

Instructions to Approved Contact Hour Training Providers for uploading course attendance:

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 have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.

State of Ohio | Ohio EPA



eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

New Account

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays,
except State holidays.

eBusiness Center Login

User ID:

Password:

[Forgot your password?](#)

It is recommended that you use Microsoft Internet Explorer version 9.0 or higher when using the eBusiness Center.
If you would like to download the latest version of Internet Explorer please click [here](#).

- ❖ If you do not have an e-Biz account, please follow the instructions at this [link](#).

- Select "Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance".



Announcements
 Attention All eBusiness Center Users: The eBusiness Center will be unavailable due to maintenance beginning Friday evening at 5pm October 24th. Normal service will resume by 6PM Saturday October 25th. Please do not attempt to use the Center during this period while this message remains posted. Thanks in advance for your patience.

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	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/CBDD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/CBDD Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Request	Inactive		
DSW Credible Data	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Hazardous Waste Report (eDRJMS)	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: Apply for Approval and Upload Scores	Request	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	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](#).

- You should now see your Training Provider profile in the eBusiness Center. Verify all the contact information is correct. 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.



eBusiness Center

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-88868-OM	Course Title-08/09/2014	25.0	APPROVED	Schedule
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	Schedule
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	Schedule

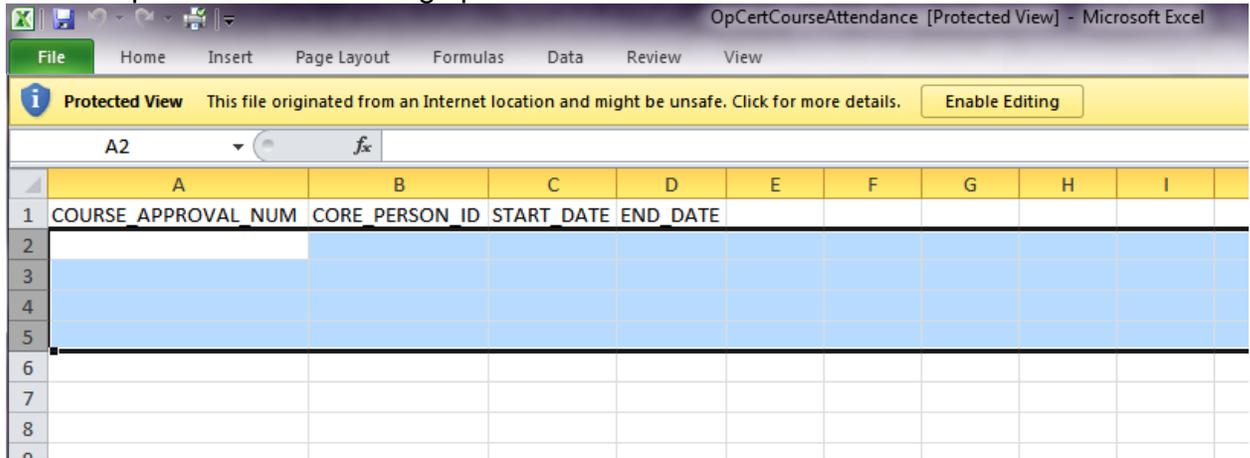
Courses Scheduled

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		X
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		X

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



5. Excel will open with the following spreadsheet:



	A	B	C	D	E	F	G	H	I
1	COURSE_APPROVAL_NUM	CORE_PERSON_ID	START_DATE	END_DATE					
2									
3									
4									
5									
6									
7									
8									

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.
 - NOTE: Core Person ID numbers are issued to every operator upon entry into the Ohio EPA database. Currently certified operators can find their Core Person ID number by referencing the middle seven digits of their certificate number. If you are missing Core Person ID numbers for attendees, you may obtain a list by contacting the Operator Certification Unit at opcert@epa.ohio.gov.
- 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.

- 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.

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.

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[Download Course Schedule Spreadsheet](#)

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OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	Schedule
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	Schedule

Courses Scheduled

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-B08292014-OM	Course-OEPA-B08292014-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-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/14/2014	08/19/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/04/2014	08/09/2014	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	09/10/2013	09/10/2013	Attendance
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	04/17/2013	04/17/2013	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance

- For a SINGLE course attendance upload, look for the course line item. 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.
*If you wish to upload attendance for multiple courses at the same time, skip to Step 12.

