Ohio Environmental Protection Agency

Operator Certification Update and Introduction to eBiz

December 8, 2015

Jessica Dingman

Ohio Environmental Protection Agency

What's New in Operator Certification?

- Reorganization
- Rule Making
- Exams
  - Third Party Exams
  - Paper/Pencil Exams
- eBusiness Center
- Contact Information
- Questions

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REORGANIZATION

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Reorganization

- Separation from Funding and Engineering
- New focus on emergency response, preparedness and resiliency

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Operations, Resiliency, and Certification Section

Andrew Barienbrock	**Environmental Manager**	
Dave Riley	Environmental Specialist 2	Reclassifications, Technical Assistance, Emergency Response and Sanitary Survey Auditing
Jennifer Pfaff	Environmental Specialist 2	Operator of Record notifications, Technical Assistance, Sanitary Survey Auditing
Susan Wyatt	Environmental Specialist 2	Security, Contingency Planning, Emergency Response Planning, Operator Notifications and Enforcement
Tanushree Courlas	*Environmental Supervisor*	*Operator Certification*
Susan Parkins	Environmental Specialist 2	Contact Hours, Advisory Council, eBusiness and application processing
Jessica Dingman	Environmental Specialist 2	Contact hours, eBusiness, ACHTP Program, and application processing
Deidra Davis	Administrative Assistant	Operator Certification, Exams

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RULE MAKING

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Rule Making

- 3745-07-01 (Proposed for JCARR)
  - Public water system definition
- 3745-07-02 (Effective 10/30/2014)
  - Owner AND Operator of Record responsible for notification
  - Exemptions allowing a Class A
  - Addition of Legionella
- 3745-07-03 (Proposed for JCARR)
  - Clarification of Satellite System requirements
  - Classification Chart Organization

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EXAMS

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Third Party Exams

- Immediate results
- 30 day re-take waiting period
- Re-take as many times as needed
- Approved Exam Provider
  - Association of Boards of Certification (ABC)
    - 5 locations
    - 3 hour test
    - 100 questions
    - Internationally recognized

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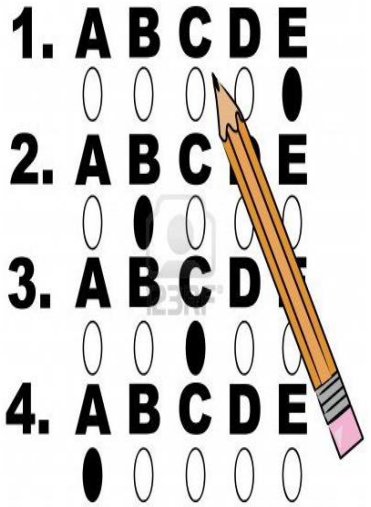
Exam Pathways

- Professional Operator Path
  - ABC Application review
  - Series of examinations
  - Code of Conduct
  - www.ProfessionalOperator.org
- Ohio EPA Testing Service
  - Application (attestation)
  - Immediate registration



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Exam Equivalencies

ABC Examination			Ohio EPA Examination Equivalent	
Water Distribution	3	=	Water Distribution	2
Water Distribution	1	=	Water Distribution	1
Water Supply	4	=	Water Supply	3
Water Supply	3	=	Water Supply	2
Water Supply	1	=	Water Supply	1
Very Small Water System	VSWS	=	Water Supply	A
Wastewater Collection	4	=	Wastewater Collection	2
Wastewater Collection	2	=	Wastewater Collection	1
Wastewater Treatment	4	=	Wastewater Treatment	3
Wastewater Treatment	3	=	Wastewater Treatment	2
Wastewater Treatment	2	=	Wastewater Treatment	1
Small Wastewater Treatment Exam	A	=	Wastewater Treatment	A

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Third Party Exams

- **Ohio EPA Testing Service Advantages**
  - EPA equivalent exam
  - Offered year round
  - 30 day re-take waiting period
  - Immediate results
  - Re-take as many times as needed

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Approved Exam Provider Fees

- Professional Operator
  - Exam fee $145 (eliminated for retakes of same)
  - Exam administration fee $64
  - Total $209
- Ohio EPA Testing Service
  - Exam Fee $46 (paid every time)
  - Exam administration fee $64
  - Total $110
- The above totals do not include the certification fee through Ohio EPA.

