
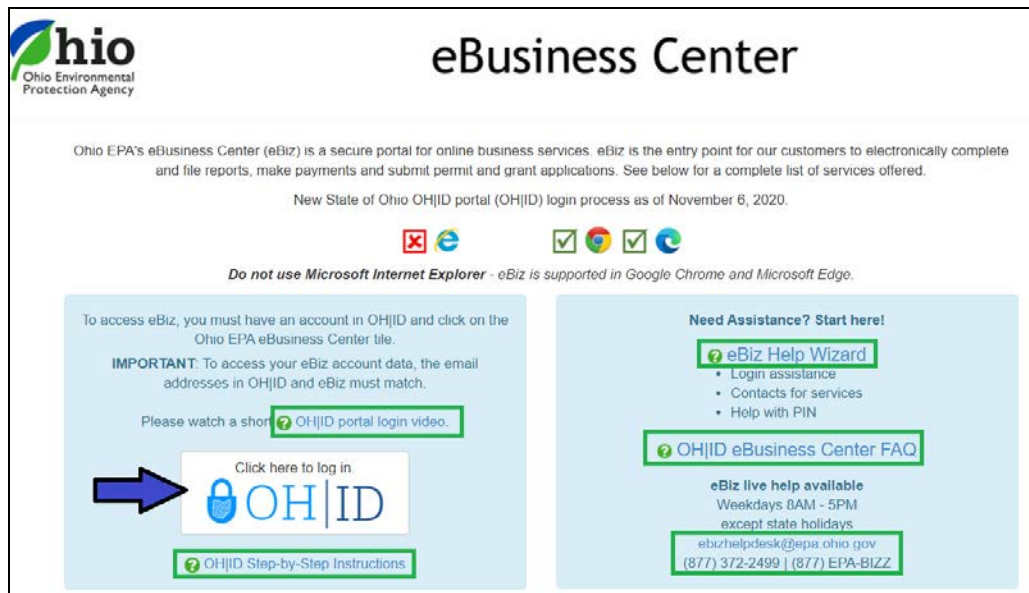


Online Training Course Application Instructions

<p>Step 1</p>	<p>Click on eBusiness Center in the lower right corner of the webpage.</p>	
<p>Step 2</p>	<p>The login process has changed as of 11/6/20. All eBusiness Center accounts must be tied to an OH ID account. You will either have to create a new OH ID account or login to your existing OH ID account (if you already have one). Then you can follow steps to sync your OH ID account with your old eBusiness Center account.</p> <p>Multiple help documents, including a video, step-by-step instructions, a help wizard, FAQs, and email/phone #'s are available.</p>	



Step 2.1

Once you click on the OH|ID login button, proceed to either create a new OH|ID account or login into your existing account.

Follow the directions to link up your OH|ID account with your previous eBusiness Center account. (TIP: your new OH|ID account email address must match your previous eBusiness Center email address in order to link accounts)

OH|ID

Log in with your OH|ID

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

Log In

[Get login help](#) | [Create an OH|ID account](#)

Step 3

After your account is created, when you sign on to the eBusiness Center you will see this screen. From here, select "Asbestos Services".

Ohio Environmental Protection Agency

eBusiness Center

eBusiness Home My Account Audit Service Admin

Welcome to the Ohio EPA eBusiness Center

Service	
Air Services	
Asbestos Services	
Conference and Events Registration	
Division of Surface Water Credible Data	
Division of Surface Water NPDES Permit Applications (STREAMS)	
DMWM Compliance	
DMWM License and Registration Service	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	
DSW 401 Certification and Isolated Wetlands Permit	
e-Discharge Monitoring Reports (eDMR)	
e-Drinking Water Reports	

Step 4

Select "Training Provider". The Training Provider module defaults to "Training Notifications List" screen seen in Step 5.

Asbestos Services

- Project Notification** Manage your Demolition and/or Renovation/Abatement Notifications
- Contractor License** Manage your Asbestos Contractor Licenses
- Individual Certification** Manage your Asbestos Certifications
- Training Provider** Manage your Asbestos Training Programs and Training Notifications

Step 5

To associate a training provider organization with your account, click on "Training Programs" in the gray bar at the top of the page. The view will change to the page shown in Step 6.

