

OTCO Compliance Workshop

Operator Cert/eBiz Update

October 26, 2015

Andrew Barienbrock

What's New in Operator Certification?

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

Ohio EPA Operator Certification Update

REORGANIZATION



Reorganization

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

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
<i>Tanushree Courlas</i>	<i>Environmental Supervisor</i>	<i>Operator Certification</i>
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

Ohio EPA Operator Certification Update

RULE MAKING

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

Rule Making

- Full rule review due in 2016
 - Focus on the renewal and contact hour portions of rule
 - Requirements for course attendance to be uploaded
 - Implementation schedule for online documentation
- Division of Surface Water has changed the small systems general permits for facilities that meet certain criteria and are designed to handle <1,500 gallons per day

Rules

- Rules that are here to stay
 - Minimum staffing
 - Log book requirements
- Ohio Administrative Code 3745-7 states that an operator must be able to read and understand the rules
- Operators shall operate to protect facilities, the environment, the public and the operators

Ohio EPA Operator Certification Update

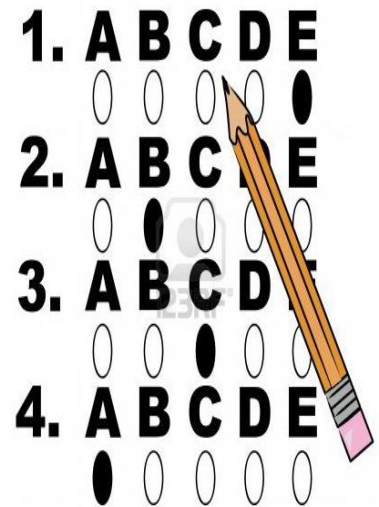
EXAMS

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

Third Party Exams (2 pathways)

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



Third Party Exams

- **Professional Operator Advantages –**
 - Separate ABC Certificate issued
 - Professional Operator Designation
 - Reciprocity with a number of States
 - Discounted retake fees
 - 30 day retake waiting period
 - Ohio EPA Certification

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

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

Approved Exam Provider Fees

- Professional Operator
 - Exam fee \$145 (eliminated for retakes)
 - 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.

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)



Ohio EPA Certification

- Certification Process
- Formula/Conversion Tables
- Study Guides
- Sample Exam Questions
- Need-to-Know Criteria

Certification Process

How to Become an Ohio EPA Certified Operator

ABC is an approved exam provider for Ohio EPA. As an approved exam provider, ABC offers computerized operator certification exams five-six days per a week at approximately 200 assessment center locations across the United States. Ohio EPA operator certification exams available through this program include:

- Water Supply, Classes A, I, II, and III
- Water Distribution, Classes I and II
- Wastewater Treatment, Classes A, I, II, and III
- Wastewater Collection, Classes I and II

Steps to obtain your Ohio EPA certification through this program are as follow:

1. Review the eligibility criteria below to determine whether you may sit for the exam. If you have any questions regarding your eligibility, contact Ohio EPA at opcert@epa.state.oh.us or 1-866-411-OPCT (6728).

Eligibility Requirements		
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	60 months, including 12 months

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.


- 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.
- During your registration for the examination, you will be required to attest to your eligibility and intent to apply for Ohio EPA certification.
- 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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Technology That Works
People Who Care



Everything you need is three steps away.



Candidate News

 [Click Here For Candidate News](#)

Candidate Support Center

Hours
Monday - Thursday 7:00 AM to 9:00 PM Central Time
Friday 7:00 AM to 7:00 PM Central Time
Saturday 8:30 AM to 5:00 PM Central Time

Contact
913.895.4600
Fax: 913.895.4650
[Contact AMP](#)

Let us help you locate detailed information about your examination program! To find a candidate handbook, testing locations, fees and scheduling information, make a selection in each category below.

