




## Instructions for Training Providers to Apply for OEPA Contact Hour Course Approval

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 Water/Wastewater Training Providers”.



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Generic File Upload	<a href="#">Request</a>	Inactive		
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators	<a href="#">Request</a>	Inactive		
<b>Water/Wastewater Training Providers</b>	<a href="#">Deactivate</a>	Active		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
<a href="#">Request New PIN</a>	New	07/17/2014 11:33:50	<a href="#">hide</a>

- ❖ 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 a contact hour course, click on Course Application.

**Ohio Environmental Protection Agency**

**eBusiness Center**

eBusiness Home | My Account | tp\_user

### 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.

tp\_user Training Provider (67)  
50 West Town Street  
Columbus, OH 43215  
USA

Test Account  
Prefix:  
Suffix:  
Business Phone: (614) 555-5555  
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.  
[Download Attendance Spreadsheet](#)  
[Download Course Schedule Spreadsheet](#)

**Edit**

Course Catalog [Filter](#) [Reset](#) **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>

- The course application window, as seen below, will open. You will complete the Course information section, including providing a detailed description of the material to be learned in the course. Items marked with an \* are required. You will need to upload a syllabus and a detailed, timed agenda for each course application for courses more than one (1) hour in length.

### Training Provider Course Application

**Provider Information**

Information regarding the training provider. You may edit this information by returning to the Training Provider Service screen. Please keep this information current.

tp\_user Training Provider (67)  
50 West Town Street  
Columbus, OH 43215

Name: Test Account  
Prefix:  
Suffix:

Business Phone: (614) 555-5555  
Cell Phone:  
Email Address: kevin.jarrell@epa.ohio.gov

**Course Information**

Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.

\* Course Title:

\* Date Course First Given:

\* Contact Hours:

\* Provide a detailed course description:

\* Syllabus: [upload](#)

\* Agenda: [upload](#)

\* Subject Area:

\* Approval Type:

\* Format:

**Instructor Information**

[+ Add New Instructor](#)

**Submit Save Cancel**

- Click on the blue upload link to upload a course syllabus. The syllabus should include a description of the course information that was or will be covered.

### Training Provider Course Application

**Provider Information**

Information regarding the training provider. You may edit this information by returning to the Training Provider Service screen. Please keep this information current.

tp\_user Training Provider (67)  
50 West Town Street  
Columbus, OH 43215

Name: Test Account  
Prefix:  
Suffix:

Business Phone: (614) 555-5555  
Cell Phone:  
Email Address: kevin.jarrell@epa.ohio.gov

**Course Information**

Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.

\* Course Title:

\* Date Course First Given:

\* Contact Hours:

\* Subject Area:

\* Approval Type:

\* Format:

\* Provide a detailed course description:

\* Syllabus:  **5**

\* Agenda:  **7**

**Instructor Information**

[+ Add New Instructor](#)

**Submit Save Cancel**

- Browse for the Syllabus that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.

**Document Upload**

Please attach a copy of the course syllabus. Be sure it includes information concerning the material covered in the course and supporting information regarding the relevance of the training to the operation or management of a water, wastewater, distribution or collection facility.

\* Document:

**6+8**

**Save Cancel**

- Click on the blue [upload](#) link next to Agenda to upload a detailed and timed course Agenda. This agenda should note start and end times of the course, as well as the times of any breaks and lunches taken.
- Browse for the Agenda that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.

9. If you upload the incorrect syllabus or agenda by mistake, you can click remove, and go through the upload process again.

**Course Information**

Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.

\* Course Title:  \* Subject Area:

\* Date Course First Given:  \* Approval Type:

\* Contact Hours:  \* Format:

\* Provide a detailed course description:

\* Syllabus:  (remove - download)

\* Agenda:  (remove - download)

**Instructor Information**

[+ Add New Instructor](#)

10. You will need to add a course instructor. To add an instructor to this course, hit the Add New Instructor link.

**Course Information**

Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.

