User Guide for Asbestos Program
Training Information

How to submit:
Training Provider Accreditation Applications
Certified Supervisor/Worker Certification Applications
Training Course Completion Notices
ID Card Purchase Requests

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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.
1. Introduction

The Oregon Department of Environmental Quality Asbestos Program ([OAR 340, Division 248](#)) includes the accreditation requirements for trainers to provide asbestos abatement worker and supervisor training to individuals who wish to obtain an Oregon certification. Prior to providing asbestos abatement training in Oregon, training providers must apply to DEQ to become accredited. Asbestos is a known carcinogen and there is no known safe level of exposure. DEQ regulations require that providers giving asbestos abatement training are knowledgeable in Oregon’s asbestos rules and statutes to protect the health of abatement workers and the public during asbestos abatement projects.

Oregon requires individuals who perform asbestos abatement projects to be properly trained and obtain certification prior to removing asbestos-containing materials (ACM). Individuals who wish to attend a certification training course must complete an application. Applications to attend an asbestos worker or supervisor course will be submitted through the accredited training provider. Trainers review the applications for completeness and to verify applicants meet required qualifications before submitting the application to DEQ for review and approval. The accredited training provider issues the Oregon asbestos abatement ID cards to approved applicants who successfully complete the certification course. Trainers are required to submit certification class information to DEQ, after each training class or as DEQ directs.

To obtain blank certification ID cards from DEQ to issue to certified workers or certified supervisors upon successful course completion, the trainer must submit a purchase request via Your DEQ Online. Once the request is submitted, DEQ will process the request and issue the blank ID cards to the trainer outside of YDO.

DEQ’s Asbestos Program uses Your DEQ Online to receive and process the following submittals:

1. Training Provider Accreditation Applications
2. Asbestos Abatement Worker and Supervisor Certification Applications
3. Worker and Supervisor ID Card Purchase Requests
4. Training Course Completion Notices

1. Navigating the System

The system is designed to work with Safari or Google Chrome browsers. DEQ recommends using one of these when navigating the system to avoid unexpected errors. Internet Explorer is not a recommended browser.

Dashboard

The dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of your current and pending submittals.
The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by clicking on the button at the bottom left side of the screen.
**Dashboard:** This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.

**Start New Submittal:** Your DEQ Online is used by the asbestos program for a variety of submittals.

**Resume Edits:** Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

**Track Submittal Status:** Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and track your submittal status.

**Upcoming Obligations:** Displays any upcoming obligations for which a submittal can be started.

**Pay Invoices/Fees:** Allows for online payment of invoices or fees to DEQ.

**Permits/Certificates:** Allows you to search for and view all DEQ issued permits, licenses and certificates. Please note: “license” in this context means “accreditation.”

**Public Records:** Allows you to search for and view all published submittal records.

**My Account:** Allows you to change your contact information, account type, facility linkage, and other account options.
Icons
You will see the following common icons as you navigate the system and submit your applications and requests.

Loading: This icon will appear while the system processes an action.

Save: Click this icon to save changes made on a page.

Edit: Click this icon to edit the selected submission.

View: Click this icon to view a selected submission.

Submittal Selection: Click this button to toggle between pending and submitted obligations on their dashboard.

Required: This note will appear when a particular field in a submittal is required.

Add: Click this button to add multiple sets of data.

Expand: Click this button to expand.

Delete: Click this button to delete the information.

2. Establishing an Account
   1. Account Registration

   Resources are available to assist in Public Account Registration online at yourdeqonlinehelp.oregon.gov. If you are the Responsible Official for a company, and will be applying to DEQ for a training provider accreditation, select a Responsible Official account. When establishing links to Submittal Groups, select the “Asbestos” group.

   Pursuant to OAR 340, Division 248, each training provider must be accredited by DEQ. Applications and requests by a regulated entity under the Asbestos Program must be certified by a designated
representative. The Responsible Official account in Your DEQ Online corresponds to the designated representative required under this rule.

3. Training Provider Accreditation Submittal

1. Starting Training Provider Accreditation Application

The Responsible Official or delegated Consultant/Preparer may initiate a submittal for an Oregon Asbestos Training Provider Accreditation Application. An application for accreditation is required for each course. From your account dashboard, use quick links to move through the system. From there, follow the steps illustrated below to apply for the accreditation.

![Start a New Submittal](image1)

Use the first quick link to “start new submittal.” This leads to the New Submittal page.

