

How to Request the “Water/Wastewater Exam Provider: Apply for Approval and Upload Scores” Service:

1. To begin the process of requesting the service 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.

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:

[Login](#)

[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 eBusiness Center account click the following [link](#) for instructions.

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 Service”. Under the Action column for that service click on the blue link labeled “Request”.

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	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/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD 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 (eDRUMS)	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	view/edit	
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request	Inactive		



- The following window will open. Fill out the application completely attach all necessary documentation and click the submit button.

Operator Certification - Third Party Exam Provider Service Request

Third Party Exam Provider Information

i Fill out this section to apply to become a third party examination provider. This application is necessary in order for a provider to submit an electronic application and examination results once approved by the Director of Ohio EPA.

<p>* Business Name: <input type="text"/></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: OH <input type="text"/></p> <p>* Zip: <input type="text"/></p> <p>* Country: USA <input type="text"/></p>	<p>* Contact Name: <input type="text"/></p> <p>* Email Address: <input type="text"/></p> <p>* Phone Number: <input type="text"/> (xxx) xxx-xxxx</p> <p>Website URL: <input type="text"/></p>
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Exam Locations

i Use this section to document the exam sites where your company will be providing examinations.
* Please note, you must document at least **FOUR** separate locations throughout the state of Ohio.

Location	Address	Contact	Hours of Operation	Action
+ add location				

Documentation of Policies and Procedures

i In order to become a third party exam provider, you must supply documentation supporting all of the areas noted below. Attach as many documents as necessary to address each item. Please check the boxes to indicate the documentation has been provided for that item.

- * Documentation of Question Validation
- * Documentation of Review by a Psychometrician
- * Exam Application and Eligibility Requirements
- * Exam Re-take Policies
- * Method for Providing Results and Feedback to Examinees
- * Procedures for Incorporating "Need to Know Criteria"
- * Procedures for Job Analysis
- * Procedures for Statistical Analysis
- * Proof of Ability to Offer Computerized Exams
- * Proof of Ability to Proctor and Enforce Exam Rules
- * Proof of Ability to Provide Special Accomodations
- * Responsibility for Exam Development
- * Security Guidelines
- * Standards for Exam Design
- * Test Scoring Methodology

*** Policy and Procedure Documents**

i Attach copies of documents which provide evidence that you meet the requirements of OAC Rule 3745-7-19 and demonstrate the ability of your business to meet the above criteria.

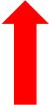
File Name	Description	Action
+ add document		

Exam Question Data Sets

i To become a third party exam provider, applicants must submit copies of complete exam question data sets for 12 Ohio EPA water and wastewater certification types.
* Please attach datasets to this application in Microsoft Excel, Microsoft Word, Microsoft Access, PDF, or CSV format.
If sending by mail, address to: Ohio EPA-DDAGW, Attn: Operator Certification Unit, P.O. Box 1049, Columbus, Ohio 43216-1049.

Type	File	Will Send Via Postal Mail
Class A Water Supply	upload	<input type="checkbox"/>
Class 1 Water Supply	upload	<input type="checkbox"/>
Class 2 Water Supply	upload	<input type="checkbox"/>
Class 3 Water Supply	upload	<input type="checkbox"/>
Class 1 Water Distribution	upload	<input type="checkbox"/>
Class 2 Water Distribution	upload	<input type="checkbox"/>
Class A Wastewater Treatment	upload	<input type="checkbox"/>
Class 1 Wastewater Treatment	upload	<input type="checkbox"/>
Class 2 Wastewater Treatment	upload	<input type="checkbox"/>
Class 3 Wastewater Treatment	upload	<input type="checkbox"/>
Class 1 Wastewater Collection	upload	<input type="checkbox"/>
Class 2 Wastewater Collection	upload	<input type="checkbox"/>

Submit **Cancel**



3. Once you click the submit button you will be asked to provide you PIN and answer one of your security questions. Once you have completed this click the submit button.

PIN Validation

PIN Validation for Third Party Exam Provider

To complete your third party exam provider submission please enter your PIN and 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



4. If you are successful you should receive the following screen. If you don't receive this screen that means you are missing data in one or more of the required fields. Please return to the above screen enter the data and click "Submit" again.

Third Party Exam Provider Application Received



Your Third Party Exam Provider application was successfully submitted to Ohio EPA. An email has been sent to the email address associated with your account as confirmation of your report submission.

[Return to eBusiness Home](#)