Alabama Department of Environmental Management (ADEM)

OpCert Online

Training Provider Guidance Document

for Water, Wastewater, and Landfill Operator and Water Well Driller Training Providers

Created 10/13/2025

Last Updated 10/31/2025

Updated June 2026

Contents

Training Provider Enrollment

To become a Training Provider, you must:

1. Enroll yourself as a user in the ADEM Portal
2. Enroll in the ADEM OpCert Online System
3. Submit an application to become a ADEM OPCERT Training Provider.

Once your application has been approved by staff review, you will be able to submit courses for approval by ADEM and submit operator attendance.

To view how your course can be viewed by ADEM users, use the guidance document *'Alabama Training Provider Search Guidance Document.'*

Getting Started

ADEM Web Portal (AWP) Log in

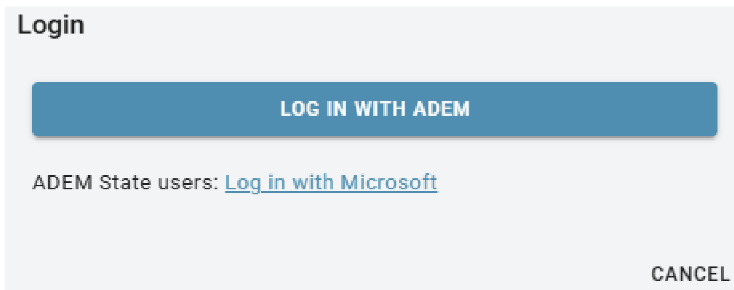
You only have to do this once. If you already have an ADEM Web Portal account, skip this step and go to ACCESS REQUEST.

Go to https://adem.alabama.gov/opcert

- Click on the 

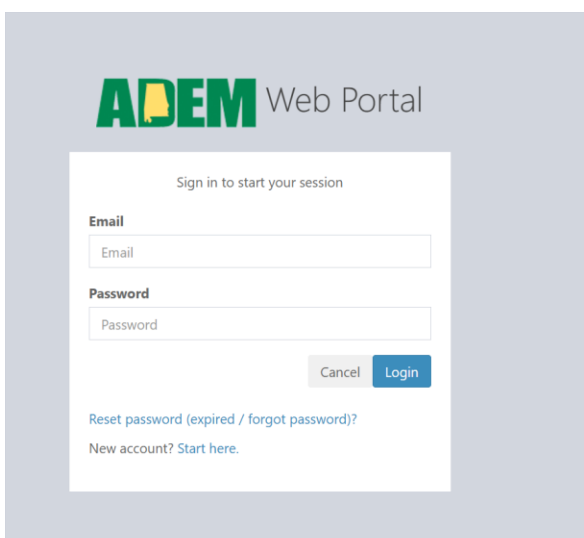
 button in the upper right-hand corner

- Select Login in with ADEM

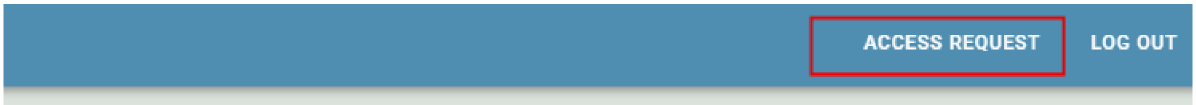


  If you are an ADEM employee, select "Log in with Microsoft".
  Cancel – use this option to back out and not use the login system

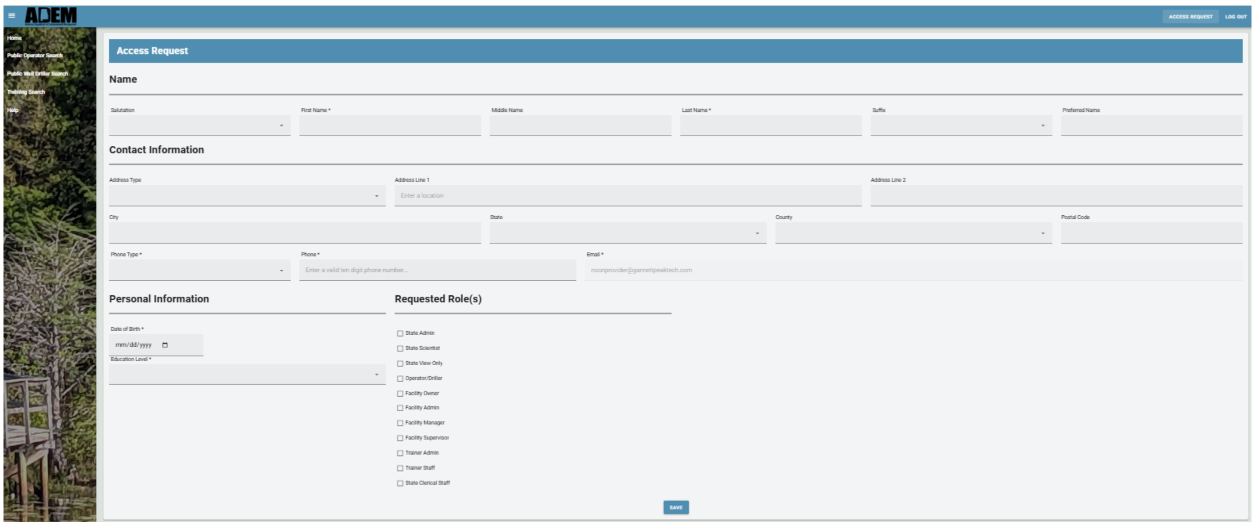
- This will take you to the ADEM Web Portal (AWP) https://prd.adem.alabama.gov/awp.
  Follow the instructions in the AWP Web Portal User Guide



ACCESS REQUEST



Once you have completed the AWP log in process, you will need to create your OpCert Online ACCESS REQUEST. Navigate to www.adem.alabama.gov/opcert. Click ACCESS REQUEST



(This image taken during development. Current screen images are different.)

Items with an asterisk (*) are required. If a drop down list does not have the option you need, submit a Help Request after your ACCESS has been Approved.

There are four sections to complete:

- Name
- Contact Information
- Personal information
- Requested Role(es)

Once all four sections are complete. click the ‘SAVE’ button.

Manual review of ACCESS REQUESTS may take up to 30 days.

Once approved you will receive an email notifying you that your access request has been approved and you can log into the system and begin your work in the system.

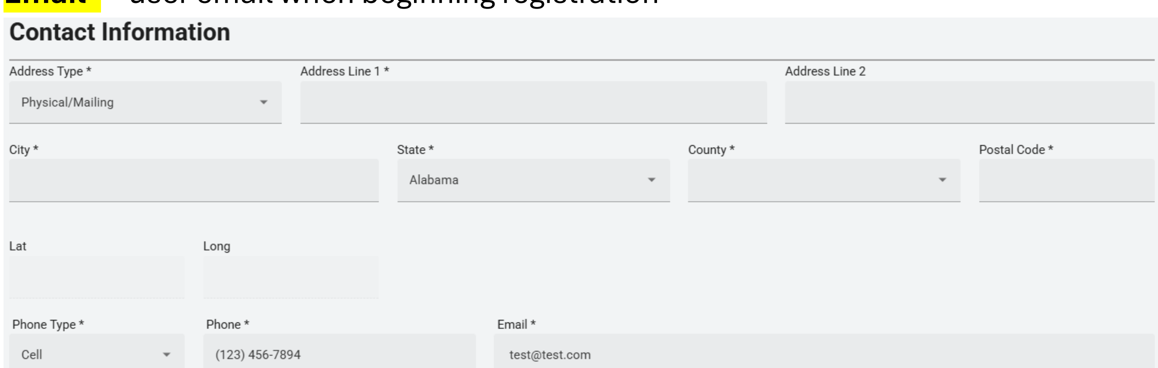
ACCESS REQUESTS

Name

- **Salutation*** - Preferred salutation, ex. Ms., Mrs., Mr., Dr., etc.
- **First Name*** - Legal or formal first name
- **Middle Name** - Legal or formal middle name. *Including your middle name or middle initial helps us to assign you to the correct record should someone in the database have a similar name.*
- **Last Name*** - Legal or format last name
- **Suffix** – Legal or formal suffix, ex. Jr, Sr., III, etc.
- **Preferred Name** – Example, Tommy instead of Thomas. *If your preferred name is the same as your legal name, leave this blank.*

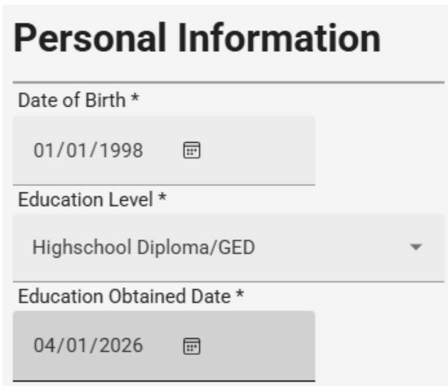
Contact Information

- **Address Type*** – Physical/Mailing is the only option here.
- **Address Line 1*** – Home Physical address or Home post office box
- **Address Line 2** – Optional address line for apartment or suite number
- **City*** – City of address
- **State*** – State of address
- **County*** – This is a drop down list.
- **Postal Code*** – 5- or 9-digit postal code (not FIPS code)
- **Phone Type*** – Type of phone used – cell, home, or work phone
- **Phone*** – phone number for OpCert Team to reach you should we need to contact you directly
- **Email*** – user email when beginning registration



Personal Information

- **Date of Birth*** – Your date of birth. Operators must be at least 16 years old.
- **Education Level*** – User education level *This is a drop down list that has the options for you.*
- **Education Obtained Date*** - The date you attained the Education Level selected above. *If you only recall the Month and Year, that's ok. Enter "01" for the day. This is NOT the date you were certified.*



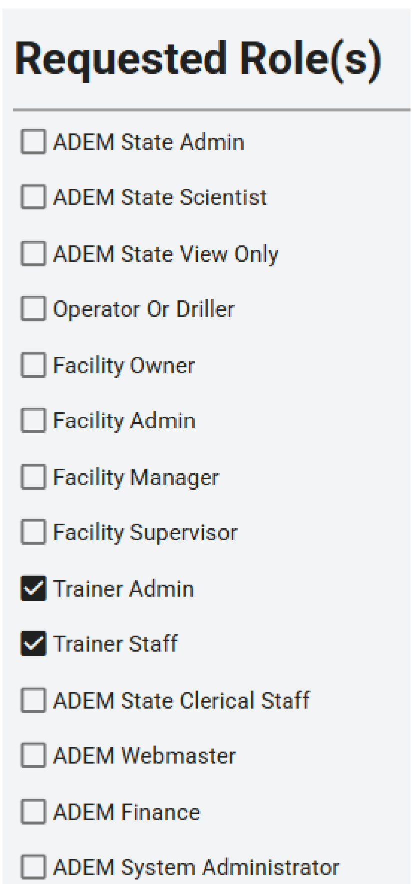
ACCESS REQUESTS

Requested Role(s)

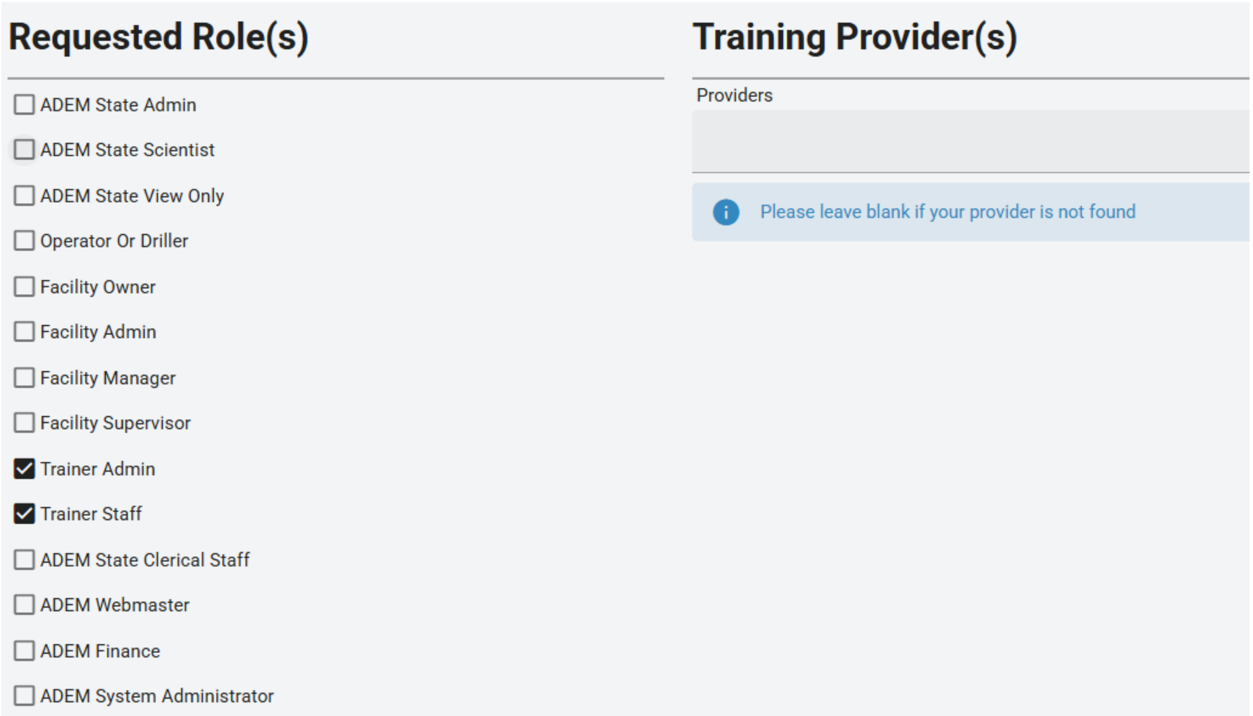
Check 'Operator or Driller' if you are currently certified or licensed, or you plan to become certified or licensed, as an Alabama Water, Wastewater, or Landfill Operator, or Water Well Driller

> Select the Facility Role, if you are ALSO an Owner, Administrator, Supervisor, Manager of a Facility.
>
> Select the Trainer Role if you ALSO provide training to operators or well drillers.
>
> > Trainer Admin – This role will be able to manage staff access
> >
> > Trainer Staff – This role is normal training staff
>
> *Helpful Hint: Unless you are employed by ADEM, do NOT select any of the "ADEM" Roles.*

Select ALL that apply.



Training Provider(s)



When either ‘Trainer Admin’ or Trainer Staff’ is chosen, the ‘Training Provider(s) section will appear.

Choose from the options available in the drop down.

If your desired option is not there, leave it blank

Side Navigation Overview

The panel on the left of the OpCert Online screen is called the Side Navigation.