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Approval Number	Course Name	Contact Hours	Status	Action
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OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	Schedule
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	Schedule

Courses Scheduled

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-B08292014-OM	Course-OEPA-B08292014-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-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/14/2014	08/19/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/04/2014	08/09/2014	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	09/10/2013	09/10/2013	Attendance
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	04/17/2013	04/17/2013	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance

8. Click Upload Attendance Spreadsheet.

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account tp_user

Course Attendance

Course Information

Course Information for which attendance is being uploaded.

Course Approval Number: OEPA-B412891-OM	Start Date: 08/14/2014
Course Name: Basic Electricity	End Date: 08/19/2014
Contact Hours: 6.0	
Instructor: InstructorFirstName1 InstructorLastName1	
Location: 50 West Town Street 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

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.

Upload Report

Your upload completed successfully.
Total records imported: 1

OK

If you receive an error message, fix the errors and try to upload the document again.

NOTE: To add an additional student to any attendance list, click on “add course attendance” and enter the Core ID number of the student you wish to add. Click Add Attendance.



eBusiness Center

Course Attendance

Course Information

Course Information for which attendance is being uploaded.

Course Approval Number: OEPA-B412891-OM **Start Date:** 08/14/2014
Course Name: Basic Electricity **End Date:** 08/19/2014
Contact Hours: 6.0
Instructor: instructorFirstName1 instructorLastName1
Location: 50 West Town Street 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](#)

11. If you wish to upload attendance for MULTIPLE courses, scroll down to the Courses Given section of the page and click Upload Attendance For Multiple Courses.

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.

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[Download Course Schedule Spreadsheet](#)

[Edit](#)

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

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	25.0	APPROVED	Schedule
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	Schedule
OTHER-B08292014-OM	Course-O THER-B08292014-OM	35.0	APPROVED	Schedule

Courses Scheduled

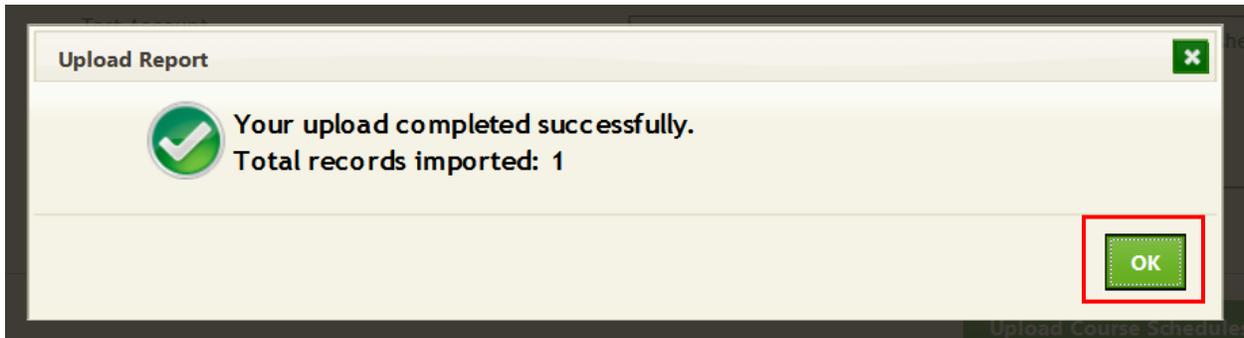
Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		X
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		X

Courses Given Filter Reset [Upload Attendance For Multiple Courses](#)

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/14/2014	08/19/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/04/2014	08/09/2014	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	Attendance
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	09/10/2013	09/10/2013	Attendance
OTHER-B08292014-OM	Course-O THER-B08292014-OM	35.0	04/17/2013	04/17/2013	Attendance
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance

12. Browse for the attendance sheet that corresponds to the multiple courses you wish to upload. Once you find the correct sheet, click upload.

13. If your record uploaded successfully, click OK.



If you have received an error message, fix the errors and try to upload the document again.