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Approved Examination Providers

Ohio EPA is pleased to announce alternative water and wastewater operator certification examinations, which are available more frequently and in more locations than Ohio EPA's traditional paper and pencil testing. The State of Ohio has approved the Association of Boards of Certification (ABC) as an approved examination provider. Operators may now choose to take an ABC examination and then seek State of Ohio certification for all levels of certification except Class IV. ABC examinations will be offered in Cleveland, Cincinnati, Columbus, Dayton and Toledo. Ohio EPA will continue to offer paper and pencil examinations in Columbus in the spring and fall of each year. Applications for the traditional paper and pencil testing are available above. If you have any questions, feel free to contact the operator certification unit at 1-866-411-OPCT (6728) or by email. To find out more about the ABC certification program, please visit ABC's Ohio Certification website.

- Schedule an examination through ABC
- Application for certification through an approved exam provider - To be completed by an operator who has passed an exam given by an approved examination provider (e.g., ABC)

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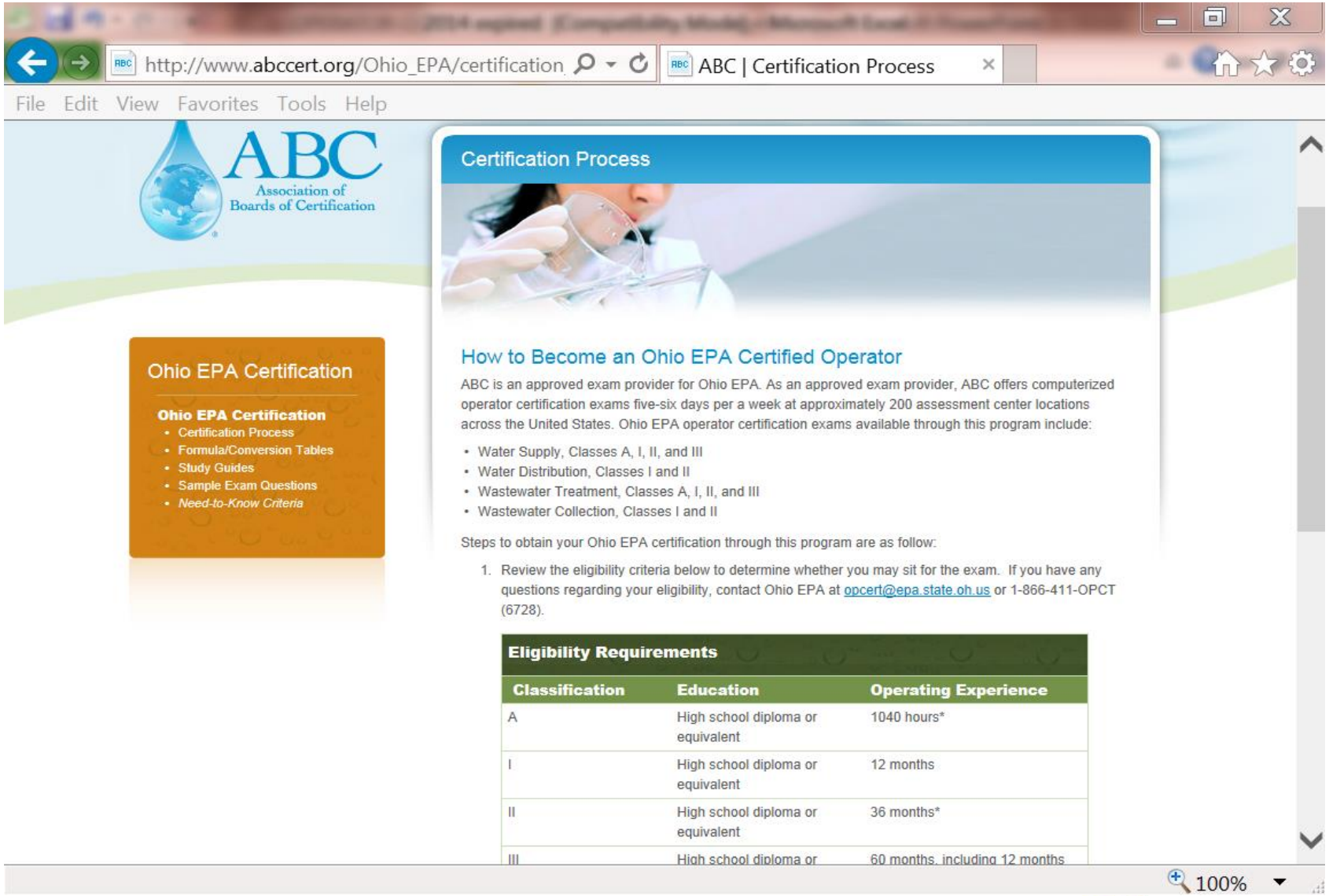

