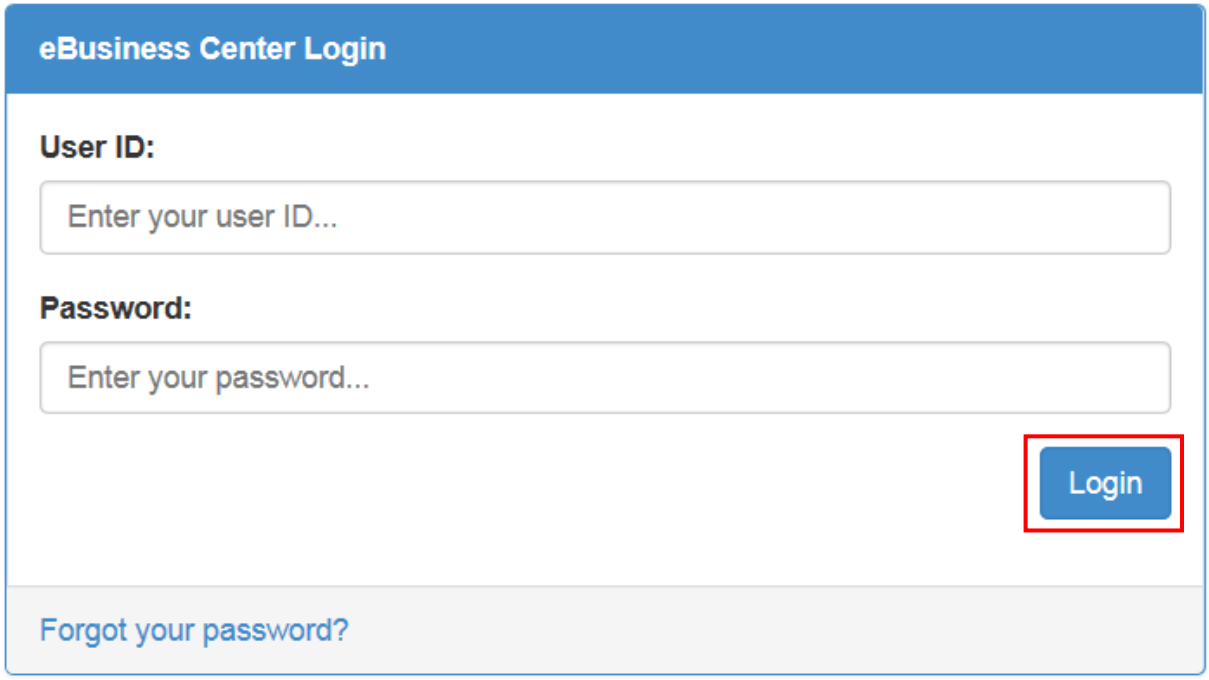
How to apply to take the Water/Wastewater Operator paper and pencil examination through Ohio EPA:

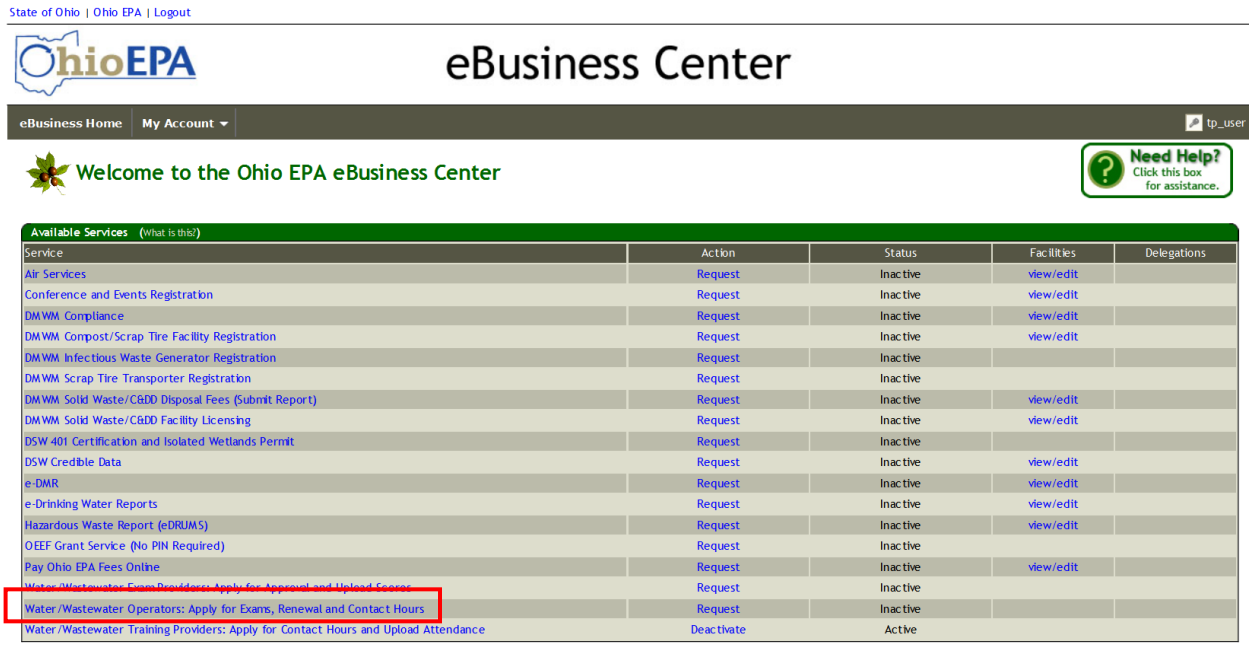
As you navigate the e-Biz pages, you will notice Information boxes, indicated with the icon . The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

1. To begin the process of applying for a paper and pencil exam, 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.



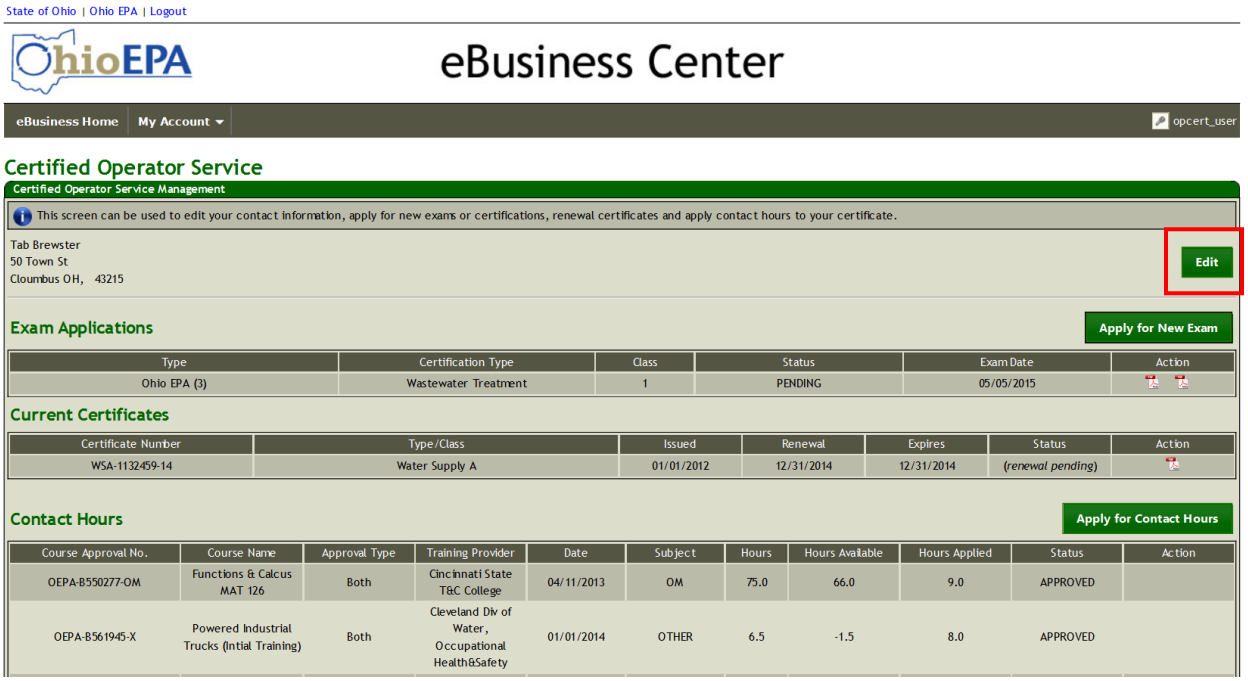
- If you do not have an e-Biz account, please follow the instructions at this link.

