Guidance for Training Providers Submitting Course Approval Applications

Follow the below procedure to help ensure you satisfy Ohio EPA's requirements for course approval submittal.

Procedure

All course approval applications must be submitted within 30 days of course completion, using the eBusiness Center. Instructions for using the eBusiness Center can be found here.

All training events must be scheduled within 30 days of the event taking place for an operator to receive credit.

If the agenda or course content changes, then the course is no longer approved, and a new application must be submitted. Records must be kept for a minimum of 3 years, and all attendees should receive proof of attendance. The eBusiness Center does not replace proof of attendance.

	Action	*Deadline*
Step 1	**Submit** a course approval application.	Within 30 days of course completion
Step 2	**Schedule** the date or dates that the course will be given.	Within 30 days of course completion
Step 3	**Upload** attendance.	Within 60 days of course completion

Course Description

All applications must have a course description. This should be a quick statement or two that describes what the course is about.

Syllabus

A syllabus is a summary of the content that is presented. It will provide insight into the presentation method and target audience. The syllabus should explain how the content is related to water or wastewater operators.

There is no required length for a syllabus. All course approval applications must have a syllabus and should be more detailed than the course description.

Instructors

You are required to provide instructor credentials. Our general requirement for instructors is 3 years of experience in the field for which is being instructed. Ensure you have provided information to meet this general requirement.

Agenda

Any course over 1 hour in length is required to have a timed agenda. The agenda should indicate how long parts of the training will last. All breaks provided need to be indicated. If the course is over 2 hours in length, and no breaks are provided, please indicate this on the agenda.

If you are unsure on the length of time, please submit your course approval application after the course is provided. You have up to 30 days after the completion of the course to submit the application. If you obtain approval and the course does not stick to the agenda, notify the Operator Certification Unit.

Attendance

Attendance must be uploaded for certified operators within 60 days of course completion. To upload attendance, you use the operator's Core Person ID number (Middle digits of certification number; WS1-1234567-01) to upload attendance. A list of names and corresponding Core IDs may be requested from the Operator Certification group.

Conferences

If you are applying for a conference with multiple tracks, it is advised to email opcert@epa.ohio.gov at least a month prior to application. You will be provided direction on how to submit the application through the eBusiness Center.

Expiration

A course approval number will expire 3 years after the last approved training date.

To Obtain More Information

Visit our website at *epa.ohio.gov/ddagw/opcert.aspx*, email the operator certification unit at opcert@epa.ohio.gov or call our toll-free hotline at 1-866-411-OPCT (6728).