What’s New in Operator Certification?

• New Rules
• Exams
  – Third Party Exams
  – Paper/Pencil Exams
• Website Changes
• eBusiness Center
• Contact Information
• Questions
# Operations, Resiliency, and Certification Section

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Barienbrock</td>
<td>Environmental Manager</td>
<td></td>
</tr>
<tr>
<td>Dave Riley</td>
<td>Environmental Specialist 2</td>
<td>Reclassifications, Technical Assistance, Emergency Response and Sanitary Survey Auditing</td>
</tr>
<tr>
<td>Joshua Legg</td>
<td>Environmental Specialist 2</td>
<td>Operator of Record notifications, Technical Assistance, Sanitary Survey Auditing</td>
</tr>
<tr>
<td>Chad Wenger</td>
<td>Environmental Specialist 2</td>
<td>Security, Contingency Planning, Emergency Response Planning, Operator Notifications and Enforcement</td>
</tr>
<tr>
<td>Tanushree Courlas</td>
<td>Environmental Supervisor</td>
<td>Operator Certification</td>
</tr>
<tr>
<td>Marissa Ganzfried</td>
<td>Environmental Specialist 2</td>
<td>Contact Hours, Advisory Council, eBusiness and application processing</td>
</tr>
<tr>
<td>Kevin Jarrell</td>
<td>Environmental Specialist 2</td>
<td>Contact Hours, eBusiness, AC/TP Program, and application processing</td>
</tr>
<tr>
<td>Deidra Davis</td>
<td>Administrative Professional 2</td>
<td>Operator Certification, Exams</td>
</tr>
</tbody>
</table>
Ohio EPA Operator Certification Update

RULE MAKING
## Rule Changes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Proposed Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Operators will be referred to as <strong>Professional</strong> Operator</td>
</tr>
<tr>
<td>3745-07-01</td>
<td>Laboratory, Pretreatment, and Engineering Experience restrictions</td>
</tr>
<tr>
<td></td>
<td><em>Only if the experience is solely in these types of positions.</em></td>
</tr>
<tr>
<td></td>
<td>Collection and Distribution Experience restrictions</td>
</tr>
<tr>
<td></td>
<td><em>Only if applying for a treatment certificate.</em></td>
</tr>
<tr>
<td></td>
<td>Adding the definition of “Week”</td>
</tr>
<tr>
<td></td>
<td>“Week” – <em>Sunday to Saturday</em></td>
</tr>
<tr>
<td>3745-07-02</td>
<td>Contracted professional operators shall perform their duties in accordance with</td>
</tr>
<tr>
<td></td>
<td>the contract operator rule</td>
</tr>
<tr>
<td></td>
<td>Contract must clearly define the responsibilities of the owner and the professional operator</td>
</tr>
</tbody>
</table>
## Rule Changes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Proposed Changes</th>
</tr>
</thead>
</table>
| 3745-07-04    | Collection System staffing requirements  
Class 1 – 3 days, Class 2 – 5 days  
*Visit is defined as “a period of time when a person is on-site at a public water system, treatment works, or sewerage system that is sufficient to perform routine sampling, maintenance or observation of a public water system, sewerage systems, or treatment works in order to ensure compliance and proper operation.”* |
|               | Clarification of backup operator provisions                                                                                                                                                                                                                                       |
|               | Backup operators are responsible for violations                                                                                                                                                                                                                                  |
|               | Reduction for minimum staffing  
*New provisions to assist with facilities which have flex work schedules.*                                                                                                                                                                                                 |
## Rule Changes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Proposed Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3745-07-06</td>
<td>Minor clarifications in rule</td>
</tr>
<tr>
<td></td>
<td>Add deadline for submittal of Class IV examination</td>
</tr>
<tr>
<td></td>
<td><em>2 years from the date of approval</em></td>
</tr>
<tr>
<td>3745-07-07</td>
<td>Clarification on OITs</td>
</tr>
<tr>
<td>3745-07-09</td>
<td>Record keeping requirements</td>
</tr>
<tr>
<td></td>
<td>Display a copy of their certificate (Moved from 3745-7-05)</td>
</tr>
<tr>
<td></td>
<td>Report minimum staffing times to the agency</td>
</tr>
<tr>
<td></td>
<td><em>Report in your eDMR starting with your November submission.</em></td>
</tr>
<tr>
<td></td>
<td><em>The agency is working on a different method.</em></td>
</tr>
<tr>
<td></td>
<td><em>Log book is still the official record.</em></td>
</tr>
<tr>
<td>3745-07-13</td>
<td>Fee clarification on Reciprocity applications</td>
</tr>
</tbody>
</table>
## Rule Changes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Proposed Changes</th>
</tr>
</thead>
</table>
| 3745-07-15 | Attendance upload requirement  
Clarity on notification of training sessions  
Renewal date change  
Reducing the grace period from 1 year to 6 months  
Penalty provisions for not following course approval requirements  
Requirement to take Ohio EPA course |
| It is a PDF on our website which covers new rules and policies |
| 3745-07-17 | Clarification of fees for examination, certification, reciprocity and renewal |
Rule Changes