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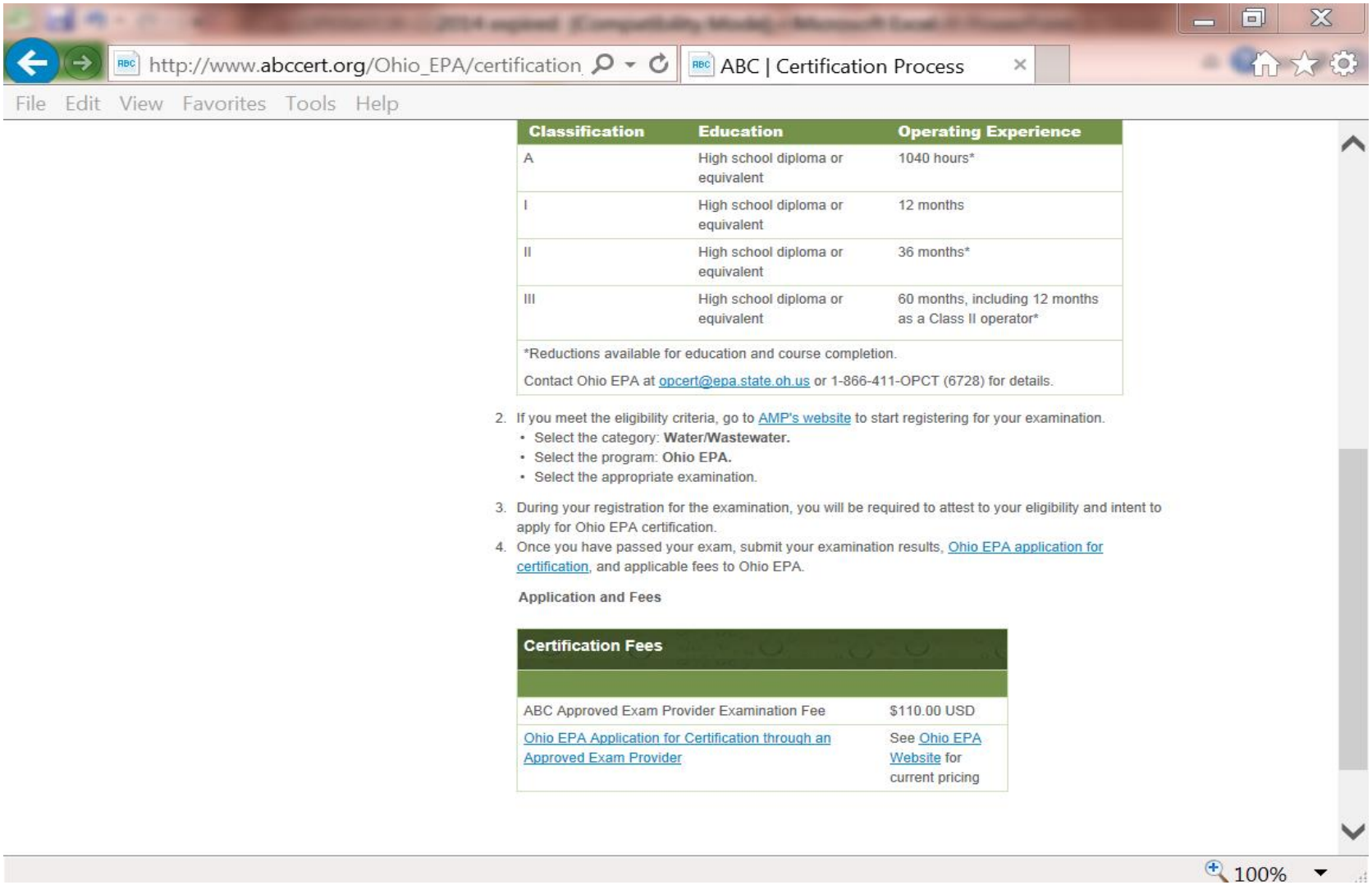