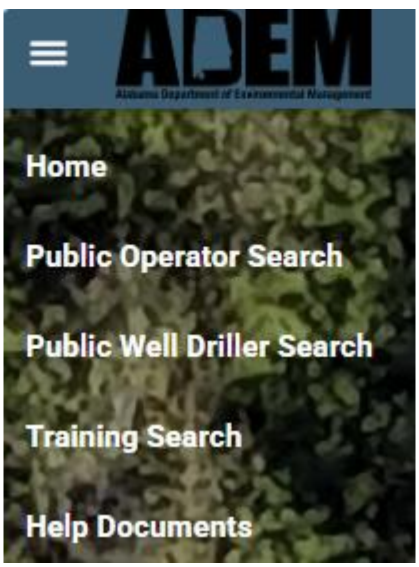
In the upper left of the Side Navigation are three stacked lines often called the 'hamburger' button.

Click the hamburger and the Side Navigation will shrink.

Click again and the Side Navigation will return.

This is especially useful when navigating the site on a small screen.

Before you LOGIN, the Side Navigation shows five items, Home, Public Operator Search, Public Well Driller Search, Training Search and Help Documents:

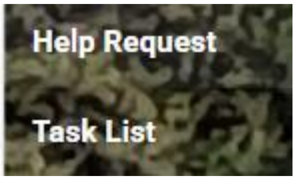


You are reading the Help Document now. Congratulations!

Side Navigation

Once your OpCert Online ACCESS REQUEST has been approved, navigate to adem.alabama.gov/opcert. Click LOGIN. Enter your password.

Your screen will refresh and your Side Navigation should have at least two additional options: Help Request, Task List.



Additional options in the Side Navigation are as follows:

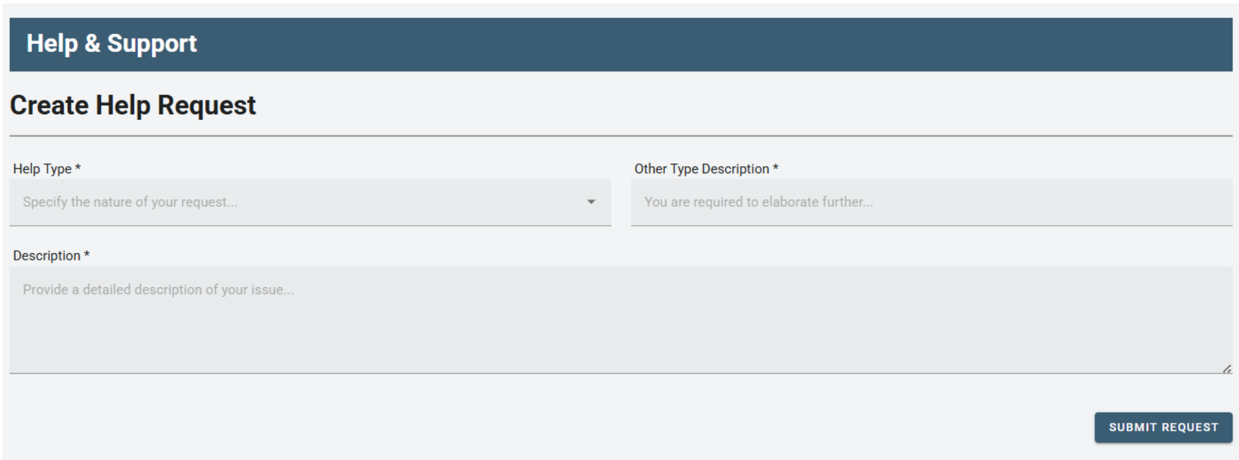
Operators will have *Operator Detail*;

Training Providers will have *Providers*;

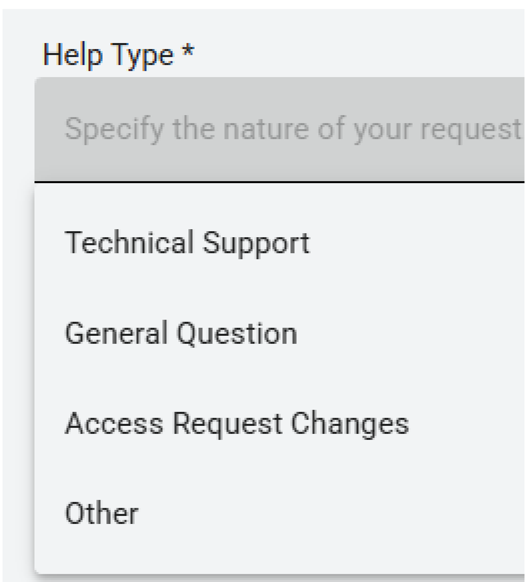
and Facility Personnel will have *Facility Detail*.

Help Request

Create a Help Request to ask questions and get assistance for the OpCert Staff.



There are four Help Type options. The more information you provide, the faster we can complete your request. While we know your name from the Help Request, we do not know your Facility or Training Provider unless you type that information in the Help Request.



Side Navigation: Task List

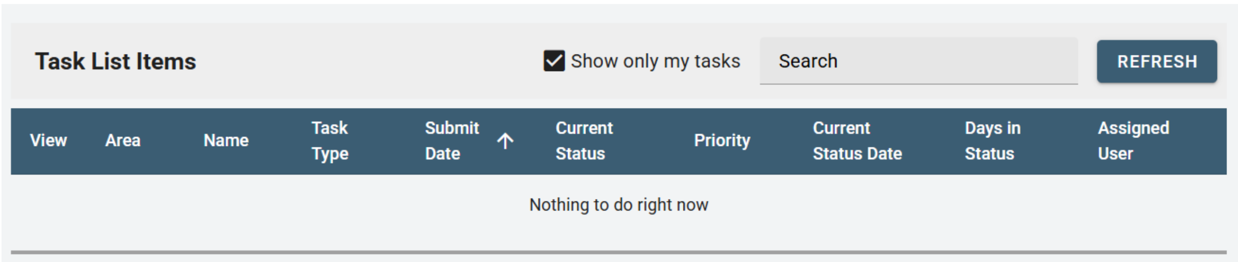
Task List

The Task List will provide you with a list of tasks you need to complete.

If an item is in your Task List, State Staff CANNOT see your task.

If there are no tasks it will say ‘Nothing to do right now’.

Click on the view button to review and work on the task.

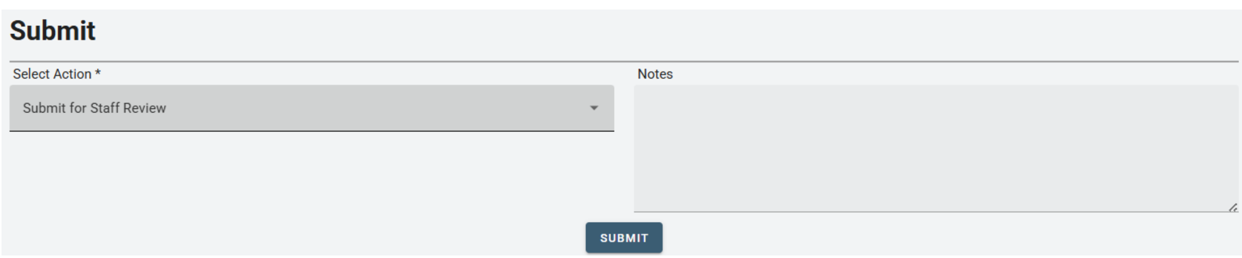


Tasks can be sorted by any of the column headings.

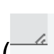
You can type a word or phrase in the Search box to search the Task List.

Task Completion

Once in the task, complete all fields requested, scroll to the Submit section, Select Submit for Staff Review, then click SUBMIT.



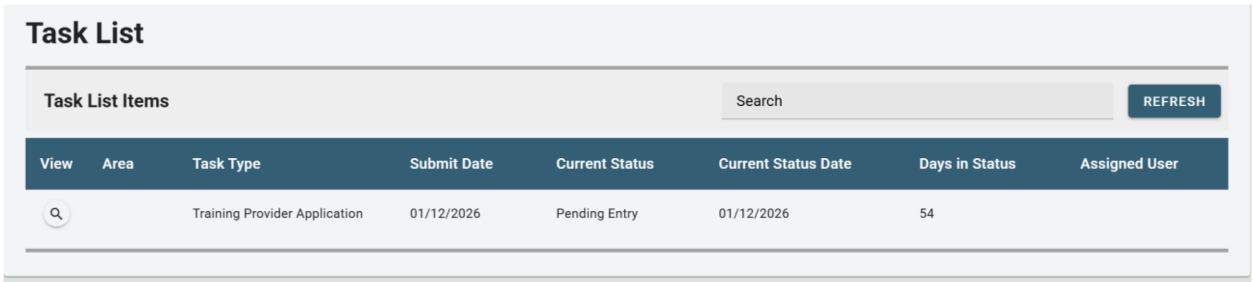
Notes Boxes

All of the Notes fields can be expanded by clicking and dragging on the bottom right corner ()

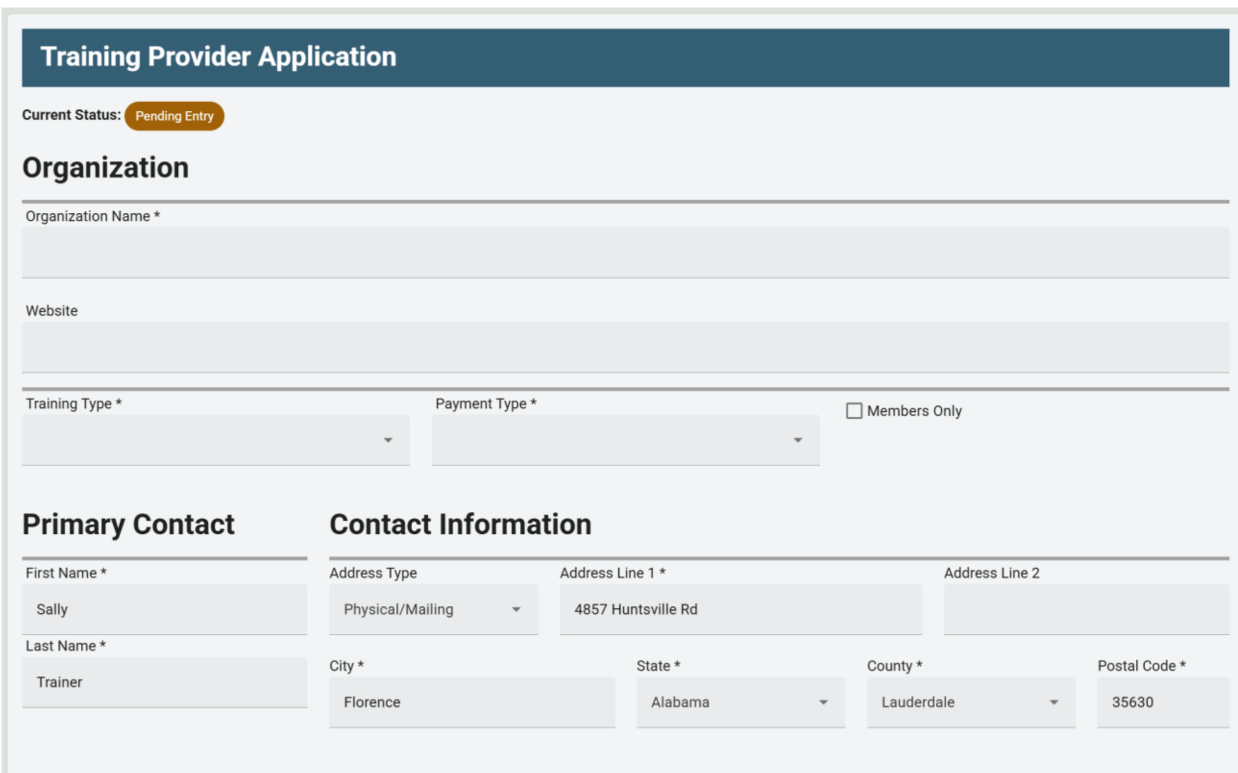
Side Navigation: Providers

Training Provider Application

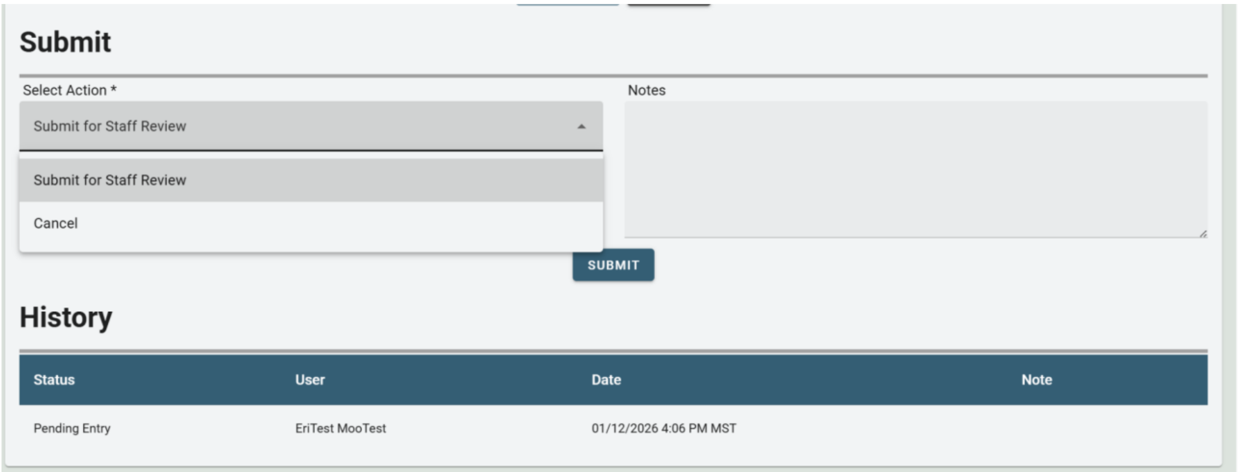
Once your account is approved and if your training provider was not already approved as a training provider a Training Provider Application will be on your task list waiting for you to complete. To complete the application click on the view button.