2. The eBusiness Center home 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". Click this link.

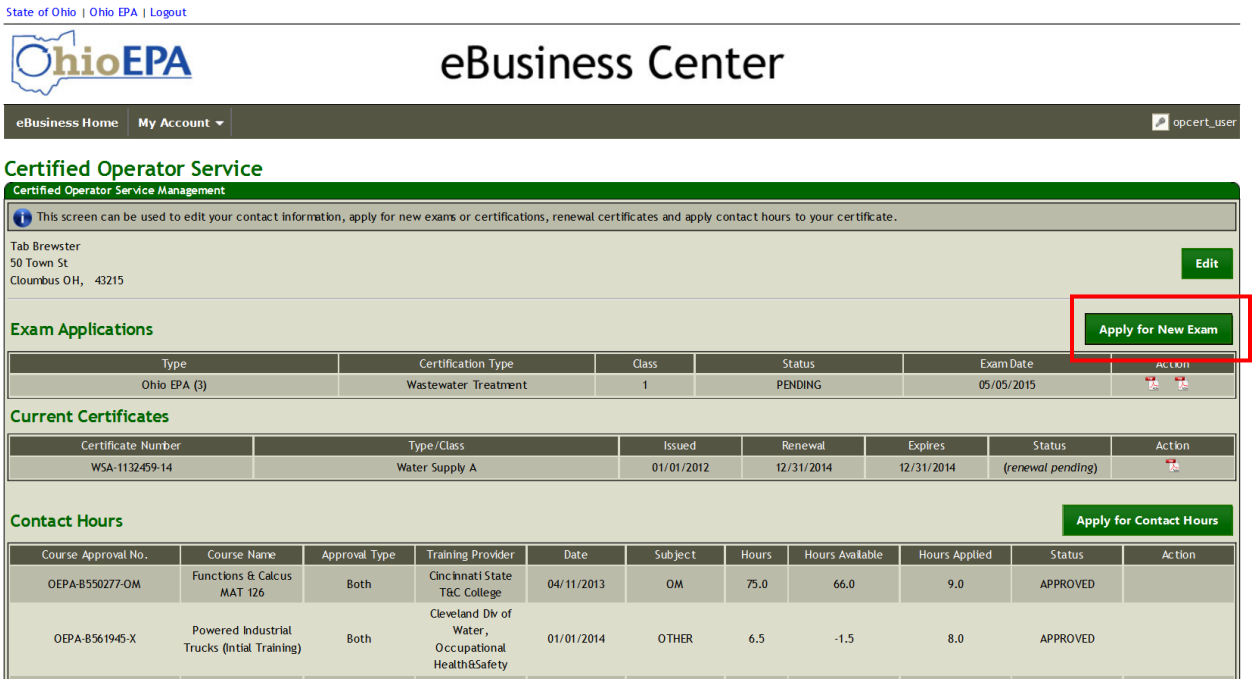


- If you do not have the Operator service, follow the instructions at this link. NOTE: When registering for the service, it will ask if you have a core person ID. **If you have a certificate or if you have ever taken an exam with Ohio EPA, you have a core person ID.** So you will select "Yes" from the 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).

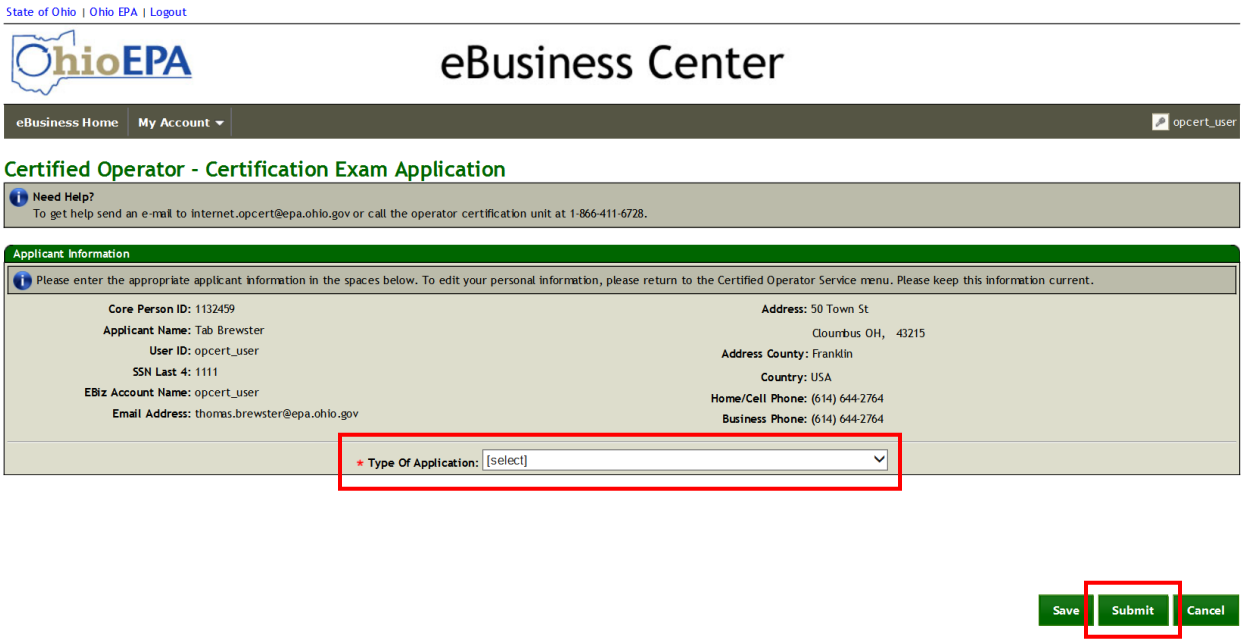
3. In this screen, you will be able to view your contact information, any exams you have applied for, your certificate history (past and current certificates), and any contact hour courses you have attended. You are responsible for keeping your contact information current! If you need to edit this information, click the Edit button and update as necessary.



