

## Instructions for Training Providers to Apply to become a Green Leaf Training Provider:

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.

1. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account.

### eBusiness Center Login

**User ID:**

**Password:**

[Forgot your password?](#)

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

2. Select the “Water/Wastewater Training Providers”



Welcome to the Ohio EPA eBusiness Center



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		
<b>Water/Wastewater Training Providers</b>	<a href="#">Deactivate</a>	Active		

  

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	07/17/2014 11:33:50	<a href="#">hide</a>

- ❖ If you do not have the Training Provider service, follow the instructions at this [link](#).

3. You should now see your Training Provider profile in the eBusiness Center. Verify the contact information and make necessary corrections. To apply for the Green Leaf program, click on the Approved Training Provider Application button.
  - o NOTE: This button will only appear after you have given a minimum of twelve Ohio EPA approved contact hours. Please verify you have offered these twelve contact hours for a period of 3 years before applying for the Green Leaf program.

### Training Provider Service

**Training Provider Service**

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

Training 1 (656) 50 W Town St columbus, OH 43147 USA	Bob Trainer <b>Prefix:</b> <b>Suffix:</b> <b>Business Phone:</b> (614) 728-1216 <b>Cell Phone:</b>	Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data. <a href="#">Download Attendance Spreadsheet</a>
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[Edit](#)

**Course Catalog** [Filter](#) [Reset](#)

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-58810280-OM	wastewater contingency planning	5.25	APPROVED	<a href="#">Schedule</a>
OEPA-D8810301-OM	water contingency planning	10.0	APPROVED	<a href="#">Schedule</a>

**Approved Training Provider Application** [Course Application](#)

**Courses Scheduled**

No courses are currently scheduled.

**Courses Given** [Filter](#) [Reset](#) [Upload Attendance For Multiple Courses](#)

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-58810280-OM	wastewater contingency planning	5.25	03/09/2015	03/09/2015	<a href="#">Add Attendance</a>

4. The Green Leaf application window, as seen below, will open. You will complete the Qualifications section, providing a detailed description for each of the four items requested. The number of Ohio EPA approved contact hours your training organization has been approved to offer will pre-populate. Items marked with an \* are required.

### Approved Training Provider Application

**Applicant Information**

Training 1 (656) 50 W Town St columbus, OH 43147	<b>Name:</b> Bob Trainer <b>Prefix:</b> <b>Suffix:</b>	<b>Business Phone:</b> (614) 728-1216 <b>Cell Phone:</b> <b>Email Address:</b> andrew.barienbrock@epa.ohio.gov
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**Qualifications**

\* Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water system, treatment works, or sewerage system:

\* Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years experience in the subject for which they are providing training):

\* How long has the training organization been providing courses approved by the Ohio Environmental Protection Agency in accordance with Rule 3745-7-15(E) of the Ohio Administrative Code? (Min. 3 yrs):

\* Previous Approvals:

\* Discuss how attendance at courses is documented:

\* Provide a copy of the attendance documentation that will be used:

[upload](#)

- NOTE: The questions asked pertain to the Training Provider organization and not to an individual contact person or instructor. Please include any criteria, guidance documents, or guidelines used to evaluate or validate your selections. There is a 1,000 character limit per text box.

5. Next you will need to upload an example of the attendance documentation you will use for each course. Click on the upload link.

6. Click Browse to search for the attendance verification document you wish to upload. Once you select the correct document, click Upload.

7. Proceed to the Agreement and Terms section. You will need to provide your methodology for numbering courses. You will need to create a course approval number prefix that is unique to your training organization; distinguish between courses approved for Drinking Water,

Wastewater, or Both; and designate a course subject of Operation & Maintenance or Other.

**Agreement and Terms**

The training provider must assign each class provided a unique approval number that identifies the provider, Course type (D- drinking water, S - wastewater and B - both), class number and subject (e.g. OEPA-5001-OM). Courses should be given a subject code of "OM" for Operation and Maintenance and "X" for any other.

\* Provide your methodology for numbering courses:

  

- \*  Training Provider must maintain attendance records, a course syllabus (including a detailed timed agenda which distinguishes training time from breaks, lunches, registration, etc.) and instructor qualifications for each course given for a period of three years from the date of the training.
- \*  Training Provider must assign contact hours only for the amount of time spent on training. Partial credit for courses shall not be given. Courses must be at least 0.5 hrs in length.
- \*  Training Provider shall, by the first day of the month, provide the director a list of training scheduled for that month. This list shall include the name of the course, the training provider's approval number, the time, date, and location of the training, along with the number of contact hours assigned.
- \*  Training Provider shall, upon request, be capable of providing a record of student training to the Ohio Environmental Protection Agency or to the student.
- \*  All Training Providers shall allow representatives of the Ohio Environmental Protection Agency to attend courses at any time for the purpose of reviewing the length of training, training content and other relevant aspects of the training.
- \*  Failure to meet any of the criteria above may result in the withdrawal of the Director's approval for all training given by the provider for the next two years. For training providers who have not received approval in accordance with Rule 3745-7-15(F) of the Ohio Administrative Code, the Director shall not approve new training for a period of two years. The Director may refuse to recognize contact hour credit if a training provider fails to meet the criteria in Rule 3745-7-15(F)(1) and (F)(2) of the Ohio Administrative Code, as listed in this application.

**Submit** **Save** **Cancel**

Be sure to read and “check” the boxes in the Terms, then click Submit.

- To submit the Green Leaf application, you will need to enter your PIN and security question answer. Then click Submit.

**PIN Validation**

**PIN Validation for Course Application**

To complete your Course Application submission please answer the question below:

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

**PIN:**

  

**Please answer this security question:**  
What color is red?

  

**Submit** **Cancel**

- Congratulations. You have applied to be a Green Leaf Provider.

**Approved Training Provider Application Submission Complete**

 Your Approved Training Provider submission was completed successfully. You will be notified by email once your application has been processed.

**Continue...**

- Ohio EPA will review your application and once a determination is made, you will receive an email notification.