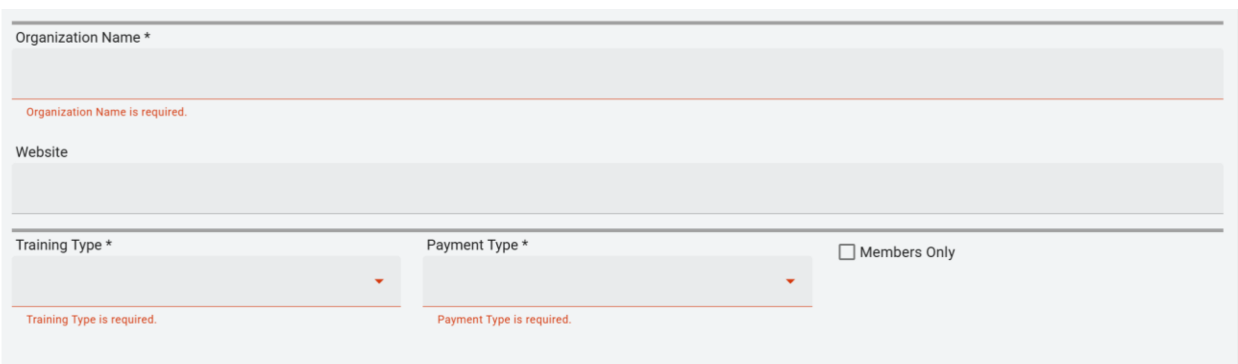
You will then be taken to the application to complete. Enter in all the requested information.



Once the application information has been completed, at the bottom of the page submit the application by selecting "Submit for Staff Review" and then click on the submit button.



If there are any validation errors, the application will not submit. Please address the error signified in red and then re-submit the application.

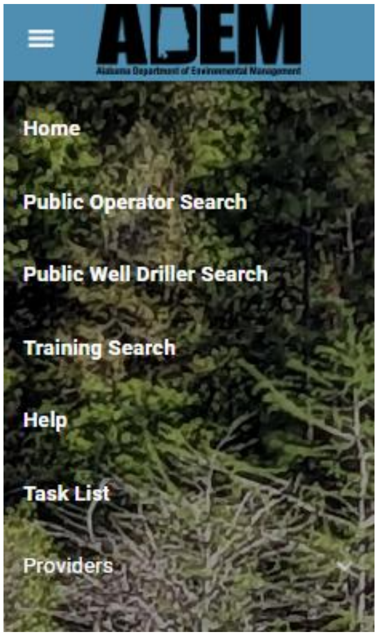


Once the application is submitted the state staff will review and either approve or deny the application. You will receive an email confirmation once the state staff has made a determination. If your application is approved your training provider will be created in the system and you will be able to begin submitting training.

Training Provider

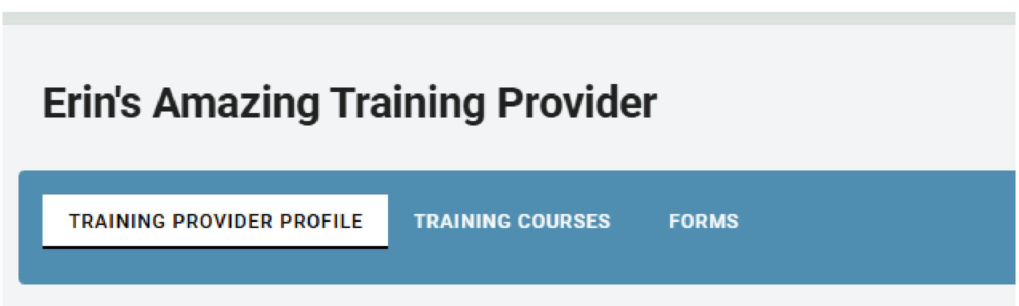
Training Provider Application

Once your user account is approved and you are logged in, you can update your profile, monitor and update your users, and submit new courses. To get to the profile and courses page, click on the 'Providers' on the left-hand navigation bar.



When you click on the link, it will show a list of all providers with whom you are associated.

Click on the desired provider to make any updates to that provider. When you click on the desired provider, the system will automatically take you to the 'Training Provider Profile' page.



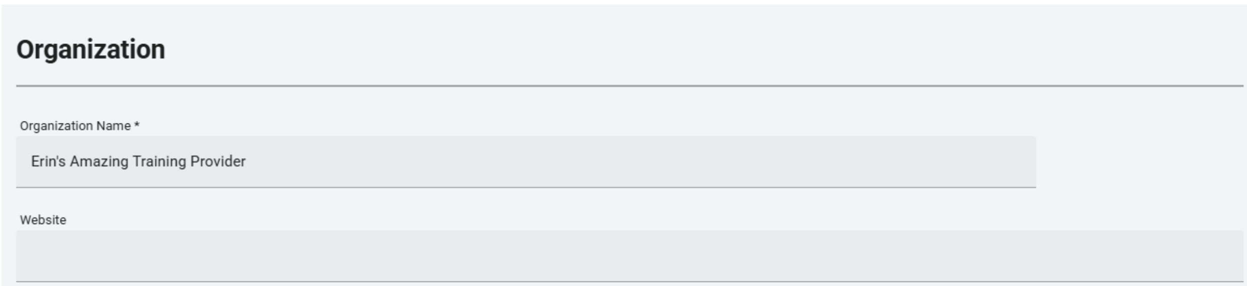
The landing page will allow you to move between the profile, training courses, and forms.

Training Provider Profile

The ‘Training Provider Profile’ page allows the user to update the following:

- Organization
- Training Offered
- Primary Contact
- Contact Information
- Users

Organization


Organization

Organization Name *

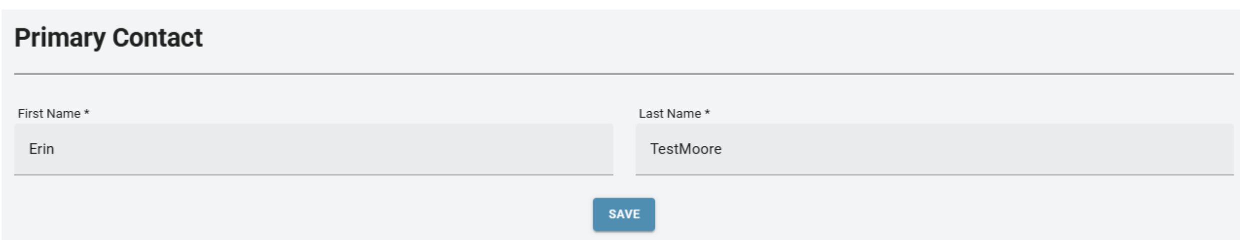
Erin's Amazing Training Provider

Website

The ‘Organization’ section allows you to update the following:

- Organization Name – Name of the organization of the provider
- Website – The website for the provider organization

Make any changes needed, then click the ‘SAVE’ button, below the ‘Primary Contact’ section.


Primary Contact

First Name *

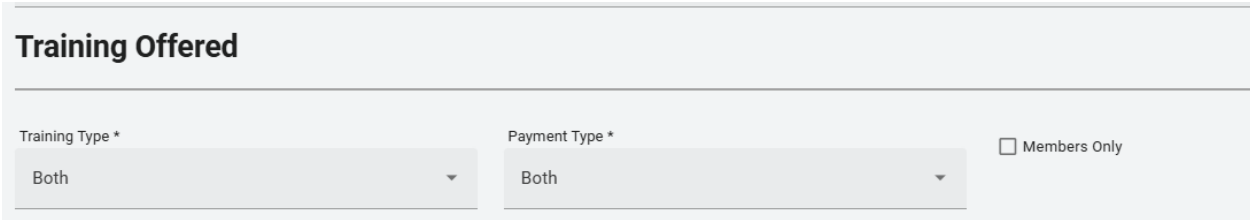
Erin

Last Name *

TestMoore

SAVE

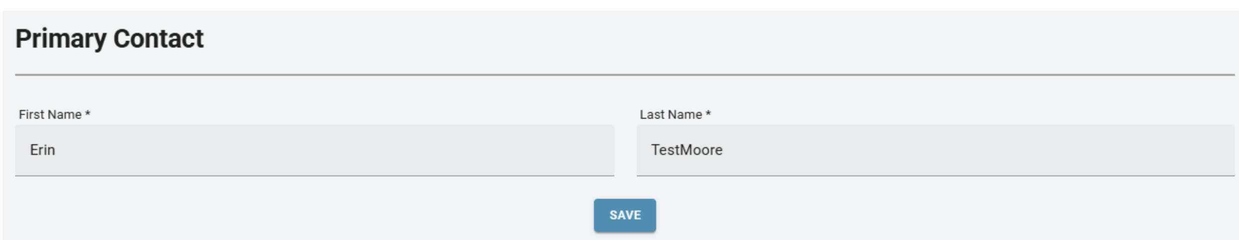
Training Offered



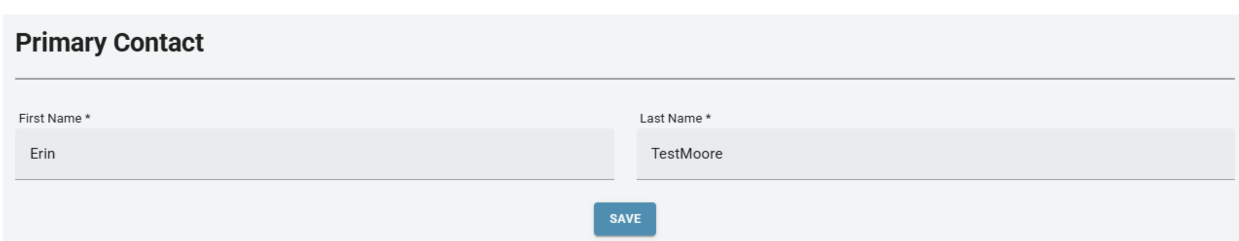
The “Training Offered’ section allows you to update the following:

- Training Type – Types of trainings the provider will provide
  - In Person – Provides in-person training only
  - Virtual – Provides virtual training only
  - Both – Provides both virtual and in-person trainings
- Payment Type – Whether the provider charges for their trainings or are free
  - Free – No cost to the registrants
  - Paid – A fee is associated with the training
  - Both – provider has a mix of both free and paid trainings
- Members Only – Some trainings require attendees must be or become members of their association to attend training(s)

Make any changes needed, then click the ‘SAVE’ button, below the ‘Primary Contact’ section.



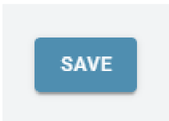
Primary Contact



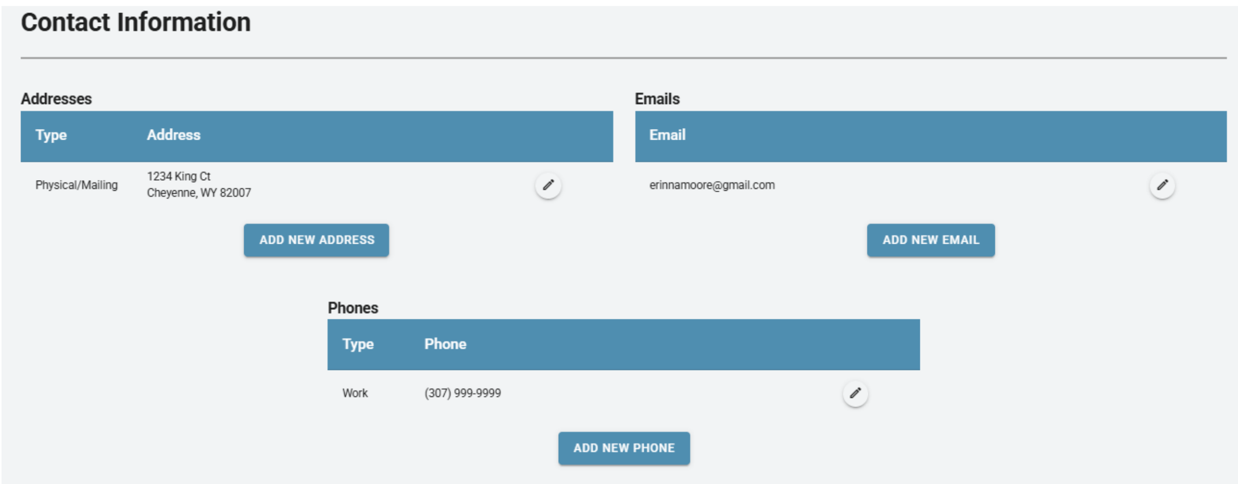
The ‘Primary Contact’ section allows you to update the following:

- First Name
- Last Name

Make any changes needed, then click the ‘SAVE’ button.



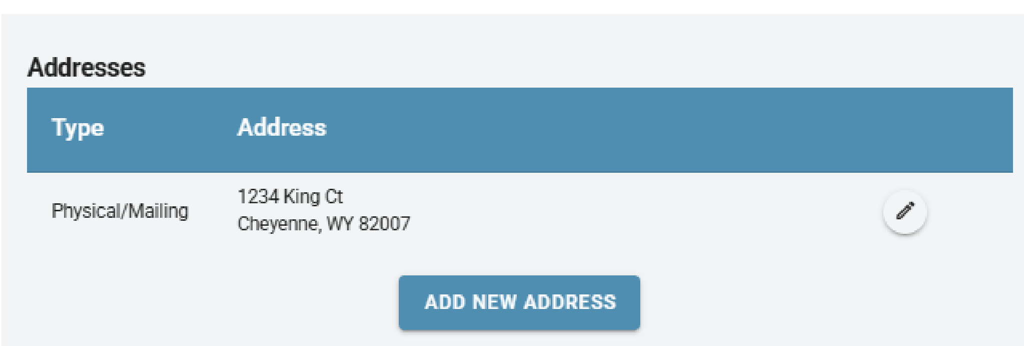
Contact Information



The ‘Contact Information’ section allows you to modify, deactivate and create new contact information for the following:

- Addresses – mailing, physical address of the provider organization
- Emails - email address(es) of the provider organization
- Phones – work, cell, and home phone numbers of the provider organization

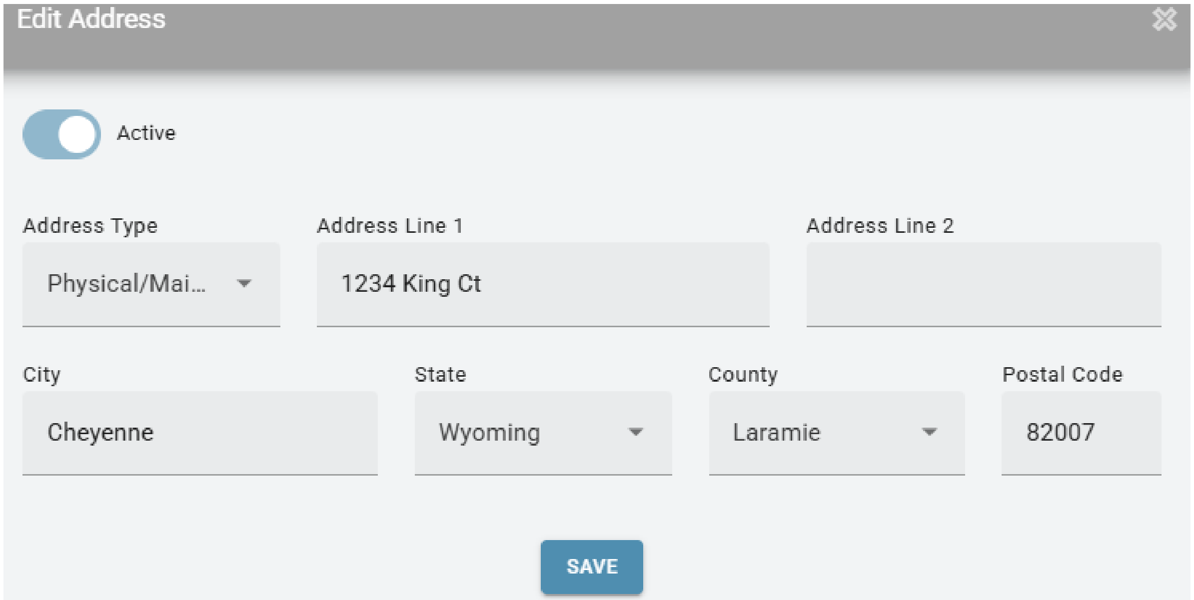
Addresses



The ‘Addresses’ of the ‘Contact Information’ section allow the user to update, deactivate, or add addresses.