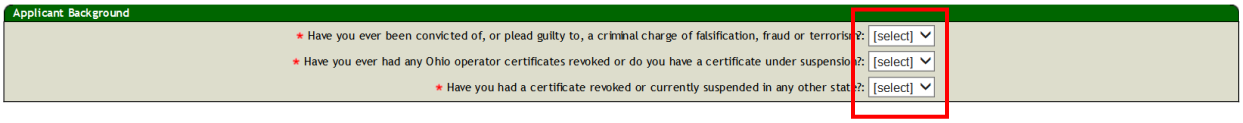
4. To apply for a paper and pencil exam through Ohio EPA, click on Apply for New Exam.



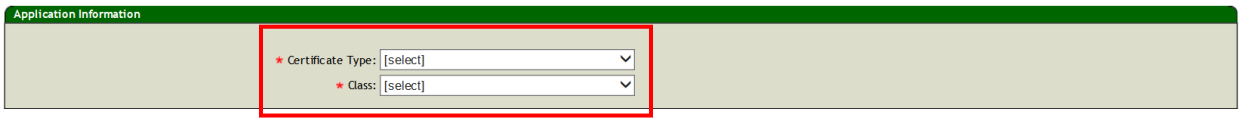
5. In the following screen, you will select “Applying for Ohio Exam” from the drop down menu. Then click Submit.



6. Complete the Applicant Background section by answering the three questions using the drop down menu in each box. All fields with an * are required to be completed.

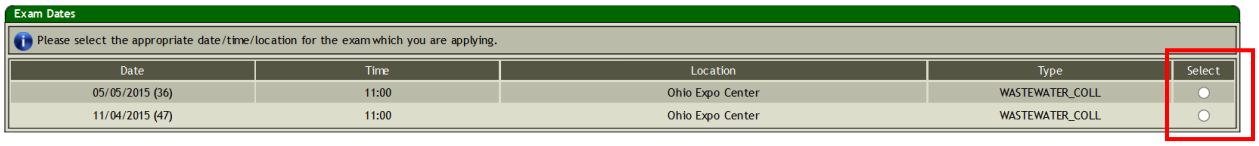


7. Select the Examination (Water Supply, Water Distribution, Wastewater Treatment, and Wastewater Collection) and Class (A, I, II, III, and IV) for the exam you wish to take. All fields with an * are required to be completed.

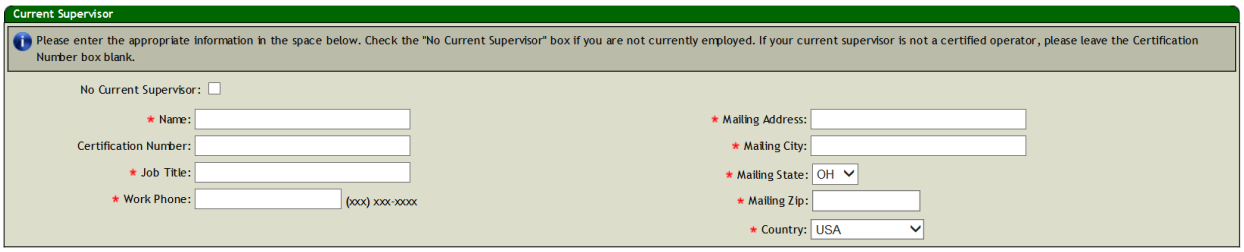


NOTE: If you are attempting to apply for an examination for which you do not meet the minimum qualifications, you may receive an error (an example appears below). You may not proceed with the application process until the minimum requirements have been met.

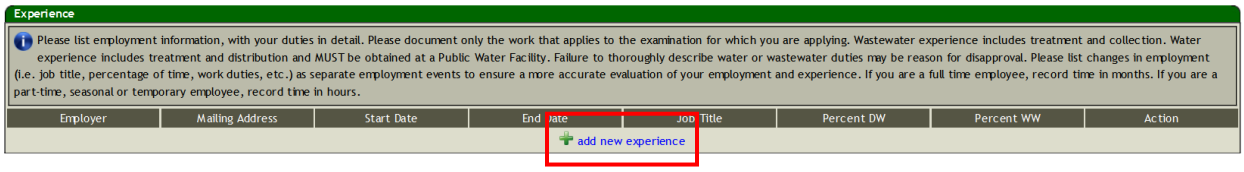
8. Available dates and times for your examination type and class will appear in the Exam Dates section. Select a date and time for your examination.



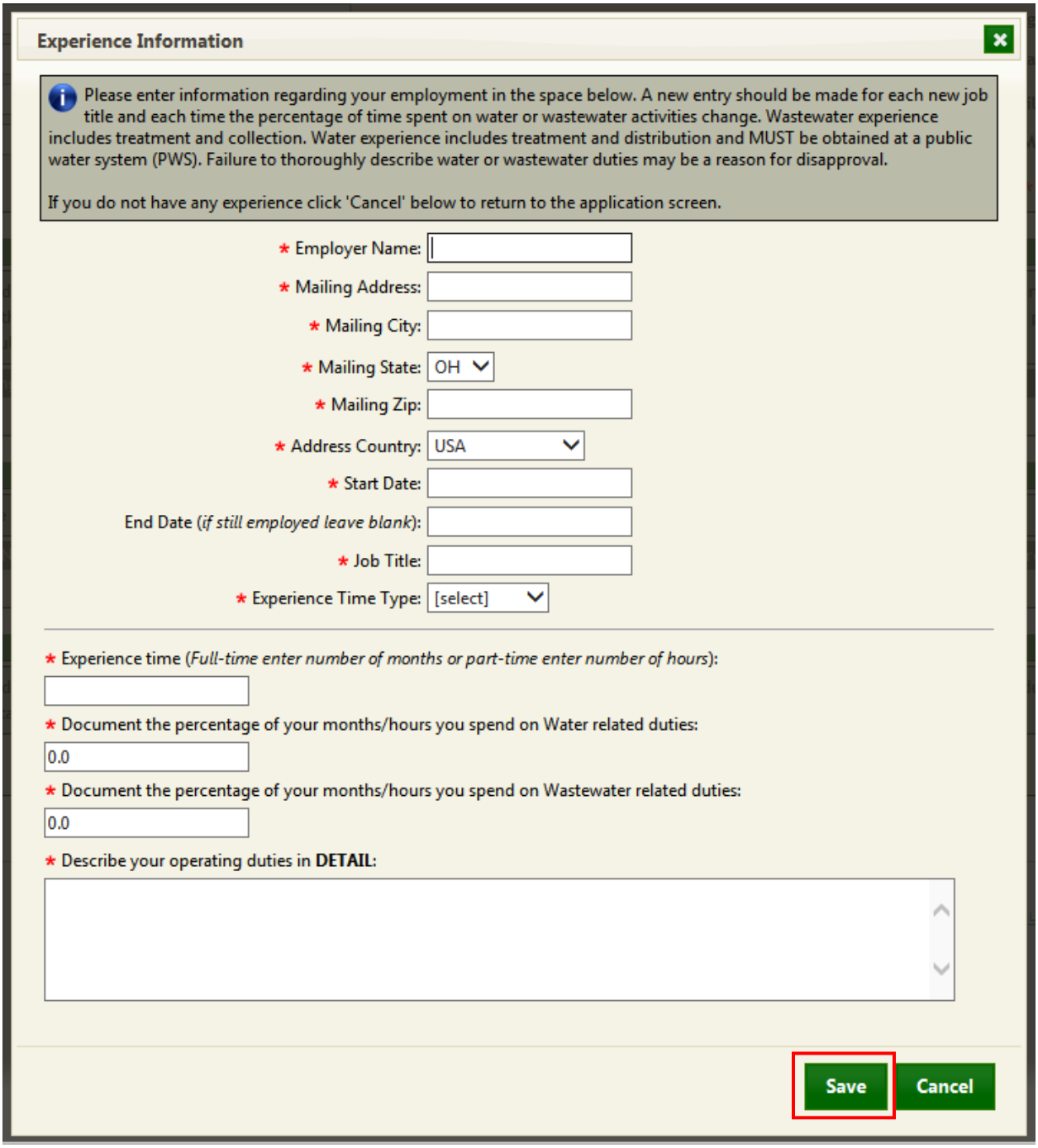
9. Complete the Current Supervisor section, noting the instructions that appear in the help box at the top of the section. All fields with an * are required to be completed.