Classification	Education	Operating Experience
A	High school diploma or equivalent	1040 hours*
I	High school diploma or equivalent	12 months
II	High school diploma or equivalent	36 months*
III	High school diploma or equivalent	60 months, including 12 months as a Class II operator*
*Reductions available for education and course completion. Contact Ohio EPA at opcert@epa.state.oh.us or 1-866-411-OPCT (6728) for details.		

2. If you meet the eligibility criteria, go to AMP's website to start registering for your examination.
   - Select the category: **Water/Wastewater.**
   - Select the program: **Ohio EPA.**
   - Select the appropriate examination.
3. During your registration for the examination, you will be required to attest to your eligibility and intent to apply for Ohio EPA certification.
4. Once you have passed your exam, submit your examination results, Ohio EPA application for certification, and applicable fees to Ohio EPA.

Application and Fees

Certification Fees	
ABC Approved Exam Provider Examination Fee	$110.00 USD
Ohio EPA Application for Certification through an Approved Exam Provider	See Ohio EPA Website for current pricing

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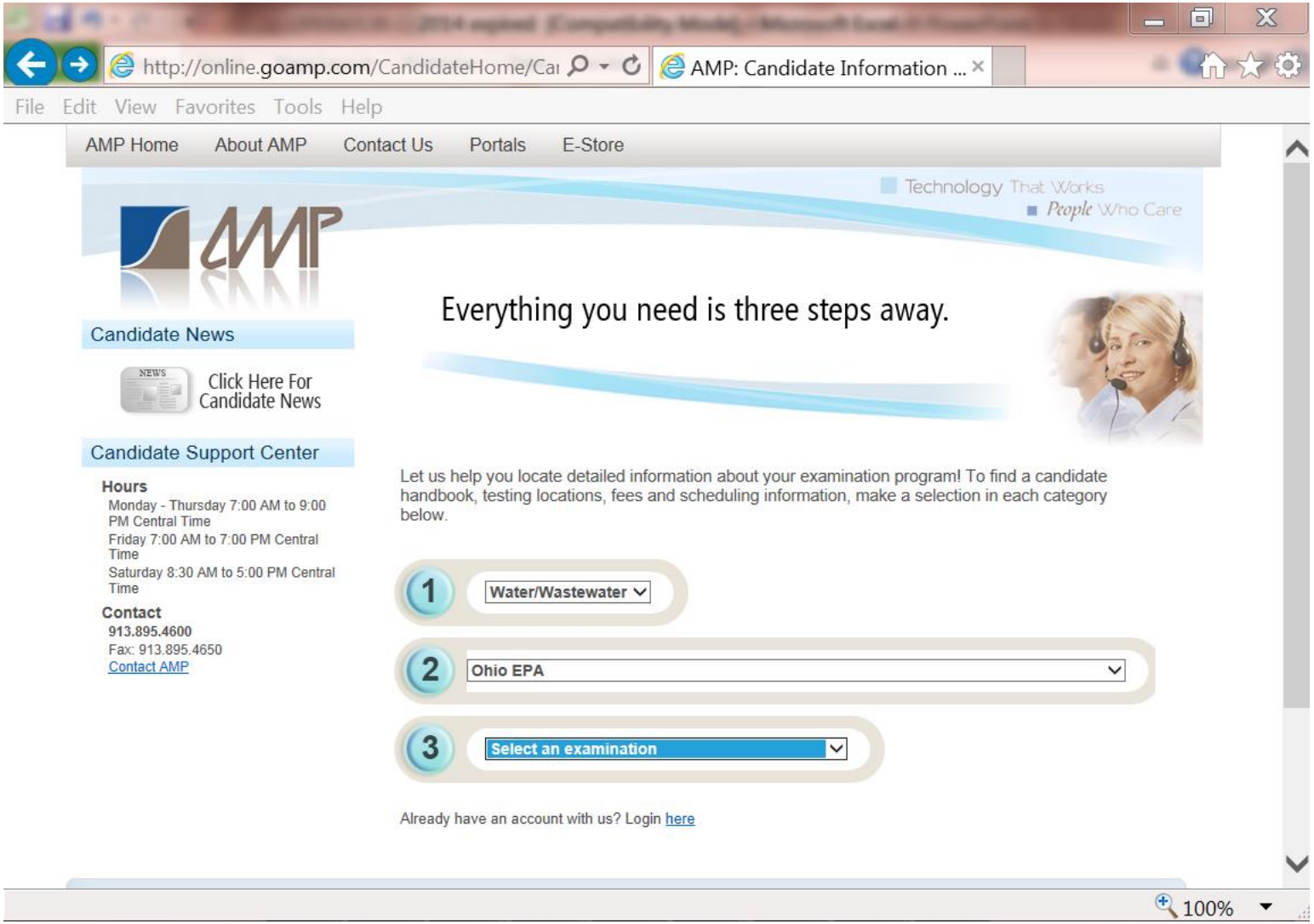

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Applying for Certification

- Application for Certification through eBusiness Center
- $45 fee
- Submit only after eligibility requirements can be documented
- Print, sign and mail paper application

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Paper/Pencil Exams

- Offered 2 times per year
  - Ohio Expo Center
- Application to Ohio EPA
  - Fee dependent on level of examination
  - Documentation of experience in detail
  - **May 2016 exam applications will only be accepted through eBusiness Center**