3745-07-21 Contract Operations Companies and Contracted Professional Operators

• Are you a contract operator?
• Requires registration for all contract operators and contract operation companies.
• Record keeping requirements
• Seven requirements for minimum expectations for contracts with facilities must address:
  • Operation of the facility
  • Minimum staffing hours
  • Emergency operations
  • Maintenance (routine and preventative)
  • Ensuring the operators comply with the responsibilities of a professional operator in accordance with this chapter.
  • Sharing of correspondence from agency between both owner and contracted professional operator.
  • Conducting all sampling for the facility.
Contract Operator Rule

• Registration form and sample contract can be found http://www.epa.ohio.gov/ddagw/opcert#183475243-contract-operators
• The sample contract is a SAMPLE.
• Do not send in multiple contracts, only a representative sample that meets the requirements of the rule.
• June 30th of each year a form will be required that identifies what plants a contract operator or operating company is operating.
Ohio EPA Operator Certification Update

EXAMS
## 2018 Paper/Pencil Exam Dates

<table>
<thead>
<tr>
<th></th>
<th>Wastewater and Water Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>May 8, 2019&lt;br&gt;&lt;br&gt;&lt;b&gt;Application Deadline:&lt;/b&gt; February 7, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>November 6, 2019&lt;br&gt;&lt;br&gt;&lt;b&gt;Application Deadline:&lt;/b&gt; August 8, 2019</td>
</tr>
</tbody>
</table>
Ohio EPA Paper/Pencil Exams

• Offered 2 times per year
  • Ohio Expo Center

• Application to Ohio EPA
  • Fee dependent on level of examination
  • Documentation of experience in detail
  • Exam applications will only be accepted through eBusiness Center

• Certificate Issuance
  – Operator-in-Training (OIT) Applicants – must wait until required experience can be documented
Third Party Exams

• Ohio EPA Testing Service
  – Application (attestation)
  – Immediate registration
  – abccert.org/Ohio_EPA/certification_process.asp
• Immediate results
• 30 day re-take waiting period
• Re-take as many times as needed (offered year round)
• Approved Exam Provider
  – Association of Boards of Certification (ABC)
    • 9 locations
    • 3 hour test
    • 100 questions
    • Internationally recognized
How to Become an Ohio EPA Certified Operator

ABC is an approved exam provider for Ohio EPA. As an approved exam provider, ABC offers computerized operator certification exams five-six days per week at approximately 200 assessment center locations across the United States. Ohio EPA operator certification exams available through this program include:

- Water Supply, Classes A, I, II, and III
- Water Distribution, Classes I and II
- Wastewater Treatment, Classes A, I, II, and III
- Wastewater Collection, Classes I and II

Steps to obtain your Ohio EPA certification through this program are as follows:
1. Review the eligibility criteria below to determine whether you may sit for the exam. If you have any questions regarding your eligibility, contact Ohio EPA at occert@epa.state.oh.us or 1-866-411-OPCT (6728).

### Eligibility Requirements

<table>
<thead>
<tr>
<th>Classification</th>
<th>Education</th>
<th>Operating Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>High school diploma or equivalent</td>
<td>1040 hours*</td>
</tr>
<tr>
<td>I</td>
<td>High school diploma or equivalent</td>
<td>12 months*</td>
</tr>
<tr>
<td>II</td>
<td>High school diploma or equivalent</td>
<td>36 months*</td>
</tr>
<tr>
<td>III</td>
<td>High school diploma or equivalent</td>
<td>60 months, including 12 months*</td>
</tr>
</tbody>
</table>
2. If you meet the eligibility criteria, go to AMP's website to start registering for your examination.
   - Select the category: Water/Wastewater.
   - Select the program: Ohio EPA.
   - Select the appropriate examination.

3. During your registration for the examination, you will be required to attest to your eligibility and intent to apply for Ohio EPA certification.