10. Next, you will add your work experience, paying careful attention to the instructions in the help box at the top of this section. You will need to list each “job” individually, so you may be entering several lines of operating experience. To add experience, click the add new experience link in blue.



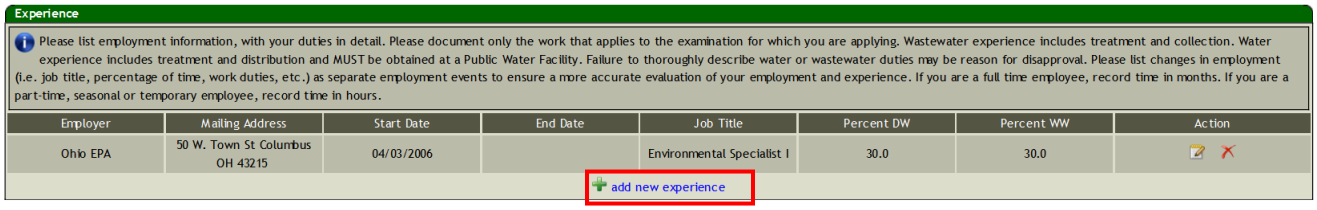
11. A new window will open, allowing you to input your operating experience information. All fields with an * are required to be completed. Pay careful attention to the instructions located in the help section at the top of the Experience Information page. Description of duties should be in detail, listing the tasks and responsibilities of your position. When finished, hit Save.



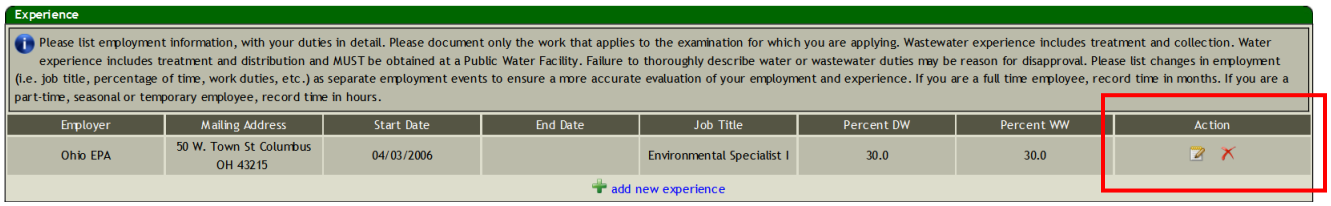
NOTE: If you have any <u>changes</u> in your job title, your daily duties/tasks, the percentage of time you spend on your water/wastewater duties, or any other significant changes to employment, you MUST list these <u>separately</u>, as if they were entirely new/different jobs. This will ensure we give you the most accurate count for your operating experience as possible. These changes include, but are not limited to: being moved from par-time to full-time, temporary/seasonal employment, moving from maintenance to operations, switching from water crew to wastewater crew, treatment plant duties to lab duties, etc. The total percentage of water and wastewater duties may not exceed 100%, but may be less to accommodate those duties which

are not applicable for operating experience (eg. Village administrator, customer service, meter reading, septage hauling).

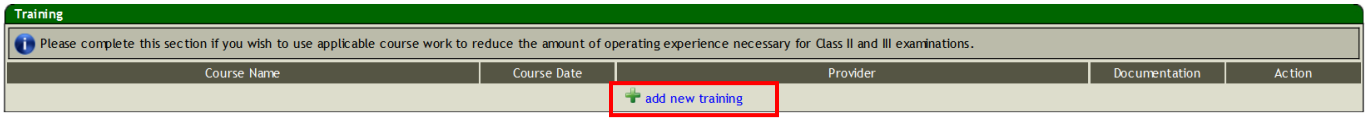
12. Add additional experience, if necessary.



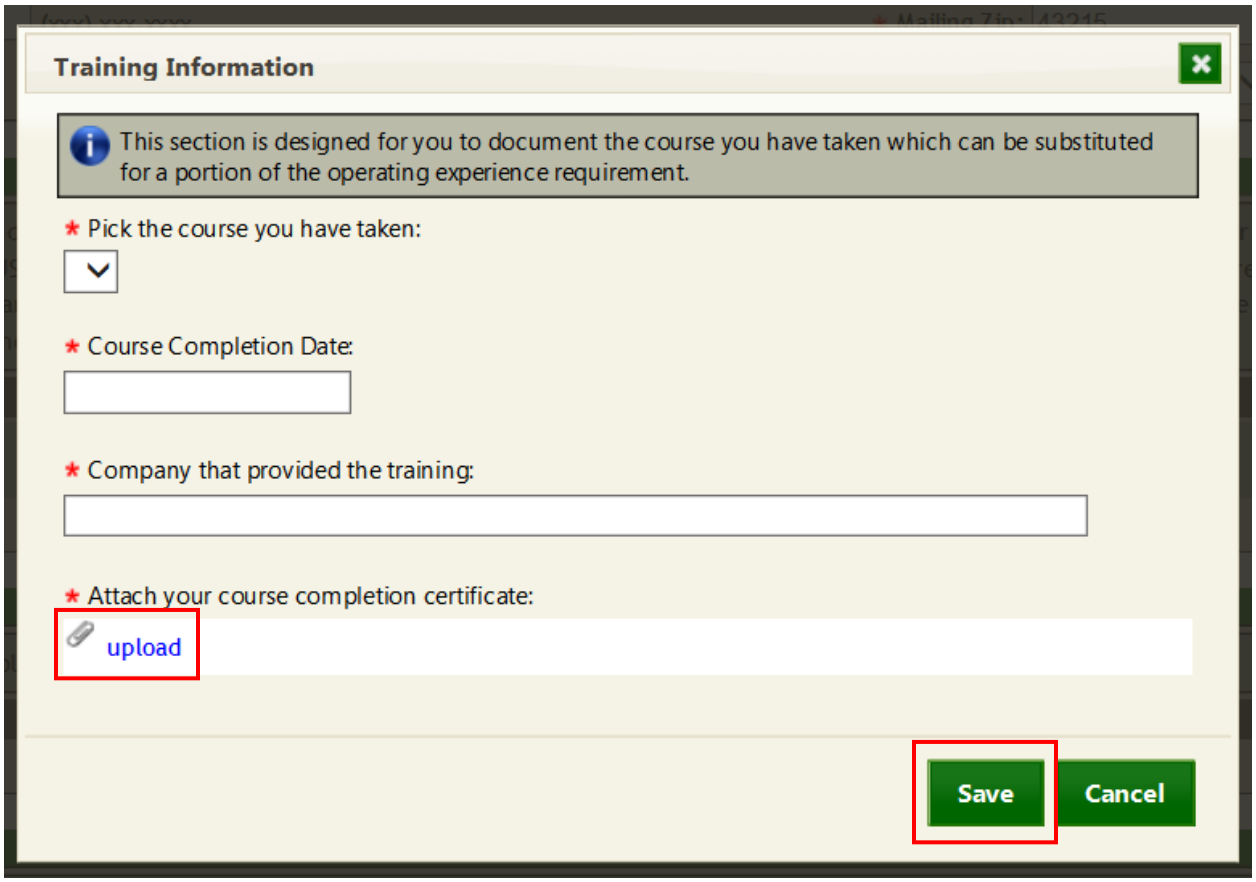
13. If you need to edit your existing experience, you may click the note pad icon in the Action column on the right. If you wish to delete experience you have added, you can click the red X in the Action column.