Update/Deactivate an Address

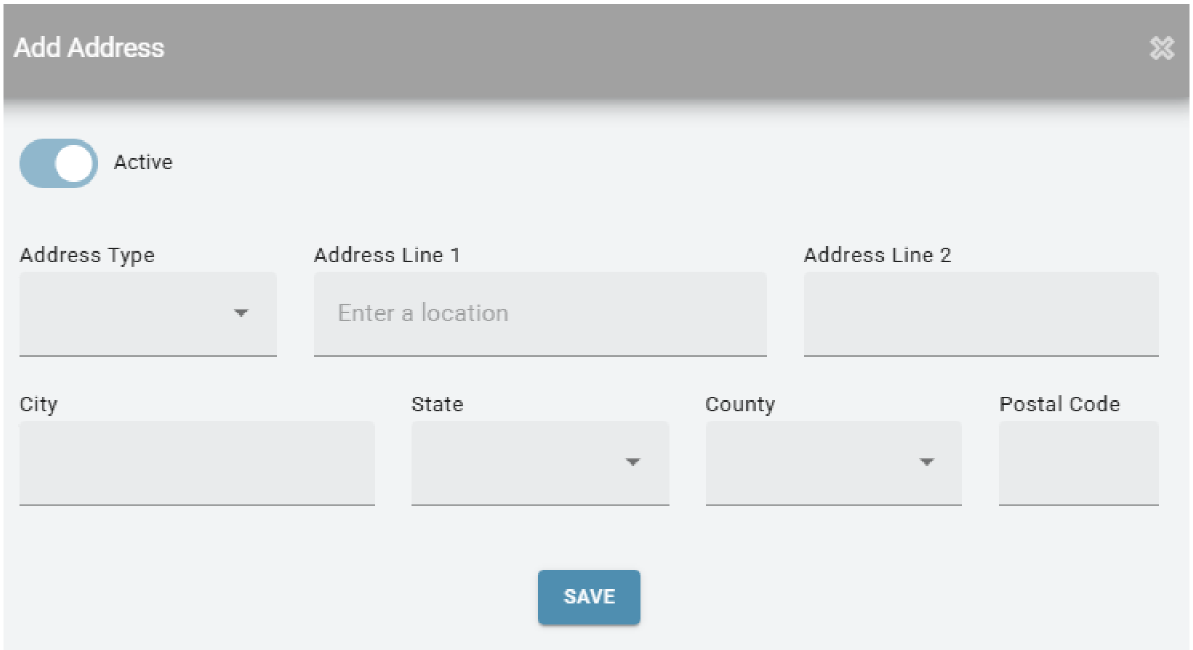
Click on the ‘Pencil’ icon for the address that requires updating. This will open the address window with the current address information.



Make the appropriate changes and click the ‘Save’ button. To make an address inactive, click on the ‘Active’ toggle.

Add a new Address

Click on the ‘Add New Address’ button. This will open a new window like the update/deactivate window, except it will not have any data in it.



To create a new address, complete the following:

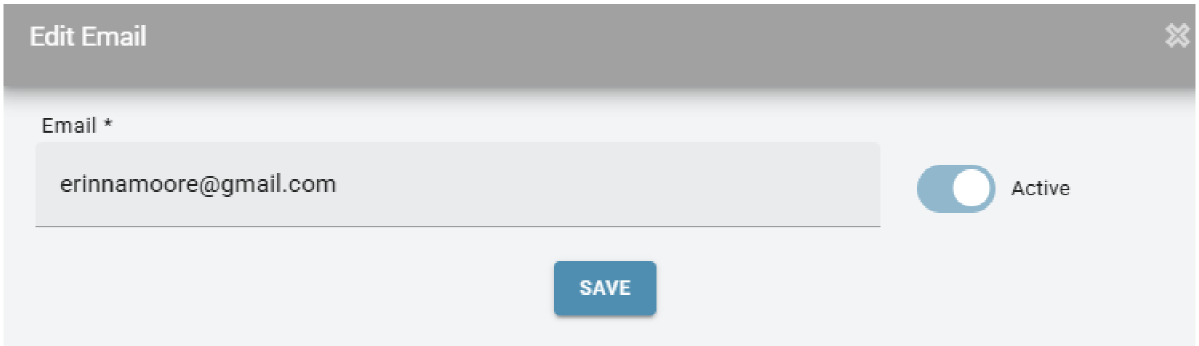
- Active – Leave as is. The system sets this as active as default
- Address Type – Mailing, Physical or Mailing /Physical options. Choosing 'Mailing/Physical' will complete both a physical and a mailing record. Choosing only 'Mailing or 'Physical' will require multiple entries
- Adress Line 1 – Physical location or post office box address
- Address Line 2 – Optional address line usually used for apt number or suite number
- City – City of address
- State – State of address
- County – County of the address. *This is a drop down that has the options for you. If your desired Alabama county option is not there, submit a help request after your access has been approved.*
- Postal Code – 5- or 9-digit postal code (not FIPS code)
- The 'Addresses' of the 'Contact Information' section allow the user to update, deactivate, or add addresses

Click the 'Save' button once all the information has been completed.

Email

Update/Deactivate an Email

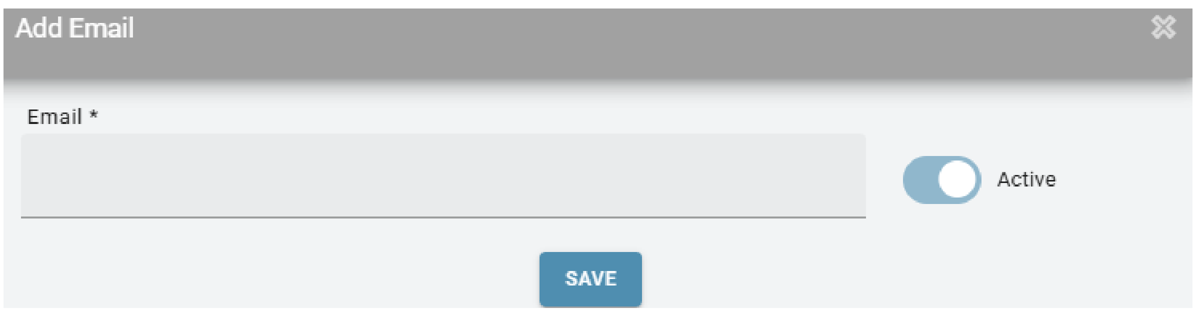
Click on the 'Pencil' icon for the email that requires updating. This will open the email window with the current email information.



Make the appropriate changes and click the 'Save' button. To make an email inactive, click on the 'Active' toggle.

Add a new Email

Click on the 'Add New Email' button. This will open a new window like the update/deactivate window, except it will not have any data in it.



To create a new email, complete the following:

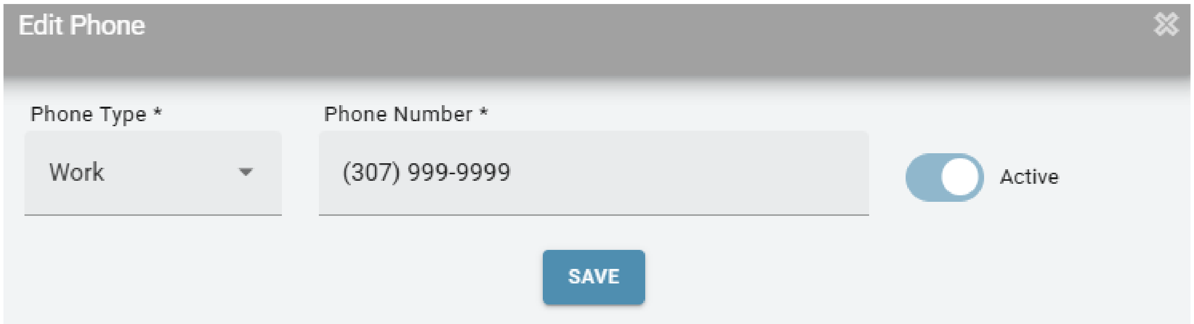
- Email – at minimum, the email of the primary contact. Multiple emails can be added as necessary
- Active – Leave as is. The system sets this as active as default

Click the 'Save' button once all the information has been completed.

Phone

Update/Deactivate a Phone Number

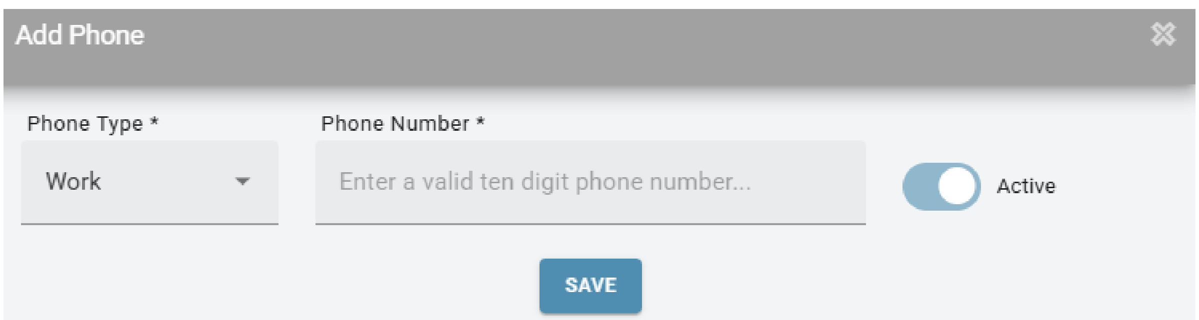
Click on the 'Pencil' icon for the phone that requires updating. This will open the phone window with the current phone information.



Make the appropriate changes and click the 'Save' button. To make a phone number inactive, click on the 'Active' toggle.

Add a new Phone Number

Click on the 'Add New Phone' button. This will open a new window like the update/deactivate window, except it will not have any data in it.

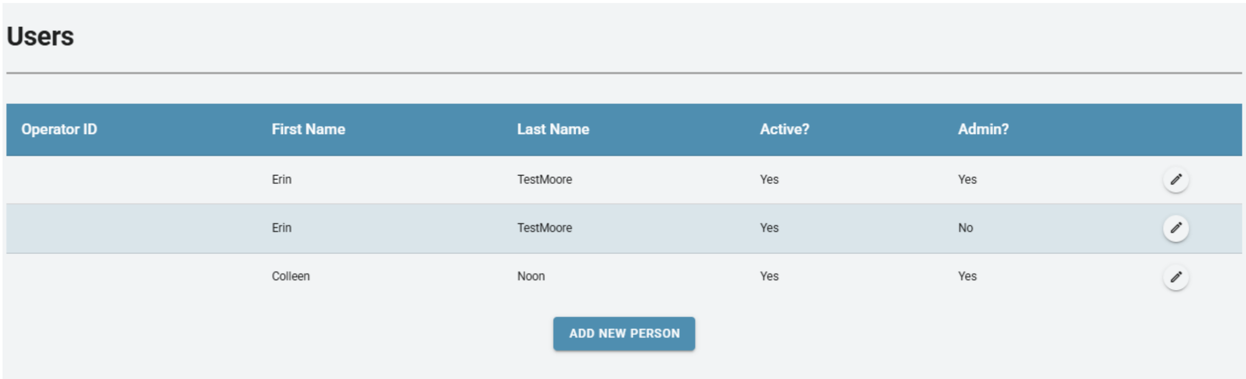


To create a new email, complete the following:

- Phone Type – Cell, home, work options. *This is a drop down that has the options for you. If your desired option is not there, submit a help request after your access has been approved*
- Phone Number– at minimum, the phone number of the primary contact. Multiple phone numbers can be added as necessary
- Active – Leave as is. The system sets this as active as default

Make the appropriate changes and click the 'Save' button.

