<p>Once payment is completed the status of your application will be updated to “Ready for Review”.</p> <p>Other potential application statuses are listed in the table shown.</p>	<p><a href="#">Training Provider License Application Status Scenario</a></p> <table border="1"> <thead> <tr> <th>License Application Scenario</th> <th>Change to Status</th> </tr> </thead> <tbody> <tr> <td>Application is created, but not yet submitted</td> <td>Pending</td> </tr> <tr> <td>Application is submitted, with full payment waiting approval in Revenues</td> <td>Submitted</td> </tr> <tr> <td>Applies to renewals only. Application is submitted more than 60 days from the license expiration date</td> <td>Hold</td> </tr> <tr> <td>The application is submitted, fully paid, and ready for review</td> <td>Ready for Review</td> </tr> <tr> <td>The application failed review due to missing information</td> <td>Deficient</td> </tr> <tr> <td>The application has complete information and passed review</td> <td>Approved</td> </tr> <tr> <td>The license was issued</td> <td>Issued</td> </tr> <tr> <td>The application is more than 45 days in Deficient status</td> <td>Denial Pending</td> </tr> <tr> <td>The application for license is denied. License was not issued</td> <td>Denied</td> </tr> </tbody> </table>	License Application Scenario	Change to Status	Application is created, but not yet submitted	Pending	Application is submitted, with full payment waiting approval in Revenues	Submitted	Applies to renewals only. Application is submitted more than 60 days from the license expiration date	Hold	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 license was issued	Issued	The application is more than 45 days in Deficient status	Denial Pending	The application for license is denied. License was not issued	Denied
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Step 20	<p>This chart defines the different license statuses.</p>	<p><a href="#">Training Provider License Status Scenario</a></p> <table border="1"> <thead> <tr> <th>License Scenario</th> <th>Change to Status</th> </tr> </thead> <tbody> <tr> <td>The initial license has not yet been approved</td> <td>No Status</td> </tr> <tr> <td>The license has been approved</td> <td>Active</td> </tr> <tr> <td>The license is past its expiration date</td> <td>Expired</td> </tr> <tr> <td>The license is past its expiration date, but an application for renewal was already submitted</td> <td>Extended</td> </tr> <tr> <td>The license is suspended. The license becomes effective at the end of the suspension period</td> <td>Suspended</td> </tr> <tr> <td>The license is revoked and no longer effective. The applicant must submit a renewal application in order to reinstate an approval and expiration cycle for that license</td> <td>Revoked</td> </tr> <tr> <td>The application for a license was denied after the application review</td> <td>Application Denied</td> </tr> </tbody> </table>	License Scenario	Change to Status	The initial license has not yet been approved	No Status	The license has been approved	Active	The license is past its expiration date	Expired	The license is past its expiration date, but an application for renewal was already submitted	Extended	The license is suspended. The license becomes effective at the end of the suspension period	Suspended	The license is revoked and no longer effective. The applicant must submit a renewal application in order to reinstate an approval and expiration cycle for that license	Revoked	The application for a license was denied after the application review	Application Denied
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For further information regarding the online licensing process, contact the Ohio EPA Asbestos Licensing Program by email at [asbestoslicensing@epa.ohio.gov](mailto:asbestoslicensing@epa.ohio.gov) or call (614) 644-0226.

For information specific to already submitted asbestos training provider license applications, contact Richard Huddle by email at [asbestos@epa.ohio.gov](mailto:asbestos@epa.ohio.gov) or call (614) 466-0061.