




Training Provider’s Course Attendance Upload for OEPA approved courses:

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.

eBusiness Center Login

User ID:

Password:

[Forgot your password?](#)

❖ 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	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive	view/edit	
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Deactivate	Active		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	07/17/2014 11:33:50	hide

❖ If you do not have the Training Provider service, follow the instructions at this [link](#). If you do not have a PIN, follow the instructions at this [link](#).

- You should now see your Training Provider profile in the eBusiness Center. **There are two ways to load attendance: MULTIPLE persons/courses at once (Step 4) and SINGLE entries (Step 11), entering the Core Person ID number one at a time for a single course at a time.** The spreadsheet works well for large trainings or large conferences where multiple courses are offered. The Single entries will work best for most Training Providers and courses. To load MULTIPLE course attendance, proceed to Step 4. To load SINGLE course attendance, proceed to Step 11.
- To load attendance for MULTIPLE courses/persons at once, you will need to use the Attendance Spreadsheet provided in your Training Provider profile in eBusiness. If you do not have the Excel attendance sheet completed, or if this is your first time attempting to download it, you should download the “attendance sheet” by clicking on the “Download Attendance Spreadsheet” button and saving it to your computer.

*If you have already downloaded the “attendance sheet”, or if this is not your first time uploading attendance sheets, proceed to Step 6 for instructions for completing the spreadsheet. The upload of a completed sheet begins on Step 8.

Training Provider Service

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

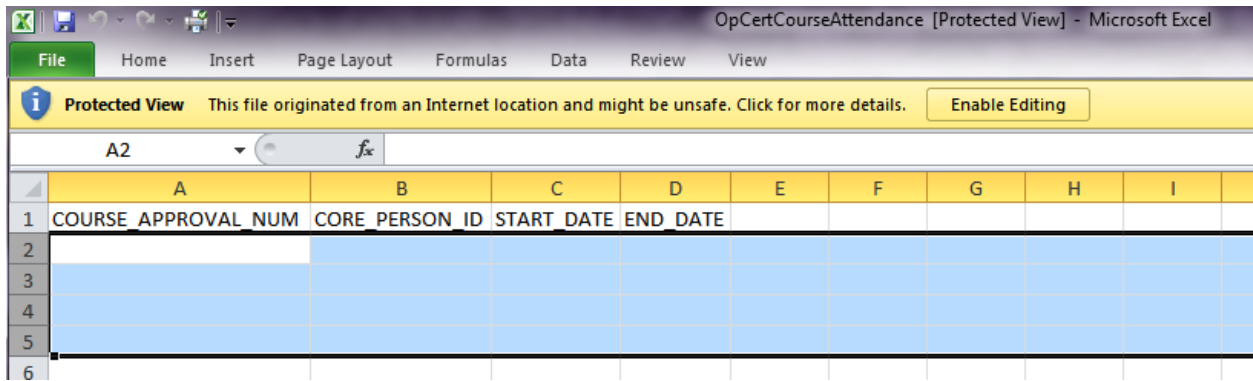
Upload Course Schedules **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule

- In Internet Explorer, click “Open” in the following window, which will open at the bottom of the screen:



6. Excel will open with the following spreadsheet:



Here is where you will enter your course approval number, Core Person ID number of the operator whom attended your course, the start date of the course, and the end date of the course. PLEASE DO NOT MODIFY THIS SHEET. Modifications could result in an error during the upload process.

- Column A: Enter your course approval number with no spaces or extra dashes, including your ACHTP prefix and the OM or X designation.
- Column B: Core Person ID numbers are the middle seven digits of an Operator's certificate number.
- Column C: Course start date should be entered in MM/DD/YYYY format.
- Column D: Course end date should be entered in MM/DD/YYYY format.
- NOTE: For a one-day course, enter the same date in both Columns C and D. For single day courses that are held on multiple days, enter each date of training as a separate line of training. This will ensure you aren't giving an operator credit for attending three days of the same course when they only went to one day of an available three days.

Save this sheet, being sure to label it properly.

7. Once you have completed the Excel attendance sheet for the course(s) you held, you will scroll down to the Courses Given section of your page.

The screenshot shows a web application interface with the following sections:

- Header:** A message: "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." Below this are user details for "tp_user Training Provider (67)" and "Test Account".
- Buttons:** "Edit" (green), "Download Attendance Spreadsheet", and "Download Course Schedule Spreadsheet".
- Course Catalog:** A table with columns: Approval Number, Course Name, Contact Hours, Status, Action. It lists three courses with status "APPROVED".
- Courses Scheduled:** A table with columns: Approval Number, Course Name, Contact Hours, Start Date, End Date, Document, Action. It lists two courses.
- Courses Given:** A table with columns: Approval Number, Course Name, Contact Hours, Start Date, End Date, Action. It lists several courses. A red box highlights the "Courses Given" header, and another red box highlights the "Upload Attendance For Multiple Courses" button with a red arrow pointing to it.

8. Click Upload Attendance For Multiple Courses.
9. Browse for the attendance sheet that corresponds to the course you wish to upload. Once you find the correct sheet, click upload.
10. Once your record has uploaded successfully, click OK.

