



## How to apply to take the Water/Wastewater Operator paper and pencil examination through Ohio EPA

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the  icon. The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

- To begin the process of applying for a paper and pencil exam, you will need to log into the eBusiness Center <https://ebiz.epa.ohio.gov/>. You will enter your user ID and password and click the Login button.

❖ If you do not have an e-Biz account, please follow the instructions at this [link](#).

- The eBusiness Center home will open. In the first box you will see a list of services that are available through the eBusiness Center. You will scroll down to the service called “Water/Wastewater Operators”. Click this link.

Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSW/ 401 Certification and Isolated Wetlands Permit		Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Generic File Upload	<a href="#">Request</a>	Inactive		
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers	<a href="#">Deactivate</a>	Active		

- ❖ If you do not have the Operator service, follow the instructions at this [link](#). NOTE: When registering for the service, it will ask if you have a core person ID. **If you have a certificate or if you have ever taken 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 or eight 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).
3. In this screen, you will be able to view your contact information, any exams you have applied for, your certificate history (past and current certificates), and any contact hour courses you have attended. You are responsible for keeping your contact information current! If you need to edit this information, click the Edit button and update as necessary.

**Certified Operator Service**  
**Certified Operator Service Management**

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barienbrock  
 50 West Town Street  
 Columbus OH, 43215 [Edit](#)

**Exam Applications** [Apply for New Exam](#)

Type	Certification Type	Class	Status	Exam Date	Action
Third Party (47204)	Wastewater Treatment	1	PENDING	04/02/2017	
Third Party (47284)	Water Supply	1	PENDING	04/01/2017	

**Current Certificates**

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1135322-16	Water Supply A	10/01/2014	11/30/2016	12/31/2016	(renewal pending)	
WVA-1135322-16	Wastewater Treatment A	01/01/2014	11/30/2016	12/31/2016	(renewal pending)	

**Contact Hours** [Apply for Contact Hours](#)

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	Both	tp_user Training	08/09/2014	OM	25.0	25.0	0.0	APPROVED	

4. To apply for an Ohio EPA paper and pencil exam or Class IV exam, click on Apply for New Exam.

**Certified Operator Service**  
**Certified Operator Service Management**

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barienbrock  
 50 West Town Street  
 Columbus OH, 43215 [Edit](#)

**Exam Applications** [Apply for New Exam](#)

Type	Certification Type	Class	Status	Exam Date	Action
Third Party (47204)	Wastewater Treatment	1	PENDING	04/02/2017	
Third Party (47284)	Water Supply	1	PENDING	04/01/2017	

**Current Certificates**

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action

5. In the following screen, you will select “Applying for Ohio Exam” from the drop down menu.

6. Complete the Applicant Background section by answering the three questions using the drop down menu in each box. All fields with an \* are required to be completed.

7. Select the Examination (Water Supply, Water Distribution, Wastewater Treatment, and Wastewater Collection) and Class (A, I, II, III, and IV) for the exam you wish to take. All fields with an \* are required to be completed.

NOTE: If you are attempting to apply for an examination for which you do not meet the minimum qualifications, you may receive an error (an example appears below). You may not proceed with the application process until the minimum requirements have been met.

**A Wastewater Treatment 3 requires an existing Wastewater Treatment 2 certification.**

8. Available dates and times for your examination type and class will appear in the Exam Dates section. Select a date and time for your examination.

- Complete the Current Supervisor section, noting the instructions that appear in the help box at the top of the section. All fields with an \* are required to be completed.

**Current Supervisor**

Please enter the appropriate information in the space below. Check the "No Current Supervisor" box if you are not currently employed. If your current supervisor is not a certified operator, please leave the Certification Number box blank.

No Current Supervisor:

\* Name:

\* Mailing Address:

Certification Number:

\* Mailing City:

\* Job Title:

\* Mailing State: OH

\* Work Phone:  (xxx) xxx-xxxx

\* Mailing Zip:

\* Country: USA

- Next, you will add your work experience, paying careful attention to the instructions in the help box at the top of this section. You will need to list each "job" individually, so you may be entering several lines of operating experience. To add experience, click the add new experience link in blue.