\* Course Title:  \* Subject Area:

\* Date Course First Given:  \* Approval Type:

\* Contact Hours:  \* Format:

\* Provide a detailed course description:

\* Syllabus:  (remove - download)

\* Agenda:  (remove - download)

**Instructor Information**

[+ Add New Instructor](#)

11. Enter the Instructor information. Fields marked with an \* are required. For Instructor Credentials, please see the text in the information bar. You may wish to upload instructor credentials (Bio, Resume, Reference letter, etc.) by clicking the blue upload link. A Credential upload is not required. However, if nothing is attached then the credential must be fully completed with information documenting how the individual meets Ohio EPA's criteria for being an instructor.

**Training Provider - Edit Instructor Information**

For instructor credentials, discuss the experience the instructor has in teaching this subject matter. Attach any documents that verify the instructors credentials, if necessary.

\* First Name:

Middle Name:

\* Last Name:

Prefix:

Suffix:

\* Instructor Title:

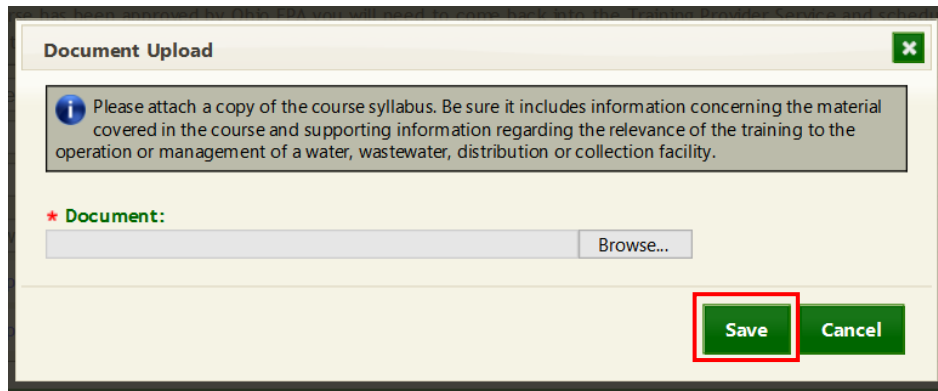
\* Instructor Occupation:

\* Instructor Organization:

\* Instructor Credentials:

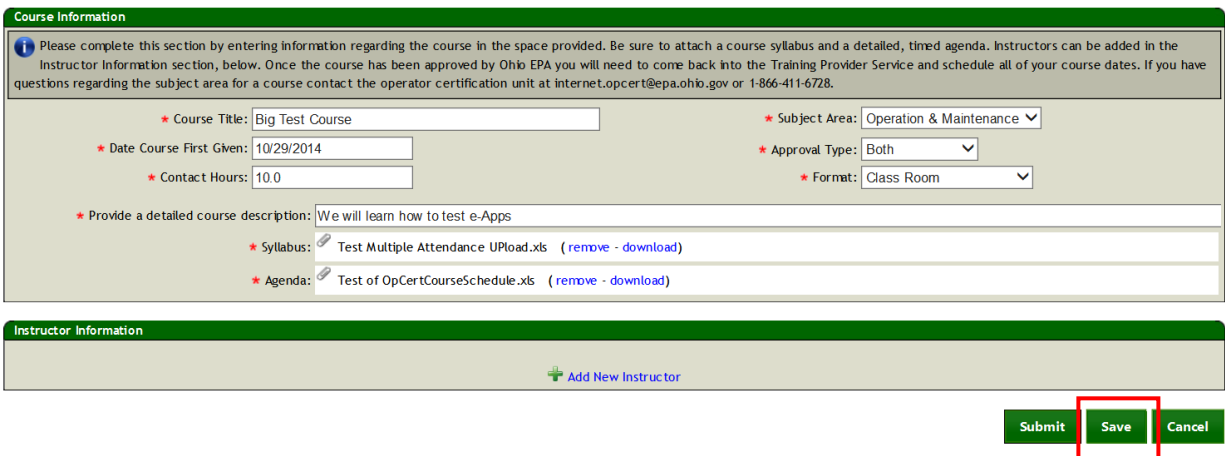
Credential Docs:

12. If you are uploading instructor credentials, the following screen will appear. Browse for the instructor credentials document that corresponds to the instructor you are entering. Once you find the correct document, click Save.



