

## How to Renew a Certificate:

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.

\*Before you renew your certificate please review the check list below to make sure you have everything you need to complete the process.

- A. You will need to have an eBusiness account and Pin. If you do not have an e-Biz account, please follow the instructions at this [link](#).
  - B. All of your documentation of course attendance scanned and saved to the computer you are using to renew your certificate. This is needed in case the training provider has not submitted the course attendance record.
  - C. The course approval number for each course you intend to use to renew your certificate.
  - D. The date you attended the course.
1. First login in to the eBusiness center and click on the **Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours** service listed in the first column. If you do not have the Operator service, follow the instructions at this [link](#).

Available Services <small>(What is this?)</small>
Service
<a href="#">Air Services</a>
<a href="#">Conference and Events Registration</a>
<a href="#">DMWM Compliance</a>
<a href="#">DMWM Compost/Scrap Tire Facility Registration</a>
<a href="#">DMWM Infectious Waste Generator Registration</a>
<a href="#">DMWM Scrap Tire Transporter Registration</a>
<a href="#">DMWM Solid Waste/C&amp;DD Disposal Fees (Pay Existing Invoice)</a>
<a href="#">DMWM Solid Waste/C&amp;DD Disposal Fees (Submit Report)</a>
<a href="#">DMWM Solid Waste/C&amp;DD Facility Licensing</a>
<a href="#">DSW 401 Certification and Isolated Wetlands Permit</a>
<a href="#">DSW Credible Data</a>
<a href="#">e-DMR</a>
<a href="#">e-Drinking Water Reports</a>
<a href="#">Hazardous Waste Report (eDRUMS)</a>
<a href="#">OEEF Grant Service (No PIN Required)</a>
<a href="#">Pay Ohio EPA Fees Online</a>
<a href="#">Water/Wastewater Exam Providers: Apply for Approval and Upload Scores</a>
<a href="#">Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours</a> 
<a href="#">Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance</a>

2. This will open the Certified Operator Service window.

### Certified Operator Service

**Certified Operator Service Management**

This screen can be used to edit your contact information, apply for new exams or certifications, renew certificates and apply contact hours to your certificate.

Tab Brewster  
50 Town St  
Columbus OH, 43215 [Edit](#)

**Exam Applications** [Apply for New Exam](#)

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015	<a href="#">i</a> <a href="#">i</a>

**Current Certificates**

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1132459-14	Water Supply A	01/01/2012	12/31/2014	12/31/2014	EXPIRED	<a href="#">renew</a>

**Contact Hours** [Apply for Contact Hours](#)

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-8550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	75.0	0.0	APPROVED	
OEPA-8561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	6.5	0.0	APPROVED	
OEPA-8541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	10/10/2012	OM	1.75	1.75	0.0	APPROVED	

[Cancel](#)

In this window there are 3 sections. If any of the information in the 3 sections listed below is incorrect please contact the OpCert Unit at 1-866-411-OPCT (6728).

- a. The first section is “Exam Applications”. In this section you will see a list of exams you have applied for. Under the “Action” column you will find either one, two, or three links to PDF files. The first link will open a copy of the Invoice for the exam. The second link will open up a copy of the exam application. The third link will appear once you have paid the fee and been approved to take the exam. If you click on this link it will open up the Exam Entrance Letter you will need to take the exam.
- b. The Second section “Current Certificates” should contain a list of your current certificates. In this section if you have any certificates that are up for renewal there should be a blue link labeled “renew” under the “Action” column. If you don’t have any certificates to renew, in that same column there should be a link to a PDF file that can be downloaded or printed with your renewal card.
- c. The last section labeled “Contact Hours” could possibly contain a list of courses you have attended. The appearance of the courses you attended means your training provider has loaded your attendance records for the course into our database. If courses do not appear then the training provider has not uploaded those records and you will need to load the records yourself.

3. To begin the renewal process click the blue link labeled “renew” . .

### Certified Operator Service

**Certified Operator Service Management**

This screen can be used to edit your contact information, apply for new exams or certifications, renew certificates and apply contact hours to your certificate.

Tab Brewster  
50 Town St  
Columbus OH, 43215 [Edit](#)

**Exam Applications** [Apply for New Exam](#)

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015	

**Current Certificates**

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1132459-14	Water Supply A	01/01/2012	12/31/2014	12/31/2014	EXPIRED	<a href="#">renew</a>

**Contact Hours** [Apply for Contact Hours](#)

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	75.0	0.0	APPROVED	
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	6.5	0.0	APPROVED	
OEPA-B541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	10/10/2012	OM	1.75	1.75	0.0	APPROVED	

[Cancel](#)

The “Certified Operator Renewal Service” window will open. In the middle of the window you should see the certificate you are renewing listed. At the bottom of the window you should see the courses that have been submitted by the training providers that can be used to renew this certificate.