**Experience**

Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
<a href="#">+ add new experience</a>							

- A new window will open, allowing you to input your operating experience information. All fields with an \* are required to be completed. Pay careful attention to the instructions located in the help section at the top of the Experience Information page. Description of duties should be in detail, listing the tasks and responsibilities of your position. When finished, hit Save.

**Experience Information**

Please enter information regarding your employment in the space below. A new entry should be made for each new job title and each time the percentage of time spent on water or wastewater activities change. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a public water system (PWS). Failure to thoroughly describe water or wastewater duties may be a reason for disapproval.

If you do not have any experience click 'Cancel' below to return to the application screen.

\* Employer Name:

\* Mailing Address:

\* Mailing City:

\* Mailing State: OH

\* Mailing Zip:

\* Address Country: USA

\* Start Date:

End Date (if still employed leave blank):

\* Job Title:

\* Experience Time Type: [select]

\* Experience time (Full-time enter number of months or part-time enter number of hours):

\* Document the percentage of your months/hours you spend on Water related duties:

\* Document the percentage of your months/hours you spend on Wastewater related duties:

\* Describe your operating duties in **DETAIL**:

**Save** **Cancel**

NOTE: If you have any changes in your job title, your daily duties/tasks, the percentage of time you spend on your water/wastewater duties, or any other significant changes to employment, you **MUST** list these separately, as if they were entirely new/different jobs. This will ensure we give you the most accurate count for your operating experience as possible. These changes include, but are not limited to: being moved from par-time to full-time, temporary/seasonal employment, moving from maintenance to operations, switching from water crew to wastewater crew, treatment plant duties to lab duties, etc. The total percentage of water and wastewater duties may not exceed 100%, but may be less to accommodate those duties which are not applicable for operating experience (eg. Village administrator, customer service, meter reading, septage hauling). If you are claiming any Water related duties you must provide the Public Water System Identification number (PWSID) for the experience to be considered.

12. Add additional experience, if necessary.

Experience							
<p><b>i</b> Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.</p>							
Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	04/03/2006		Environmental Specialist I	30.0	30.0	
<a href="#">+ add new experience</a>							

13. If you need to edit your existing experience, you may click the note pad icon in the Action column on the right. If you wish to delete experience you have added, you can click the red X in the Action column.

Experience							
<p><b>i</b> Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.</p>							
Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	04/03/2006		Environmental Specialist I	30.0	30.0	
<a href="#">+ add new experience</a>							

14. If you have completed any of the courses eligible for experience credit, you will add them in the Training section. Click the "add new training" link in blue to begin adding your experience credit courses.

Training				
<p><b>i</b> Please complete this section if you wish to use applicable course work to reduce the amount of operating experience necessary for Class II and III examinations.</p>				
Course Name	Course Date	Provider	Documentation	Action
<a href="#">+ add new training</a>				

15. A new window will appear where you will select the course you have taken from the drop down box. Type the date on which you completed the course (it should appear on your transcript or course completion certificate). Enter the name of the company that completed the training (OTCO or CSUS). You should then click upload to attach an electronic copy of your transcript or course completion certificate for this course. All fields with an \* are required to be completed. When you are finished, click Save.

**Training Information**

This section is designed for you to document the course you have taken which can be substituted for a portion of the operating experience requirement.

\* Pick the course you have taken:  
▼

\* Course Completion Date:  
[Text Input]

\* Company that provided the training:  
[Text Input]

\* Attach your course completion certificate:  
upload

Save Cancel

16. Complete the Education section. You will select Yes or No regarding a high school diploma from the drop down box.

**Education**

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

\* Do you have a high school diploma? [select]

NOTE: A High School diploma or the equivalent is required in order to apply for an examination. If you answer No to the first question, you will see a second question to answer. If you answer Yes, you will need to offer an explanation in the box below.