4. Once you have passed your exam, submit your examination results, Ohio EPA application for certification, and applicable fees to Ohio EPA.

Certification Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Approved Exam Provider Examination Fee</td>
<td>$110.00 USD</td>
</tr>
<tr>
<td>Ohio EPA Application for Certification through an Approved Exam Provider</td>
<td>See Ohio EPA Website for current pricing</td>
</tr>
</tbody>
</table>
Welcome to PSI Candidate Services

Everything You Need is Three Steps Away

Let us help you locate detailed information about your examination program! To find a candidate handbook, testing locations, fees and scheduling information, make a selection in each category below.

1. Water/Wastewater

2. Ohio EPA

3. Select an examination

Already have an account with us? Log in here

Handbooks, Special Accommodations and Rescheduling

Ohio Environmental Protection Agency
Third Party Exams

• ABC Testing Service
  – Exam Fee $46 (paid every time)
  – Exam administration fee $66
  – Total $112

• The above totals do not include the certification fee through Ohio EPA.
Applying for Certification

- After passing a Third Party Exam
- Application for Certification through eBusiness Center
- $45 fee
- Submit only after eligibility requirements can be documented
- Print, sign, and mail paper application
Third Party Exam Certification

FAQs

• Do I receive anything designating me as OIT?
• Should I submit my results with the application?
• What if I took the wrong exam?
• Can I take an ABC exam outside the state?
• Do the same experience credits apply?
Exam/Certification Applications

FAQ

• What is operating experience?
• What degrees count towards experience credit?
• What courses count towards experience credit?
• What if I have over time?
• What if I get promoted or my job duties change?
Ohio EPA Operator Certification Update

WEBSITE UPDATE
Website Update

• Re-organization of webpage to centralize operator and training provider information and instructions.
  – Less emphasis on the eBusiness Center.
  – Increased emphasis on career opportunities and available resources.
  – Additional forms and resources added:
    • EDWR, EDMR instructions.
    • OIT, ORC, Staffing reductions and Reclassification forms all in one spot.
Website Update

• New guidance for training providers will be posted.
• **New future training calendar.**
• New career information tab.
  – Updated job boards.
  – Improved veteran information and outreach.
  – Provide links to apprenticeship, associate degrees and certification programs.
Website Update

Access to any services, lists or forms you may need as an operator, or to become an operator, can be found here. Use the eBusiness Center to submit a variety of applications, access your profile, update contact information and pay fees online.

NEW REQUIRED TRAINING: Starting Aug. 15, 2018, all applicants will need to review the Operator Certification Required Training document prior to submitting the Ohio EPA exam, third-party exam certification, reciprocity and renewal applications and Operator-in-Training forms.

- eBusiness Center
- Certification
- Operator-in-Training (OIT)
- Renewal
- Operator Lists
- Operator of Record

QUESTIONS?
Call the Operator Certification Hotline at 1-866-411-OPCT (6728) or email us.

WANT TO RECEIVE UPDATES?
Subscribe to the Operator Certification Mailing List

DDAGW Site Links
Select an item and click "Go" to navigate ▼

Public DRINKING WATER Advisories

Public Water System MONITORING SCHEDULES
Website Update

- **NEW! Training Calendar** - Click here for information about upcoming approved contact hour training events.
- Frequently Asked Questions for eBusiness Center Renewals (coming soon)
- Renewal Palm Card
- Contact Hour Requirements

Below is a complete list of approved courses separated for water and wastewater. All training dates must be scheduled to be considered approved. Please ensure with the provider that the date has been scheduled. Internet and correspondence courses are not scheduled.

- **Water** (as of Aug. 13, 2018)
- **Wastewater** (as of Aug. 13, 2018)

Note: As of April 21, 2017, the Federal Emergency Management Agency (FEMA) courses approved through Ohio EPA DDAGW Central Office that were taken after April 21, 2017 will no longer be accepted for Operation & Maintenance (OM) hours. These courses will still be accepted for Other (X) hours. Please refer to the above lists for the new approval numbers for the associated courses.

- Internet and Correspondence providers — To be added to the list, please contact the Operator Certification Unit at (614) 644-2752.
  - Water Internet and Correspondence Courses
  - Wastewater Internet and Correspondence Courses
  - List of Approved Contact Hour Training Providers
Website Update

Water and Wastewater Operator Career Brochure

JOB BOARDS

If you would like to be added to this list, please contact the Operator Certification Unit at (614) 644-2752.

