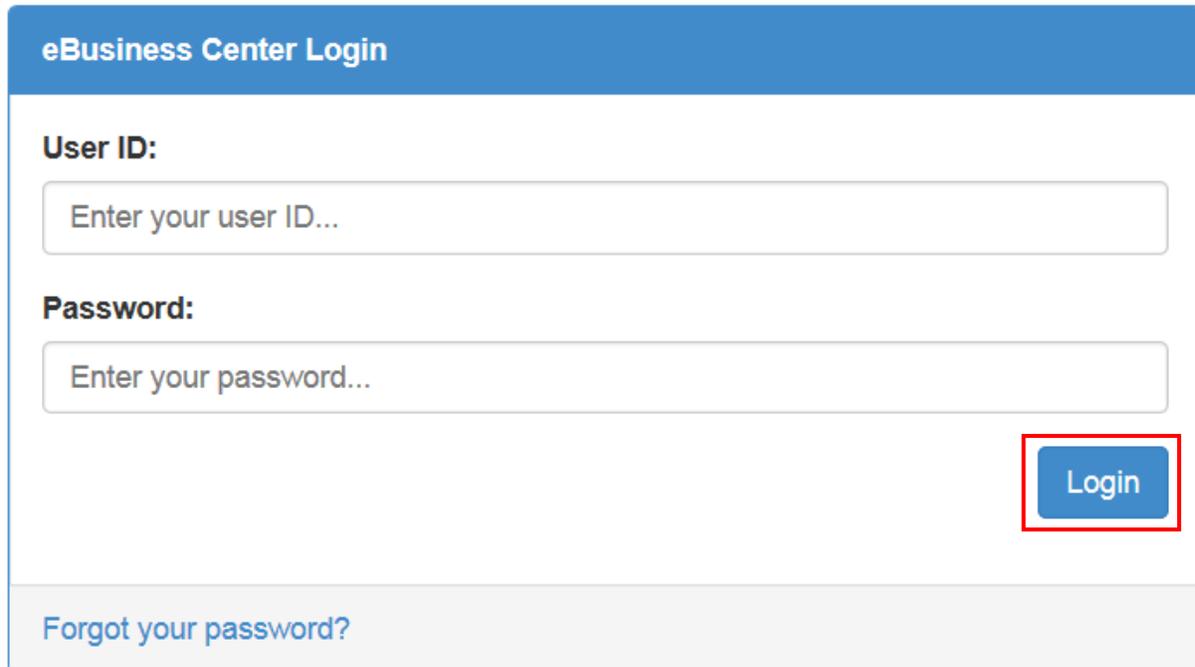


## How to apply for a contact hour course as a certified operator:

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. To begin the process of applying for a contact hour course, you will need to log into the eBusiness Center <https://ebiz.epa.ohio.gov/>. You will enter your user ID and password and click the Login button.



**eBusiness Center Login**

**User ID:**  
Enter your user ID...

**Password:**  
Enter your password...

Login

[Forgot your password?](#)

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

- The eBusiness Center home page will open. In the first box you will see a list of services that are available through the eBusiness Center. You will scroll down to the service called “Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours” and click that title. CAUTION: DO Not Click deactivate unless you want to remove the service for good.



# eBusiness Center

eBusiness Home My Account ▾

tp\_user



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>	
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	<a href="#">Request</a>	Inactive		
DSW Credible Data	<a href="#">Request</a>	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>	
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: Apply for Approval and Upload Scores	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Deactivate</a>	Active		

- ❖ If you do not have the Operator service, follow the instructions at this [link](#). NOTE: When registering for the service, it will ask if you have a core person ID. **If you have a certificate or if you have ever taken an exam with Ohio EPA, you have a core person ID.** So you will select “Yes” from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728).

- The Operator Service home screen will open, and your operator profile will load. At the bottom of the page, you will see a section titled Contact Hours. In this section, you will find all the contact hour courses you have received credit for completing. If you have attended a course that had not been approved for contact hours, you may submit an application for review by clicking on the Apply for Contact Hours button.