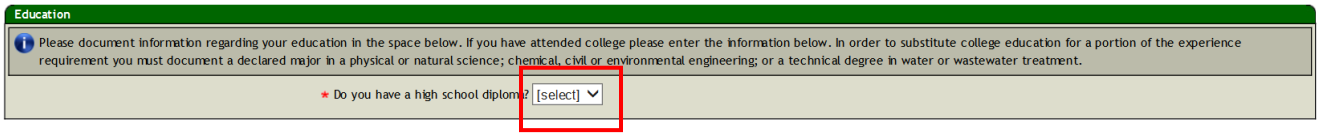
14. If you have completed any of the courses eligible for experience credit, you will add them in the Training section. Click the "add new training" link in blue to begin adding your experience credit courses.



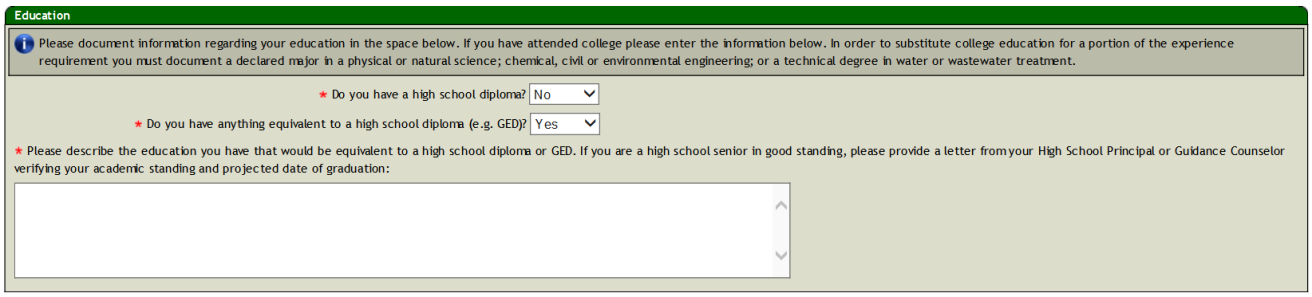
15. A new window will appear where you will select the course you have taken from the drop down box. Type the date on which you completed the course (it should appear on your transcript or course completion certificate). Enter the name of the company that completed the training (OTCO or CSUS). You should then click upload to attach an electronic copy of your transcript or course completion certificate for this course. All fields with an * are required to be completed. When you are finished, click Save.



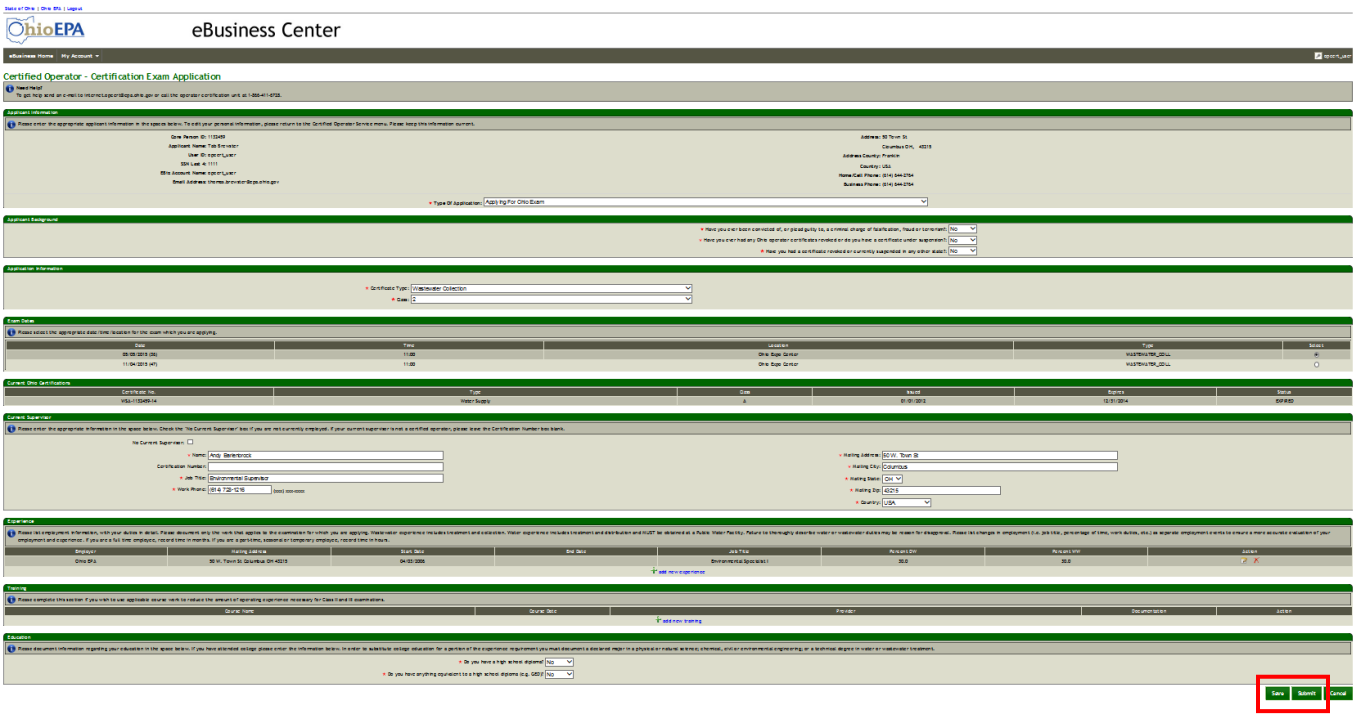
16. Complete the Education section. You will select Yes or No regarding a high school diploma from the drop down box.