**Education**

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

\* Do you have a high school diploma? No

\* Do you have anything equivalent to a high school diploma (e.g. GED)? Yes

\* Please describe the education you have that would be equivalent to a high school diploma or GED. If you are a high school senior in good standing, please provide a letter from your High School Principal or Guidance Counselor verifying your academic standing and projected date of graduation:

When you are finished entering your Education information, you have two choices: click Save at the bottom, right of the Certification Exam Application screen to save the information you have entered (you may come back at a later time to edit) OR click Submit to send your application to the Operator Certification Unit for review. To Save, proceed to Step 17. To Submit, proceed to Step 18.

**Certified Operator - Certification Exam Application**

**Step 16: Applicant Information**

Please enter the appropriate applicant information in the space below. To edit your personal information, please return to the Certified Operator Service menu. Please keep this information current.

Date of Birth: 1/24/80  
 Applicant Name: Ted S. Meyer  
 User ID: 10071417  
 SSN Last 4: 1111  
 Old Account Name: expertuser  
 Email Address: tsmeyer@wv.gov

Address: 30 Town Dr.  
 County: OH - 40213  
 Address County: Putnam  
 County: OH  
 Home Cell Phone: (614) 544-2754  
 Business Phone: (614) 544-2754

Type of Application:  Add to My OHS Exam

Have you ever been convicted of, or pled guilty to, a criminal charge of theft/fraud, fraud or conversion?  No  
 Have you ever had any OHS operator certificate revoked or do you have a certificate under suspension?  No  
 Have you had a certificate revoked or currently suspended in any other state?  No

**Applicant Information**

Certificate Type:   
 Date:

**Exam Data**

Please select the appropriate date, time, location for the exam which you are applying.

Date	Time	Location	Test	Select
09/20/2014 08:00	11:00	OHS Reg Center	W0201010_0104	<input type="checkbox"/>
11/26/2014 08:00	11:00	OHS Reg Center	W0201010_0104	<input type="checkbox"/>

**Current OHS Certifications**

Certificate No.	Type	Exp.	Issue	State	Expires	Notes
W02-112469-14	Wired Splice	2	11/21/2012	OH	12/31/2014	DDP025

**Current Supervisor**

Please enter the appropriate information in the space below. Check the "Current Supervisor" box if you are not currently employed. If your current supervisor is not a certified operator, please leave the Certification Number box blank.

Current Supervisor:   
 Name: Andy Blandford  
 Certification Number:   
 Job Title: Environmental Supervisor  
 Work Phone: (614) 728-1210 (add extension)

Mailing Address: 30 Town Dr  
 Mailing City: Columbus  
 Mailing State: OH  
 Mailing Zip: 43213  
 County: OH

**Experience**

Please list employment information with your dates in detail. Please document only the work that applies to the position for which you are applying. Your work experience includes treatment and collection. Your experience includes treatment and collection. Your experience includes treatment and collection. Please list changes in employment (i.e. job title, percentage of time, work status, etc.) in separate employment entries to ensure a more accurate evaluation of your employment and experience. If you are a full-time employee, please enter months if you work part-time, seasonal or temporary employees, record time in hours.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent OH	Percent W/O	Notes
OHS EPA	30 Town Dr. Columbus OH 43213	04/01/2006		Environmental Specialist	100	00	

**Training**

Please complete this section if you wish to use applicable course work to reduce the amount of operating experience necessary for Class based examinations.

Course Name	Course Desc	Provider	Documentation	Notes

**Education**

Please document information regarding your education in the space below. If you have obtained college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a degree and major in a physical science, science, technical, or environmental engineering or a technical degree in water or wastewater treatment.

Do you have a high school diploma?  No  
 Do you have any other education (e.g. GED)?  No

17. Once you Save an application, you will be directed back to your Operator Profile. You will see your new application. The status for a saved application will say EDIT. NOTE: Saved applications have not yet been sent to Ohio EPA for review. If you need to edit the application information, you can click the Note pad icon in the Action column. If you wish to delete the application, you may click the red X in the Action column.