![Starting a New Application](image2)

Click the yellow "+" button to get started.
List of Submittal Tabs

Application Tabs

1. Basic Info
2. Attachment (not required for application)
3. Payment
4. Review
5. Submission

Under the Basic Info tab, complete all required information. If a required field is left blank or unanswered, the icon will appear next to the Basic Info tab.

Always click the “save” button before proceeding to the next tab.

The system will assign a Submittal ID number to your application. This number will be used for tracking the application’s status and to look up the application if you are unable to fully complete it during the process.
II. Attachments

There are no required attachments for this application. An applicant may use the “Attachment” tab to submit course materials and other application documents required by OAR 340-248-0140(2). The training course materials for review may also be submitted outside of Your DEQ Online as electronic files (via USB drive, email to deqnwrasbestos@deq.state.or.us or cloud-based platform) or a printed copy to DEQ’s Portland office. Otherwise, the applicant may skip the Attachment tab and proceed to Payment.
III. Making a Payment

Proceed to the “Payment” tab and click the blue “Pay Amount Due” box.

The options for payment are currently electronic fund transfer through ACH e-Payment or by check.

1. ACH e-Payment: Make an electronic fund transfer.
2. Check by Mail: Print submittal receipt and mail along with paper check to the US Bank lockbox address as indicated.

Option 1: Payment by ACH e-Payment

1. Select ACH e-Payment.
2. Launch e-Pay.
3. After submitting bank payment information, return to this page and click “save”.

This launches the secure payment module where you enter bank routing number and account information to submit payment. After completion, this window reappears.
e-Pay steps in secure Financial Information Management System (FIMS):

1. Review contact information for accuracy
2. Enter bank account information
3. Click “Continue”
4. Check box to accept terms
5. Click “Confirm”
Option 2: Check by Mail

1. Select Check by Mail.
2. Check the confirmation box.
3. Click “save” icon.
By following these three steps, you enable the system to produce a submittal receipt after your submittal is finalized. The submittal receipt contains instructions and a bank mailing address to use when mailing your payment by check.

IV. Reviewing the Submittal
The Review tab allows the applicant to download a PDF copy of their application to review the information prior to final submission. The Review tab will also indicate if there are any incomplete fields.
V. Resume Editing the Submittal

If you are unable to complete the application, you can return to it later. Follow these steps to locate the application and continue the process.

After logging into your account, the Dashboard screen will appear. Using the Quick Links, you can navigate to the “Resume Edits” area to view the Pending Submittals and locate your unfinished application. Alternatively, you may access the pending application using the “…” icon.
After completing all required fields and finishing the application, go to the Submission tab.

VI. Completing the Submittal
On the Submission tab, the Responsible Official is in charge of certifying the information contained within the application is true and correct. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the activated “Submit” button.

 Completing the fields activates the “Submit” button.

Check the acknowledgement box and answer your security question and PIN number.
Submission Confirmation

Click either this button or the lower “Print” button to open your Submittal Receipt. If mailing a check, you must use the bank address on this receipt.
Submittal Receipt (Paid in Full): Application PDF

Submittal Receipt

Submittal Summary

Application: Asbestos - Training Provider Accreditation Application
Submitted by: akH2B Testing  Email: asari_karion@enfach.com
Owner Information: akH2B Testing  Email: asari_karion@enfach.com
Submitted Date: 06/30/2021

Form Detail

Submission Name: Asbestos - Training Provider Accreditation Application
Submission Method: Online

Payment Information (PAID IN FULL)

Processing Fee: $525.00  Conference Fee (None)  Total Amount Due (None)
Payment Method: Payment (ACH)  Paid Amount: $525.00  Date Paid: 06/30/2021 9:33:25 AM
Confirmation Number: 202106300000817

Certification

Certification Statement: I hereby apply for permission to provide asbestos abatement supervision / worker training and issue supervisor / worker certifications for the State of Oregon as stated or described in this application, and certify that the information contained in this application and exhibits appended thereto are true and correct to the best of my knowledge and belief.

Certification Question: What is the name of your home town newspaper?
Certification Question Answer: ********
IP Address: 139.121.206.28.