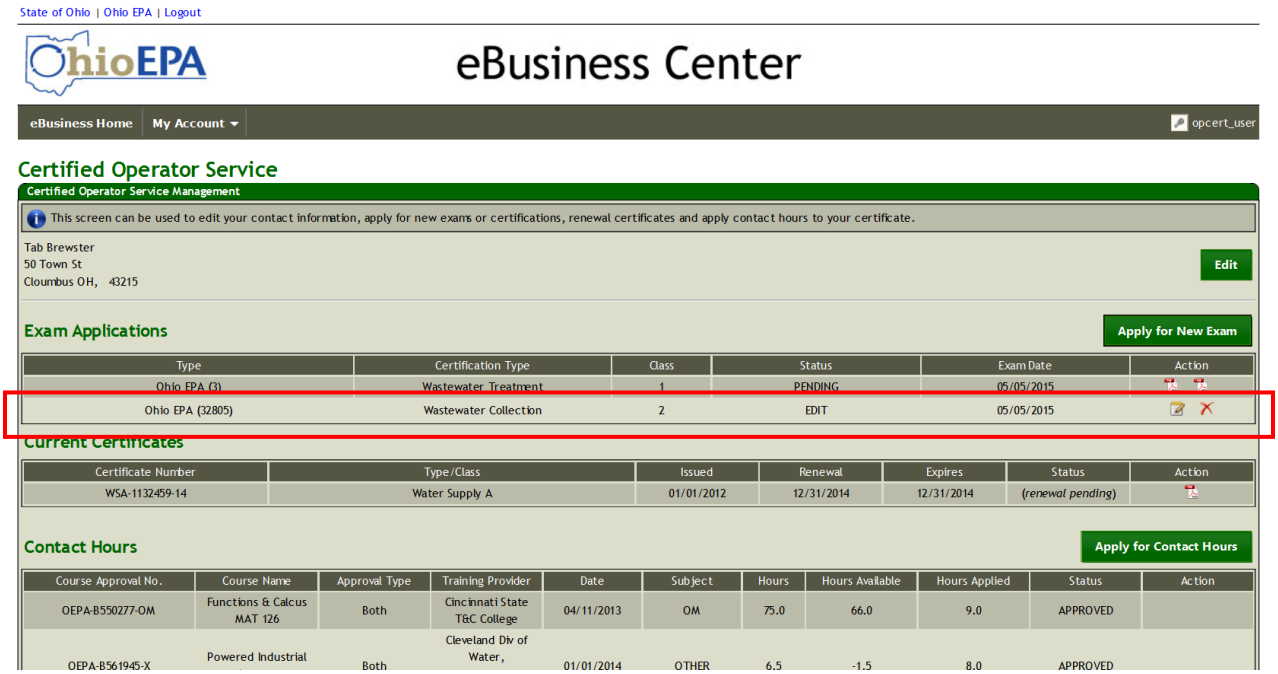
NOTE: A High School diploma or the equivalent is required in order to apply for an examination. If you answer No to the first question, you will see a second question to answer. If you answer Yes, you will need to offer an explanation in the box below.



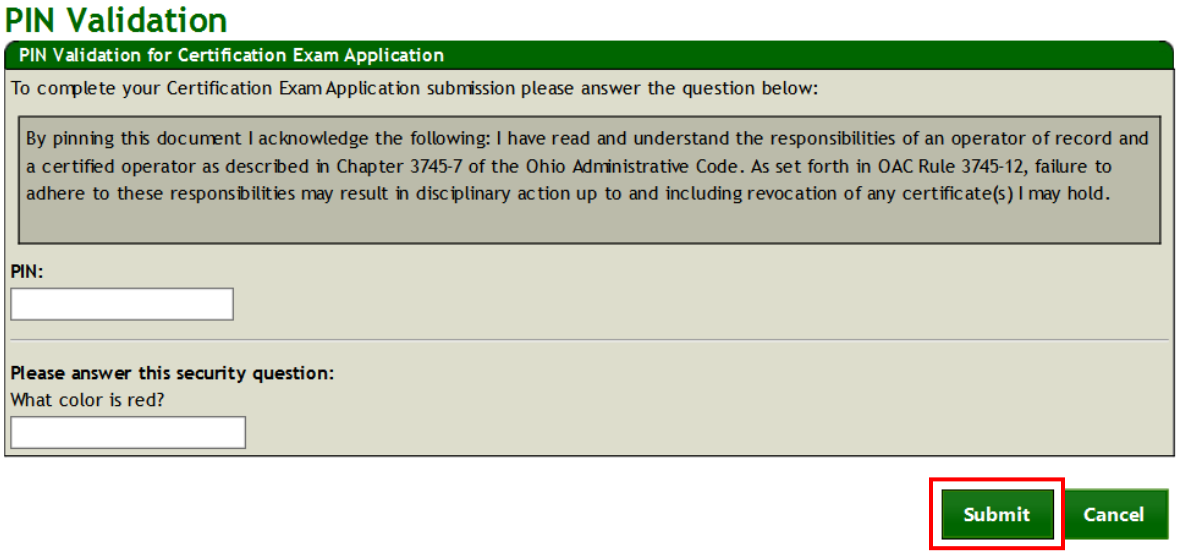
When you are finished entering your Education information, you have two choices: click Save at the bottom, right of the Certification Exam Application screen to save the information you have entered (you may come back at a later time to edit) OR click Submit to send your application to the Operator Certification Unit for review. To Save, proceed to Step 21. To Submit, proceed to Step 22.



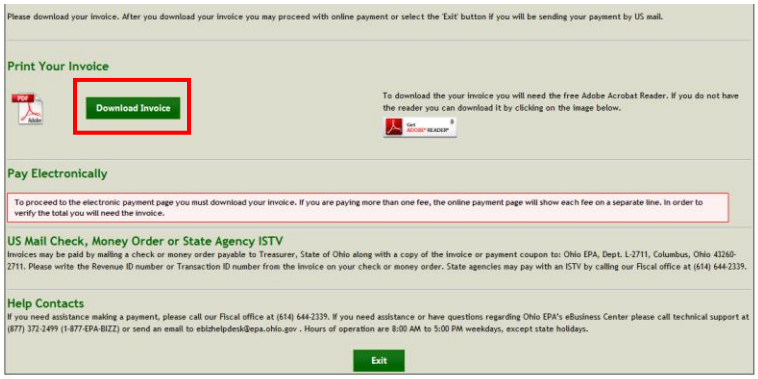
17. Once you Save an application, you will be directed back to your Operator Profile. You will see your new application. The status for a saved application will say EDIT. NOTE: Saved applications have not yet been sent to Ohio EPA for review. If you need to edit the application information, you can click the Note pad icon in the Action column. If you wish to delete the application, you may click the red X in the Action column.



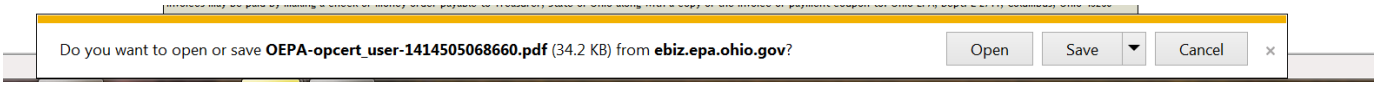
18. Once you Submit an application, you will be prompted to enter your PIN and the answer to your security question. Then click Submit. Your application will be sent to Ohio EPA for review.