The screenshot shows a dialog box titled "Upload Report" with a green checkmark icon. The text inside reads: "Your upload completed successfully. Total records imported: 1". A red box highlights the "OK" button in the bottom right corner.

If you receive an error message, fix the errors and try to upload the document again. NO uploads will be made until ALL uploads are entered successfully. If you need to add a single operator to the attendance you have previously loaded with a spreadsheet (i.e. a forgotten operator, a late entry, etc.) proceed to Step 11.

11. For a SINGLE person/course attendance upload, look for the course line item in the Courses Given section. Verify the course approval number, course name, number of contact hours, and date of training to be sure you are selecting the correct course for the upload. When you find the appropriate line, click “Attendance”.

Edit

Course Catalog Filter Reset **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-88868-OM	Course Title-08/09/2014	25.0	APPROVED	Schedule
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	APPROVED	Schedule
OTHER-808292014-OM	Course-OTHER-808292014-OM	35.0	APPROVED	Schedule

Courses Scheduled

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	11/06/2014	11/06/2014		

Courses Given Filter Reset **Upload Attendance For Multiple Courses**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	08/14/2014	08/19/2014	Attendance
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	08/04/2014	08/09/2014	Attendance
OEPA-88868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	Attendance
OEPA-808292014-OM	Course-OEPA-808292014-OM	35.0	09/10/2013	09/10/2013	Attendance
OTHER-808292014-OM	Course-OTHER-808292014-OM	35.0	04/17/2013	04/17/2013	Attendance
OEPA-88868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance

12. The course you have selected will open in the Attendance view. Click “+add course attendance” to add attendance one person at a time using their Core Person ID number.

Course Attendance

Course Information

Course information for which attendance is being uploaded.

Course Approval Number: OEPA-8884-OM **Start Date:** 02/10/2016
Course Name: Course Title-08/08/2014 **End Date:** 02/10/2016
Contact Hours: 25.0
Instructor: Bob Pflibsen
Location: 123 main columbus, OH 43215

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

Course Attendance

Add course attendance for the course above.

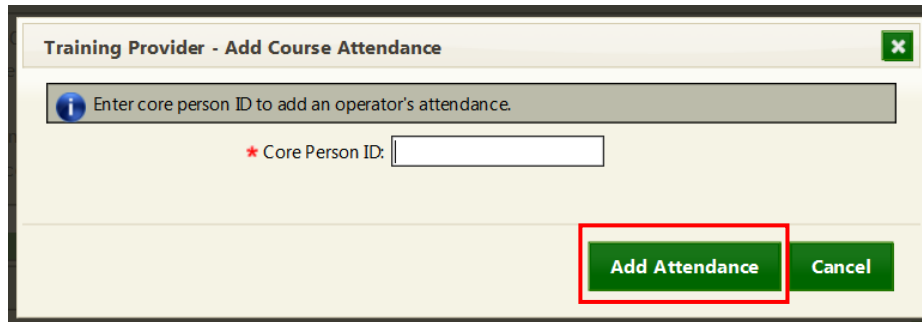
Upload Attendance Spreadsheet

Core Person ID ▼	Certified Operator Name ▼	Contact Hours	Course Date ▼	Action
No attendance records currently exist for this course.				

+ add course attendance

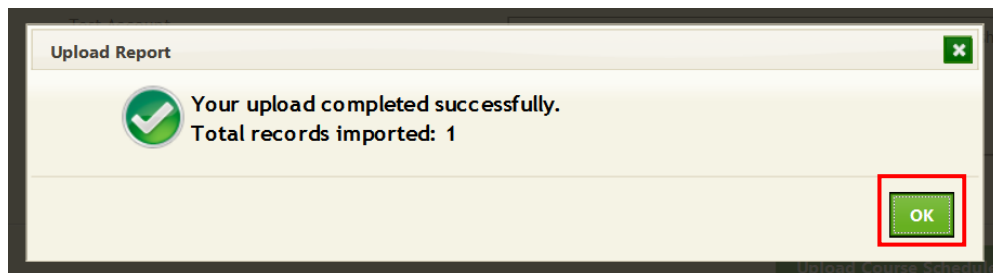
Cancel

13. The following window will open. You will type the 7-digit Core Person ID number for the Operator you wish to add. Then click Add Attendance.



The screenshot shows a dialog box titled "Training Provider - Add Course Attendance". At the top right is a close button (X). Below the title bar is a grey bar with an information icon (i) and the text "Enter core person ID to add an operator's attendance." Below this is a red asterisk followed by the text "Core Person ID:" and an empty text input field. At the bottom right, there are two buttons: "Add Attendance" and "Cancel". The "Add Attendance" button is highlighted with a red rectangular box.

14. If your record uploaded successfully, click OK.



The screenshot shows a dialog box titled "Upload Report" with a close button (X) at the top right. The main content area features a green checkmark icon in a circle, followed by the text "Your upload completed successfully." and "Total records imported: 1". At the bottom right, there is an "OK" button, which is highlighted with a red rectangular box.

If your upload is unsuccessful, you will receive an error. Correct the Core Person ID number and load the record again.