Formal Official: akH2B Testing

Submittal Receipt (Balance Due): Application PDF

Submittal Receipt

Submittal Summary

Application: Asbestos - Training Provider Accreditation Application
Submitted by: akH2B Testing  Email: asari_karion@enfach.com
Owner Information: akH2B Testing  Email: asari_karion@enfach.com
Submitted Date: 06/30/2021

Form Detail

Submission Name: Asbestos - Training Provider Accreditation Application
Submission Method: Online

Payment Information (BALANCE DUE)

Processing Fee: $525.00  Conference Fee (None)  Payment Method: Check  Paid Amount: (None)  Date Paid: (None)
Total Amount Due: $525.89

To complete your submission and copy of this Submittal Receipt and payment to
DEQ Financial Services - U.S. Bank
P.O. Box 3625
Portland OR 97208-3625
Make check payable to: Department of Environmental Quality

Certification

Certification Statement: I hereby apply for permission to provide asbestos abatement supervision / worker training and issue supervision / worker certifications for the State of Oregon as stated or described in this application, and certify that the information contained in this application and exhibits appended thereto are true and correct to the best of my knowledge and belief.

Certification Question: What is the first and last name of your oldest sibling?
Certification Question Answer: ********
IP Address: 139.121.206.28.

Responsible Official: akH2B Testing

Mail check payment to the bank address on this receipt.
You will receive an automatic email confirming receipt of the submittal. You may review this from the Tracking Submittal Status section under the Email History tab.

**Submission Confirmation Email**

![Email Confirmation Image]

**VII. Tracking Submittal Status**

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.

**Your Dashboard: Quick Links**

![Dashboard Image]
Tracking a Submittal

Submittal status includes multiple tabs (below). If you have uploaded any attachments as part of the application, they will be accessible via the Attachment tab. If DEQ approves the application, you can use the Issuance tab to view the Accreditation Approval Letter.

1. **Submittal Summary**

The Submittal Summary tab will display the status of your submission on the right side of the page under Review Flow. After successful submission, the status will change to the Application Received step. If the Review Flow step changes from beige to green, then Asbestos Staff have confirmed receipt of your application.

As the submittal progresses through the review process, it will be reflected in the review flow section, until the accreditation application is approved or denied.
2. **Issuance Tab**

The Issuance tab displays the electronic version of DEQ-issued trainer accreditation letter and trainer ID numbers.

3. **Email History Tab**

The Email History tab will display email sent to you regarding this submission, for example, submission received, application send back or application approved.

4. **Correspondence Tab**

The Correspondence tab allows you to exchange messages with DEQ.
VIII. Making Corrections

Amending the Application

If you identify an error on the application, you can use your submittal ID number from the Track Submittal Status area to locate and revise the application.

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Click on “Track Submittal Status”.

Click the “eye” icon to view the submission status.
Open the application to view the submittal detail. From the Submittal Summary tab, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator”.

1. Click “Amend”

2. The red “Amend” button will activate. Click this to unlock the submittal for editing.

3. Click yellow pencil to enter application to make changes and resubmit.
This Amend action will unlock the application to make changes and resubmit to DEQ using the Submission tab.

**Submittal Send Back**

If DEQ identifies missing or incomplete information, you will be notified by email outside of the Your DEQ Online system that the application was returned. To edit the application, search for the “Sendback” icon on the submittal and click the pencil icon.

**Dashboard: Application Send Back**

Click on “Resume Edits” or “…” to see all pending submittals.
Dashboard: Application Send Back

Returned Application will appear under “Pending”. Or click the “pencil” to edit application if listed on dashboard.

Pending Submittals: Application Send Back

Sendback icon. Click the “pencil” to edit application.

Basic Info: Application Send Back

Reason for send back. Application fields are unlocked for editing. After revising application, click the “save” icon.
Follow the remainder of the submittal steps to resubmit to DEQ with requested information.

IX. Renewal Application Submittal

If you have previously submitted a training provider accreditation application using Your DEQ Online and it was approved by DEQ, you will also submit your renewal application using Your DEQ Online.

1. To begin the accreditation renewal application, navigate to your current accreditation in the system under Permits/Certificates.

2. Once in the Permits/Certificates section, use the search features on the left to filter by “Asbestos – Asbestos Trainer Accreditation” to find your current accreditation.

3. Click on the purple button to view more actions and click the pencil to open the renewal application.
4. Update any expired or outdated information.

5. Once all of the applicable information has been updated, follow the remaining steps outlined in Section 3, III of this Guide to complete each of the tabs, including Payment and Submission.