ASBESTOS Welcome Josh Services Project Notification Contractor Lic

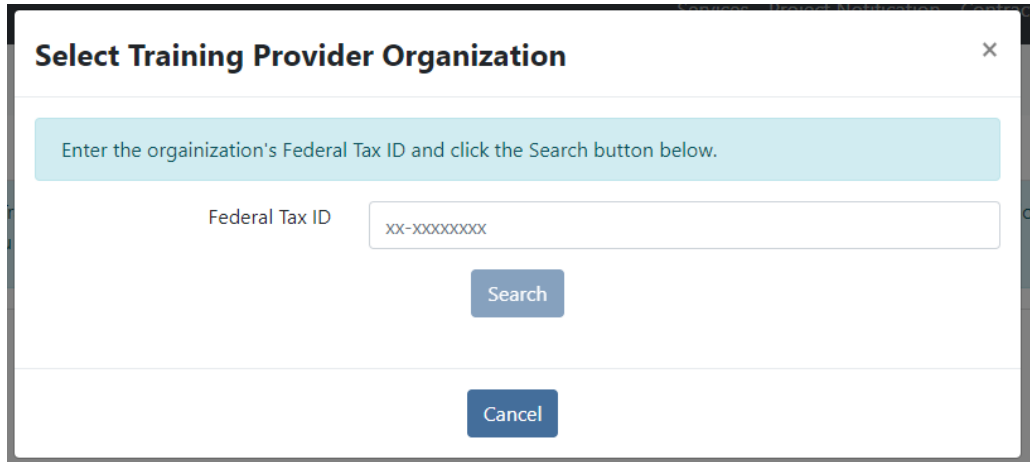
Training Provider Training Notifications **Training Programs**

Training Notification List

Click the Select Organization button on the right to associate a Training Provider Organization with your account. You will need to enter the Federal Tax Identifier for this organization. Data for this organization will automatically be retrieved each time you log in to the eBusiness center.

Step 6

Click the “select/Create Organization” button then enter your Federal Tax ID Number when prompted on the “Select Training Provider Organization” screen and click “Search”. Your information will automatically be retrieved if training courses exist. If none exist, you will be prompted to enter information.



Step 7

If the Training Provider matches the Federal Tax ID Number that was entered, click the “Select This Organization” button.



Step 8

This screen shows the approved training programs for “Top Notch Asbestos Training”. To view details about the approved Abatement Worker Initial course, click on the arrow to the left of the Course Number.

A blue box will open showing the details of the training course.

By clicking on the blue “Actions” button, you can view the application screen, download a PDF of the application form, or download the application form and all attachments.

Step 9

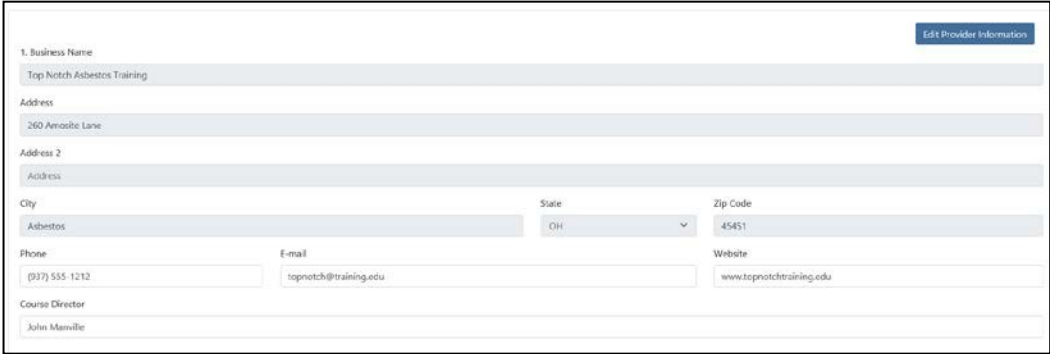
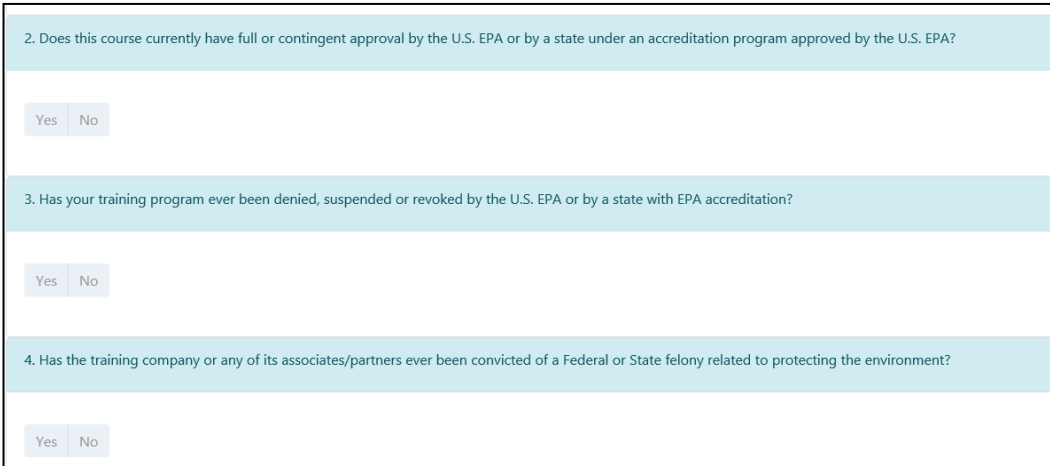
If you wish to renew a training course, go to the Training Program List page, click on the blue “Actions” button, and select “Renew”.