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	66.0	9.0	APPROVED	
OEPA-8561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	-1.5	8.0	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	

- The following screen will open:

eBusiness Home My Account ▾ opcert\_user

### Certified Operator Course Application

**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**

The applicant may be either a person or an organization. Please enter the appropriate applicant information in the spaces below.

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

Add information regarding the course for which you are requesting approval. Please note courses must have been completed within the last 30 days or be scheduled for a future date.

<p>* Course Title: <input type="text"/></p> <p>* Course End Date: <input type="text"/></p> <p>* Subject Area: <select style="width: 100%;"></select></p> <p>* Instructor Name: <input type="text"/></p> <p>* Training Provider Name: <input type="text"/></p> <p>* Agenda: <input type="text"/> <a href="#">upload</a></p> <p>* Syllabus: <input type="text"/> <a href="#">upload</a></p>	<p>* Contact Hours: <input type="text"/></p> <p>* Approval Type: <select style="width: 100%;"></select></p> <p>* Format: <select style="width: 100%;"></select></p> <p>* Detail: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p>
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5. Enter the information for the course you have completed in the Course Information section. The Instructor is the person who taught the course. The Training Provider is the company/organization that provided the training. Any field with a \* is a required field and must be populated.

The screenshot shows a web form titled "Course Information" with a green header. Below the header is a blue information icon and a note: "Add information regarding the course for which you are requesting approval. Please note courses must have been completed within the last 30 days or be scheduled for a future date." The form contains several fields, each with a red asterisk indicating it is required: "Course Title" (text input), "Course End Date" (text input), "Subject Area" (dropdown menu), "Instructor Name" (text input), "Training Provider Name" (text input), "Contact Hours" (text input), "Approval Type" (dropdown menu), "Format" (dropdown menu), and "Detail" (text area). At the bottom, there are two fields: "Agenda" and "Syllabus", each with a blue "upload" link and a small document icon.

6. You will need to upload a copy of the detailed, timed agenda for the course you took. This agenda should note start and end times of the course, as well as the times of the breaks and lunches taken. To begin, click on the blue "upload" link.

This screenshot is identical to the previous one, but a red rectangular box highlights the "Agenda" field and its associated blue "upload" link. The "Syllabus" field and its "upload" link are also visible below it.

7. Browse your computer for the location of the saved agenda. Once you find the correct document that corresponds to this course agenda, click Save.

The screenshot shows a "Document Upload" dialog box with a green close button in the top right corner. It contains a blue information icon and the text "Upload the agenda for the course." Below this is a red asterisk followed by the label "Document:". Underneath is a text input field with a "Browse..." button to its right. At the bottom right, there are two green buttons: "Save" and "Cancel", with the "Save" button highlighted by a red rectangular box.

8. You will also need to upload the Syllabus for the course you took. The syllabus should include a description of the course information that was covered. To begin, click on the blue “upload” link.

**Course Information**

Add information regarding the course for which you are requesting approval. Please note courses must have been completed within the last 30 days or be scheduled for a future date.

\* Course Title:

\* Course End Date:

\* Subject Area:

\* Instructor Name:

\* Training Provider Name:

\* Contact Hours:

\* Approval Type:

\* Format:

\* Detail:

\* Agenda:  [upload](#)

\* Syllabus:  [upload](#)

9. Browse your computer for the location of the saved syllabus. Once you find the correct document that corresponds to this course information, click Save.

**Document Upload**

Upload the syllabus for the course.

\* **Document:**

10. Proceed to the Course Sponsor Information section. Any field with a \* is a required field and must be populated. Course sponsors can be the same or different from the Training Provider. See the examples below.

**Course Sponsor Information**

Add information about the company, municipality or person that provided the training.

