

Ohio Environmental Protection Agency Operator Certification Update

December 6, 2017

Kevin Jarrell

What's New in Operator Certification?

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



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
Joshua Legg	Environmental Specialist 2	Operator of Record notifications, Technical Assistance, Sanitary Survey Auditing
Chad Wenger	Environmental Specialist 2	Security, Contingency Planning, Emergency Response Planning, Operator Notifications and Enforcement
Tanushree Courlas	Environmental Supervisor	Operator Certification
?	Environmental Specialist 2	Contact Hours, Advisory Council, eBusiness and application processing
Kevin Jarrell	Environmental Specialist 2	Contact Hours, eBusiness, ACHTP Program, and application processing
Deidra Davis	Administrative Professional 2	Operator Certification, Exams

Ohio EPA Operator Certification Update

RULE MAKING

Proposed Rule Changes

Rule	Proposed Changes
Various	Operators will be referred to as Professional Operator
3745-07-01	Laboratory, Pretreatment, and Engineering Experience restrictions
	Collection and Distribution Experience restrictions
	Adding the definition of “Week”
3745-07-02	Contracted professional operators shall perform their duties in accordance with the contract operator rule
	Contract must clearly define the responsibilities of the owner and the professional operator

Proposed Rule Changes

Rule	Proposed Changes
3745-07-03	Distribution staffing requirements
	Clarification of backup operator provisions
	Backup operators responsible for violations
3745-07-04	Collection System staffing requirements
	Clarification of backup operator provisions
	Backup operators responsible for violations
	Reduction for minimum staffing
3745-07-07	Clarification on OITs

Proposed Rule Changes

Rule	Proposed Changes
3745-07-06	Minor clarifications in rule
	Add deadline for submittal of Class IV examination
3745-07-07	Clarification on OITs
3745-07-09	Record keeping requirements
	Display a copy of their certificate (Moved from 3745-7-05)
	Report minimum staffing times to the agency
3745-07-13	Fee clarification on Reciprocity applications

Proposed Rule Changes

Rule	Proposed Changes
3745-07-15	Attendance upload requirement
	Clarification on notification of training sessions
	Renewal date change
	Reducing the grace period
	Penalty provisions for not following course approval requirements
	Requirement to take Ohio EPA course
3745-07-17	Clarification of fees for examination, certification, reciprocity and renewal

Proposed Rule Changes

Rule	Proposed Changes
3745-07-21 (New) Contract Operator Rule	Require registration for all contract operators and contract operation companies
	Records keeping requirements
	Requirements for minimum expectations for contracts with facilities

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EXAMS

2017/18 Paper/Pencil Exam Dates

	Wastewater Examinations	Water Examinations
Fall 2017	Examination Date: November 8, 2017	Examination Date: November 9, 2017
Spring 2018	May 9, 2018 Application Deadline: February 8, 2018	
Fall 2018	November 7, 2018 Application Deadline: August 9, 2018	

Ohio EPA 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
 - Exam applications will only be accepted through eBusiness Center
- Certificate Issuance
 - Operator-in-Training (OIT) Applicants – must wait until required experience can be documented



Third Party Exams

- Ohio EPA Testing Service
 - Application (attestation)
 - Immediate registration
- Immediate results
- 30 day re-take waiting period
- Re-take as many times as needed (offered year round)
- Approved Exam Provider
 - Association of Boards of Certification (ABC)
 - 5 locations
 - 3 hour test
 - 100 questions
 - Internationally recognized



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

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 opccert@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.

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



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](#)

Everything you need is three steps away.



Technology That Works
People Who Care

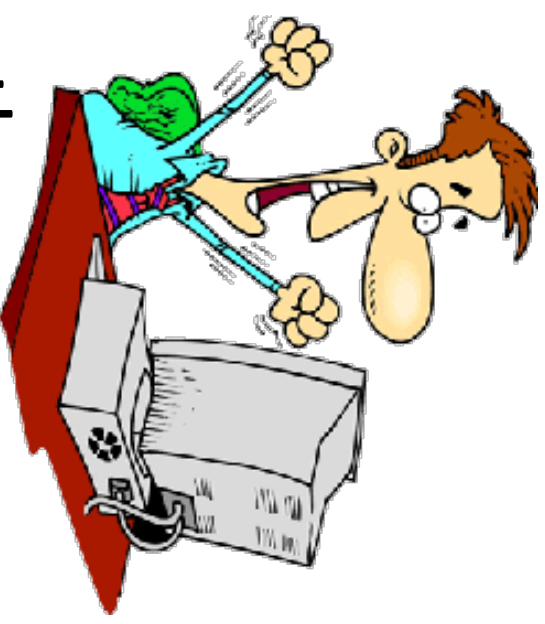
Let us help you locate detailed information about your examination program! To find a candidate handbook, testing locations, fees and scheduling information, make a selection in each category below.

- 1 Water/Wastewater
- 2 Ohio EPA
- 3 Select an examination

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

Third Party Exams

- ABC 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.