### Certified Operator Service

**Certified Operator Service Management**

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barienbrock  
50 West Town Street  
Columbus OH, 43215 **Edit**

**Exam Applications** **Apply for New Exam**

Type	Certification Type	Class	Status	Exam Date	Action
Third Party (47204)	Wastewater Treatment	1	PENDING	04/02/2017	 
Third Party (47284)	Water Supply	1	PENDING	04/01/2017	 
Third Party (47827)	Water Distribution	1	PENDING	05/01/2017	 
Third Party (47831)			EDIT		 

**Current Certificates**

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WSA-1135322-16	Water Supply A	10/01/2014	11/30/2016	12/31/2016	(renewal pending)	
WWA-1135322-16	Wastewater Treatment A	01/01/2014	11/30/2016	12/31/2016	(renewal pending)	

**Contact Hours** **Apply for Contact Hours**

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	Both	tp_user Training Provider	08/09/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-B8823-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	

18. Once you Submit an application, you will be prompted to enter your PIN and the answer to your security question. Then click Submit. Your application will be sent to Ohio EPA for review.

### PIN Validation

**PIN Validation for Certification Exam Application**

To complete your Certification Exam Application submission please answer the question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

**PIN:**

**Please answer this security question:**

What color is red?

Submit

Cancel

19. After submitting an application to Ohio EPA for review, the payment window will open. Choose your payment method from the items listed on screen. You can pay by credit card, automated check, or mail a check or money order. To proceed to payment, click Download Invoice. NOTE: unpaid applications will not be reviewed.

**Ohio EPA Fee Payment Options**

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

**Master Card, VISA or Discover Credit Card:**  
 You can pay your balance due now via credit card. If you would like to pay now, click the 'Pay with Credit Card' button below. A service fee of 1.9% is added to payments made by credit card. When you arrive at the payment screen, please enter the billing name and address exactly as it appears on your credit card statement. Please have your credit card or statement ready.

**Automated Clearing House (ACH):**  
 There is no service fee for ACH payments. When you provide your bank routing number and bank account number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

**Print Your Invoice**

  To download your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



**Pay Electronically**

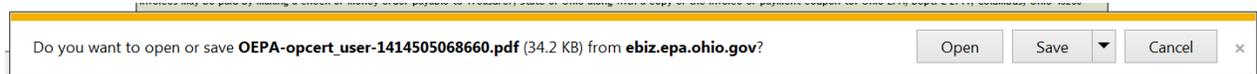
To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

**US Mail Check, Money Order or State Agency ISTV**  
 Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

**Help Contacts**  
 If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.



20. In Windows, you will see a pop up window at the bottom of the screen. Click Open to view and print a copy of your payment invoice. You may also Save the invoice for your records.



21. Select one of the payment methods from the following window.

**Ohio EPA Fee Payment Options**

**Pay Electronically**  
**Master Card, VISA or Discover Credit Card:**  
 A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$120.00
Service Fee:	\$2.64
<b>Total Amount Due:</b>	<b>\$122.64</b>

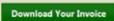


**Automated Clearing House (ACH):**  
 There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

**Total Amount Due: \$120.00**



**Pay Later**  
 If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.



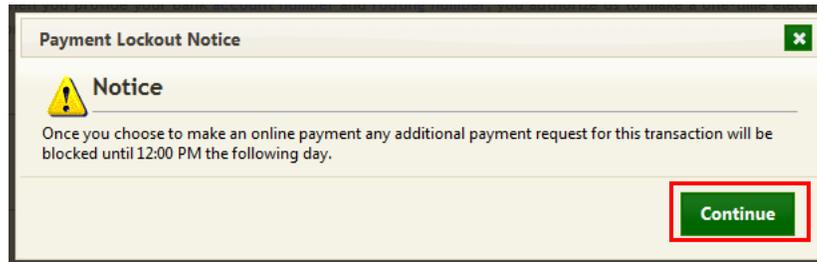
**US Mail Check, Money Order or State Agency ISTV**  
 Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

**Help Contacts**  
 If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.



- **Pay with Credit Card**

The following window will pop up. Click Continue to enter your credit card information. You will be able to print a receipt at the end of the transaction, and also through email.