4. **Supervisor-Worker Certification Submittal**

   I. **Starting Supervisor-Worker Certification Application**

   The Responsible Official or delegated Consultant/Preparer for the Accredited Training Provider may initiate a submittal for a Supervisor or Worker Certification Application. An application is required for anyone who wishes to become a certified worker or certified supervisor to conduct asbestos abatement in Oregon. Individuals must apply through the training provider to attend a certified worker or supervisor class. A copy of the application form may be downloaded from the DEQ Asbestos Information website to be completed by the student and submitted to the accredited trainer. The training provider
must review the application to ensure the individual is qualified to attend the class. The training provider will use Your DEQ Online to submit the application to DEQ for review and approval. A copy of the application signed by the student must be uploaded using the Attachment tab.

From your account Dashboard, use quick links to move through the system. From there, follow the steps below to apply for the certification course online.

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**Start a New Submittal**

Use the first quick link to “start new submittal.”

This leads to the New Submittal page.

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**Starting a New Application**

Click the yellow “+” button to get started.
List of Submittal Tabs

Application Tabs

1. Basic Info
2. Attachment
3. Payment
4. Review
5. Submission

Under the Basic Info tab, complete all required information. If a required field is left blank or unanswered, the ⬣ icon will appear next to the Basic Info tab.

If the applicant is currently certified by DEQ and requests to attend a refresher course or the supervisor initial course, use the “Existing applicant...” button to search for and select the individual from the dropdown list. The existing applicant information will auto populate the fields. Review the information and update as needed.

Basic Info Tab

Use existing applicant option to search for and select currently certified workers and supervisors.
If the applicant is not currently certified by DEQ or does not appear in the dropdown list as an existing applicant, select the “New applicant” button and complete all of the required information.

Complete all required fields and then click the red “save” icon on the bottom right before proceeding to the next tab.

Always click the “save” button before proceeding to the next tab.
The system will assign a Submittal ID number to your application. This number will be used for tracking the application’s status and to look up the application if you are unable to fully complete it during the process.

**Basic Info Tab**

Once Basic Info is complete and is saved, a submittal ID # will be generated by the system.

**Attachments**

On the Attachment tab, if applying to attend a refresher course or supervisor initial course, upload or drag a copy of the student’s current certification (if relying on an out-of-state certification) or current Oregon ID card. You will also use the Attachment tab to upload a copy of the signed “paper” application completed by the student.

**Attachment Tab**

You may use the Attachment tab to upload a copy of a course certificate or ID card.
III. Making a Payment

No payment is required for this submittal. Skip Payment tab and proceed to Review.

IV. Reviewing the Submittal

The Review tab allows the applicant to download a PDF copy of their application to review the information prior to final submission. The Review tab will also indicate if there are incomplete fields.

Review Tab

Click to review application before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click “save”.

Your DEQ Online: User Guide for Asbestos Training Provider Submittals 33
V. Resume Editing the Submittal

If you are unable to complete the application, you can return to it later. Follow these steps to locate the application and continue the process.

After logging into your account, the Dashboard screen will appear. Use the Quick Links to navigate to the “Resume Edits” area to view the Pending Submittals and locate your unfinished application.

Alternatively, you may access the pending application using the “…” icon.
After you are finished completing the required fields, proceed to the Submission tab.

VI. Completing the Submittal
On the Submission tab, the Responsible Official is in charge of certifying the application. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the now activated “Submit”.

Completing the fields activates the “Submit” button.

Check the acknowledgement box and answer your security question and PIN number.
Submission Confirmation

Submission Confirmation

Confirmed!

Click either this button or the lower “Print” button to open your Submittal Receipt.
You will receive an automatic email confirming receipt of the submittal. You may review this from the Tracking Submittal Status section.

VII. Tracking Submittal Status
Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.
Submittal status includes multiple tabs (below). If you have uploaded any attachments as part of the application, they will be accessible via the Attachment tab. If the application is approved by DEQ, you will receive an email and the status will update to “Approved.”

1. Submittal Summary

The Submittal Summary tab will display the status of your submission on the right side of the page under Review Flow. After successful submission, the status will change to the Application Received step. If the Review Flow step changes from beige to green, then Asbestos Staff have confirmed receipt of the application.

As the submittal moves through the review process, it will appear in the review flow section until the certification application is approved or denied.
After DEQ has approved the application, the applicant may attend the certification course.

2. **Issuance Tab**

There is no issuance document for this submittal.

