

## How to Request the “Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours” 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:**

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



- The following window will open. It will ask you 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). Once you enter your core person ID and the last four digits of your SSN, click on the Submit button.

### Certified Operator Service Request

**Certified Operator Lookup**

Please enter the appropriate information in the space provided to retrieve your operator profile.

\* Do you have an existing Core Person ID number from Ohio EPA?  
*(The Core Person ID is the middle 7 digits of your certificate number):*

Yes

\* Core Person ID:

\* Last 4 digits of your Social Security Number:



- If you received the following error message you will need to contact Opcert Unit at 1-866-411-OPCT (6728) before you can continue. **“There was a problem with your request:**  
 - No Certified Operator was found with the given core person ID and the last four digits of the given social security number. Please check these numbers and try again. If you need assistance with your Core Person ID or the last 4 digits of your Social Security Number please contact Ohio EPA Certification Unit, at 1-866-411-OPCT (6728).”
- On the next screen you will need to enter the required information. Any field with a \* is a required field and must be populated. Once you have completed the form click on the Submit button.

### Certified Operator Service Request

**Certified Operator Information**

Enter the appropriate information in the space available. The address should be your home mailing address and not that of your place of employment. Failure to receive notifications from the Operator Certification Unit due to not keeping a current personal profile, including updated personal contact information, could result in expiration or invalidation of your certificate.

|   |   |
|---|---|
| <p>Core Person ID: 1140</p> <p>* First Name: <input type="text" value="Tab"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Brewster"/></p> <p>Prefix: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Last 4 digits of your Social Security Number: <input type="text" value="0482"/></p> <p>* Email Address: <input type="text" value="thomas.brewster@epa.ohio.gov"/></p> | <p>* Address Line 1: <input type="text" value="50 Town St"/></p> <p>Address Line 2: <input type="text"/></p> <p>* Address City: <input type="text" value="Columbus"/></p> <p>* County: <input type="text" value="&lt;select&gt;"/></p> <p>* Address State: <input type="text" value="OH"/></p> <p>* Address Zip: <input type="text" value="43215"/></p> <p>* Home Phone: <input type="text" value="(614) 644-2764"/></p> <p>* Work Phone: <input type="text" value="(614) 644-3164"/></p> <p>Cell Phone: <input type="text"/></p> |
|---|---|



- If you are successful you should receive the following screen. At the bottom of this screen click on the blue link labeled “Continue...” 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.

### Certified Operator Activation Complete

Your Certified Operator service activation was completed successfully and is ready for use.

[Continue...](#)



- Congratulations you have activated the service.