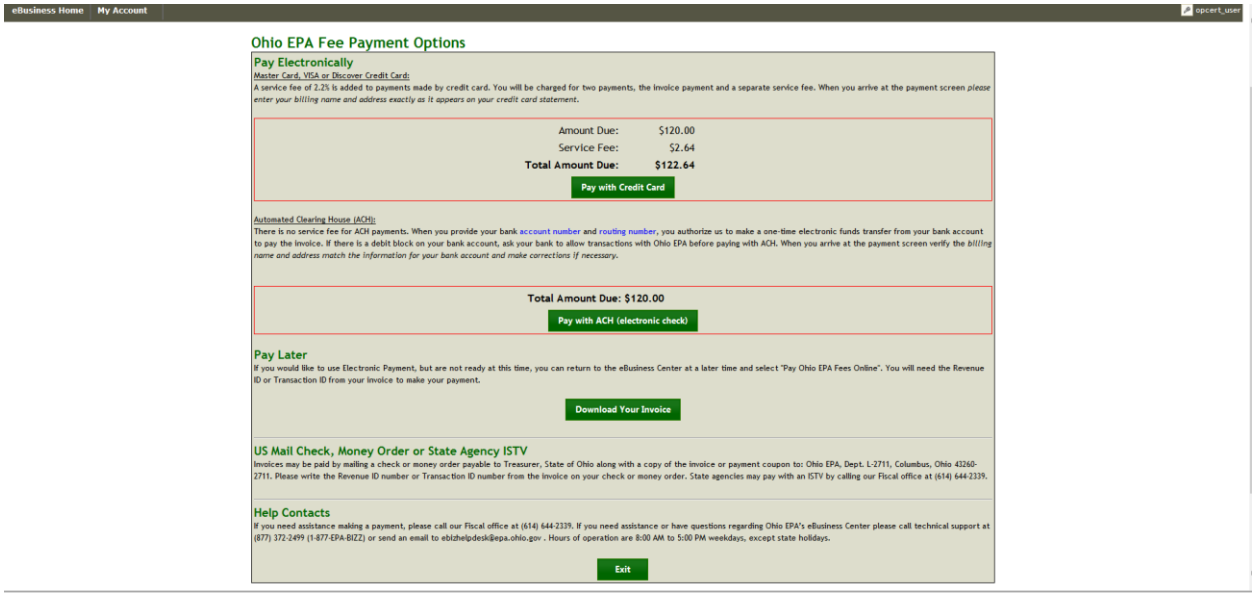
19. After submitting an application to Ohio EPA for review, the payment window will open. Choose your payment method from the items listed on screen.You can pay by credit card, automated check, or mail a check or money order. To proceed to payment, click Download Invoice. NOTE: unpaid applications will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



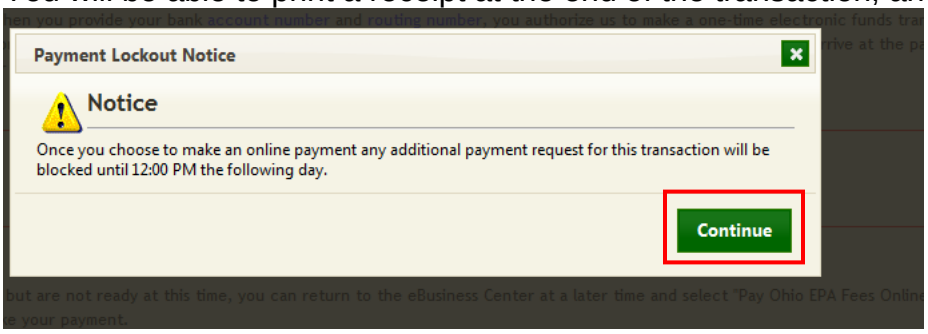
20. In Windows, you will see a pop up window at the bottom of the screen. Click Open to view and print a copy of your payment invoice. You may also Save the invoice for your records.



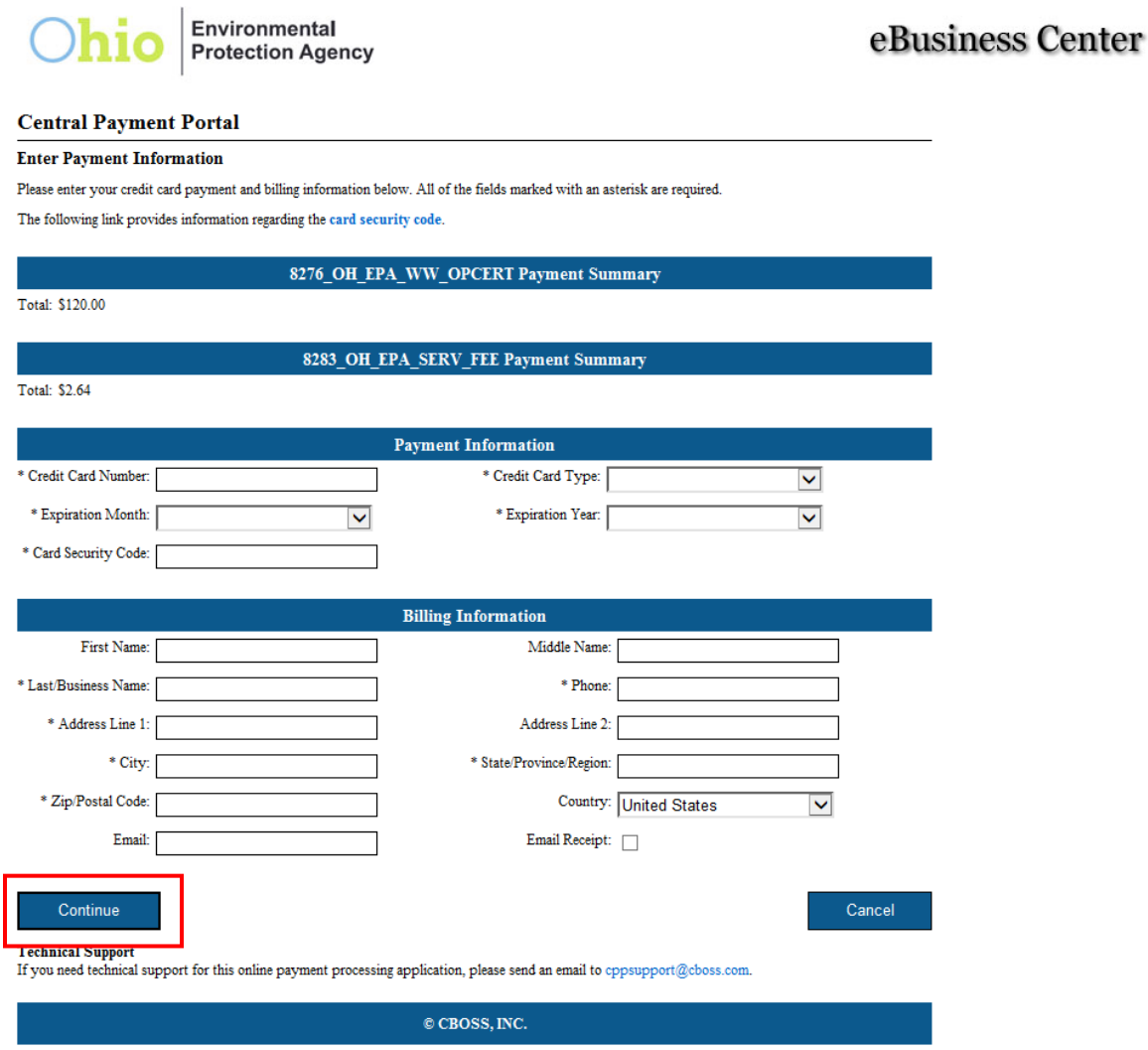
21. Select one of the payment methods from the following window.