After you click Continue, you will be directed to the following payment screen to enter your credit card information:

 **Ohio** Environmental Protection Agency eBusiness Center

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**Central Payment Portal**

**Enter Payment Information**

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.  
The following link provides information regarding the [card security code](#).

**8276\_OH\_EPA\_WW\_OPCERT Payment Summary**

Total: \$120.00

**8283\_OH\_EPA\_SERV\_FEE Payment Summary**

Total: \$2.64

**Payment Information**

* Credit Card Number: <input type="text"/>	* Credit Card Type: <input type="text"/>
* Expiration Month: <input type="text"/>	* Expiration Year: <input type="text"/>
* Card Security Code: <input type="text"/>	

**Billing Information**

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

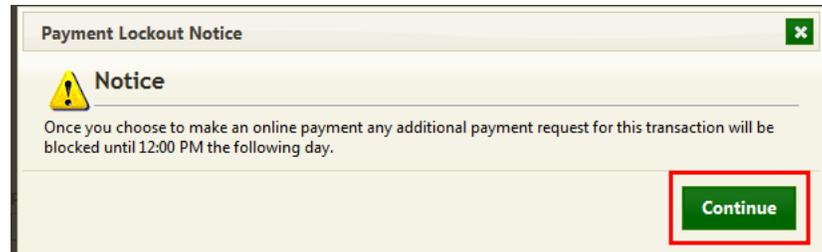
**Technical Support**  
If you need technical support for this online payment processing application, please send an email to [cppsupport@cboss.com](mailto:cppsupport@cboss.com).

© CBOSS, INC.

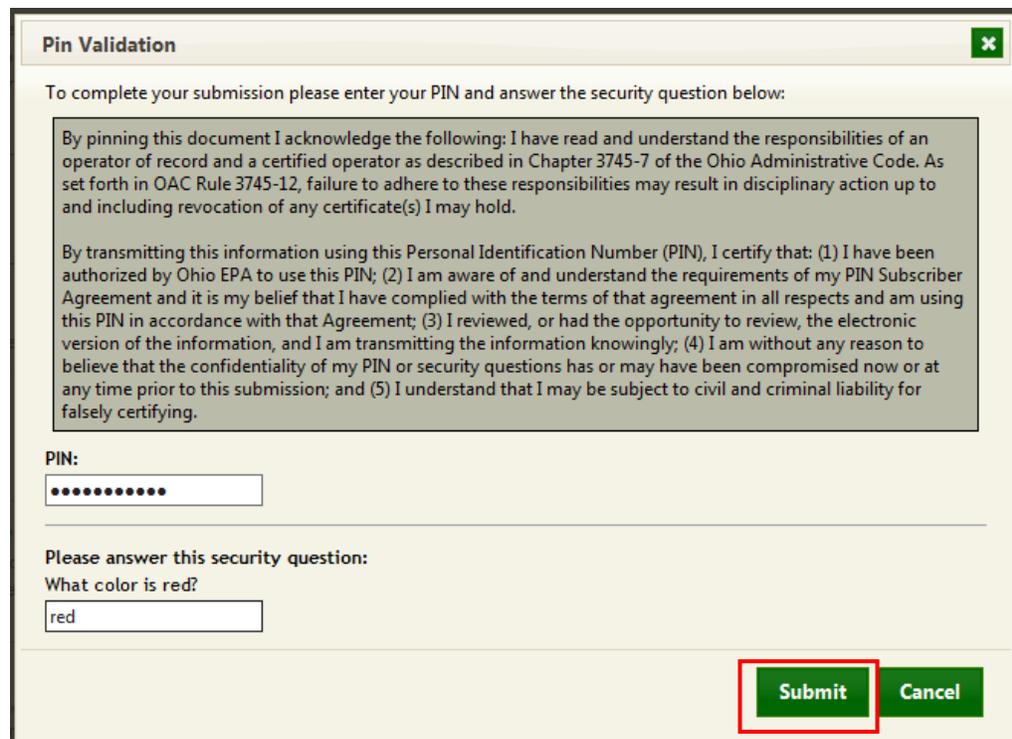
Once you enter your payment information, click Continue. **If you would like a receipt, then make sure to mark the Email Receipt box.** Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **Pay with ACH (electronic check)**