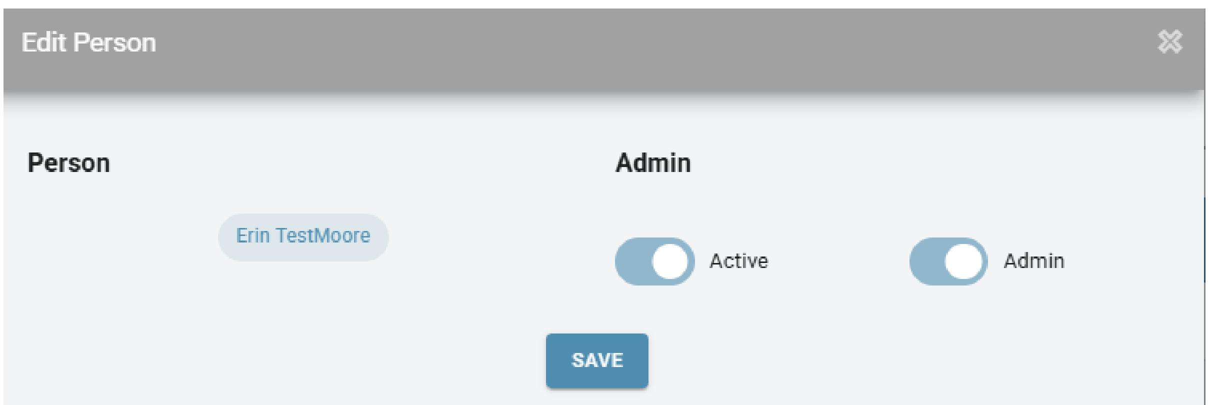
Users



The 'Users' section allows you to modify, deactivate and create new Users

Modify/Deactivate Users

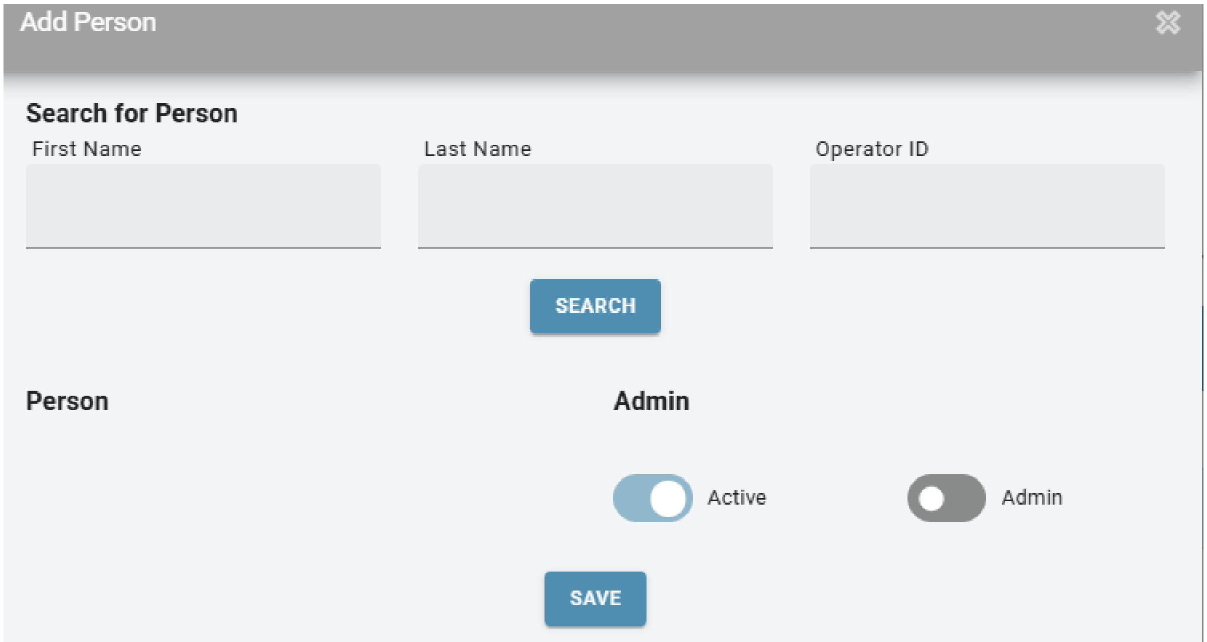
Click on the 'Pencil' icon for the user that requires updating. This will open the user window with the current user information.



Make the appropriate changes and click the 'Save' button. To make a phone number inactive, click on the 'Active' toggle.

Add a new User

Click on the 'Add New Person' button. This will open a new window like the update/deactivate window, except it will not have any data in it.



To create a new user, complete the following:

- First Name – First name of the user
- Last Name – Last name of the user
- Operator ID – Operator ID of the user
- Active – Leave as is. The system sets this as active as default
- Admin – Toggle to make user the administrator for the provider

Make the appropriate changes and click the 'Save' button.

Training Courses

The 'Training Courses' section allows you to do the following:

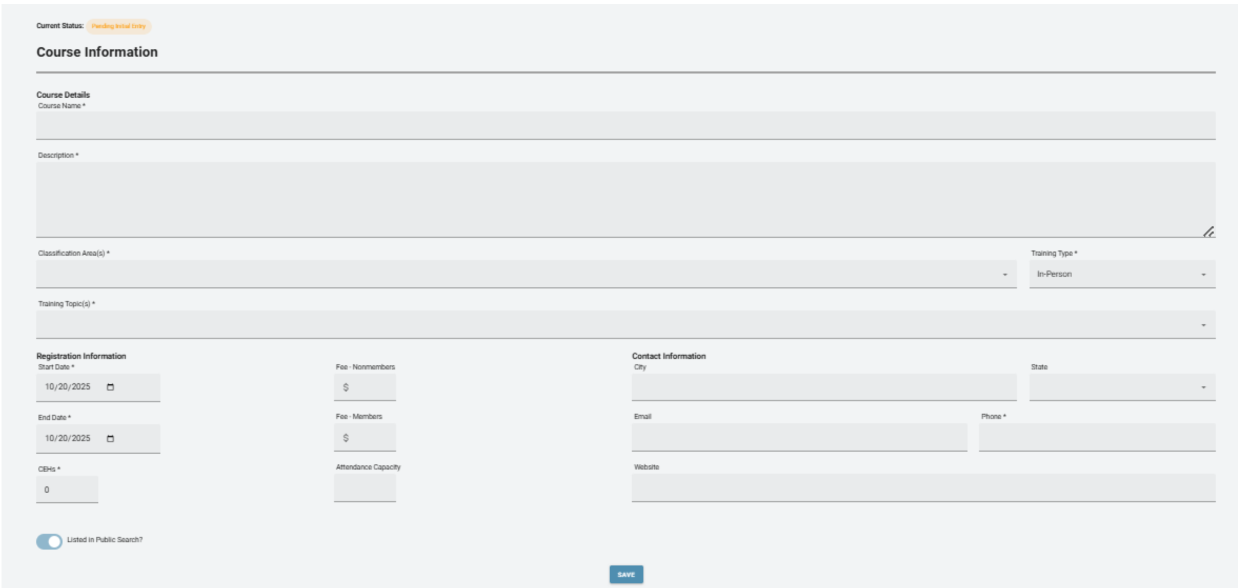
- Submit a New Course
- Submit Multiple Courses
- Search for Your Training Courses
- View Your Course(s)
- Clone Previous Courses

Submit a New Course

Click on the 'Submit New Course' button. A new window will appear that will allow you to enter the course information. This has the following sections:

- Current Status – This is not editable but will provide you with the status of the course approval
- Course Information – All the information about the course
- Course Documents – documents that are necessary for the course
- Submit – Information for the submission of the course
- History – This is the workflow history of the course

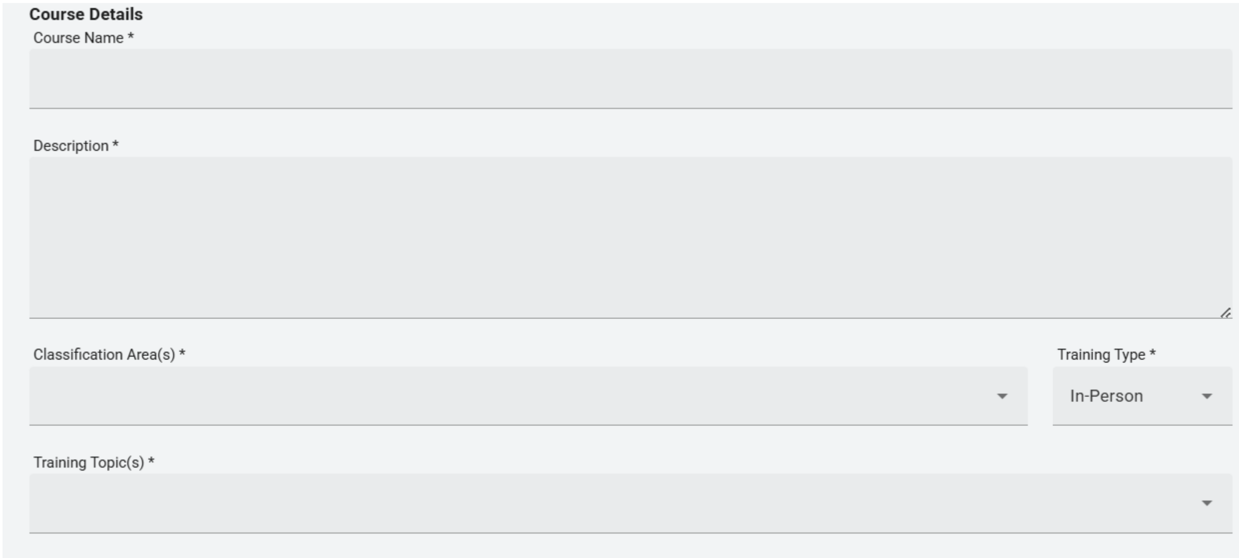
Course Information



This section contains the following:

- Course Details – This contains the details of the course
- Registration Information – This contains the information related to registration
- Contact Information – This contains the location of the course
- ‘Listed in Public Search’ Toggle – This allows the training provider to choose if they want the course to be listed in the ‘Public Search’

Course Details

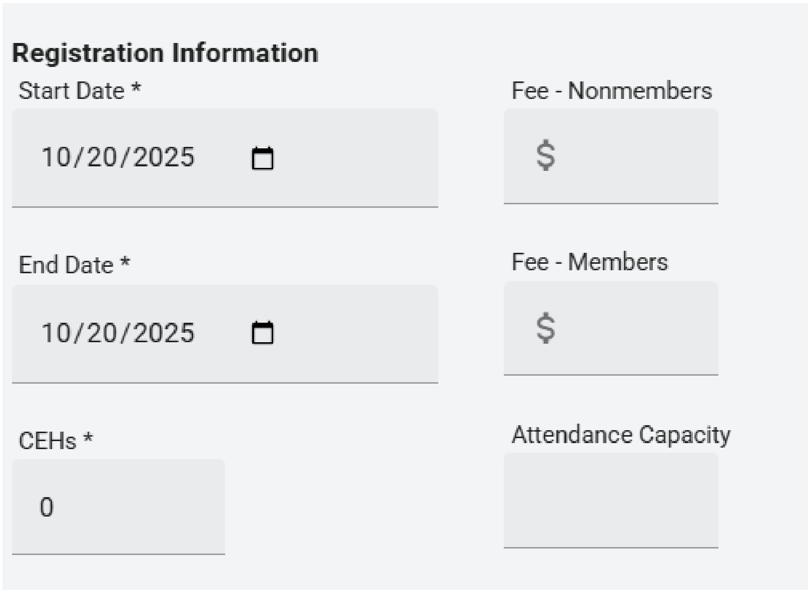


Enter the following information into the ‘Course Details’ section:

- Course Name – Name of the course
- Description – Detailed description of the course
- Classification Area(s) – Multi-choice drop-down of the different classifications the training course can be used for. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*
- Training Type – Type of training the course is: in-person, virtual or both
- Training Topic(s) – Topics the course will touch on. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*

You can save your entry at any point before submission by clicking on the ‘Save’ button below the ‘Listed in Public Search’ toggle.

Registration Information

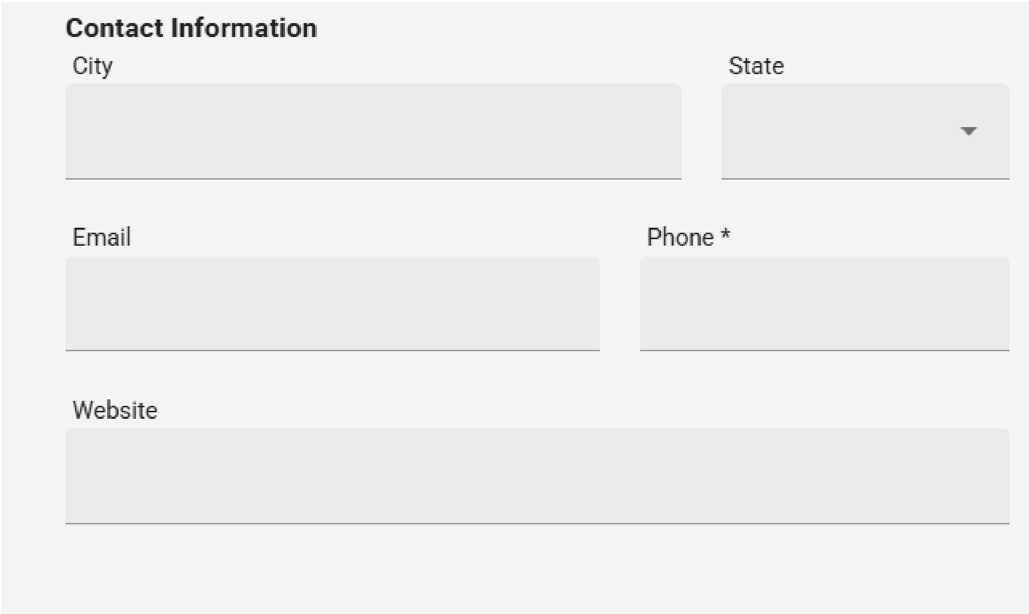


Enter the following information into the ‘Registration Information’ Section

- Start Date – Date the course begins
- End Date – Date the course ends
- CEH’s – the number of CEHs (continuing education hours) the course will be for once it has been completed. Must be at least 1
- Fee – Nonmembers – The cost for non-members. If the course is free or there is no cost for nonmembers, put 0
- Fee -Members – The cost for members. If the course is free or there is no cost for members, put 0
- Attendance Capacity – the maximum number of people that can attend the course

You can save your entry at any point before submission by clicking on the ‘Save’ button below the ‘Listed in Public Search’ toggle.

Contact Information



Enter the following information in the ‘Contact Information’ Section

- City – City the course is located
- State – State the courses is located
- Email – An email to use if the attendee has questions
- Phone – A phone number to call if the attendee has questions
- Website – Website of the training provider that may include additional information about the course

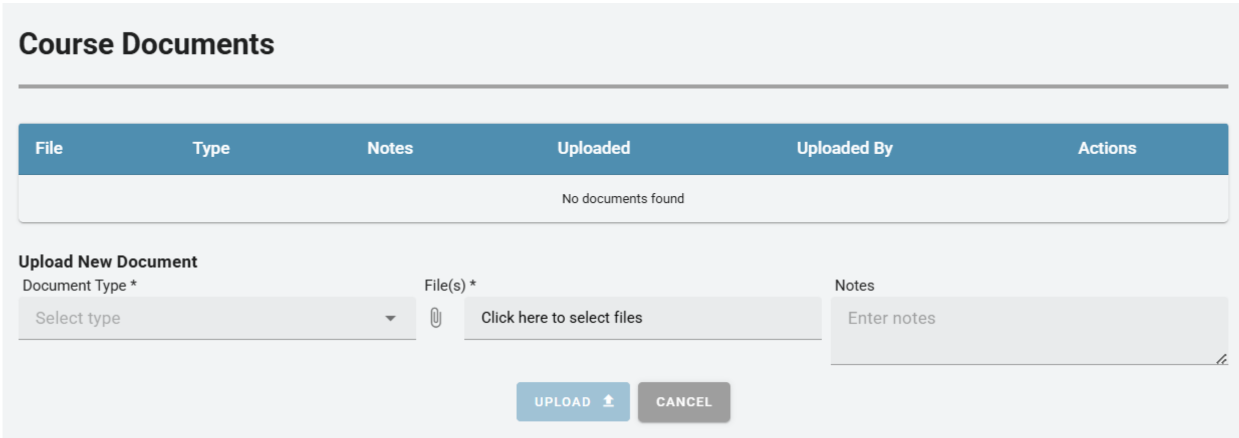
Listed in Public Search Toggle

Use this toggle if you want people to see the course in the Public Search. An example would be to take off the public search if the course is at capacity.