- **<u>Pay with Credit Card</u>**
  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.

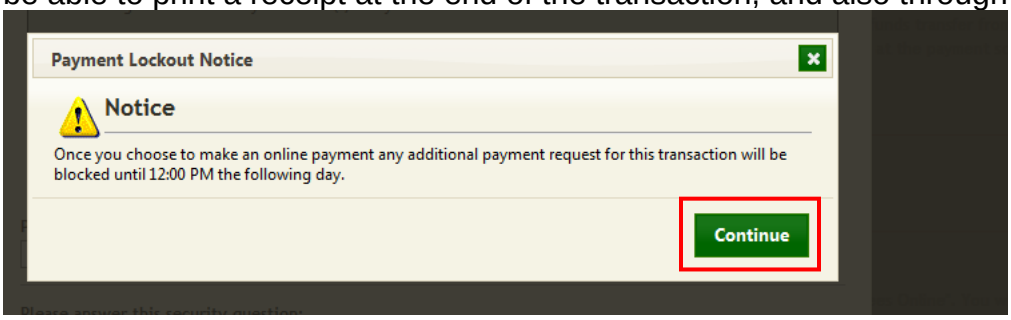


After you click Continue, you will be directed to the following payment screen to enter your credit card information:

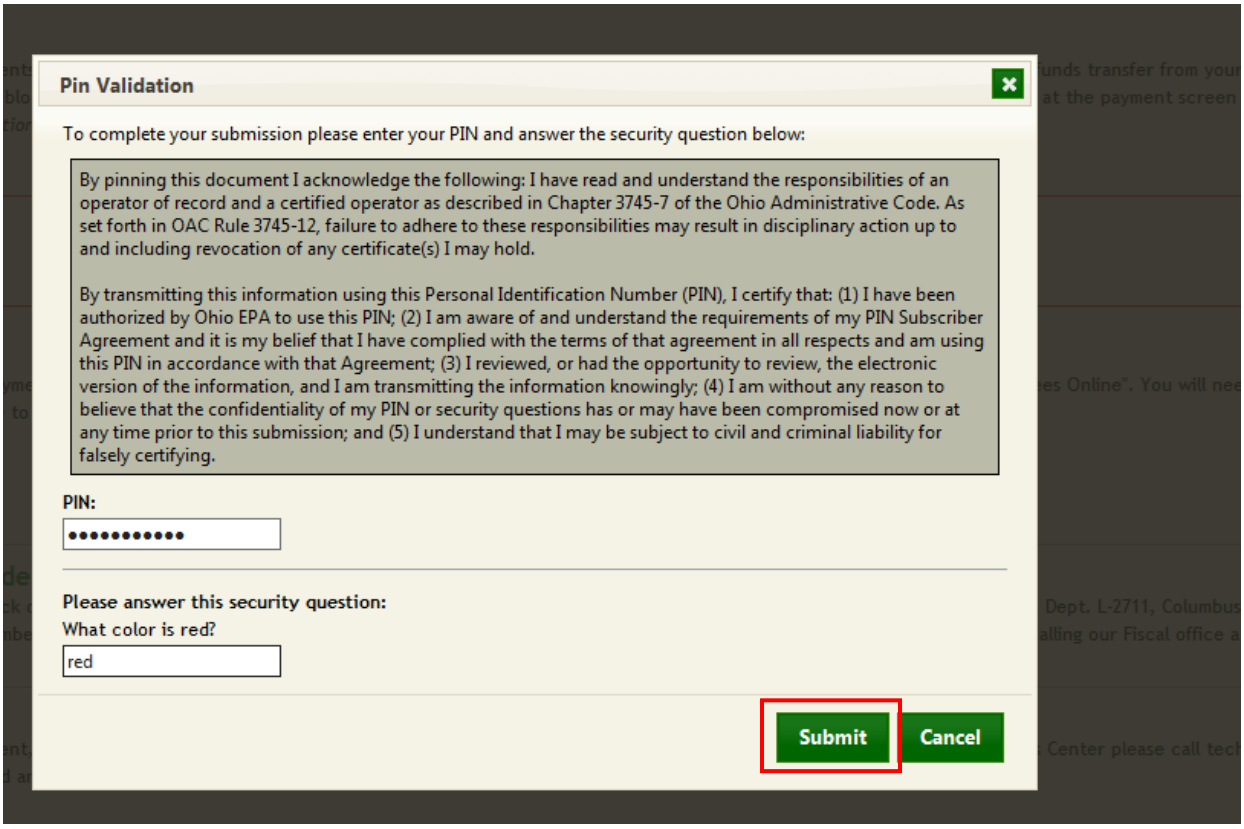


Once you enter your payment information, click Continue. Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **<u>Pay with ACH (electronic check)</u>**
  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.



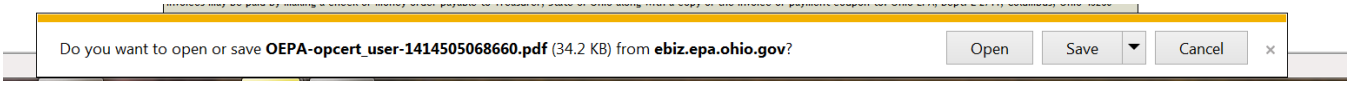
Once you click Continue, the following screen will appear:



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

- **<u>Pay Later</u>**

  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

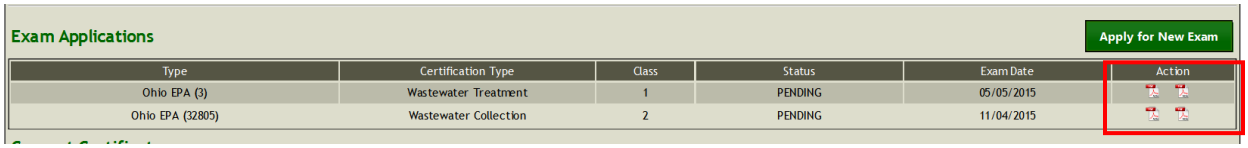
Mail All Submissions To:
Ohio EPA-OFA
Department L-2711
Columbus, OH 43260-2711

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 th eappropriate fee to the Ohio EPA at the address listed on the invoice.

22. You will return to your Operator Profile page, and you should see the application you have just submitted. The status will say PENDING. You can view the exam application invoice by clicking the pdf icon on the LEFT in the Action column. You can view a copy of the exam appliation by clicking the pdf icon on the RIGHT in the Action column.



23. 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 exam entrance letter. You will also be able to view and print your exam entrance letter from the Action column in the exam application line in your Operator Profile.