

Instructions for Training Providers to Apply for OEPA Contact Hour Course Approval:

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. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account. **If you have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.

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 e-Biz account, please follow the instructions at this [link](#).

2. Select the "Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance" service.



Welcome to the Ohio EPA eBusiness Center



Announcements

Attention All eBusiness Center Users: The eBusiness Center will be unavailable due to maintenance beginning Friday evening at 5pm October 24th. Normal service will resume by 6PM Saturday October 25th. Please do not attempt to use the Center during this period while this message remains posted. Thanks in advance for your patience.

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
DMWM Compliance	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		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Deactivate	Active		

My Tasks (1)

Name	Status	Created	Action
Request New PIN	New	07/17/2014 11:33:50	hide

❖ If you do not have the Training Provider service, follow the instructions at this [link](#).

3. You should now see your Training Provider profile in the eBusiness Center. Verify the contact information and make necessary corrections. To apply for a contact hour course, click on Course Application.



eBusiness Center

Training Provider Service

Training Provider Service

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

tp_user Training Provider (67)
50 West Town Street
Columbus, OH 43215
USA

Test Account
Prefix:
Suffix:
Business Phone: (614) 555-5555
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.

[Download Attendance Spreadsheet](#)

[Download Course Schedule Spreadsheet](#)

[Edit](#)

Course Catalog [Filter](#) [Reset](#) [Upload Course Schedules](#) [Course Application](#)

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	25.0	APPROVED	Schedule
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	Schedule
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	Schedule

Courses Scheduled

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		

4. The course application window, as seen below, will open. You will complete the Course information section, including providing a detailed description of the material to be learned in the course. Items marked with an * are required. You will need to upload a syllabus and a detailed, timed agenda for each course application for courses more than one (1) hour in length.



eBusiness Center

eBusiness Home My Account tp_user

Training Provider Course Application

Provider Information

Information regarding the training provider. You may edit this information by returning to the Training Provider Service screen. Please keep this information current.

tp_user Training Provider (67) 50 West Town Street Columbus, OH 43215	Name: Test Account Prefix: Suffix:	Business Phone: (614) 555-5555 Cell Phone: Email Address: thomas.brewster@epa.ohio.gov
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Course Information

Please complete this section by entering information regarding the course in the space provided. Be sure to attach a course syllabus and a detailed, timed agenda. Instructors can be added in the Instructor Information section, below. Once the course has been approved by Ohio EPA you will need to come back into the Training Provider Service and schedule all of your course dates. If you have questions regarding the subject area for a course contact the operator certification unit at internet.opcert@epa.ohio.gov or 1-866-411-6728.

* Course Title:	<input type="text"/>	* Subject Area:	<select>
* Date Course First Given:	<input type="text"/>	* Approval Type:	<select>
* Contact Hours:	0.0	* Format:	<select>

* Provide a detailed course description:

* Syllabus: [upload](#)

* Agenda: [upload](#)

Instructor Information

[Add New Instructor](#)

Submit Save Cancel

5. Click on the blue upload link to upload a course syllabus. The syllabus should include a description of the course information that was or will be covered.



eBusiness Center

eBusiness Home My Account tp_user

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* Course Title:	<input type="text"/>	* Subject Area:	<select>
* Date Course First Given:	<input type="text"/>	* Approval Type:	<select>
* Contact Hours:	0.0	* Format:	<select>

* Provide a detailed course description:

* Syllabus: [upload](#)

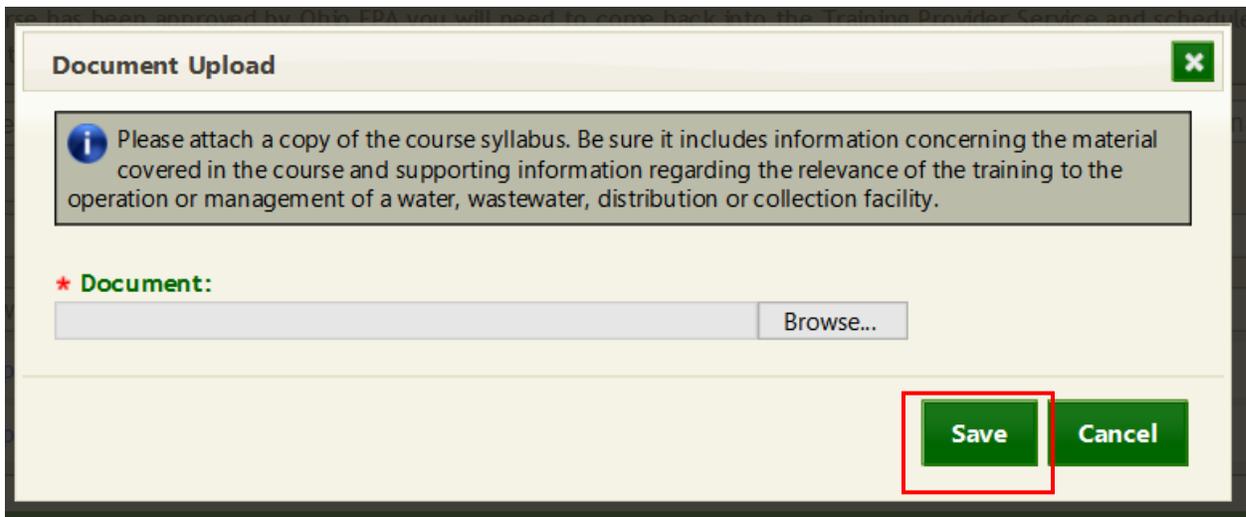
* Agenda: [upload](#)