- Ohio Means Jobs
- Water Environment Federation (WEF)
- Operator Training Committee of Ohio (OTCO)
- Ohio Water Environment Association (OWEA)
- Ohio Section American Water Works Association (OAWWA)
- Ohio Rural Water Association (ORWA)
- American Water Works Association (AWWA)

VETERANS

The United States Environmental Protection Agency and Department of Veterans Affairs have joined forces to help prepare and employ veterans in civilian water and wastewater related careers. While serving in the military, many veterans obtain experience and credentials while assigned to Military Occupation Specialties (M.O.S.). There are several M.O.S. areas that are related to civilian positions within the water and wastewater sectors. The following link provides tips for hiring veterans, as well as M.O.S. that apply to drinking- and wastewater-related jobs.

- From M.O.S. to J-O-B
- Palm Card
Website Update

HIGH SCHOOL APPRENTICESHIP, CAREER TECH, ASSOCIATE DEGREE AND CERTIFICATION OPPORTUNITIES

- **Apprenticeship programs:**
  - City of Mason Water Reclamation Plant
  - Ohio Rural Water Association Coming Soon!
  - OTCO

- **Career Tech programs:**
  We currently don’t have any programs in the state devoted to water and wastewater operations. If you’re a representative considering a program, please contact us.

- **Associate’s degrees:**
  - Cincinnati State (Cincinnati, OH), Environmental Engineering Technology-Water and Wastewater Major
  - Columbus State Community College (Columbus, OH), Environmental Science, Safety, and Health AAS Program
  - Zane State College (Zanesville, OH), Environmental Science, Safety, and Health
  - Eastern Gateway Community College (Steubenville, OH), Environmental Science with Water and Wastewater (AAS)
  - Hocking College (Nelsonville, OH), Natural Resources in Water and Wastewater Management

- **Other programs:**
  - Columbus State Community College (Columbus, OH), Water/Wastewater Technology Certificate

OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS

The following correctional facilities have active apprenticeship programs.

- London Correctional Institute, London, OH
- Pickaway Correctional Institute, Orient, OH
- Ross Correctional Institute, Chillicothe, OH
Ohio EPA Operator Certification Update

ELECTRONIC APPLICATIONS
Electronic Applications

• Exam Applications
• Third Party Certification Applications
• Renewals Applications
• Reciprocity Applications
• Fee payments
• Course Approval Applications
• Approved Contact Hour Training Provider Applications
Course Approvals

• Faster turn around time
• Same time restrictions apply for both Training Provider and Operator Applications
• Training Providers upload attendance records
Course Approvals

– Should I submit a course approval application if I don’t see a course on my list?

– How do I know the course I took has been approved?

– I attended a training out of state and want contact hours for it. It’s close to the 30 days deadline and I don’t have my proof of attendance. What do I do?
# Course Approvals

## Exam Applications

<table>
<thead>
<tr>
<th>Type</th>
<th>Certification Type</th>
<th>Class</th>
<th>Status</th>
<th>Exam Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio EPA (3)</td>
<td>Wastewater Treatment</td>
<td>1</td>
<td>APPROVED</td>
<td>05/05/2015</td>
<td></td>
</tr>
<tr>
<td>Third Party (47985)</td>
<td>Water Supply</td>
<td>2</td>
<td>DENIED</td>
<td>04/02/2017</td>
<td></td>
</tr>
<tr>
<td>Third Party (47203)</td>
<td>Water Supply</td>
<td>2</td>
<td>EDIT</td>
<td>08/01/2017</td>
<td></td>
</tr>
<tr>
<td>Ohio EPA (47945)</td>
<td>Water Supply</td>
<td>2</td>
<td>EDIT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Current Certificates

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Type/Class</th>
<th>Issued</th>
<th>Renewal</th>
<th>Expires</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>WW4-1132459-17</td>
<td>Wastewater Treatment 4</td>
<td>01/16/1985</td>
<td>12/31/2017</td>
<td>12/31/2017</td>
<td>(renewal pending)</td>
<td></td>
</tr>
<tr>
<td>W54-1132459-18</td>
<td>Water Supply 4</td>
<td>01/01/2015</td>
<td>11/30/2017</td>
<td>12/31/2017</td>
<td>ACTIVE</td>
<td></td>
</tr>
</tbody>
</table>