3. **Email History Tab**

The Email History tab will display all email exchanged with the trainer regarding the worker or supervisor application.

4. **Correspondence Tab**

The Correspondence tab allows you to exchange messages with DEQ.
VIII. Making Corrections

Amending the Application

If you identify an error on the application, you can use your submittal ID number from the Track Submittal Status area to locate and revise the application.

Open the application to view the submittal detail. From the Submittal Summary tab, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator”.

Click “eye” to view submittal detail.

Use Track Submittal Status quick link from Dashboard to find submitted application.
Amending the Application

1. Click “Amend”

2. The red “Amend” button will activate. Click this to unlock the submittal for editing.

3. Click yellow pencil to enter application to make changes and resubmit.
This Amend action will unlock the application for editing. Resubmit the application to DEQ using the Submission tab.

**Submittal Send Back**
If DEQ identifies missing or incomplete information, you will be notified by email outside of the Your DEQ Online system that the application has been returned. To edit the application, search for the “Sendback” icon on the submittal and click the pencil icon.
Follow the remainder of the submittal steps to resubmit to DEQ with requested information.

5. Worker and Supervisor ID Card Purchase Submittal
   1. Starting ID Card Purchase Request
      The Responsible Official or delegated Consultant/Preparer will initiate a request to purchase blank certification ID Cards from DEQ. The certification ID cards are issued to certified workers and certified supervisors upon successful course completion. From your account Dashboard, use quick links to move through the system. Follow the steps below to submit a purchase request online for a blank ID Card.
Start a New Submittal

Use the first quick link to “start new submittal.” This leads to the New Submittal page.

Starting a New ID Card Request

Click the yellow “+” button to get started.
List of Submittal Tabs

Under the Basic Info tab, complete all required information. If a required field is left blank, the ![icon] icon will appear next to the Basic Info tab.

Basic Info Tab

Select the training provider requesting the ID cards from the dropdown and enter the number of cards. Click the save icon before proceeding to the payment tab.

Always click the “save” button before proceeding to the next tab.
The system will assign a Submittal ID number to your application. This number will be used for tracking the application’s status and to look up the application if you are unable to fully complete it during the process.

II. Attachments
There are no required attachments for this submittal.

III. Making a Payment
Proceed to the “Payment” tab and click the blue “Pay Amount Due” box.

The options for payment are currently electronic fund transfer through ACH e-Payment or by check.
1. **ACH e-Payment:** Make an electronic fund transfer.
2. **Check by Mail:** Print submittal receipt and mail along with paper check to the US Bank lockbox address as indicated.

Option 1: Payment by ACH e-Payment
1. Select ACH e-Payment.
2. Launch e-Pay.
3. After submitting bank payment information, return to this page and click “save.”

![Payment Tab: ACH e-Payment Option](image)

This launches the secure payment module where you enter bank routing number and account information to submit payment. After completion, this window reappears.
e-Pay steps in secure Financial Information Management System (FIMS):

1. Review contact information for accuracy
2. Enter bank account information
3. Click “Continue”
4. Check box to accept terms
5. Click “Confirm”
Option 2: Check by Mail

1. Select Check by Mail.
2. Check the confirmation box.
3. Click “save” icon.
By following these three steps, you enable the system to produce a submittal receipt after your submittal is finalized. The submittal receipt contains instructions and bank mailing address to use when mailing your payment by check.

IV. Reviewing the Submittal
The Review tab allows the applicant to download a PDF copy of their application to review the information prior to final submission. The Review tab will also indicate if there are any required fields that are incomplete.
V. Completing the Submittal

On the Submission tab, the Responsible Official is in charge of certifying the information contained within the request is true and correct. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the activated “Submit” button.

Completing the fields activates the “Submit” button.

Submission Confirmation

Confirmed!
Click either this button or the lower “Print” button to open your Submittal Receipt. If mailing a check, you must use the bank address on this receipt.

Submittal Receipt (Paid in Full) PDF
You will receive an automatic email confirming receipt of the submittal. You may review this from the Tracking Submittal Status section under the Email History tab.

VI. Tracking Submittal Status

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.
Submittal status includes multiple tabs (below).

1. Submittal Summary

The Submittal Summary tab will display the status of your submission on the right side of the page under Review Flow. After successful submission, the status will change to the Application Received step. If the Review Flow step changes from beige to green, then Asbestos Staff have confirmed receipt of your purchase request.
2. Issuance Tab

There is no issuance document for this submittal.