- Certificate Issuance
  - Operator-in-Training (OIT) Applicants – must wait until required experience can be documented

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2016 Paper/Pencil Exam Dates

	Wastewater Examinations	Water Examinations
Spring 2016	Examination Date: May 3, 2016 Application Deadline: **February 3, 2016**	Examination Date: May 4, 2016 Application Deadline: **February 4, 2016**
Fall 2016	Examination Date: November 9, 2016 Application Deadline: **August 11, 2016**	Examination Date: November 10, 2016 Application Deadline: **August 12, 2016**

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https://ebiz.epa.ohio.gov

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EBUSINESS CENTER

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Operator Certification Web page

Exam Information | eBusiness Center | Contact Hours and Renewals | Exam Results | Contacts

Operator Certification Advisory Council | Operator Lists | Resources, Forms and Job Analyses

Operator Certification eBusiness Center

Welcome to the Ohio EPA Operator Certification Unit eBusiness page. Operators will now be able to access their operator profile, update contact information, view completed courses, submit a variety of applications and even pay program fees electronically. Training Providers will be able to update program contact information, apply for courses, upload course schedules and upload course attendance information for operators. Online access to our more popular applications, payments, and features should streamline the paperwork process and provide the most information in the least amount of time to Ohio's Operators and Training Providers. Visit the eBusiness Center and use the following links to get started.