The screenshot shows the 'Training Program List' interface. At the top, there is a header with 'Training Provider Name: Top Notch Asbestos Training' and 'Address: 250 Amosite Lane, Asbestos, OH 45451'. Below this is a search bar and a 'Create Training Program' button. The main table has columns for Course Number, Course Type, Organization Name, Approval Status, Approval Type, and Expiration Date. A row for 'TC341' is visible, with an arrow to its left. A filter bar at the bottom allows filtering all columns and includes an 'Export to Excel' button and pagination controls.

This screenshot shows the details for the 'TC341' course. The table is expanded to show application details with columns for Application ID, Application Type, Date Submitted, Application Status, Issue Date, and Expiration Date. A row for application ID '3441' is highlighted. The 'Actions' button for this row is highlighted in blue. The interface also includes a filter bar, an 'Export to Excel' button, and pagination controls.

This screenshot shows the application details for the 'TC341' course. The table is expanded to show application details with columns for Application ID, Application Type, Date Submitted, Application Status, Issue Date, and Expiration Date. A row for application ID '3441' is highlighted. The 'Actions' button for this row is highlighted in blue. A dropdown menu is open, showing options: 'View', 'Download Application', and 'Download Application and Documents'. The interface also includes a filter bar, an 'Export to Excel' button, and pagination controls.

This screenshot shows the 'Renew' option in the 'Actions' menu for the 'TC341' course. The table is expanded to show application details. The 'Actions' button for the application ID '3441' is highlighted in blue, and a dropdown menu is open, showing the 'Renew' option. The interface also includes a filter bar, an 'Export to Excel' button, and pagination controls.

<p>Step 10</p>	<p>Verify the Training Provider business information. To make changes in the information, click the “Edit Provider Information” button.</p>	
<p>Step 11</p>	<p>Answer Questions 2 through 4. Be prepared to upload proof of full or contingent approval by the USEPA or a state under an accreditation program approved by the USEPA when prompted at Question 2.</p>	

Step 12

Provide the submittals required by Question 5.
NOTE: For a renewal application, these submittals are required ONLY if substantive changes have been made to previously submitted documents.

Tip: Click on the "Validate" button at the bottom of the page at any time to see what required fields still need to be completed.

You can also click on the "Save" button at the bottom of the screen anytime during this process to save entered information. You will be able to come back to this information later.

5. Provide the following attachments for each training course included with this application (if this is a renewal application, only attachments listed below that have been revised from previous submittals need to be included)

Course Curriculum
Browse... No file chosen

Course Materials (you may upload multiple files)
Browse... No files uploaded

Course Hours
Browse... No file chosen

Written Examination
Browse... No file chosen

Completion Certificate
Browse... No file chosen

Trainer Qualifications (you may upload multiple files)
Browse... No files uploaded

A letter that clearly indicates how the training course meets or exceeds the applicable requirements set forth by the U.S. EPA Model Accreditation Plan (40 CFR part 763 Subpart E, eppendix Q) and the Ohio Administrative Code 3745-22
Browse... No file chosen

Other Supporting Documents (you may upload multiple files)
Browse... No files uploaded

Step 13

Click on the Validate button to make sure that all required fields are completed properly.