## Contact Hours

<table>
<thead>
<tr>
<th>Course Approval No.</th>
<th>Course Name</th>
<th>Approval Type</th>
<th>Training Provider</th>
<th>Date</th>
<th>Subject</th>
<th>Hours</th>
<th>Hours Available</th>
<th>Hours Applied</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OEPH-388151370-04</td>
<td>Z-Stat</td>
<td>Beth</td>
<td>tp_user Training</td>
<td>06/01/2017</td>
<td>OA</td>
<td>1.0</td>
<td>0.0</td>
<td>1.0</td>
<td>EDIT</td>
<td></td>
</tr>
</tbody>
</table>
Exam Applications

- Paper applications are no longer accepted
- One time detailed employment info entry
- Print off, sign and mail paper application
- Email confirmations:
  - Submission confirmation
  - Exam Entrance Letter
  - Check Spam folder
Third Party Exam Certification

• Fully converted to electronic applications
• Must meet experience requirements before you apply
  – Class III must meet all requirements before taking the exam
• Still need to mail the application
  – Signed by supervisor and applicant
Renewal Applications

• 2018 renewals must go through the eBusiness Center.

• Easy to submit! Almost 25% of all operators due to renew in 2018 have already been processed.

• Hours already listed in operator service.

• Turn around time on renewal applications:
  – Under a week if payment is made online.
  – A few weeks if payment is made via mail.
  – Decrease processing time significantly.
Renewal Applications

• Electronic Renewals available August 1st
• What courses are accessible on eBusiness?
  – All courses are available
  – Most attendance is uploaded
  – Operators can upload their own course/contact hour information after August 1st of renewal year
Renewal Applications

FAQ

– Do I have to use eBiz to renew?
– Why don’t see all my hours in my eBiz account?
– Can I add contact hours to my list?
– How do I add internet/correspondence course contact hours?
– Will I know if I’m being audited?
– How does an audit work through eBiz?
# Renewal Applications

## Exam Applications

<table>
<thead>
<tr>
<th>Type</th>
<th>Certification Type</th>
<th>Class</th>
<th>Status</th>
<th>Exam Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio EPA (3)</td>
<td>Wastewater Treatment</td>
<td>1</td>
<td>APPROVED</td>
<td>05/05/2015</td>
<td></td>
</tr>
<tr>
<td>Third Party (47985)</td>
<td>Water Supply</td>
<td></td>
<td>EDIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Party (47203)</td>
<td>Water Supply</td>
<td>2</td>
<td>DENIED</td>
<td>04/02/2017</td>
<td></td>
</tr>
<tr>
<td>Ohio EPA (47945)</td>
<td>Water Supply</td>
<td></td>
<td>EDIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Party (48404)</td>
<td>Water Supply</td>
<td>2</td>
<td>EDIT</td>
<td>08/01/2017</td>
<td></td>
</tr>
</tbody>
</table>

## Current Certificates

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Type/Class</th>
<th>Issued</th>
<th>Renewal</th>
<th>Expires</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>WW4-1132459-17</td>
<td>Wastewater Treatment 4</td>
<td>01/16/1985</td>
<td>12/31/2017</td>
<td>12/31/2017</td>
<td>(renewal pending)</td>
<td></td>
</tr>
<tr>
<td>W54-1132459-18</td>
<td>Water Supply 4</td>
<td>01/01/2015</td>
<td>11/30/2017</td>
<td>12/31/2017</td>
<td>ACTIVE</td>
<td>renew</td>
</tr>
</tbody>
</table>

## Contact Hours

<table>
<thead>
<tr>
<th>Course Approval No.</th>
<th>Course Name</th>
<th>Approval Type</th>
<th>Training Provider</th>
<th>Date</th>
<th>Subject</th>
<th>Hours</th>
<th>Hours Available</th>
<th>Hours Applied</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OEP5-2881512370-01</td>
<td>Zert</td>
<td>Path</td>
<td>tp_user Training</td>
<td>06/21/2017</td>
<td>OA</td>
<td>1.0</td>
<td>3.0</td>
<td>1.0</td>
<td>EDIT</td>
<td></td>
</tr>
</tbody>
</table>
Fee Payments

• What can you pay for on eBusiness right now?
  – Exams
  – Renewals
  – Reciprocity
  – Third Party Exam Certifications

• Payment Types
  – Credit Card, eChecks, Money Order/Paper Checks
Contact Information

Toll Free Hotline

1-866-411-OPCT (6728)

opcert@epa.ohio.gov

http://www.epa.ohio.gov/ddagw/opcert.aspx
Ohio EPA Operator Certification Update

QUESTIONS