- How do I get an eBusiness account?
  - **NOTE:** If you are a Training Provider that had valid contact hour course approval numbers on or before August 1, 2014 you may already have an account. Please contact Operator Certification **before** creating a new account.
- How do I request a PIN?
- How do I request a service?
  - Operator Service
    - **NOTE: If you have a certificate, or if you have ever applied for an exam, certificate, or OIT status with Ohio EPA, you have a Core Person ID number.** 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) before selecting "No" and creating a new Core Person ID number.
  - Training Provider Service
    - NOTE: the Training Provider Service and the Operator Service should **NOT** be activated under the same user account. If your Training Provider contact person is also a Certified Operator, they will need to create a separate account for personal operator functions. They will maintain separate Usernames, Passwords, and PINs for the Training Provider account and their Operator Account.
  - Exam Provider Service

QUESTIONS?

Call the Operator Certification Hotline at **1-866-411-OPCT (6728)** or email us.

WANT TO RECEIVE UPDATES?

Subscribe to the Operator Certification Mailing List

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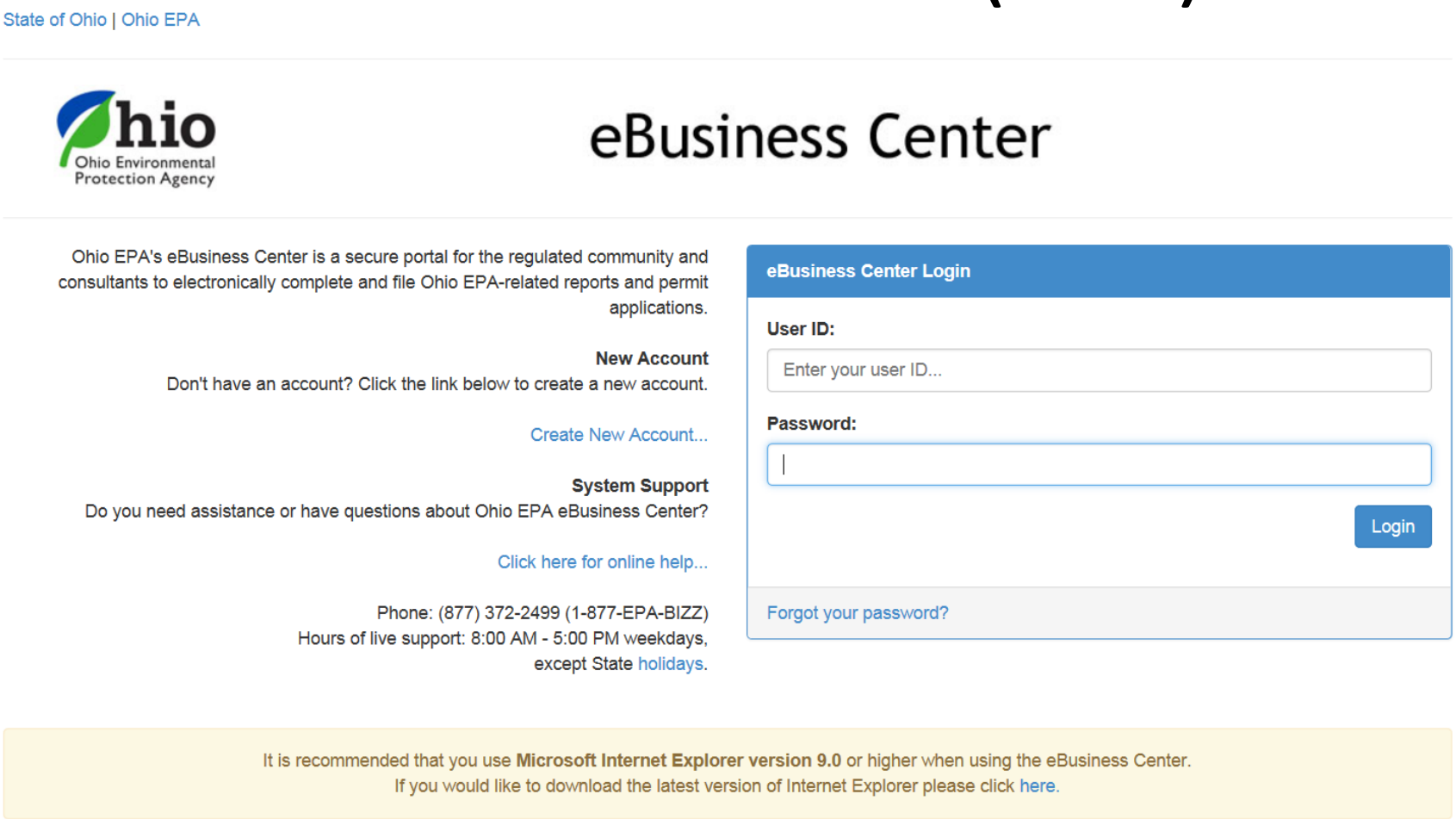
eBusiness Center (eBiz)