### Certified Operator Renewal Service

**Need Help?**  
To get help send an e-mail to internet.opcert@epa.ohio.gov or call the operator certification unit at 1-866-411-6728.

**Applicant Information**

Please enter the appropriate applicant information in the space below.

Core Person ID : 1132459	Mailing Address Line 1: 50 Town St
Applicant Name: Tab Brewster	Mailing Address Line 2:
SSN Last 4: 1111	City: Columbus
EBiz Account Name: opcert_user	Address County : Franklin
Email Address: thomas.brewster@epa.ohio.gov	State: OH
Home /Cell Phone: (614) 644-2764	Zip: 43215
Business Phone: (614) 644-2764	Country: USA

**Certification**

Certificate No.	Type	Class	Issue Date	Renewal Date	Expiration Date	Status
WSA-1132459-14	Water Supply	A	01/01/2012	12/31/2014	12/31/2014	EXPIRED

**Contact Hours**

The transcript below contains courses which have been assigned to you by the training providers. In order to renew your certificate, select the number of hours to apply to your renewal. If a course does not appear in your transcript, you can add the course by clicking the "add contact hours" button below.

Please note: Some courses may be approved for contact hours up to a maximum level. You may only apply the number of hours listed on your documentation of course attendance.

Contact Hours Required: 8 Contact Hours Applied: 0

Course Approval No.	Course	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	75.0	<input type="text"/>
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	6.5	<input type="text"/>
OEPA-B541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	10/10/2012	OM	1.75	1.75	<input type="text"/>

[+ add contact hours](#)

[Submit](#) [Cancel](#)

4. If a course doesn't appear in the the list you can add it by clicking on the blue link labeled "Add Contact Hours" at the bottom of the window. In order to add the course you will need the following: The Course Approval Number, the date the course was taken, and a scanned copy of your attendance documentation (e.g. course certificate, sign in sheet, transcript, etc.).

**Contact Hours**

The transcript below contains courses which have been assigned to you by the training providers. In order to renew your certificate, select the number of hours to apply to your transcript. Please note: Some courses may be approved for contact hours up to a maximum level. You may only apply the number of hours listed on your documentation of course attendance.

Contact Hours Required: 8 Contact Hours Applied: 0

Course Approval No.	Course	Approval Type	Training Provider	Hours
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State T&C College	3
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	2
OEPA-B541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	3

[add contact hours](#)



5. When you click on the Add Contact Hour button a course search box will open. You will need to enter the course approval number in the box and click on the Lookup button.

**Contact Hours Information**

In order to add a course to your transcript, you must know your course approval number and type it in the box below.

\* Course Approval Number:



6. If the course approval number is a valid number the "Contact Hours Information" window will open. If it is not a valid number you will receive an error message stating "**There was a problem processing your Contact Hours information: The course XXXX-XXXXX-X could not be found or is not a valid course approval number. Please check your course approval number and try again.**"

7. In the Contact Hours Information window you will go to the “Training Date” and select the date you attended the training from the drop down list. Once you have selected the appropriate date, you will click on the blue link labeled “upload” to attach your documentation of attendance.

**Note:** The date you attended training must match one of the dates in the drop down list. If it does not match, please contact the training provider to ensure that they officially notified Ohio EPA of the date of the course. Selecting a date other than the correct date, may result in a concern about falsification.

### Contact Hours Information ✕

**i** In order to add a course to your transcript, you must know your course approval number and type it in the box below.

\* Course Approval Number:

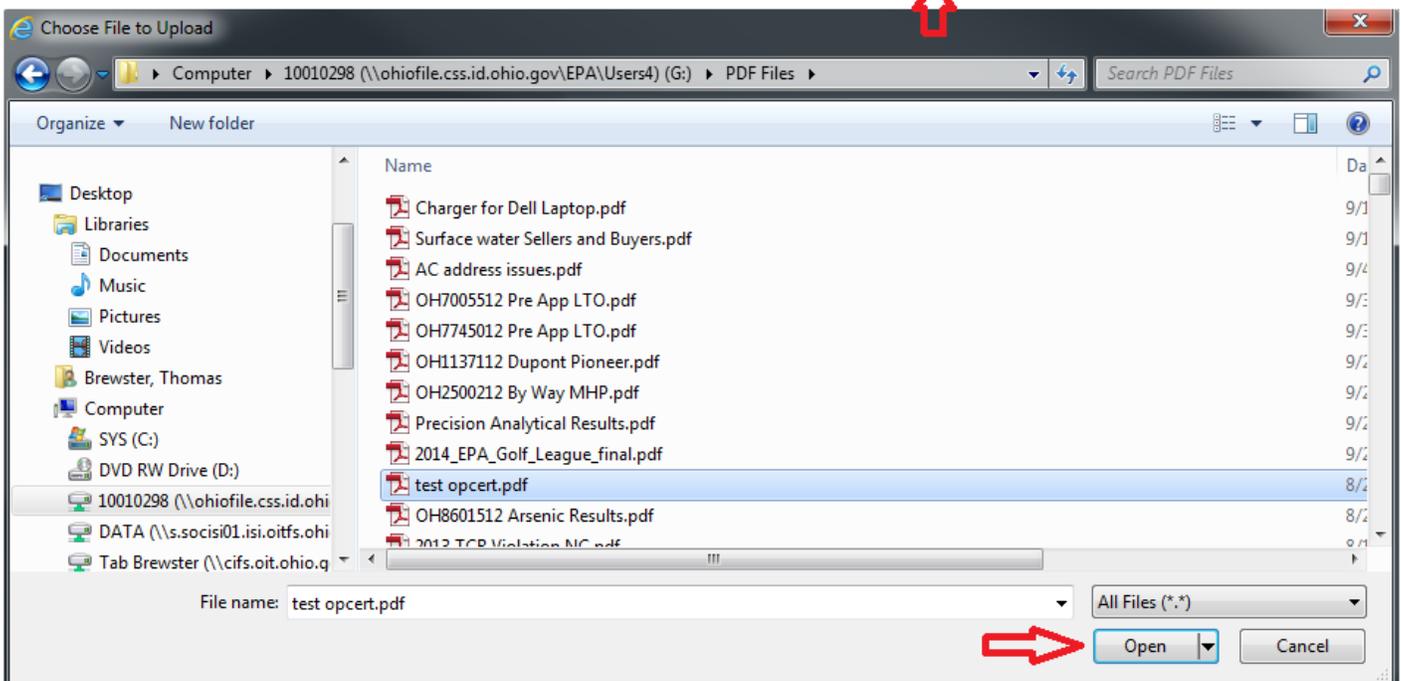
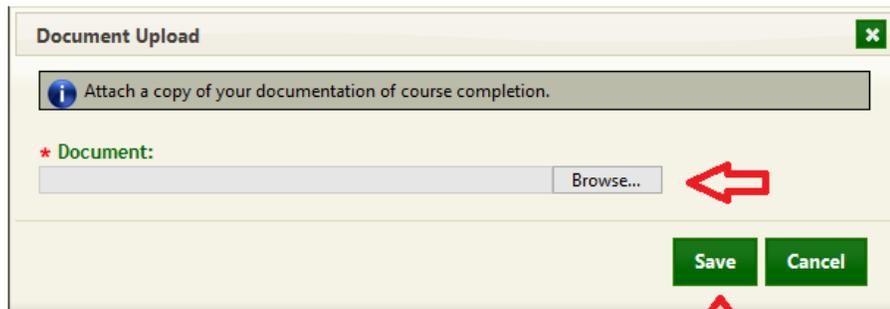
Course ID: 611 (APPROVED)  
Course Name: Trenchless Technology New Installations, Session 3  
Subject Type: OM  
Format: CLASS\_ROOM  
Training Provider: City of Sylvania, Ohio

\* Training Date:

Contact Hours: 1.75  
Approval Type: BOTH

\* Contact Hours Document:

8. When you click on the upload link the following window will open. You will need to browse to the directory on your computer where you saved the scanned copy of your documentation of attendance. You will click on the file name once then click the Open button. This will return you to the Document Upload window where you will click Save.



9. After clicking Save you will be returned to the Contact Hours Information window.

**Contact Hours Information** [X]

**i** In order to add a course to your transcript, you must know your course approval number and type it in the box below.

\* **Course Approval Number:**  **Lookup**

Course ID: 611 (APPROVED)  
Course Name: Trenchless Technology New Installations, Session 3  
Subject Type: OM  
Format: CLASS\_ROOM  
Training Provider: City of Sylvania, Ohio

\* **Training Date:**  [v]

Contact Hours: 1.75  
Approval Type: BOTH

\* **Contact Hours Document:**

**Save** **Cancel**

You will need to click Save again, at which point you will be returned to the Operator Renewal Service window. At the bottom of this window you should see the course you just added listed in the Contact Hours section.