Applying for Certification

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

Third Party Exam Certification



- Do I receive anything designating me as OIT?
- Should I submit my results with the application?
- What if I took the wrong exam?
- Can I take an ABC exam outside the state?
- Do the same experience credits apply?

Exam/Certification Applications



- What is operating experience?
- What degrees count towards experience credit?
- What courses count towards experience credit?
- What if I have over time?
- What if I get promoted or my job duties change?

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EBUSINESS CENTER



eBusiness Center Instructions

eBusiness Center	Exam Information	Contact Hours and Renewals	Exam Results	Contacts
Operator Certification Advisory Council	Operator Lists	Resources, Forms and Job Analyses		

Online access to our more popular applications, payments and features streamlines the paperwork process and provides 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 Aug. 1, 2014 you may already have an account. Please contact the operator certification unit at 1-866-411-OPCT (6728) 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
 - Exam Provider Service
- How do I update my Contact information?

Operators

Rules
Rules, Laws, Policies and Guidance

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](#)

DDAGW Site Links

Select an item and click "Go" to navigate
Go



Public
DRINKING WATER
Advisories



Public Water System
MONITORING
CENTERS

eBusiness Center Instructions

- Training Provider Service
- Exam Provider Service
- How do I update my Contact information?

▶ Operators

Through Ohio EPA's eBusiness Center, operators can access their operator profile, update contact information, view completed courses, submit a variety of applications and even pay program fees electronically.

How to apply for Water/Wastewater Certification:

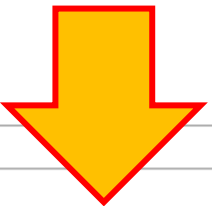
- Ohio EPA Paper and Pencil Examination ([PDF](#), [Video](#))
- Application for Certification Through an Approved Exam Provider ([PDF](#), [Video](#))
- Reciprocity Application ([PDF](#), [Video](#))

Note: Upon approval of your application, certificates are issued after verification of employment in Ohio.

How do I Renew my Ohio EPA Operator's Certificate? ([PDF](#), [Video](#)) — For answers to Commonly Asked Questions concerning operator certificate renewals, please [click here](#).

How to Obtain Contact Hour Approval — Operator's Application for Ohio EPA Contact Hour Course Approval ([PDF](#), [Video](#))

Note: Applications must be submitted within 30 days of course completion.



▶ Ohio EPA Training Providers

eBusiness Center (eBiz)



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.

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

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:
Enter your user ID...

Password:
|

[Forgot your password?](#)

[Login](#)

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](#).



eBusiness Center (eBiz)

- PIN = Personal Identification Number
- To get a PIN:
 - Submit an electronic request
 - Verify your identity (Lexus Nexus)
 - View your PIN
 - Activate PIN
 - PIN is ready for use
- PIN is required to submit any application



eBusiness Center (eBiz)



- Do I need a PIN to just set up my account?
- Can I give my PIN to someone else?
- I forgot my PIN. What do I do?
- I forgot my security questions. What do I do?

Ohio EPA Operator Certification Update

OPERATOR SERVICE





Operator Service Set-up

eBusiness Center

[eBusiness Home](#)

[My Account](#)

Certified Operator Service Request

Certified Operator Lookup

i 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> v

Reset

Submit

Cancel



Core Person ID Numbers

- Core Person 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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ELECTRONIC APPLICATIONS

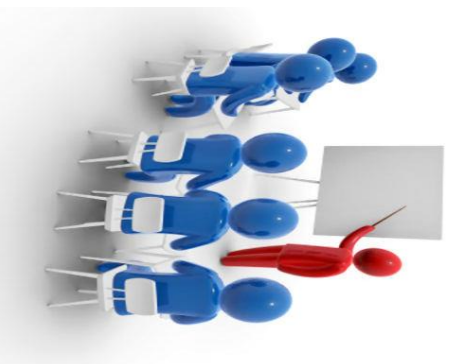


Electronic Applications

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

Course Approvals

- Faster turn around time
- Same time restrictions apply for both Training Provider and Operator Applications
- Training Providers upload attendance records



Course Approvals



- Should I submit a course approval application if I don't see a course on my list?
- How do I know the course I took has been approved?
- I attended a training out of state and want contact hours for it. It's close to the 30 days deadline and I don't have my proof of attendance. What do I do?

Exam Applications

- Paper applications are no longer accepted
- One time detailed employment info entry
- Print off, sign and mail paper application
- Email confirmations:
 - Submission confirmation
 - Exam Entrance Letter
 - Check Spam folder



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

Renewal Applications

- Electronic Renewals available August 1st
- What courses are accessible on eBusiness?
 - Most courses are available
 - Most attendance is uploaded
 - Operators can upload their own course/contact hour information after August 1st of renewal year

Renewal Applications



- Do I need to submit both the paper application and an eBiz application?
- Do I have to use eBiz to renew?
- Why don't see all my hours in my eBiz account?
- Can I add contact hours to my list?
- How do I add internet/correspondence course contact hours?
- If I am audited, do I do anything different in eBiz?

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

Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

opcert@epa.ohio.gov

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

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QUESTIONS