eBusiness Center (eBiz)

- If you do not already have a PIN, you will have to request a PIN.
- To get a PIN:
  - Submit an electronic PIN request
  - Print and complete the Subscriber Agreement form
  - Form must be notarized
  - Send form to Ohio EPA
  - PIN will be mailed
  - Activate PIN on eBiz

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ELECTRONIC APPLICATIONS

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Electronic Applications

- Ohio EPA eBusiness Center
  - Approved Contact Hour Training Provider Applications
  - Course Approval Applications
  - Exam Applications
  - Third Party Certification Applications
  - Renewals Applications
  - Reciprocity Applications
  - Fee payments

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Approved Contact Hour Training Provider (ACHTP)

- ACHTP's now have accounts in eBusiness
- Courses through an ACHTP
  - Unique course numbers (HACH-123222-OM)
- List of ACHTP on Ohio EPA Website

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Course Approvals

- Faster turn around time
- Same time restrictions apply
  - Prior to or within 30 days of completion
- Training Providers upload attendance sheets
  - This will connect courses with operators

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Core Person ID Numbers

- Core ID numbers are the middle 7 digits of an operators certificate number

Certificate #	Core Person ID
WS1-1234567-12	1234567

- Persons who do not have a certificate, may still have a Core Person ID.
  - If there is a question, please contact Ohio EPA.