The following window will pop up. Click Continue to enter your checking account number and routing number for an automatic debit from your account via check. You will be able to print a receipt at the end of the transaction, and also through your email.



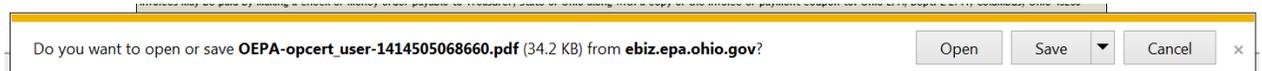
Once you click Continue, the following screen will appear:



You will need to enter your PIN number and the answer to your security question. Click Submit to send your payment.

- **Pay Later**

If you wish to mail a paper check or money order, click Download Your Invoice. NOTE: In Windows, you will see a pop up window at the bottom of the screen. Click Open to proceed.



The following is an example of the invoice sheet:

## Certification Exam Application Fee Invoice

Division of Drinking and Ground Water



**Billed to Applicant:**  
 Andrew Barienbrock  
 50 West Town Street  
 Columbus, OH 43215

**Date Submitted:** 05/19/2017  
**Payment Due:** Due Upon Receipt  
**Revenue ID:** 1153521  
**Transaction ID:** 989343

DESCRIPTION	AMOUNT
Water Distribution Class 1	
Total Fee Due	\$45.00

In accordance with ORC 3734.06 or 3734.82, failure to pay the full fee by the due date as indicated may invalidate your application.

**Balance Due \$45.00**

Include a copy of this document with all payments and document submissions.  
 You must write the Revenue ID (if shown below) on your check to ensure proper credit.

**Pay To:**  
 Treasurer, State of Ohio

<b>Revenue ID:</b>	1153521
<b>Amount Due:</b>	\$45.00
<b>Revenue Type:</b>	DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)
<b>Amount Enclosed:</b>	

For internal Ohio EPA use only.	
Check #:	
Check ID #:	
Postmark Date:	

**Mail All Submissions To:**  
 Ohio EPA DDAGW Operator Certification  
 P.O. Box 1049  
 Columbus, Ohio 43216-1049

Print the invoice and send the invoice and check, made to "Treasurer State of Ohio" for the appropriate fee to the Ohio EPA at the address listed on the invoice.

22. You will return to your Operator Profile page, and you should see the application you have just submitted. The status will say PENDING. You can view the exam application invoice by clicking the pdf icon on the LEFT in the Action column. You can view a copy of the exam application by clicking the pdf icon on the RIGHT in the Action column. **NOTE:** You MUST print a copy of the application you have submitted electronically, sign it in ink, obtain your supervisor's signature in ink, and mail it to Ohio EPA to complete the submission of your application.

Exam Applications						Apply for New Exam
Type	Certification Type	Class	Status	Exam Date	Action	
Ohio EPA (3)	Wastewater Treatment	1	PENDING	05/05/2015		
Ohio EPA (32805)	Wastewater Collection	2	PENDING	11/04/2015		

23. You can check the status of your application in your Operator Profile. When it is moved to Approved, you will be sent an email with your exam entrance letter. You will also be able to view and print your exam entrance letter from the Action column in the exam application line in your Operator Profile.