Instructor Information

[Add New Instructor](#)

Submit Save Cancel

- Browse for the Syllabus that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.



Document Upload [X]

Please attach a copy of the course syllabus. Be sure it includes information concerning the material covered in the course and supporting information regarding the relevance of the training to the operation or management of a water, wastewater, distribution or collection facility.

*** Document:**

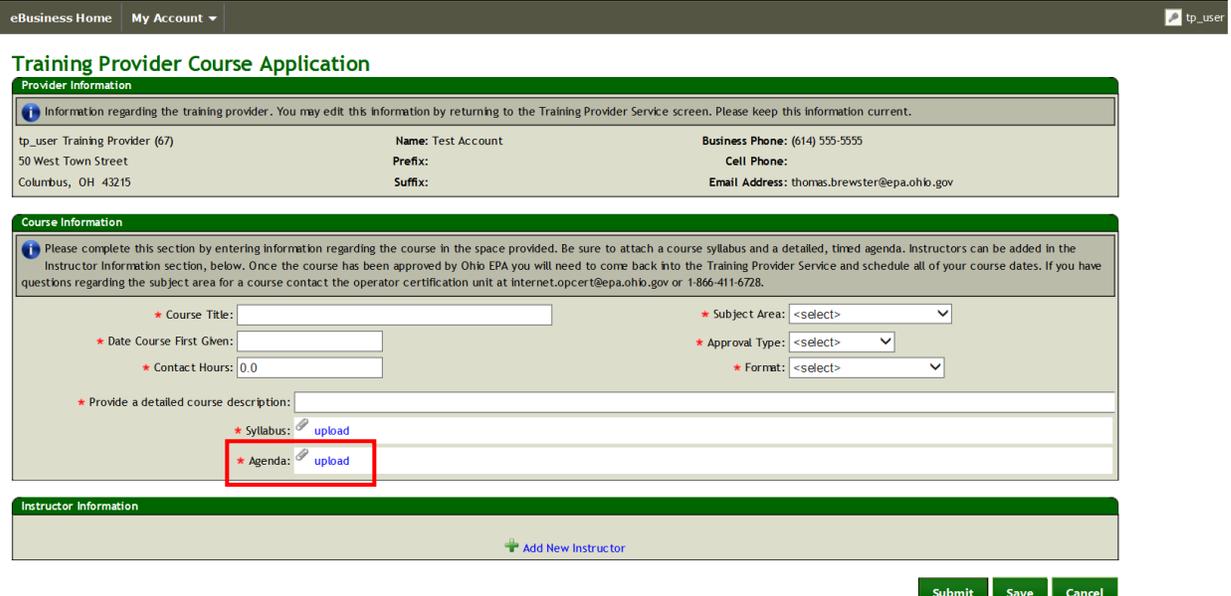
Browse...

Save **Cancel**

- Click on the blue upload link to upload a detailed and timed course Agenda. This agenda should note start and end times of the course, as well as the times of any breaks and lunches taken.



eBusiness Center



eBusiness Home | My Account ▾ | tp_user

Training Provider Course Application

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* Course Title: <input type="text"/>	* Subject Area: <input type="text" value="<select>"/>
* Date Course First Given: <input type="text"/>	* Approval Type: <input type="text" value="<select>"/>
* Contact Hours: <input type="text" value="0.0"/>	* Format: <input type="text" value="<select>"/>

* Provide a detailed course description:

* Syllabus:  [upload](#)

* Agenda:  [upload](#)

Instructor Information

[+ Add New Instructor](#)

Submit **Save** **Cancel**

8. Browse for the Agenda that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.

The screenshot shows a 'Document Upload' dialog box with a close button (X) in the top right corner. A message box contains the text: 'Please attach a copy of the course syllabus. Be sure it includes information concerning the material covered in the course and supporting information regarding the relevance of the training to the operation or management of a water, wastewater, distribution or collection facility.' Below this, there is a section labeled '* Document:' with a text input field and a 'Browse...' button. At the bottom right, there are two green buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

9. If you upload the incorrect syllabus or agenda by mistake, you can click remove, and go through the upload process again.