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OPERATOR SERVICE

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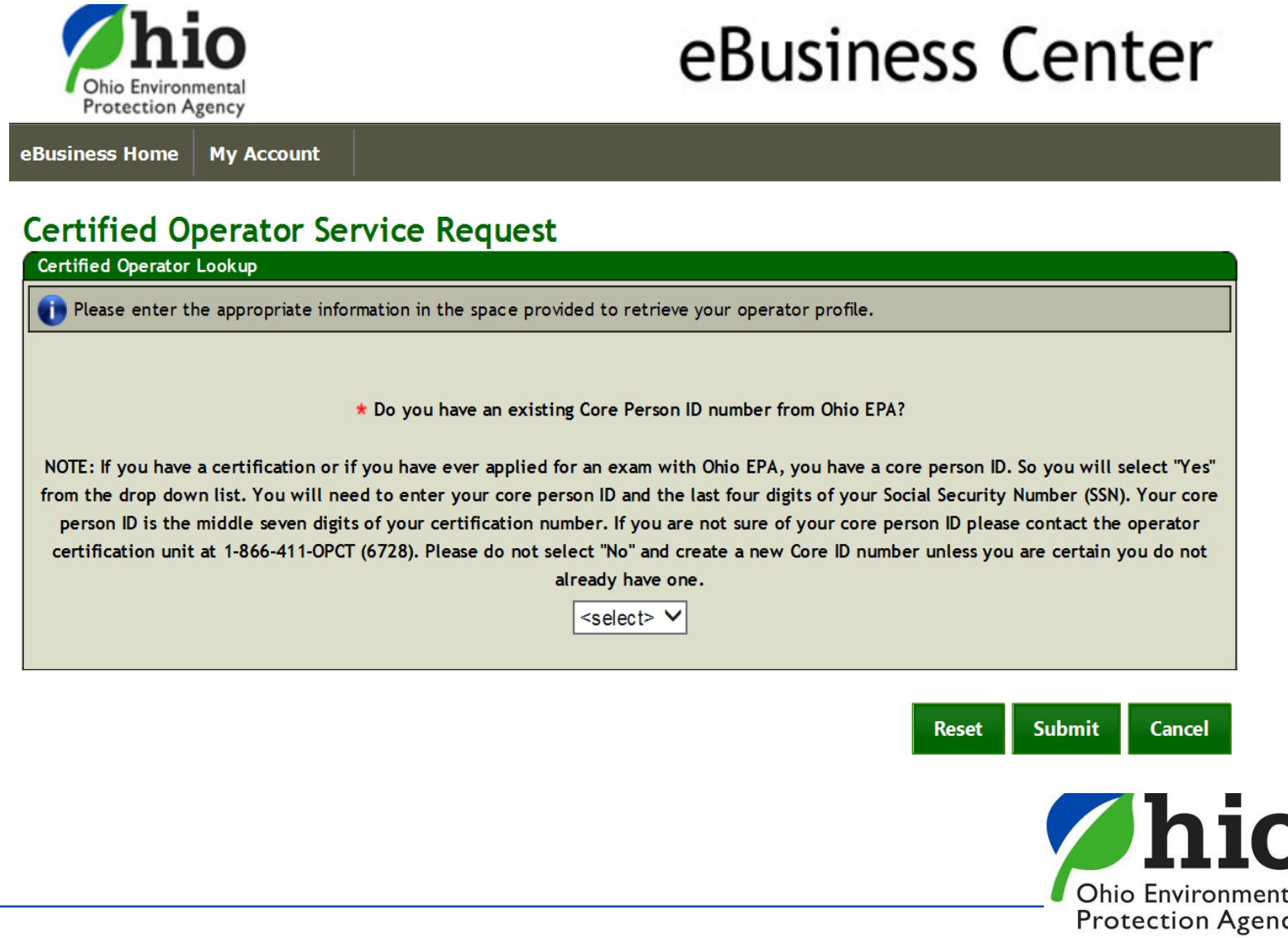
Very Important!



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Exam Applications

- **Paper applications will not be accepted starting with May 2016 Exams**
- Email confirmations
- Save application online up until application deadline (postmark date)
- One time detailed employment info entry
- Print off, sign and submit paper application

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Third Party Exam Certification

- Fully converted to electronic applications
- Must meet experience requirements before you apply
  - Class III must meet all requirements before taking the exam
- Still need to mail the application
  - Signed by supervisor and applicant

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Renewal Applications

- Over 5,500 renewal applications mailed out in August 2015
- What courses are accessible on eBusiness?
  - Most ACHTP
  - All valid Ohio EPA courses
  - Operators can upload their own course/contact hour information in renewal year

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Fee Payments

- What can you pay for on eBusiness right now?
  - Exams
  - Renewals
  - Reciprocity
  - Third Party Exam Certifications
- Payment Types
  - Credit Card, eChecks, Money Order/Paper Checks

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QUESTIONS

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Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

http://www.epa.ohio.gov/ddagw/opcert.aspx

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