Click the ‘Save’ button at any time during the data entry or when the ‘Contact Information’ section is completed.

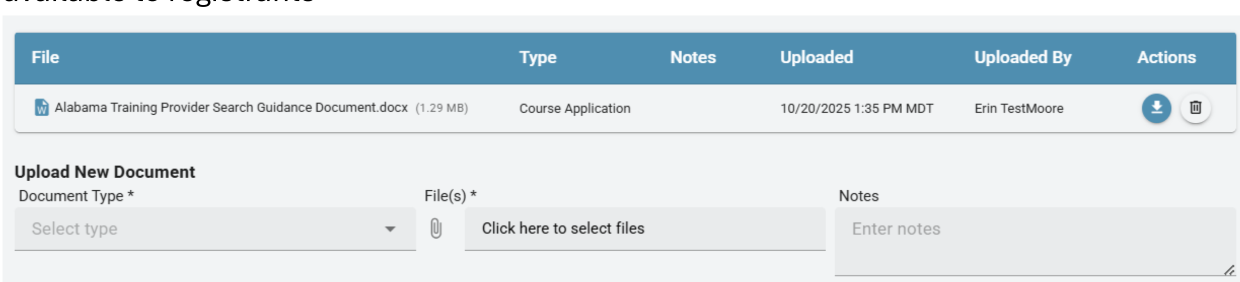
If you do not save your work, it may be lost.

Course Documents



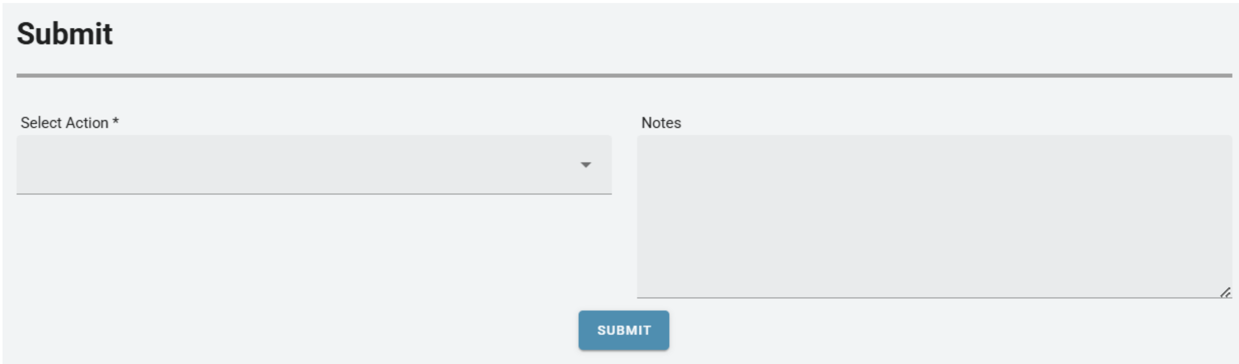
If any documents are needed for the course, either to register or to be used during the training course, the training provider can upload them here for the user to download at registration. To upload a new document:

- Document Type – Type of document to upload. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*
- Files – Click in the field to upload the document
- Notes – Any notes to clarify the document
- Upload – Once both the document type and file, the document can be uploaded. Once uploaded, the document can be downloaded or deleted (delete will not be available to registrants



- Cancel – Click on the ‘Cancel’ button before you upload the document to cancel the document upload (Once uploaded the document will need to be deleted)

Submit

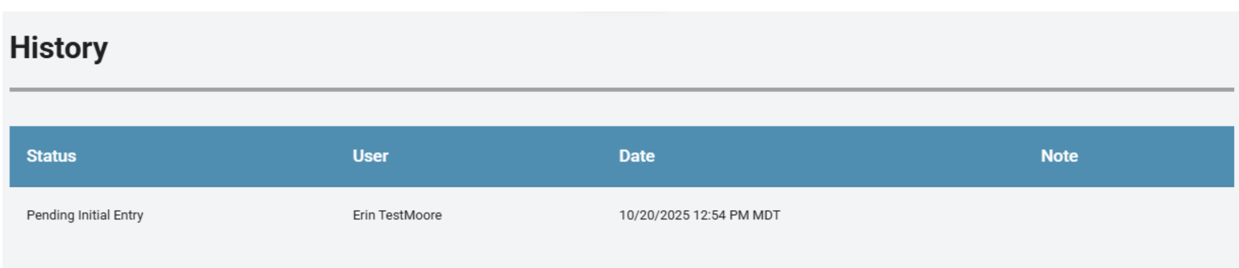


To submit the course for staff review, choose the desired action in the 'Select Action' box. You can either submit the course for review or cancel the submission. Enter any notes you wish the staff to have for their review.

Click on the 'Submit' button to send the course for review.

Make sure the information for your training course is accurate. Once the course has been submitted it cannot be edited. It can only be edited if the course is rolled back by the state. Once approved it cannot be edited again.

History



History

Status	User	Date	Note
Pending Initial Entry	Erin TestMoore	10/20/2025 12:54 PM MDT	

History shows the different workflows the course application went through. It will list:

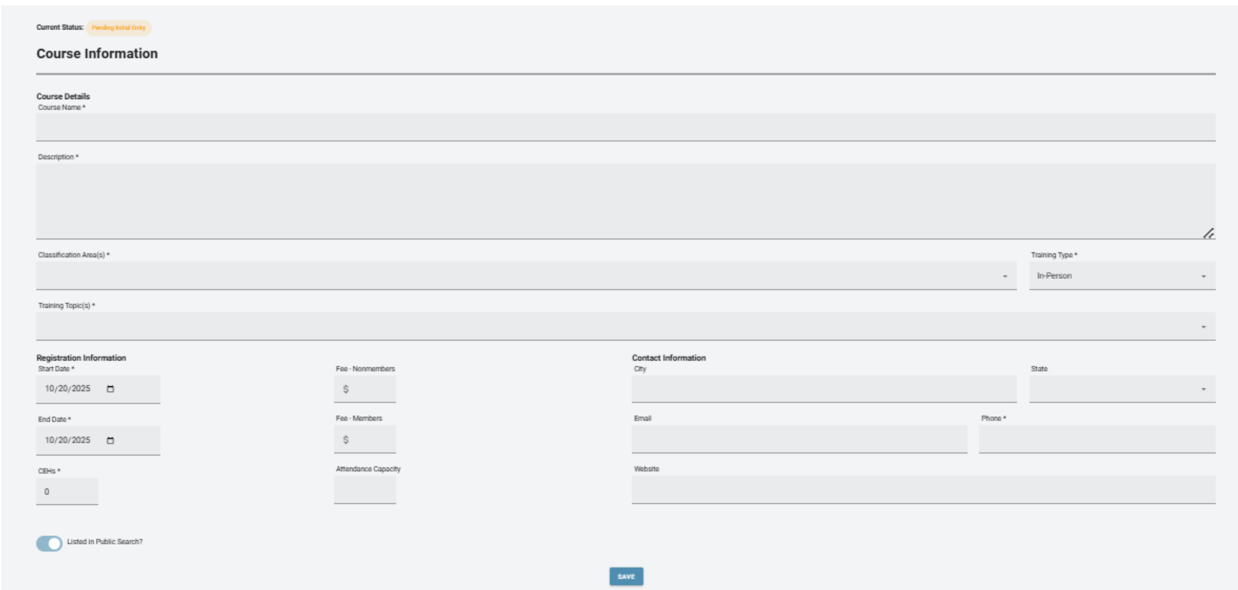
- Status – each workflow status will be listed
- User – name of the person who completed the specific workflow
- Date – the date the user submitted the workflow
- Note – any notes associated with the workflow

Submit Multiple Courses

Click on the ‘Submit Multiple Courses’ button. A new window will appear that will allow you to enter the course information. This has the following sections:

- Courses – the list of courses to be submitted in a group. This will be empty until the first course is added
- Course Information – All the information about the course
- Course Documents – documents that are necessary for the course

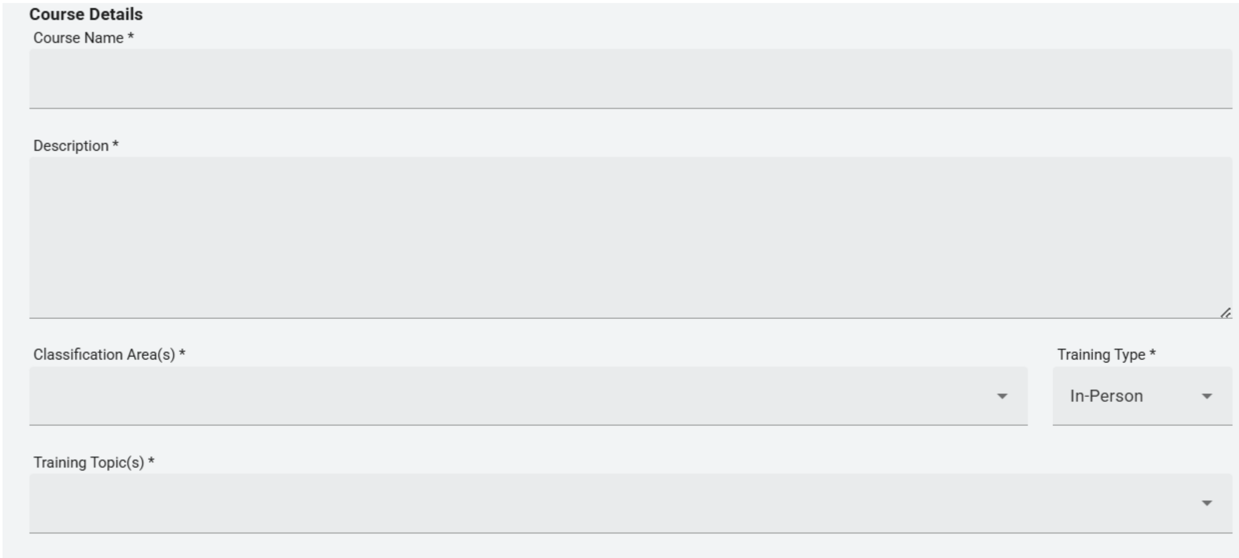
Course Information



This section contains the following:

- Course Details – This contains the details of the course
- Registration Information – This contains the information related to registration
- Contact Information – This contains the location of the course
- ‘Listed in Public Search’ Toggle – This allows the training provider to choose if they want the course to be listed in the ‘Public Search’

Course Details

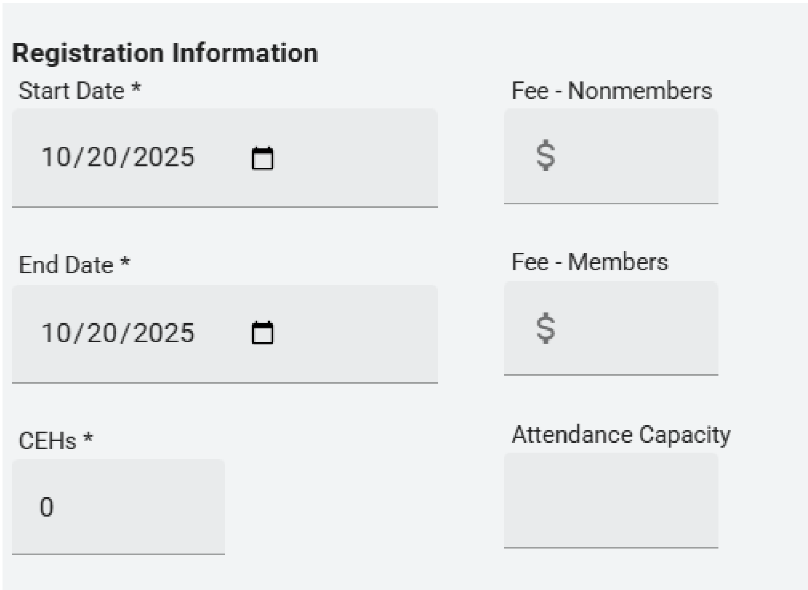


Enter the following information into the ‘Course Details’ section:

- Corse Name – Name of the course
- Description – Detailed description of the course
- Classification Area(s) – Multi-choice drop-down of the different classifications the training course can be used for. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*
- Training Type – Type of training the course is: in-person, virtual or both
- Training Topic(s) – Topics the course will touch on. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*

You can save your entry at any point before submission by clicking on the ‘Save’ button below the ‘Listed in Public Search’ toggle.

Registration Information



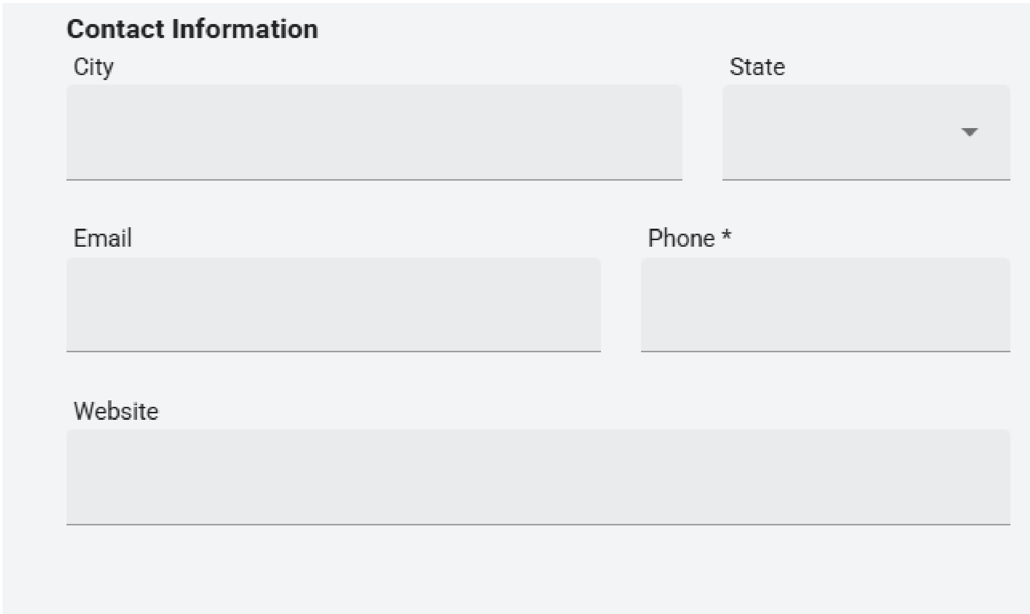
Enter the following information into the ‘Registration Information’ Section

- Start Date – Date the course begins
- End Date – Date the course ends
- CEH’s – the number of CEHs (continuing education hours) the course will be for once it has been completed. Must be at least 1
- Fee – Nonmembers – The cost for non-members. If the course is free or there is no cost for nonmembers, put 0
- Fee -Members – The cost for members. If the course is free or there is no cost for members, put 0
- Attendance Capacity – the maximum number of people that can attend the course

You can save your entry at any point before submission by clicking on the ‘Save’ button below the ‘Listed in Public Search’ toggle.

