



TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM
TRAINING ANNOUNCEMENT

GENERAL MODULE TRAINING FOR WATER AND WASTEWATER OPERATORS
and
VERY SMALL WATER SYSTEM OPERATOR CERTIFICATION

Hosted by Backflow Management Inc.
Portland, Oregon
July 20-24, 2015

PROGRAM OBJECTIVE: The Tribal Water and Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (ITCA) serves to meet the needs of system operators working on Tribal lands and to provide a jurisdictionally-correct alternative to state certification programs. The ITCA is a U.S. EPA-approved provider of certification services under the U.S. EPA National Tribal Drinking Water Operator Certification Program and makes its services available to all Tribal water and wastewater system operators working in Indian Country.

The Very Small Water System (VSWS) Operator Certification serves as a stepping stone for entry-level water operators that are embarking on their career path of earning Level 1 (or higher) water operator certification. Pursuant to the Tribal Drinking Water Operator Certification Program Final Guidelines (U.S. EPA, 2005), Tribal operators of less complex systems serving 500 or less people may earn the Very Small Water System (VSWS) Operator Certification as a single certification that jointly satisfies the Level 1 water treatment and Level 1 water distribution certification requirements. Tribal water utility programs are encouraged to consult with their regional primacy agency (e.g., U.S. EPA) drinking water office for a final determination as to what types and levels of operator certification are required for the operation of their community drinking water systems.

THE TRAINING COURSE: The General Module training course is designed to enhance the skills and knowledge of Tribal personnel entering into the career path of water and wastewater system operations for the first time. The General Module provides a solid foundation of understanding of the principles of electricity, hydraulics, water and wastewater systems, basic math, and federal regulations. This training is highly recommended for those who endeavor to apply for Level 1 water or wastewater operator certification. ITCA Level 1 operator training courses are designed with the expectation that students have already had training on basic introductory topics such as those that are covered in the ITCA General Module training course.

This popular training additionally focuses on water treatment and distribution for small drinking water systems. This expanded General Module training course helps prepare water operators for the Very Small Water System operator certification exam, which will be made available at the end of the training course. Attendees that are only interested in the training may choose not to take the certification exam. A training and reference booklet will be provided for this course. ITCA does NOT "teach to the certification exams." Students intending to take the certification exam are encouraged to study the Association of Boards of Certification's Need to Know Criteria and list of recommended study guide references, which can be found at: <http://www.abccert.org>.

COST: Tribal personnel may attend this training course, apply for operator certification, and take the Very Small Water System operator certification exam for free.

The Inter Tribal Council of Arizona, Inc. is an equal opportunity provider and employer

- Ak-Chin Indian Community
- Cocopah Tribe
- Colorado River Indian Tribes
- Fort McDowell Yavapai Nation
- Fort Mojave Tribe
- Gila River Indian Community
- Havasupai Tribe
- Hopi Tribe
- Hualapai Tribe
- Kaibab-Paiute Tribe
- Pascua Yaqui Tribe
- Pueblo of Zuni
- Quechan Tribe
- Salt River Pima-Maricopa Indian Community
- San Carlos Apache Tribe
- San Juan Southern Paiute Tribe
- Tohono O'odham Nation
- Tonto Apache Tribe
- White Mountain Apache Tribe
- Yavapai-Apache Nation
- Yavapai-Prescott Indian Tribe

INSTRUCTOR: ITCA has contracted with subject-matter expert, Ms. Mary Howell of Backflow Management Inc., to instruct this training course. Ms. Howell has extensive experience in the operation and maintenance of water and wastewater systems in Indian Country.

LOCATION: The training course will be hosted by Backflow Management Inc. and will be held at their office training room, which is located at 17752 NE San Rafael St., in Portland, Oregon 97230. The facility's contact phone number is (800) 841-7689.

DATES & TIMES: On Monday, July 20, 2015, through Thursday, July 23, 2015, the training course will begin each day at 8:30 A.M. and will conclude each day at or before 5:00 P.M. On Friday, July 24, 2015, the training course will begin at 8:30 A.M. and will conclude at or before noon. There will be a one-hour lunch break each day and meals will NOT be provided. The VSWS operator certification exam will be administered by ITCA staff on Friday, July 24, 2015, starting promptly at 1:00 P.M. and concluding at or before 4:30 P.M. Please be advised that prior approval from ITCA is required for admission into the exam session. There will be no late admission into the exam session.

ATTENDANCE & CONTACT HOURS: Student sign-in sheets will be administered for both morning and afternoon sessions on each day of the training course. All attendees will receive written recognition of earned training contact hours based on attendance. Training contact hours may be accepted towards the training requirements for new certification or as Professional Development Hour (PDH) credit towards the renewal of existing certification.