10. You will need to repeat steps 5 thru 9 until you have added all the courses that are missing from your Course Contact Hour list.

11. Once you have added all your courses you can renew your certificate. In the Hours Applied box you will enter the number of hours you want to use towards your renewal. You must enter the hours used in 15 minute increments. After you have entered your hours, you will click on the Submit button. The Pin Validation window will open. You will need to enter your Pin and answer the security question. Then click Submit.

**Contact Hours**

The transcript below contains courses which have been assigned to you by the training providers. In order to renew your certificate, select the number of hours to apply to your renewal. If a course does not appear in your transcript, you can add the course by clicking the 'add contact hours' button below.

Please note: Some courses may be approved for contact hours up to a maximum level. You may only apply the number of hours listed on your documentation of course attendance.

Contact Hours Required: 8      Contact Hours Applied: 8

Course Approval No.	Course	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied
OEPA-B550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State TrC College	04/11/2013	OM	75.0	75.0	4.0
OEPA-B561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	6.5	4.0
OEPA-B541289-OM	Trenchless Technology New Installations, Session 3	Both	City of Sylvania, Ohio	10/10/2012	OM	1.75	1.75	

[+ add contact hours](#)

**Submit** **Cancel**

12. Once you Submit your certificate renewal application, you will be prompted to enter your PIN and the answer to your security question. Then click Submit. Your application will be sent to Ohio EPA for review.

## PIN Validation

**PIN Validation for Certification Exam Application**

To complete your Certification Exam Application submission please answer the question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

**PIN:**

**Please answer this security question:**  
What color is red?

**Submit** **Cancel**

13. After submitting your certificate renewal application to Ohio EPA for review, the payment window will open. Choose your payment method from the items listed on screen. You can pay by credit card, automated check, or mail a check or money order. To proceed to payment, click Download Invoice. NOTE: unpaid applications will not be reviewed.

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo, and at the top center is the text "eBusiness Center". Below this is a navigation bar with "eBusiness Home" and "My Account" links, and a user profile icon labeled "opcrt\_user". The main content area is titled "Ohio EPA Fee Payment Options". It begins with a green checkmark icon and a message: "Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records." Below this, it explains that the invoice can be paid online with credit cards or by debiting a bank account through the Automated Clearing House (ACH). It provides contact information for the Fiscal office: (614) 644-2339, Mon-Fri, 8 AM to 5 PM. There are three main sections: "Master Card, VISA or Discover Credit Card" (with a note about a 2.2% service fee), "Automated Clearing House (ACH)" (with a note about no service fee and the need for routing and account numbers), and "Print Your Invoice" (with a "Download Invoice" button highlighted in a red box). Below the "Print Your Invoice" section, there is a note about needing Adobe Acrobat Reader. The "Pay Electronically" section has a red border and a message: "To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice." The "US Mail Check, Money Order or State Agency ISTV" section provides contact information for the Treasurer's office. The "Help Contacts" section provides contact information for technical support. At the bottom of the page is an "Exit" button.

14. In Windows, you will see a pop up window at the bottom of the screen. Click Open to view and print a copy of your payment invoice. You may also Save the invoice for your records.

The screenshot shows a Windows file dialog box. The text inside the dialog reads: "Do you want to open or save OEPA-opcrt\_user-1414505068660.pdf (34.2 KB) from ebiz.epa.ohio.gov?". There are four buttons: "Open", "Save", "Cancel", and a close button (X).

15. Select one of the payment methods from the following window.

**Ohio EPA Fee Payment Options**

**Pay Electronically**  
Master Card, VISA or Discover Credit Card:  
A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$120.00
Service Fee:	\$2.64
<b>Total Amount Due:</b>	<b>\$122.64</b>

[Pay with Credit Card](#)

Automated Clearing House (ACH):  
There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

**Total Amount Due: \$120.00**

[Pay with ACH \(electronic check\)](#)

**Pay Later**  
If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

[Download Your Invoice](#)

**US Mail Check, Money Order or State Agency ISTV**  
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2337.

**Help Contacts**  
If you need assistance making a payment, please call our Fiscal office at (614) 644-2337. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZ2) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

[Exit](#)

- **Pay with Credit Card**

The following window will pop up. Click Continue to enter your credit card information. You will be able to print a receipt at the end of the transaction, and also through email.

**Payment Lockout Notice** [Close]

**Notice**

Once you choose to make an online payment any additional payment request for this transaction will be blocked until 12:00 PM the following day.

[Continue](#)

After you click Continue, you will be directed to the following payment screen to enter your credit card information:

**Central Payment Portal**

**Enter Payment Information**

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.  
The following link provides information regarding the [card security code](#).