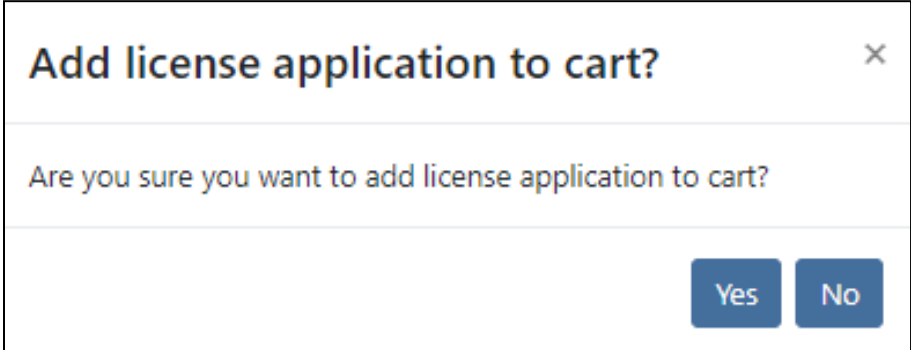
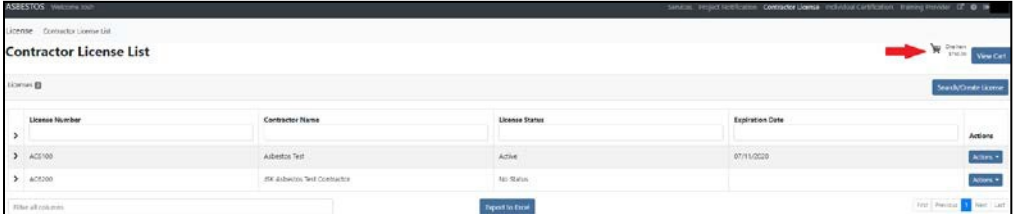
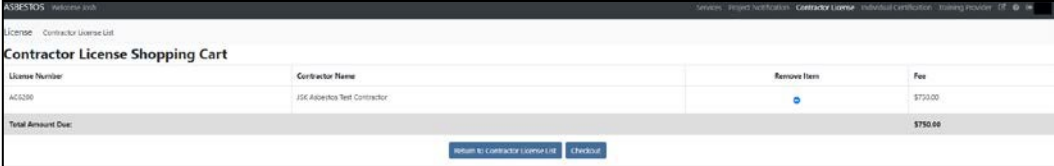
Next, save your application one last time and then click on the "Add to cart" button. Your application will now be added to the cart and ready for checkout.

Other Supporting Documents (you may upload multiple files)
Browse... No files uploaded

9:15 AM: CourseProvider Application has been saved

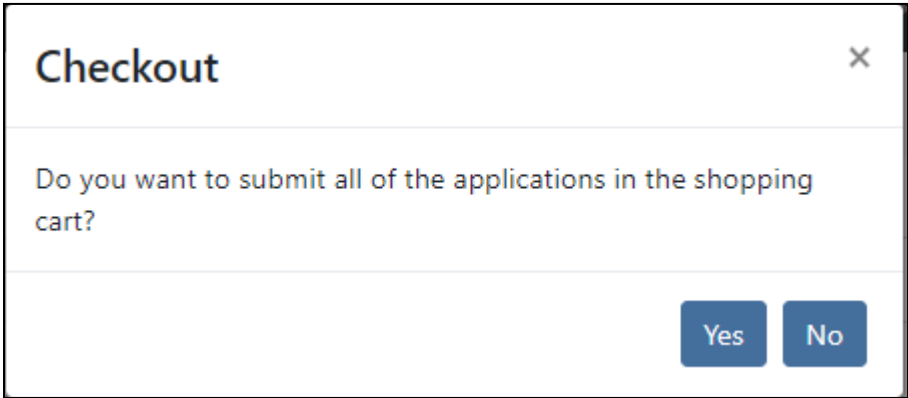
TC841 - Abatement Worker initial | App #: 3481 Pending | Revenue: \$0.00

Validate Save Add to cart Close

<p>Step 14</p>	<p>After selecting the “Add to cart” button, it will ask if you are sure you want to add license application to cart? Click “Yes”.</p>	
<p>Step 15</p>	<p>When you are ready to check out and pay for your contractor license, you can click on the “View Cart” button in the upper right-hand corner.</p>	
<p>Step 16</p>	<p>View of items in your shopping cart.</p> <p>You can also “Remove Item” from your cart by clicking on the blue minus sign or return to your certification list to create or add another certification or license to your cart.</p> <p>Click on “Checkout” to proceed to the payment process.</p>	

