Instructions for Training Providers to Apply for OEPA Contact Hour Course Approval

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 into your Training Provider account using your OHID and password.

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

2. "Select Water/Wastewater Training Providers".

❖ 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 a contact hour course, click on Course Application.

4. The course application window, as seen below, will open. You will complete the Course information section, including providing a detailed description of the material to be learned in the course. Items marked with an * are required. You will need to upload a syllabus and a detailed, timed agenda for each course application for courses more than one (1) hour in length.

5. Click on the blue upload link to upload a course syllabus. The syllabus should include a description of the course information that was or will be covered.

6. Browse for the Syllabus that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.

7. Click on the blue upload link next to Agenda to upload a detailed and timed course Agenda. This agenda should note start and end times of the course, as well as the times of any breaks and lunches taken.

8. Browse for the Agenda that corresponds to the course for which you are requesting approval. Once you find the correct document, click Save.

9. If you upload the incorrect syllabus or agenda by mistake, you can click remove, and go through the upload process again.

10. You will need to add a course instructor. To add an instructor to this course, hit the Add New Instructor link.

11. Enter the Instructor information. Fields marked with an * are required. For Instructor Credentials, please see the text in the ⓘ information bar.You may wish to upload instructor credentials (Bio, Resume, Reference letter, etc.) by clicking the blue upload link.
A Credential upload is not required. However, if nothing is attached then the credential must be fully completed with information documenting how the individual meets Ohio EPA's criteria for being an instructor.

12. If you are uploading instructor credentials, the following screen will appear. Browse for the instructor credentials document that corresponds to the instructor you are entering. Once you find the correct document, click Save.

13. If you wish to save the application as a work in progress, you can hit Save.

14. If you wish to submit the application for approval, hit Submit. Make sure you have your PIN ready prior to proceeding.

15. To submit the application, you will need to enter your PIN and security question answer. Then hit Submit.

16. Congratulations. You have just submitted a contact hour course application for approval. Hit Continue to return to your Training Provider profile.

Course Application Submission Complete

Your Course Application submission was completed successfully. You will be notified by email once your application has been processed.

Continue...

Once Ohio EPA approves your course, you will be emailed a letter with the course name and course approval number.