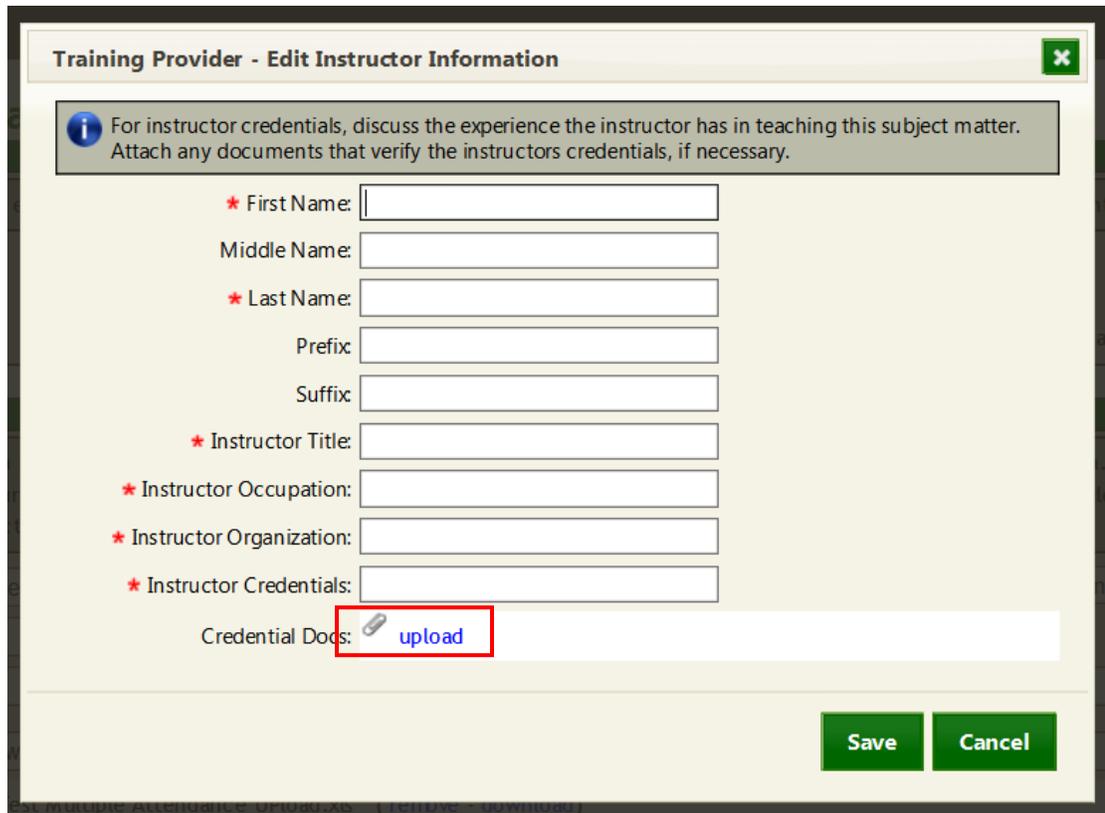
The screenshot shows the 'Course Information' section of a form. It includes a message box with instructions. Below are several fields: 'Course Title' (Big Test Course), 'Date Course First Given' (10/29/2014), 'Contact Hours' (10.0), 'Subject Area' (Operation & Maintenance), 'Approval Type' (Both), and 'Format' (Class Room). There is a 'Provide a detailed course description' field with the text 'We will learn how to test e-Apps'. Below this are two rows for attachments: 'Syllabus' (Test Multiple Attendance UPlod.xls) and 'Agenda' (Test of OpCertCourseSchedule.xls). Each attachment row has a 'remove' link and a 'download' link. The 'remove' link for the 'Agenda' attachment is highlighted with a red rectangular box. At the bottom of the form, there is an 'Instructor Information' section with a '+ Add New Instructor' link. At the bottom right, there are three buttons: 'Submit', 'Save', and 'Cancel'.

10. You will need to add a course instructor. To add an instructor to this course, hit the Add New Instructor link.

This screenshot is identical to the previous one, showing the 'Course Information' form. The 'remove' link for the 'Agenda' attachment is highlighted with a red rectangular box. In this version, the '+ Add New Instructor' link in the 'Instructor Information' section is also highlighted with a red rectangular box. The 'Submit', 'Save', and 'Cancel' buttons are visible at the bottom right.