**8276\_OH\_EPA\_WW\_OPCERT Payment Summary**

Total: \$120.00

**8283\_OH\_EPA\_SERV\_FEE Payment Summary**

Total: \$2.64

**Payment Information**

* Credit Card Number:	<input type="text"/>	* Credit Card Type:	<input type="text"/>
* Expiration Month:	<input type="text"/>	* Expiration Year:	<input type="text"/>
* Card Security Code:	<input type="text"/>		

**Billing Information**

First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
* Last/Business Name:	<input type="text"/>	* Phone:	<input type="text"/>
* Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
* City:	<input type="text"/>	* State/Province/Region:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>	Country:	<input type="text" value="United States"/>
Email:	<input type="text"/>	Email Receipt:	<input type="checkbox"/>

**Continue**

**Cancel**

**Technical Support**

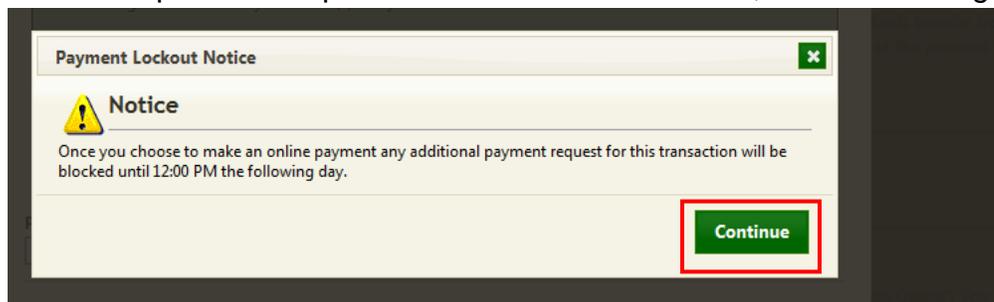
If you need technical support for this online payment processing application, please send an email to [cppsupport@cboss.com](mailto:cppsupport@cboss.com).

© CBOSS, INC.

Once you enter your payment information, click Continue. Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **Pay with ACH (electronic check)**

The following window will pop up. Click Continue to enter your checking account number and routing number for an automatic debit from your account via check. You will be able to print a receipt at the end of the transaction, and also through your email.



Once you click Continue, the following screen will appear:

**Pin Validation**

To complete your submission please enter your PIN and answer the security question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

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?

red

**Submit** **Cancel**

You will need to enter your PIN number and the answer to your security question. Click Submit to send your payment.

- **Pay Later**

If you wish to mail a paper check, money order, or if your State Agency is paying by ISTV, click Download Your Invoice. NOTE: In Windows, you will see a pop up window at the bottom of the screen. Click Open to proceed.

The following is an example of the invoice sheet:

## Certification Exam Application Fee Invoice

Division of Drinking and Ground Water



---

**Billed to Applicant:**  
 Tab Brewster  
 50 Town St  
 Cloumbus, OH 43215

**Date Submitted:** 10/27/2014  
**Payment Due:** 11/26/2014  
**Revenue ID:** 1003591  
**Transaction ID:** 668079

---

DESCRIPTION	AMOUNT
Wastewater Collection Class 2	
Total Fee Due	\$120.00

**In accordance with ORC 3734.06 or 3734.82, failure to pay the full fee by the due date as indicated may invalidate your application.**

**Balance Due** \$120.00

---

Include a copy of this document with all payments and document submissions.  
 You must write the Revenue ID (if shown below) on your check to ensure proper credit.

**Pay To:**  
 Treasurer, State of Ohio

**Mail All Submissions To:**  
 Ohio EPA-OFA  
 Department L-2711  
 Columbus, OH 43260-2711

Revenue ID: 1003591  
 Amount Due: \$120.00  
 Revenue Type: DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)  
 Amount Enclosed:

*For internal Ohio EPA use only.*

Check #:	
Check ID #:	
Postmark Date:	

Print the invoice and send the invoice and check, made to "Treasurer State of Ohio" for the appropriate fee to the Ohio EPA at the address listed on the invoice.

16. You will return to your Operator Profile page, and you should see the application you have just submitted. The status will say PENDING.

Exam Applications					<a href="#">Apply for New Exam</a>
Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015	
Ohio EPA (32805)	Wastewater Collection	2	PENDING	11/04/2015	

17. You can check the status of your application in your Operator Profile. When it is moved to Approved, you will be sent an email with your renewal "card" attached and your expiration date will be updated. You will also be able to view and print your renewal "card" from the Action column next to the certificate line in your Operator Profile.