Instructions for Training Providers to Apply to become a Green Leaf 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 do not have an e-Biz account, please follow the instructions at this link.

2. Select the "Water/Wastewater Training Providers"

❖ If you do not have the Training Provider service, follow the instructions at this link.

3. You should now see your Training Provider profile in the eBusiness Center. Verify the contact information and make necessary corrections. To apply for the Green Leaf program, click on the Approved Training Provider Application button.
   - o 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 Green Leaf program.

4. The Green Leaf 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.

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.

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

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.

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

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

9. Congratulations. You have applied to be a Green Leaf Provider.

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