Training Provider Application

Contact Information



Enter the following information in the 'Contact Information' Section

- City – City the course is located
- State – State the courses is located
- Email – An email to use if the attendee has questions
- Phone – A phone number to call if the attendee has questions
- Website – Website of the training provider that may include additional information about the course

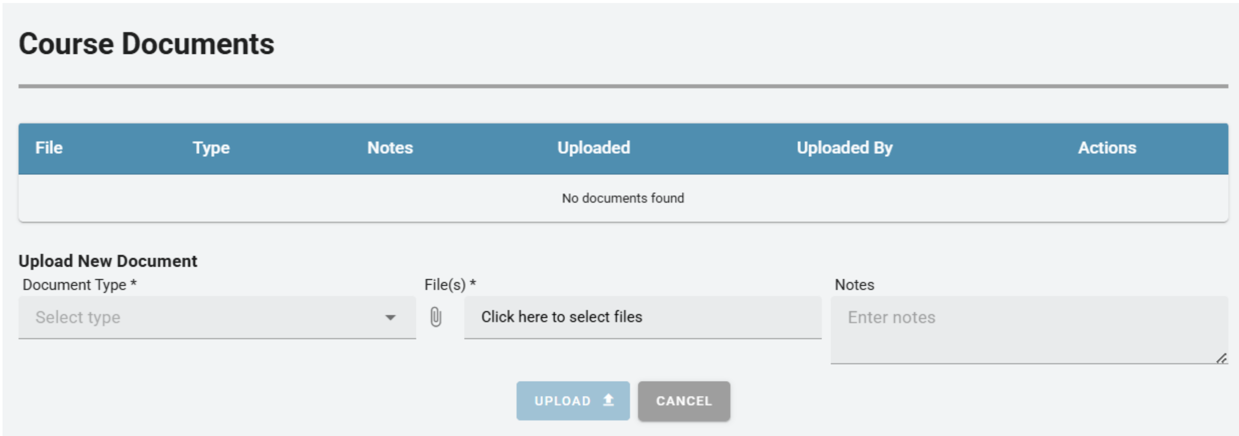
Listed in Public Search Toggle

Use this toggle if you want people to see the course in the Public Search. An example would be to take off the public search if the course is at capacity.

Click the 'Save' button at any time during the data entry or when the 'Contact Information' section is completed.

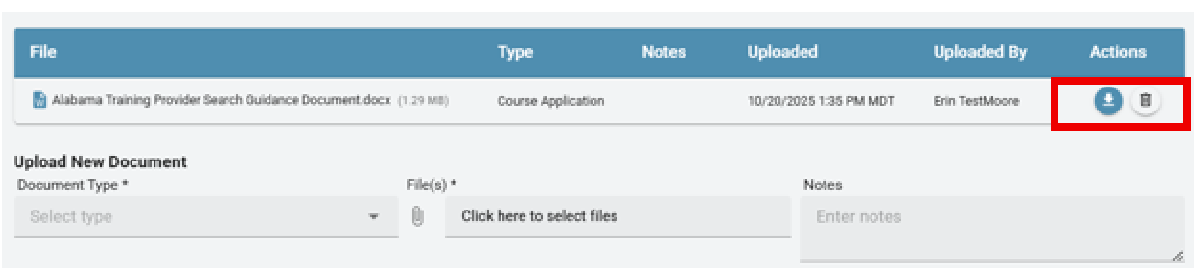
If you do not save your work, it may be lost.

Course Documents



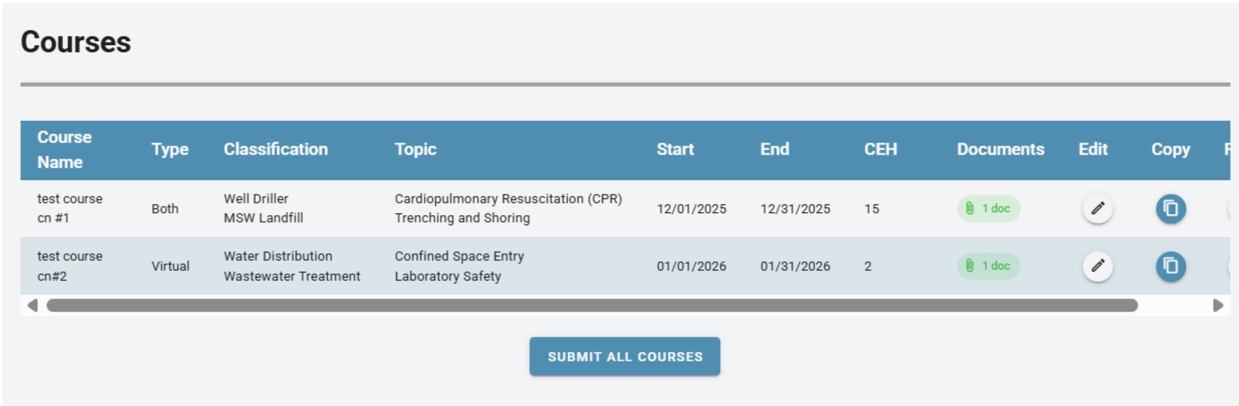
If any documents are needed for the course, either to register or to be used during the training course, the training provider can upload them here for the user to download at registration. To upload a new document:

- Document Type – Type of document to upload. *This is a drop down that has the options for you. If your desired option is not there, submit a help request before you submit your request*
- Files – Click in the field to upload the document
- Notes – Any notes to clarify the document
- Upload – Once both the document type and file, the document can be uploaded. Once uploaded, the document can be downloaded or deleted (delete will not be available to registrants



- Cancel – Click on the 'Cancel' button before you upload the document to cancel the document upload (Once uploaded the document will need to be deleted)

Once completed, click the 'Add to List' button. It will add the course to the list of courses to be submitted. You can add another course once the current course has been added to the list of courses.



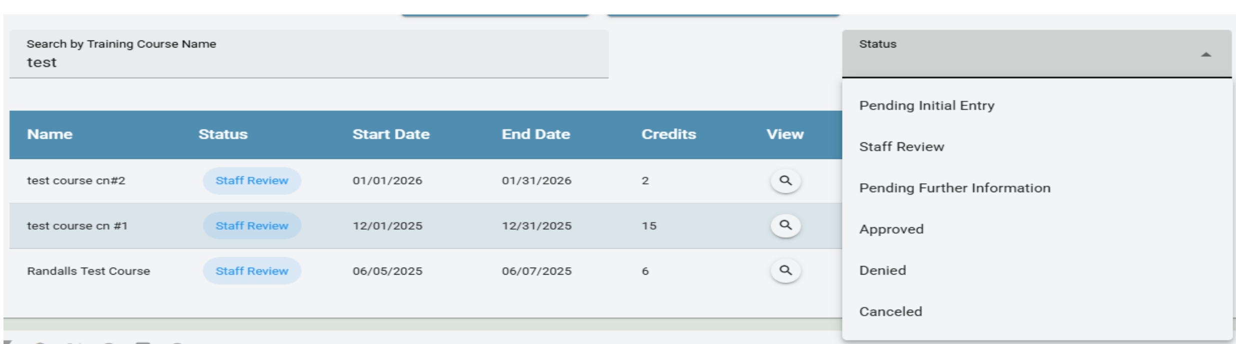
To submit the courses for staff review, click the ‘Submit all Courses’ button.

Click on the ‘Submit’ button to send the course for review.

Make sure the information for your training course is accurate. Once the course has been submitted it cannot be edited. It can only be edited if the course is rolled back by the state. Once approved it cannot be edited again.

Search for Your Training Courses

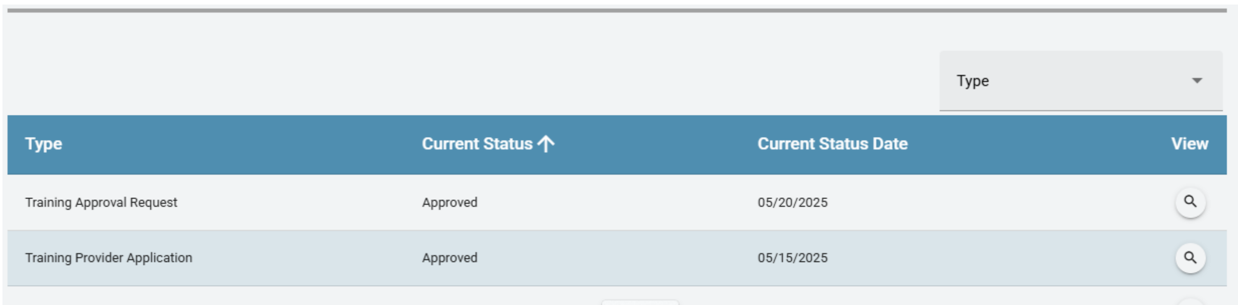
To search for your training courses, enter the name of the course. This can be a partial name (any part of the name, it does not have to start with your search criteria). If you wish to filter your search by status, choose the desired status. The system will automatically filter your search as you enter; no need to hit an enter button.



Forms

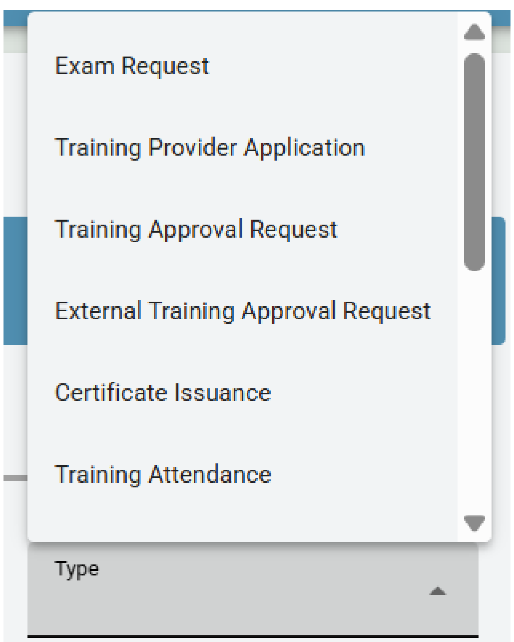
This page lists all submitted Forms for the training provider. The page can be sorted by each column header, ascending and descending. You cannot sort by multiple columns.

Ascending



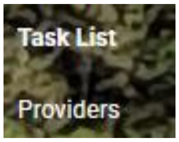
Descending

You can filter by the type of form.



Once you find the form desired, you can view the form using the ‘view’ icon.

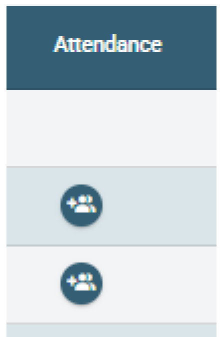
Attendance



Navigate to your Provider profile,

Then to TRAINING COURSES

Find the Attendance column

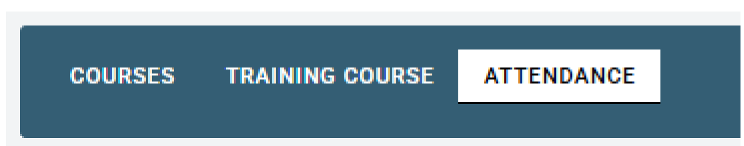


and click the icon

Or

Find the View column and click the icon

You should be at a screen

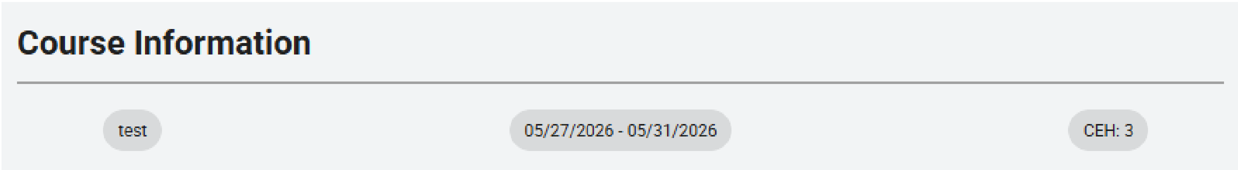


with this at the top:

(June 10,2026 Note: We will be updating Attendance rules so you will be able to add attendance as early as the Start Date of the Course. Current rules don't allow Attendance to be added until the End Date of the Course.)

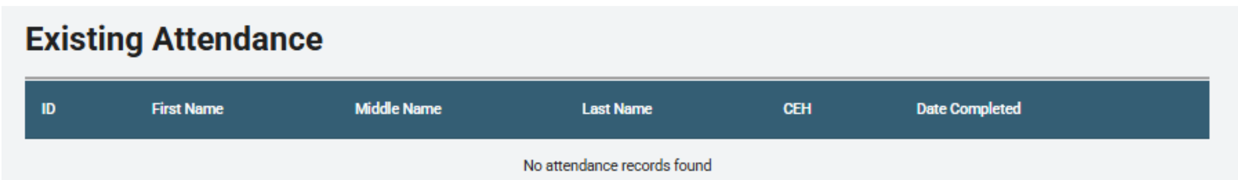
Course Attendance

Course Information



Course Information is prefilled based on the Approved Course information.

