




Instructions for Training Providers to Apply to become a Green Leaf Training Provider:

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 into your Training Provider account using your OHID.

State of Ohio | Ohio EPA



eBusiness Center

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for submitting applications, and file reports, make payments and submit permit and grant applications. See below for a

New State of Ohio OH|ID portal (OH|ID) login process as of November



Do not use Microsoft Internet Explorer - eBiz is supported in Google Chrome

To access eBiz, you must have an account in OH|ID and click on the Ohio EPA eBusiness Center tile.

IMPORTANT: To access your eBiz account data, the email addresses in OH|ID and eBiz must match.

- ❖ If you do not have an OHID, click the following [link](#) for instructions.

2. Select the "Water/Wastewater Training Providers"



Welcome to the Ohio EPA eBusiness Center

Available Services (What is this?)		
Service	Action	
Air Services	Request	
Conference and Events Registration	Request	
Division of Surface Water Credible Data	Request	
Division of Surface Water NPDES Permit Applications (STREAMS)		
DMWM Compliance	Request	
DMWM Compost/Scrap Tire Facility Registration	Request	
DMWM Infectious Waste Generator Registration	Request	
DMWM Scrap Tire Transporter Registration	Request	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	
DMWM Solid Waste/C&DD Facility Licensing	Request	
DSW 401 Certification and Isolated Wetlands Permit		
e-DMR	Request	
e-Drinking Water Reports	Request	
Generic File Upload	Request	
Hazardous Waste Report (eDRUMS)	Request	

- ❖ 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 the Green Leaf program, click on the Approved Training Provider Application button.
 - NOTE: This button will only appear after you have given a minimum of twelve Ohio EPA approved contact hours. Please verify you have offered these twelve contact hours for a period of 3 years before applying for the Green Leaf program.

[eBusiness Home](#) [My Account](#) ▼

Training Provider Service

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

Training 1 (656)
50 W Town St
columbus, OH 43147
USA

Edit

Bob Trainer
Prefix:
Suffix:
Business Phone: (614) 728-1216
Cell Phone:

i Use the link below to download a
[Download Attendance Spreadsheet](#)

[Course Catalog](#) [Filter](#) [Reset](#) [Approved Tra](#)

4. The Green Leaf application window, as seen below, will open. You will complete the Qualifications section, providing a detailed description for each of the four items requested. The number of Ohio EPA approved contact hours your training organization has been approved to offer will pre-populate. Items marked with an * are required.

[eBusiness Home](#) | [My Account ▾](#)

Approved Training Provider Application

Applicant Information

Training 1 (656)	Name: Bob Trainer	Business
50 W Town St	Prefix:	Cell
columbus, OH 43147	Suffix:	Email A

Qualifications

* Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water s

* Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years ex

* Previous Approvals:

15.25

* Discuss how attendance at courses is documented:

- NOTE: The questions asked pertain to the Training Provider organization and not to an individual contact person or instructor. Please include any criteria, guidance documents, or guidelines used to evaluate or validate your selections. There is a 1,000 character limit per text box.

5. Next you will need to upload an example of the attendance documentation you will use for each course. Click on the upload link.



eBUSINESS CENTER

eBusiness Home

My Account ▾

Approved Training Provider Application

Applicant Information

Training 1 (656)

50 W Town St

Columbus, OH 43147

Name: Bob Trainer

Prefix:

Suffix:

Business

Cell

Email A

Qualifications

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6. Click Browse to search for the attendance verification document you wish to upload. Once you select the correct document, click Upload.

Attendance Document Upload

 Upload a copy of the method used to document attendance.

* **Attendance Document:**

Brow

7. Proceed to the Agreement and Terms section. You will need to provide your methodology for numbering courses. You will need to create a course approval number prefix that is unique to your training organization; distinguish between courses approved for Drinking Water, Wastewater, or Both; and designate a course subject of Operation & Maintenance or Other.

Agreement and Terms

The training provider must assign each class provided a unique approval number that identifies the provider, Course type (D= drinking water, S = wastewater should be given a subject code of "OM" for Operation and Maintenance and "X" for any other.

* Provide your methodology for numbering courses:

* ☐ Training Provider must maintain attendance records, a course syllabus (including a detailed timed agenda which distinguishes training time from course given for a period of three years from the date of the training.

* ☐ Training Provider must assign contact hours only for the amount of time spent on training. Partial credit for courses shall not be given. Courses

* ☐ Training Provider shall, by the first day of the month, provide the director a list of training scheduled for that month. This list shall include the and location of the training, along with the number of contact hours assigned.

* ☐ Training Provider shall, upon request, be capable of providing a record of student training to the Ohio Environmental Protection Agency or to t

Be sure to read and “check” the boxes in the Terms, then click Submit.

8. To submit the Green Leaf application, you will need to enter your PIN and security question answer. Then 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 aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with that Agreement; (2) I am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the information and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidential information has been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to criminal and civil penalties for providing false information.

9. Congratulations. You have applied to be a Green Leaf Provider.

Approved Training Provider Application Submission Completed

Your Approved Training Provider application was completed successfully. You will be notified by email.

10. Ohio EPA will review your application and once a determination is made, you will receive an email notification.