



## OPERATOR CERTIFICATION 2017 Paper and Pencil Examination Dates and Deadlines

### Announcement of Examinations for Certification of Class A, I, II, and III Personnel

Exam Dates		Application Deadlines	Exam Fees	
Wastewater	May 2	February 2	Class A WD, WC, WS and WW Class I WD, WC, WS and WW Class II WS & WW Class III	\$80
Water	May 3	February 3		\$105
Wastewater	November 8	August 10		\$120
Water	November 9	August 11		\$130

**LOCATION:** Lausche Building, Ohio Expo Center and State Fair, Columbus, Ohio. Take I-71 to exit 111, 17th Avenue. Go west two blocks. Turn right into fairgrounds. The Lausche Building is the second building on the left.

#### eBusiness Center

Applicants must have an Operator account in the Ohio EPA eBusiness Center at <https://ebiz.epa.ohio.gov/> in order to submit an application. Instructions for setting up an eBusiness Center account and requesting the operator service can be found on the operator certification website (<http://epa.ohio.gov/ddagw/opcert.aspx>) under the eBusiness Center tab. Operators must request the Operator Service using their Ohio EPA Core Person ID number. **The Core Person ID number is the middle 7 digits of an operator's certificate number. If you do not have a certification, but have taken an examination, you may still have a Core Person ID number.** Please contact our office at (614) 644-2752 or 1-866-411-OPCT (6728) to inquire.

In order to submit the application, a Personal Identification Number (PIN) number is required. Issuance of a PIN generally takes 7-10 days from the date the form is received by Ohio EPA. **Ohio EPA encourages operators to begin the account creation process as early as possible to allow for the time it takes to receive a PIN.** The Operator Certification Unit will not be allowing applicants to submit their application past the exam deadlines posted above. Applications must be completed and submitted in the eBusiness Center by the application deadline listed above. Applications can be completed while an operator is waiting on a PIN. Any application started after the application deadline will only have the option of selecting the next available examination.

#### Application Submission

Once an application has been submitted electronically through the eBusiness Center, applicants will be sent a confirmation email. Applicants need to print a hard copy of the application which must be signed by the operator and their supervisor. The completed hard copy **with original signatures** should be mailed to: Ohio EPA, Operator Certification Unit, P.O. Box 1049, Columbus, Ohio 43216-1049. **Failure to submit a properly completed application may result in rejection.**

#### Fee Payment

Any person applying for examination for certification as an operator shall **pay the fee at the same time their application is submitted.** Fees may be paid through the eBusiness Center via credit card or electronic check. If you do not want to pay electronically, you may print an invoice and pay by check or money order. All checks or money orders should be made payable to TREASURER, STATE OF OHIO and returned to the payment address on the invoice with the signed application. **All fees are non-refundable.**

#### Application Review Process

Once the hard copy application has been reviewed by Ohio EPA, the applicant will receive an email notifying them if the application has been approved or rejected. The approval email will include an **examination entrance letter** which the operator should print and bring to the examination.

#### Education and Experience Requirements

Education and experience requirements for each exam are listed on our website. Courses and college experience may only be used to reduce the amount of operating experience required after an applicant has documented 12 months of hands on "operating experience" for a Class II and III certificate and 520 hours for a Class A certificate. In order to have your education reviewed, you must upload a copy of your official college transcript or diploma which identifies your major. For training courses, you must select the course you have taken from the drop box and upload a copy of your course completion certificate, paying careful attention to your completion date. A list of courses which can be used to substitute for a portion of the required operating experience for Class A, II, and III certifications may be found on the following Web site: [http://epa.ohio.gov/Portals/28/documents/opcert/courses\\_substituted\\_for\\_experience.pdf](http://epa.ohio.gov/Portals/28/documents/opcert/courses_substituted_for_experience.pdf)

#### Exam Day Guidelines

Do <b>NOT</b> Bring:	Do Bring:
Headwear (hats, scarves, etc.) Smart Devices or Electronics (phones, watches, glasses, pagers, radios, etc.) <b>Programmable or Scientific</b> Calculators Headphones, Sunglasses Backpacks, briefcases, purses, etc. Books, paper, reference materials, napkins, etc. Plastic grocery bags	Exam entrance letter Picture identification No. 2 pencils (mechanical acceptable) Snacks in <b>clear bags</b> only Money for parking and beverage machine <b>Basic</b> calculators