Existing Attendance

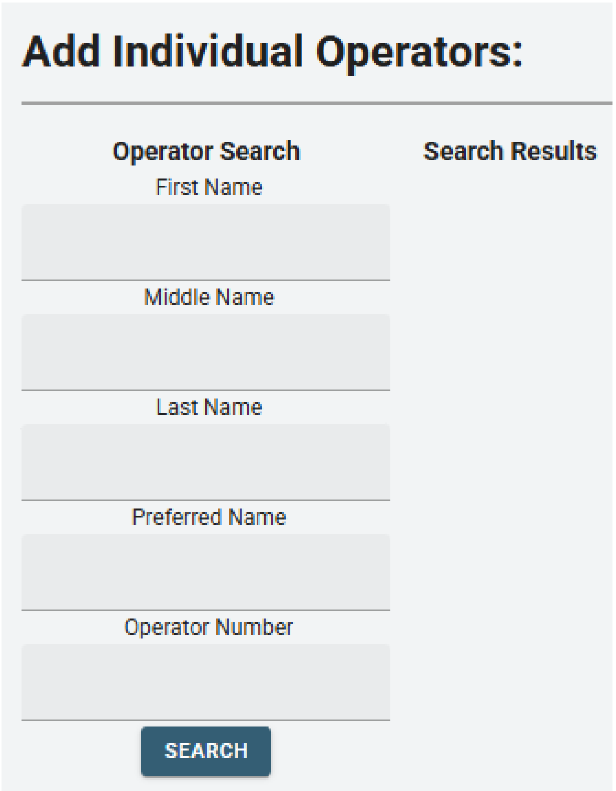


As you approve attendees, they will appear in this table.

Once an attendee is in this table, this course also appears on that person’s Training History in their profile.

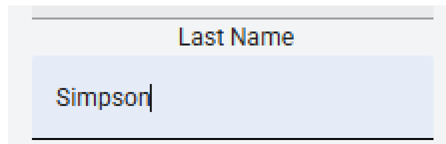
You can add additional attendees one-by-one or in a batch via upload of a single file per course day.

Add Individual Operators



Let’s add Homer Simpson to this test course:

Type Simpson in the Last Name box. Click SEARCH



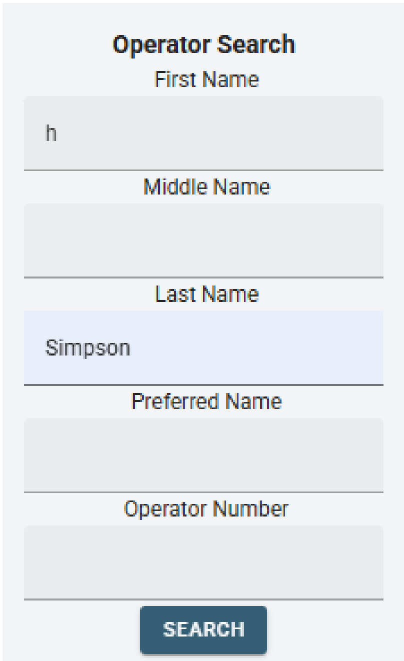
Last Name	Add
Simpson	
Simpson	
Simpson	
Simpson	
Simpson	
Simpson	
Simpson	

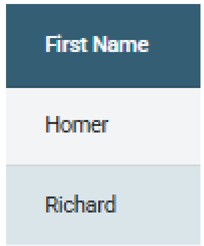
We get lots of results.

To filter the results, add more search criteria:

Course Attendance

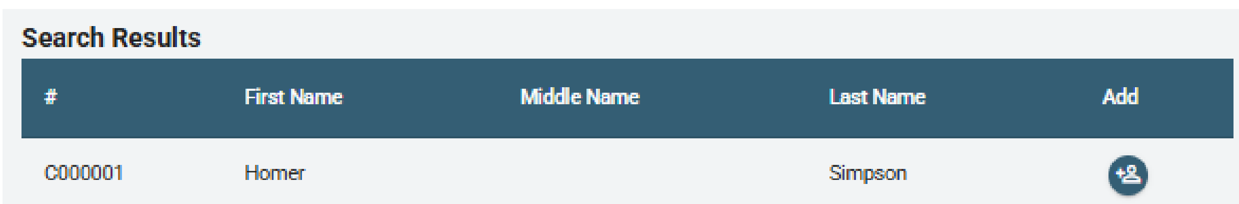
In this case, I will type “h” in First Name and click SEARCH





I get two results because the search brings any first name with the letter ‘h’ anywhere.

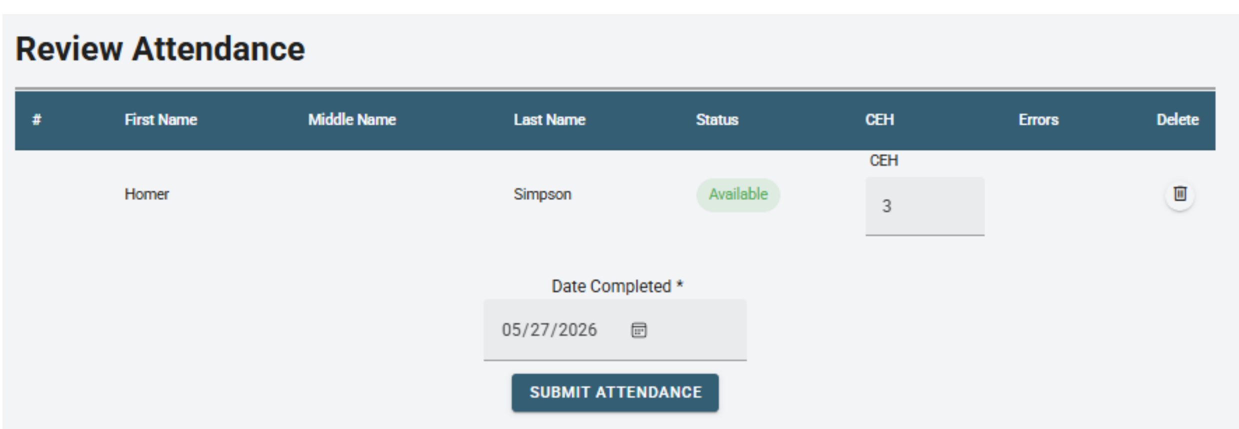
One of the results is Homer



So I click the icon under “add”

Scroll down to..:

Review Attendance



Course Attendance

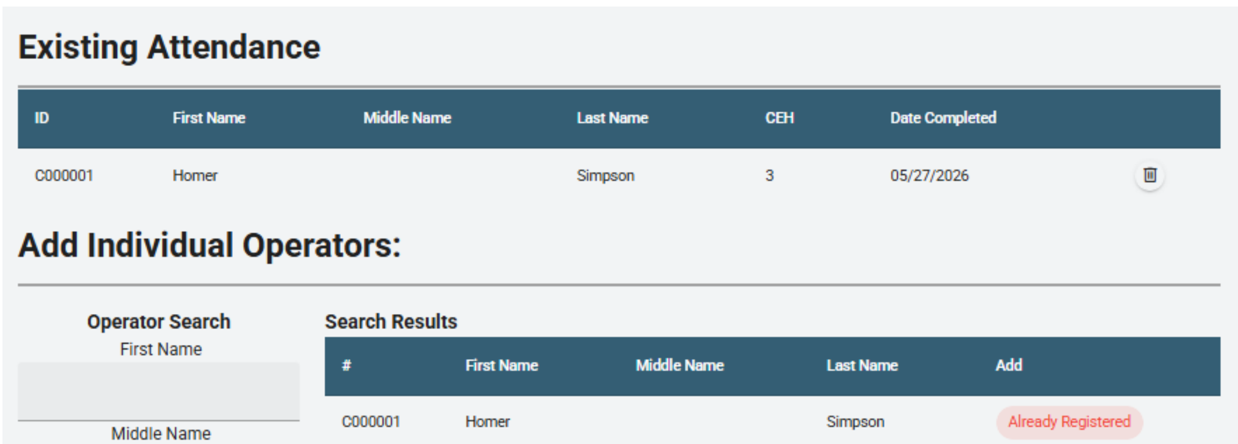
If everything looks good, I will click SUBMIT ATTENDANCE.

If I made a mistake and do not want to add Homer, I will click the icon in the Delete column.

This class is eligible for 3 CEHs. If Homer only attended 1 hour, I can change it here.

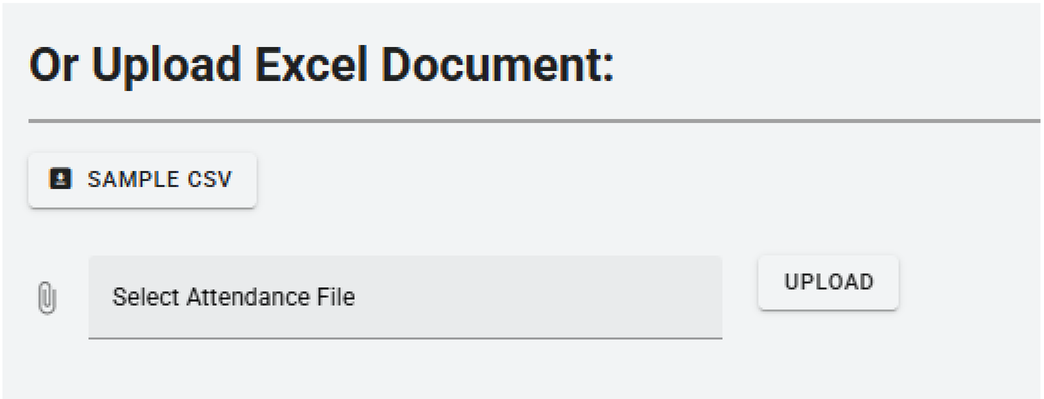
Also check the Date Completed and change if needed.

Once the Attendance has been submitted, three things happen:



1. The course is added to Homer's Training record which he can see when he logs in.
2. Homer is added to the Existing Attendance table at the top.
3. Homer is no longer eligible to be added to this class. In the add column, we see his status has changed to Already Registered.

Upload Excel Document



Click on “SAMPLE CSV” to download a Sample Attendance File.

Attendance csv looks like this in Excel:

	A	B	C
1	Operator_Number	Last Name	CEH
2	C000001	Smith	10
3			
4			

“csv” stands for ‘comma separate values”.

If I look at this file in the Windows preview, this is what it looks like:

```
Operator_Number,Last Name,CEH
C000001,Smith,10
```

Each record is on a row and each value in the row is separated by a comma.

Excel is the most common software used to read a csv file.

You can use whatever software you prefer.

When you upload, the file type is not validated.

The system is looking for unformatted rows of data with three values, the Operator ID, the Operator Last Name and the number of Continuing Education Hours to apply.

If you use the sample csv, delete “C0000001, Smith, 10”.

Paste your actual attendance information starting in Row 2, directly under the headers.

Course Attendance

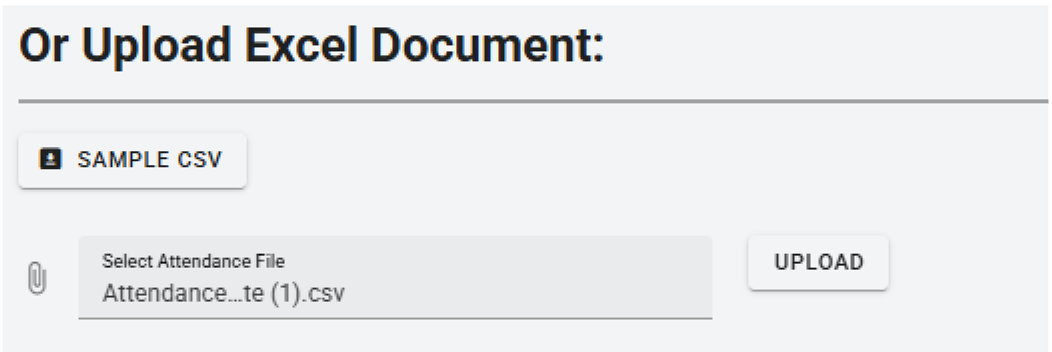
Then click in the Select Attendance File box.

This will open a file browser window.

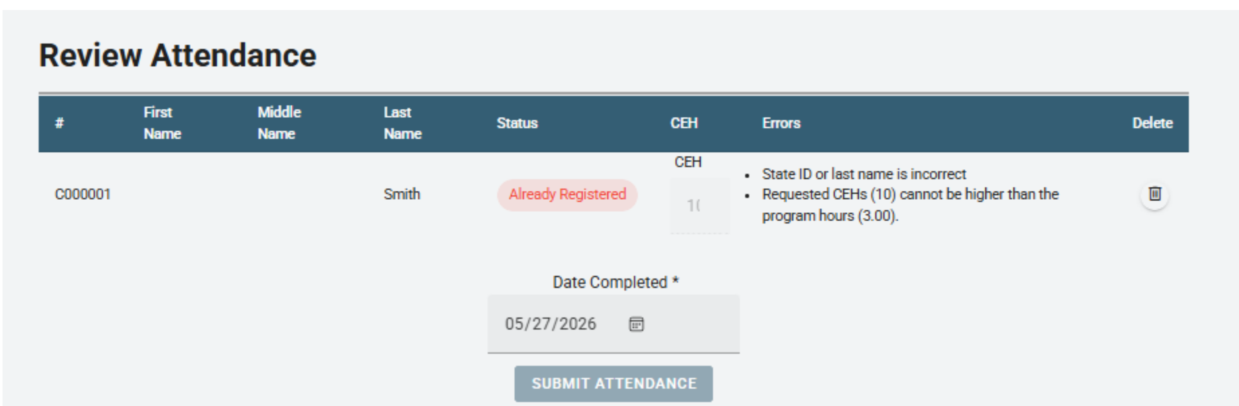
Find and Select your Attendance csv.

THe file name will appear in the box.

Click UPLOAD



Scroll down to Review Attendance.



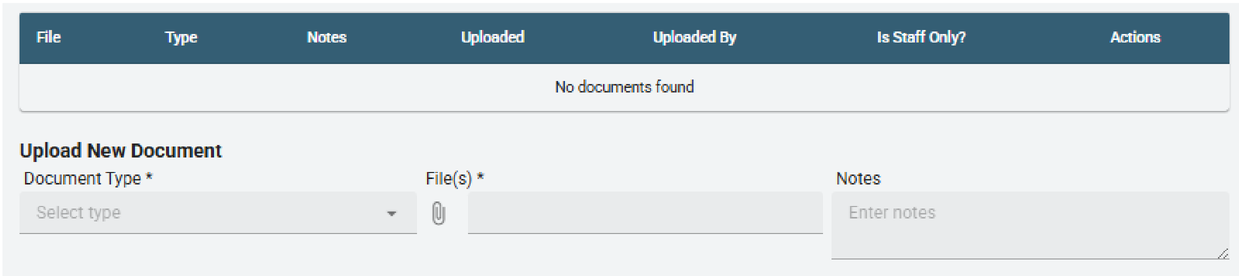
In this case, I have already Submitted the Attendance for Smith.

Smith will not be allowed to add this training to his record more than once.

If multiple attendees are in the file, they will be displayed here and you can review all of them at this time.

Once your review of all the attendees is complete, you may SUBMIT ATTENDANCE.

Attendance Documentation



You may upload paper sign in sheets or digital files here.

Should our staff need to verify course attendance, your uploaded documents will facilitate our review.