\* Training Provider Name:

\* Contact's First Name:

Contact's Middle Name:

\* Contact's Last Name:

Prefix:

Suffix:

\* Contact's Title:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip:

\* Phone:  (xxx) xxx-xxxx

**NOTE:** The **Training Provider** is the company or organization providing the instruction. They are also responsible for issuing and maintaining attendance documents. The **Course Sponsor** could be the company or utility hosting the training event. For example:

- If you signed up to take a course from a company called “Superstar” at their learning facility (or online from their Web site), then the information for the Training Provider and Course Sponsor would be the same.
- If you work for the City of Lakeville, and you are taking a course from an American Red Cross Instructor that the City of Lakeville organized, then The City of Lakeville would be the Training Provider and the Course Sponsor. The instructor’s employer (American Red Cross) would only be listed as the Course Sponsor if you were taking the training at an American Red Cross facility.
- If you completed a course at the Water and Wastewater Operator Conference instructed by “Superstar” and hosted at the City of Lakeville, then “Superstar” would be the Training Provider, and the City of Lakeville would be the Course Sponsor.

11. Once you have completed all the information on the page, click Submit.



Certified Operator Course Application



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

The applicant may be either a person or an organization. Please enter the appropriate applicant information in the spaces below.

Core Person ID : 1132459	Mailing Address Line 1 : 80 Town St
Applicant Name: Tab Brewer	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

Course Information

Add information regarding the course for which you are requesting approval. Please note courses must have been completed within the last 30 days or be scheduled for a future date.

* Course Title: <input type="text"/>	* Contact Hours: <input type="text"/>
* Course End Date: <input type="text"/>	* Approval Type: <input type="select"/>
* Subject Area: <input type="select"/>	* Format: <input type="select"/>
* Instructor Name: <input type="text"/>	* Detail: <input type="text"/>
* Training Provider Name: <input type="text"/>	
* Agenda: <input type="text"/> upload	
* Syllabus: <input type="text"/> upload	

Course Sponsor Information

Add information about the company, municipality or person that provided the training.

* Training Provider Name: <input type="text"/>	* Contact's Title: <input type="text"/>
* Contact's First Name: <input type="text"/>	* Address Line1: <input type="text"/>
Contact's Middle Name: <input type="text"/>	Address Line2: <input type="text"/>
* Contact's Last Name: <input type="text"/>	* City: <input type="text"/>
Prefix: <input type="text"/>	* State: OH <input type="select"/>
Suffix: <input type="text"/>	* Zip: <input type="text"/>
	* Phone: <input type="text"/> (000) xxx-xxxx

12. In order to submit the course, you will need to enter your PIN and the answer to your security question. When you are finished, click 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

13. The following window will open letting you know you have submitted your contact hour course application for review. Click Continue.

State of Ohio | Ohio EPA | Logout

## eBusiness Center

eBusiness Home
My Account ▾
opcert\_user

### Certified Operator Course Application Submission Complete

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

[Continue...](#)

14. You will be directed back to your operator profile. At the bottom of the page, you will see the Contact Hours section. In that section, you will see your newly submitted course. It will be labeled as Pending in the Status column.

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
DAY-51403-OM	Learnin'	Both	Ohio EPA	10/16/2014	OM	1.0	1.0	0.0	PENDING	
DAY-51403-OM	Learnin'	Both	Ohio EPA	10/16/2014	OM	1.0	1.0	0.0	PENDING	
OEPA-8550277-OM	Functions & Calculus MAT 126	Both	Cincinnati State TBC College	04/11/2013	OM	75.0	66.0	9.0	APPROVED	
OEPA-8561945-X	Powered Industrial Trucks (Initial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	-1.5	8.0	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	

Apply for Contact Hours
Cancel

15. Once your course application has been reviewed by Ohio EPA, you will receive an email with the status of the course. The approval or rejection of your course will show in the contact hour block. If the course is approved, the contact hours for the course will become available for you to use on your next applicable operator certificate renewal.

Contact Hours										Apply for Contact Hours
Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
DAY-S1403-OM	Learnin'	Both	Ohio EPA	10/16/2014	OM	1.0	1.0	0.0	PENDING	
DAY-S1403-OM	Learnin'	Both	Ohio EPA	10/16/2014	OM	1.0	1.0	0.0	PENDING	
OEPA-B550277-OM	Functions & Calcus MAT 126	Both	Cincinnati State T&C College	04/11/2013	OM	75.0	66.0	9.0	APPROVED	
OEPA-B561945-X	Powered Industrial Trucks (Intial Training)	Both	Cleveland Div of Water, Occupational Health&Safety	01/01/2014	OTHER	6.5	-1.5	8.0	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