REGISTRATION: **Class Registration Deadline is July 13, 2015.**

Classroom space is limited. To request a class seat, please register as soon as possible, but no later than close of business on **July 13, 2015**. To register, please complete the attached registration form and return by mail, email or fax to ITCA. Registrants that are accepted into the training course will receive written confirmation of a reserved class seat. Please Note: A reserved class seat does not apply to the exam session. Separate written approval is required to be admitted into the certification exam session (see below).

EXAMINATION & CERTIFICATION: **Exam Application Deadline is July 13, 2015.**

ITCA staff will be available to proctor the Association of Boards of Certification (ABC) 50-question VSWS paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Very Small Water System Operator Certification. Participants must have prior written approval from ITCA to be admitted into the examination session. Approval is based upon submittal of a completed ITCA Application for New (Water) Certification by close of business on **Monday, July 13, 2015**. Please refer to the ITCA Application Booklet for complete operator certification eligibility criteria and the application, which is available on the ITCA website or by directly contacting the ITCA Tribal Water Systems Program. You are highly encouraged to submit an application as soon as possible.

LODGING: You are responsible for making your own travel and lodging arrangements. For your convenience, a list of hotels within the area is listed below. This is a non-inclusive, non-endorsement listing.

- Four Points by Sheraton Portland East, 1919 NE 181st Avenue, Portland, OR 97230, (503) 491-1818
- Days Inn Portland/Gresham, 2261 NE 181st Avenue, Portland, OR 97230, (503) 618-8400
- Extended Stay America – Portland/Gresham, 17777 NE Sacramento St., Portland, OR 97230 (503) 661-0226
- Rodeway Inn & Suites, 2323 NE 181st Avenue, Portland, OR 97230 (503) 492-4000
- Hampton Inn Portland East, 3039 NE 181st Avenue, Portland, OR 97230, (503) 669-7000

TRAVEL EXPENSE REIMBURSEMENT STIPENDS: Limited travel expense reimbursement stipends (partial reimbursement) may be available for individuals who are working on Tribal lands and who attend the entire training event. Travel expense costs will be considered for reimbursement on a case-by-case basis and may be subject to funding restrictions. Travel expenses are reimbursed as a stipend at the federal government GSA rates. The maximum per diem rate for Portland, Oregon for the time period of this event is \$137 for lodging and \$66 for meals and incidentals. According to federal guidelines, local residents traveling less than fifty miles one-way are eligible only for mileage reimbursement costs for use of privately-owned automobiles at the rate of \$0.575 per mile. To request a travel expense reimbursement, please submit an ITCA Travel Expense Reimbursement Claim Form within fifteen (15) days following the training event. The form must include the signature of the attendee's supervisor. ITCA will verify an applicant's eligibility based on event attendance records maintained by ITCA staff. This form is available upon request.

For additional information, please contact the ITCA Tribal Water Systems Program staff at (602) 258-4822.

Please Note: Photographs taken by ITCA staff at training/meeting events may be used in ITCA publications including, but not limited to, ITCA's website, publications and social media. If you do not consent to have your photograph published, please notify ITCA staff at the training/meeting event.

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REGISTRATION FORM

GENERAL MODULE TRAINING FOR WATER AND WASTEWATER OPERATORS & VERY SMALL WATER SYSTEM OPERATOR CERTIFICATION

Portland, Oregon

July 20-24, 2015

(Please Print Clearly)

Name: _____
(First) _____ (Last) _____

Title/Position: _____

Tribal Utility/Organization: _____

Business Address: _____
(Mailing) _____ (Street/P.O. Box)

(City) _____ (State) _____ (Zip Code) _____

Telephone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

E-mail Address: _____

Will attendee be requesting a travel expense reimbursement stipend? YES NO

Will attendee be taking the operator certification exam? YES NO

- Yes, I do plan on attending the **General Module** Training Course at the training room of Backflow Management Inc., located at 17752 NE San Rafael St., in Portland, Oregon 97230.
- Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat.
- Yes, I understand that if I plan to take the VSWs operator certification exam, I must submit a complete ITCA Application for New Certification. I understand that prior approval from ITCA is required to be admitted into the certification exam session.
- Yes, I understand that I am responsible for making my own travel and lodging arrangements.
- Yes, I understand the Inter Tribal Council of Arizona, Inc. reserves the right to cancel or reschedule any training event due to lack of enrollment or funds.

Please complete this registration form and return by mail, email or fax by **July 13, 2015**, to the following:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER SYSTEMS PROGRAM
2214 N. Central Avenue, Suite 100, Phoenix, AZ 85004
tyler.walls@itcaonline.com or souta.callinglast@itcaonline.com
Telephone: (602) 258-4822 Fax: (602) 258-4825

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