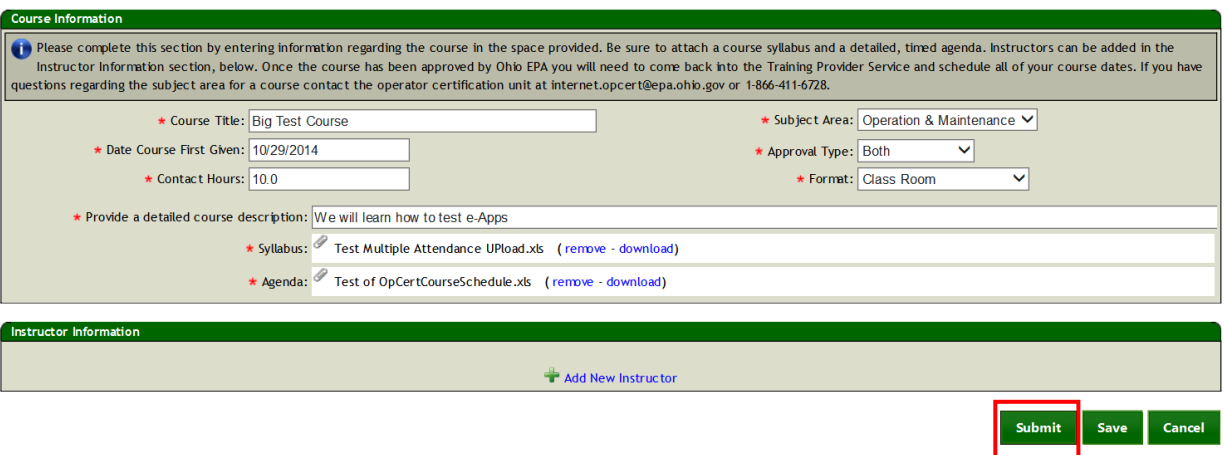
The image shows a 'Document Upload' dialog box with a close button (X) in the top right corner. An information icon (i) is followed by the text: 'Please attach a copy of the course syllabus. Be sure it includes information concerning the material covered in the course and supporting information regarding the relevance of the training to the operation or management of a water, wastewater, distribution or collection facility.' Below this is a section labeled '\* Document:' with a text input field and a 'Browse...' button. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

13. If you wish to save the application as a work in progress, you can hit Save.



The image shows a 'Course Information' form with a green header. An information icon (i) is followed by the text: 'Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.' The form contains several fields: '\* Course Title:' (Big Test Course), '\* Date Course First Given:' (10/29/2014), '\* Contact Hours:' (10.0), '\* Subject Area:' (Operation & Maintenance), '\* Approval Type:' (Both), and '\* Format:' (Class Room). There are also fields for '\* Provide a detailed course description:' (We will learn how to test e-Apps), '\* Syllabus:' (Test Multiple Attendance UPLoad.xls), and '\* Agenda:' (Test of OpCertCourseSchedule.xls). At the bottom right, there are three buttons: 'Submit', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

14. If you wish to submit the application for approval, hit Submit. Make sure you have your PIN ready prior to proceeding.



The image shows a 'Course Information' form, identical to the one in the previous block. It contains the same fields and text. At the bottom right, there are three buttons: 'Submit', 'Save', and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

15. To submit the application, you will need to enter your PIN and security question answer. Then hit Submit.

### PIN Validation

**PIN Validation for Course Application**

To complete your Course Application submission 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](#)

16. Congratulations. You have just submitted a contact hour course application for approval. Hit Continue to return to your Training Provider profile.

**Course Application Submission Complete**

 Your Course Application submission was completed successfully. You will be notified by email once your application has been processed.

[Continue...](#)

Once Ohio EPA approves your course, you will be emailed a letter with the course name and course approval number.