1. Email History Tab

The Email History tab will display all email exchanged with the trainer regarding this request.

2. Correspondence Tab

The Correspondence tab allows you to exchange messages with DEQ.
6. Training Course Completion Notice Submittal

   1. Starting Training Course Completion Notice

   The accredited training provider will initiate a submittal for the Training Course Completion Notice after the end of each training class. A notice is required to report to DEQ the attendees who successfully obtained certification to perform asbestos abatement in Oregon. From your account Dashboard, use quick links to move through the system. From there, follow the steps below to submit the notice online.
There are two options for submitting course completion data:

1. Download the Excel spreadsheet template and Import the data.
2. Add each certified worker or supervisor separately using the “+New” button.
Option 1 – Import Data:

1. Click on the Excel template to download the spreadsheet.
2. After it downloads, click the document file on the bottom left corner of the screen.
3. Enter course completion data into the spreadsheet and save file.
4. Click “Import” button.
5. Copy and paste data into the left-hand box.
6. Click “Import Data” button.
7. Click “Ok” to overwrite data.

To submit course completion data, click to download the Excel spreadsheet and import the data or click the “+New” button to add the certified workers/supervisors individually.
Course Completion Notice – Import Data Option

1. Click to Download Excel Template
   - Please select training - number first in order to validate data during the import.
   - Import Student Information

2. 4046 StudentExp...xls

3. Enter course completion data.
4. Click to Download Excel Template

5. Copy course completion data from spreadsheet...

...and paste course completion data from spreadsheet into “Copy & Paste Here” box.
The imported data is added as an individual record for editing or deletion, if necessary.
Option 2 – Manual Data Entry:

1. Click “+New” button.
2. Click blue expand arrow under “Student” to view student names. **Note:** Student names will only appear in the dropdown if they submitted an application.
3. Select name of student from expanded dropdown list.
4. Complete required fields that are not auto-populated by the system to finish the form.
5. Click save icon.
### Course Completion Notice – Manual Data Entry Option

#### Step 3
- **Select Student**
  - Enter student name or search criteria.
  - Filter list to find the student.

#### Step 4
- **Complete Training Details**
  - Enter student details.
  - Select training course.
  - Enter course completion date.
  - Submit for approval.

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Information entered manually will appear as a new entry. A submittal ID is assigned to the record and used to track the status of the notice.

Once Basic Info is complete and is saved, a submittal ID # will be generated by the system.
II. Attachments
There are no required attachments for this notice.

III. Make a Payment
No payment is required for this submittal.

IV. Review Submittal
The Review tab allows the applicant to download a PDF copy of their course completion notice to review the information prior to final submission. The Review tab will also indicate if there are any remaining fields to complete.

Click to review the notice before submitting. If any changes are needed, navigate to the Basic Info tab to make those changes. Always click “save”.
V. Complete the Submittal

On the Submission tab, the Responsible Official is in charge of certifying. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the now activated “Submit”.

Submission Tab

Completing the fields activates the “Submit” button.

Submission Confirmation

Submission Successful

Confirmed!
Click either this button or the lower “Print” button to open your Submittal Receipt.
VI. Tracking Submittal Status

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.

Submittal status is displayed in multiple tabs.

<table>
<thead>
<tr>
<th>Submittal Summary</th>
<th>Attachment</th>
<th>Issuance</th>
<th>Email History</th>
<th>Correspondence</th>
</tr>
</thead>
</table>

Submittal Summary

The Submittal Summary tab will display the status of your submission on the right side of the page under Review Flow. After successful submission, the status will change to the Application Received step. If the Review Flow step changes from beige to green, then Asbestos Staff have confirmed receipt of your completed course notice.
Email History Tab

The Email History tab will display all email exchanged with DEQ regarding this submission.

Correspondence Tab

The Correspondence tab allows you to exchange messages with DEQ.

7. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding the use of our DEQ Online system, please consult the Help page or contact Your DEQ Online Helpdesk.

For more information, training and resources, go to Your DEQ Online Help: https://yourdeqonlinehelp.oregon.gov

For technical assistance:
Your DEQ Online Helpdesk
(Not compatible with Internet Explorer)

For Your DEQ Online questions:
503-229-6184
YourDEQOnline@deq.state.or.us

For Asbestos Program Training questions:
DEQNWRasbestos@deq.state.or.us