- 1
- 2
- 3

Already have an account with us? [Login here](#)

100%

Applying for Certification

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

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
 - **Beginning with 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

2015 Paper/Pencil Exam Dates

	Wastewater Examinations	Water Examinations
Spring 2016	Examination Date: May 3, 2016 Application Deadline: February 2, 2016	Examination Date: May 4, 2016 Application Deadline: February 3, 2016
Fall 2016	Examination Date: November 9, 2016 Application Deadline: August 11, 2016	Examination Date: November 10, 2016 Application Deadline: August 12, 2016

**All exam applications must be submitted via
the ebusiness center**

Renewal Applications

- Over 5000 renewal applications mailed out in August
- Can renew via paper or via the ebusiness center
- What courses are accessible on eBusiness?
 - All valid Ohio EPA courses
 - ACHTP
 - Operators can upload their own course/contact hour information

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 e-Business Center

Welcome to the Ohio EPA Operator Certification Unit e-Business 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 [e-Business Center](#) and use the following links to get started.

- [How do I get an e-Business account?](#)
- [How do I request a PIN?](#)
- [How do I request a service?](#)
 - [Operator Service](#)
 - [Training Provider Service](#)
 - [Exam Provider Service](#)

How are we doing?



Did you get a permit, license or help from Ohio EPA? Please tell us about your experience.

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](#)

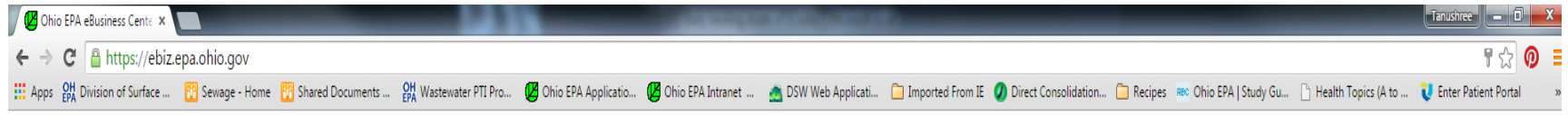


Ohio EPA Operator Certification Update

EBUSINESS CENTER



eBusiness Center (eBiz)



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](#).

Ohio EPA Operator Certification Update

OPERATOR SERVICE



Request the Operator Service

Available Services <small>(What is this?)</small>	
Service	Action
Air Services	Request
Conference and Events Registration	Request
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 (Pay Existing Invoice)	
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	Request
DSW Credible Data	Request
e-DMR	Request
e-Drinking Water Reports	Request
Hazardous Waste Report (eDRUMS)	Request
OEEF Grant Service (No PIN Required)	Request
Pay Ohio EPA Fees Online	Request
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request



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.

Connecting Operator Service to You!



eBusiness Center


[eBusiness Home](#)

[My Account](#)

opcert_user3

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?

NOTE: If you have a certification or if you have ever applied for 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). Please do not select "No" and create a new Core ID number unless you are certain you do not already have one.

<select> ▼

Reset

Submit

Cancel

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v3.0.6

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eBusiness Center

[eBusiness Home](#)

[My Account](#)

opcert_user3

Certified Operator Activation Complete



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

Your account is currently not associated with a PIN. A PIN is required to submit certification exam applications. If you would like to request a PIN click [here](#).

[Continue...](#)

OHIO EPA | 50 West Towne Street, Suite 700 Columbus, OH 43245 | (614) 44-3000 | 1-800-4



eBusiness Center (eBiz)

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

Ohio EPA Operator Certification Update

ELECTRONIC APPLICATIONS



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

Exam Applications

- Paper applications will no longer be accepted.
- Email confirmations
- Save eApplication online up until application deadline (postmark date)
- One time detailed employment info entry
- Print off, sign and submit paper application

Third Party Exam Certification

- Fully converted to eApplications
- Must meet experience requirements
- Still need to submit an application
 - Signed by supervisor and applicant

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

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

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

Ohio EPA Operator Certification Update

QUESTIONS

Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

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