11. Enter the Instructor information. Fields marked with an * are required. For Instructor

Credentials, please see the text in the  information bar. You may wish to upload instructor credentials (Bio, Resume, Reference letter, etc.) by clicking the blue upload link. A Credential upload is not required. However, if nothing is attached then the credential must be fully completed with information documenting how the individual meets Ohio EPA's criteria for being an instructor.



Training Provider - Edit Instructor Information

 For instructor credentials, discuss the experience the instructor has in teaching this subject matter. Attach any documents that verify the instructors credentials, if necessary.

* First Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

* Instructor Title:

* Instructor Occupation:

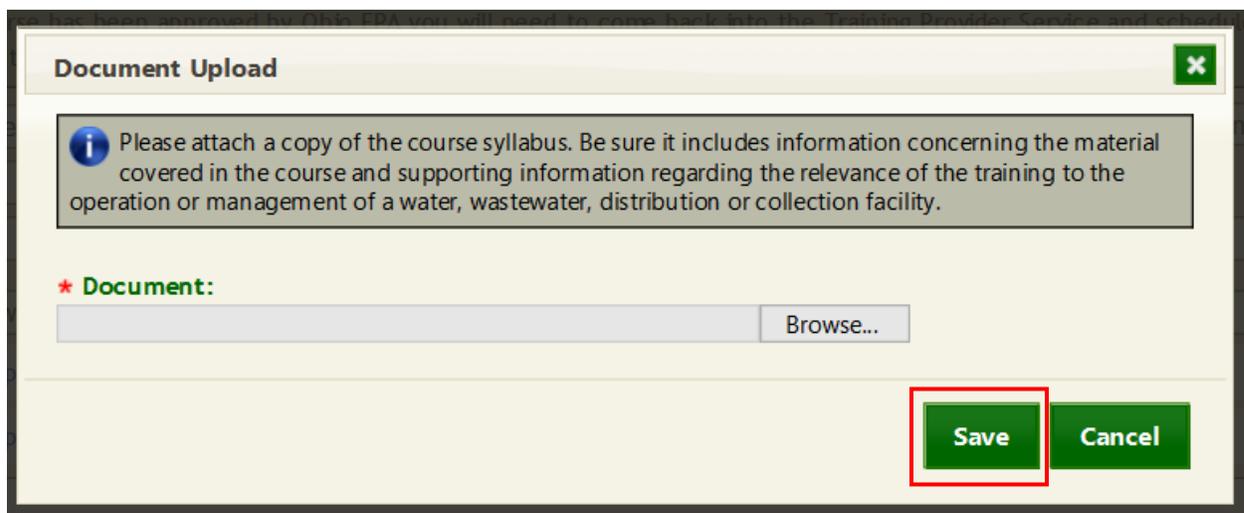
* Instructor Organization:

* Instructor Credentials:

Credential Docs:  [upload](#)

Save **Cancel**

12. If you are uploading instructor credentials, the following screen will appear. Browse for the instructor credentials document that corresponds to the instructor you are entering. Once you find the correct document, click Save.



Document Upload

 Please attach a copy of the course syllabus. Be sure it includes information concerning the material covered in the course and supporting information regarding the relevance of the training to the operation or management of a water, wastewater, distribution or collection facility.

* **Document:**

Browse...

Save **Cancel**

13. If you wish to save the application as a work in progress, you can hit Save.

The screenshot shows the 'Course Information' section of a web application. It contains several input fields and dropdown menus. The 'Course Title' is 'Big Test Course', 'Date Course First Given' is '10/29/2014', and 'Contact Hours' is '10.0'. The 'Subject Area' is 'Operation & Maintenance', 'Approval Type' is 'Both', and 'Format' is 'Class Room'. There are also fields for 'Syllabus' and 'Agenda' with file upload icons and links to 'remove' and 'download'. At the bottom right, there are three buttons: 'Submit', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

14. If you wish to submit the application for approval, hit Submit.

This screenshot is identical to the one above, showing the 'Course Information' form. In this version, the 'Submit' button at the bottom right is highlighted with a red box.

15. To submit the application, you will need to enter your PIN and security question answer. Then hit Submit.

The screenshot shows the 'PIN Validation' section of the eBusiness Center. It includes a header with 'State of Ohio | Ohio EPA | Logout' and the 'OhioEPA eBusiness Center' logo. Below the logo is a navigation bar with 'eBusiness Home' and 'My Account'. The main content area is titled 'PIN Validation' and contains a text box with a certification statement. Below this, there are two input fields: 'PIN:' and 'Please answer this security question: What color is red?'. Both input fields are highlighted with a red box. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button also highlighted with a red box.

16. Congratulations. You have just submitted a contact hour course application for approval. Hit Continue to return to your Training Provider profile.

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account tp_user

Course Application Submission Complete

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

[Continue...](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v8.9
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Once Ohio EPA approves your course, you will be emailed a letter with the course name and course approval number.