Ohio Environmental Protection Agency
Operator Certification Update

December 8, 2016

Tanushree Courlas

What's New in Operator Certification?

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

Ohio EPA Operator Certification Update

RULE MAKING

Rules

- Ohio Administrative Code 3745-7-06 states that an operator must be able to *read and understand the Rules*

- Protect the public, facilities, and the operators

Rule Review

- OAC 3745-7 is up for review this year.

- Sign up to receive emails on DDAGW Rule updates

- Questions? Contact us.

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EXAMS

Certification Exam Options

- Ohio EPA Paper and Pencil Exam
- Third Party Exams

2017 Paper/Pencil Exam Dates

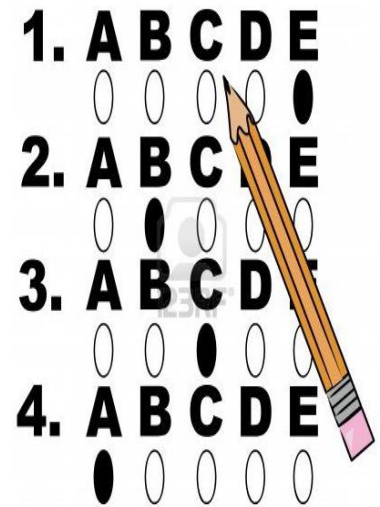|	**Wastewater Examinations**	**Water Examinations**
Spring 2017	Examination Date: May 2, 2017 Application Deadline: **February 2, 2017**	Examination Date: May 3, 2017 Application Deadline: **February 3, 2017**
Fall 2017	Examination Date: November 8, 2017 Application Deadline: **August 10, 2017**	Examination Date: November 8, 2017 Application Deadline: **August 11, 2017**

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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 <u>only</u> be accepted through eBusiness Center

- Certificate Issuance
  - Operator-in-Training (OIT) Applicants – must wait until required experience can be documented

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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

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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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Browser window showing the ABC (Association of Boards of Certification) website.

URL: http://www.abccert.org/Ohio_EPA/certification
Tab: ABC | Certification Process

Certification Process

Ohio EPA Certification

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

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 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

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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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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

- FAQ
    - 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?

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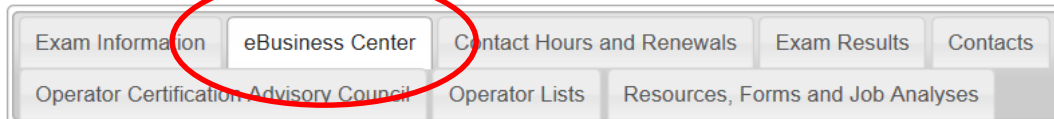
Exam/Certification Applications

- FAQ
  - 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

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

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

Public **DRINKING WATER** Advisories

Public Water System **MONITORING SCHEDULES**

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eBusiness Center (eBiz)

eBusiness Center (eBiz)

- PIN = Personal Identification Number

- To get a PIN:
  - Submit an electronic request
  - Print and complete the Subscriber Agreement form (Form must be notarized)
  - Mail form to Ohio EPA - PIN will be mailed back to you
  - Activate PIN on eBiz

- PIN is required to submit <u>any</u> application

eBusiness Center (eBiz)

- FAQ
  - Can I just email my PIN request instead of mailing?
  - Do I need a PIN to just set up my account?
  - Can I give my PIN to someone else?
  - I can't find the email with the Subscriber Agreement. What do I do?
  - I forgot my PIN. What do I do?
  - I forgot my security questions. What do I do?

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OPERATOR SERVICE

Very Important!

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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> ▾

Reset | **Submit** | **Cancel**

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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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ELECTRONIC APPLICATIONS

Electronic Applications

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

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Course Approvals

- Faster turn around time

- Same time restrictions apply for both Training Provider and Operator Applications
  - Apply and Schedule prior to or within 30 days of completion

- Training Providers upload attendance records
  - This will connect courses with operators

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Course Approvals

- FAQ
  - 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 <u>before</u> 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

- Over 6,000 renewal applications were mailed out in September.

- 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 <u>after August 1st</u> of renewal year

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Renewal Applications

- FAQ
  - 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 course contact hours?
  - Will I be mailed a renewal card?
  - If I am audited, do I do anything different in eBiz?

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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

Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

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

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QUESTIONS