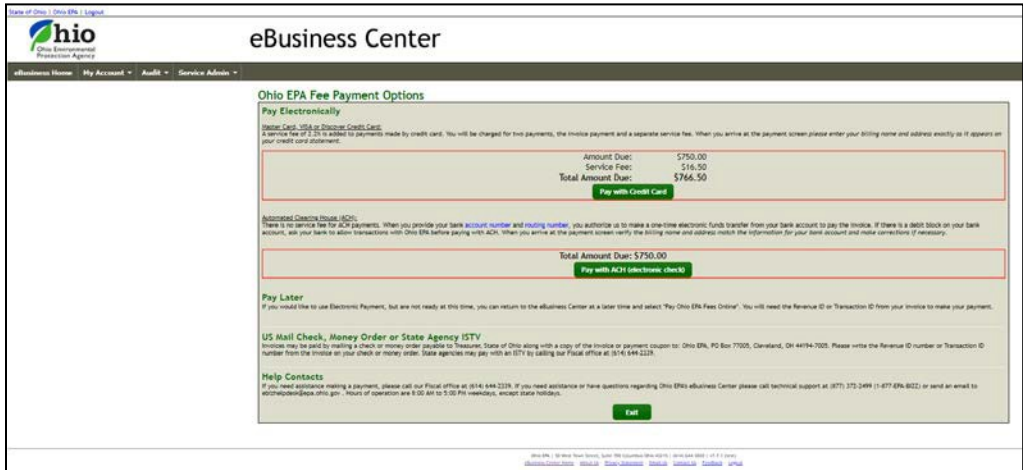
Step 17

Click "Yes" to submit all applications in the shopping cart for payment.



Step 18

Select your option for payment type and complete your transaction.



Step 19	<p>Once payment is completed the status of your application will be updated to “Ready for Review”.</p> <p>Other potential application statuses are listed in the table shown.</p>	<p>Training Provider License Application Status Scenario</p> <table border="1"> <thead> <tr> <th>License Application Scenario</th> <th>Change to Status</th> </tr> </thead> <tbody> <tr> <td>Application is created, but not yet submitted</td> <td>Pending</td> </tr> <tr> <td>Application is submitted, with full payment waiting approval in Revenues</td> <td>Submitted</td> </tr> <tr> <td>Applies to renewals only. Application is submitted more than 60 days from the license expiration date</td> <td>Hold</td> </tr> <tr> <td>The application is submitted, fully paid, and ready for review</td> <td>Ready for Review</td> </tr> <tr> <td>The application failed review due to missing information</td> <td>Deficient</td> </tr> <tr> <td>The application has complete information and passed review</td> <td>Approved</td> </tr> <tr> <td>The license was issued</td> <td>Issued</td> </tr> <tr> <td>The application is more than 45 days in Deficient status</td> <td>Denial Pending</td> </tr> <tr> <td>The application for license is denied. License was not issued</td> <td>Denied</td> </tr> </tbody> </table>	License Application Scenario	Change to Status	Application is created, but not yet submitted	Pending	Application is submitted, with full payment waiting approval in Revenues	Submitted	Applies to renewals only. Application is submitted more than 60 days from the license expiration date	Hold	The application is submitted, fully paid, and ready for review	Ready for Review	The application failed review due to missing information	Deficient	The application has complete information and passed review	Approved	The license was issued	Issued	The application is more than 45 days in Deficient status	Denial Pending	The application for license is denied. License was not issued	Denied
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Step 20	<p>This chart defines the different license statuses.</p>	<p>Training Provider License Status Scenario</p> <table border="1"> <thead> <tr> <th>License Scenario</th> <th>Change to Status</th> </tr> </thead> <tbody> <tr> <td>The initial license has not yet been approved</td> <td>No Status</td> </tr> <tr> <td>The license has been approved</td> <td>Active</td> </tr> <tr> <td>The license is past its expiration date</td> <td>Expired</td> </tr> <tr> <td>The license is past its expiration date, but an application for renewal was already submitted</td> <td>Extended</td> </tr> <tr> <td>The license is suspended. The license becomes effective at the end of the suspension period</td> <td>Suspended</td> </tr> <tr> <td>The license is revoked and no longer effective. The applicant must submit a renewal application in order to reinstate an approval and expiration cycle for that license</td> <td>Revoked</td> </tr> <tr> <td>The application for a license was denied after the application review</td> <td>Application Denied</td> </tr> </tbody> </table>	License Scenario	Change to Status	The initial license has not yet been approved	No Status	The license has been approved	Active	The license is past its expiration date	Expired	The license is past its expiration date, but an application for renewal was already submitted	Extended	The license is suspended. The license becomes effective at the end of the suspension period	Suspended	The license is revoked and no longer effective. The applicant must submit a renewal application in order to reinstate an approval and expiration cycle for that license	Revoked	The application for a license was denied after the application review	Application Denied
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For further information regarding the online licensing process, contact the Ohio EPA Asbestos Licensing Program by email at asbestoslicensing@epa.ohio.gov or call (614) 644-0226.

For information specific to already submitted asbestos training provider license applications, contact Richard Huddle by email at asbestos@epa.ohio.gov or call (614) 466-0061.