



## General Module and Very Small Water System Operator Training for Tribal Personnel

**October 21-25, 2019**

Hosted by: Leech Lake Gaming Division-Employee Development  
Walker, Minnesota

### Includes:

- ✓ FREE Training for Tribal Personnel
- ✓ Opportunity for FREE Professional Certification
- ✓ Travel Expense Reimbursements Available

### *Comments from Past Training Participants:*

*“The instructor was excellent! I learned a lot and hope to continue upgrading [to] high levels to become a water operator.”*

*“The instructor is very experienced in fieldwork, was very good at speaking in real world terms.”*



# REGISTRATION FORM



## GENERAL MODULE & VERY SMALL WATER SYSTEM OPERATOR TRAINING FOR TRIBAL PERSONNEL

October 21-25, 2019  
Walker, Minnesota

(Please Print Clearly)

Name: \_\_\_\_\_  
(First) (Last)

Title/Position: \_\_\_\_\_

Tribe/Organization: \_\_\_\_\_

Tribal Utility/Department: \_\_\_\_\_

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

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Will attendee be taking the VSWS operator certification exam?  YES  NO

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

- Yes, I do plan on attending the **General Module & Very Small Water System** Training Course at the Northern Lights Casino Hotel & Event Center, located at 6800 Y Frontage Road NW, Walker, Minnesota 56484.
- 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 **Friday, October 18, 2019**, to the following:

Inter Tribal Council of Arizona, Inc.  
TRIBAL WATER DEPARTMENT  
2214 N. Central Avenue, Phoenix, AZ 85004  
[raquel.begay@itcaonline.com](mailto:raquel.begay@itcaonline.com) or [waquin.preston@itcaonline.com](mailto:waquin.preston@itcaonline.com)  
Telephone: (602) 258-4822 Fax: (602) 258-4825

*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.*



NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM  
TRAINING ANNOUNCEMENT

**GENERAL MODULE & VERY SMALL WATER SYSTEM**  
**OPERATOR TRAINING FOR TRIBAL PERSONNEL**

*Hosted by Leech Lake Gaming Division-Employee Development*  
**Walker, Minnesota**  
**October 21-25, 2019**

**THE TRAINING COURSE:**

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **General Module & Very Small Water System** training course. The 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 portion of the training course 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 this General Module training course. The **Very Small Water System (VSWS)** portion of the training course will focus on water treatment and distribution for small drinking water systems. A training and reference manual will be provided.

ITCA does NOT “teach to the certification exams.” Students intending to take an operator certification exam after this training course are encouraged to study the need-to-know criteria and recommended study guide references associated with the certification exam. An optional certification exam session for Tribal water operator certification will be offered for free following the end of this training course. Attendees that are only interested in the training may choose not to take the certification exam.

**COST:**

Tribal personnel may attend this training course for **free**.

**INSTRUCTOR:**

ITCA has contracted with subject-matter expert Mr. Michael Alvidrez of Alvidrez Water Operations, LLC, to instruct this training course. Mr. Alvidrez has extensive experience in the operation and maintenance of water and wastewater systems in Indian Country.

**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) / continuing education credit towards the renewal of existing certification.

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

**LOCATION:**

The training course will be held in the Onigum Room at the Northern Lights Casino Hotel & Event Center, which is located at 6800 Y Frontage Road NW, Walker, MN, 56484. The contact phone number for the Northern Lights Casino Hotel & Event Center is (844) 554-2646.

**DATES & TIMES:**

On Monday, October 21, 2019, through Thursday, October 24, 2019, the training course will begin each day at 8:00 A.M. and will conclude each day at or before 5:00 P.M. On Friday, October 25, 2019, the training course will begin at 8:00 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.

An optional certification exam session will take place at the same location on Friday, October 25, 2019, starting promptly at 1:00 P.M. and concluding at or before 5:00 P.M. The Association of Boards of Certification (ABC) Standardized Exams for Very Small Water System operator certification will be administered to interested and eligible Tribal personnel. *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.*

**REGISTRATION: **Class Registration Deadline is Friday, October 18, 2019****

Classroom space is limited. To request a class seat, please register as soon as possible, but no later than close of business on **Friday, October 18, 2019**. 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).

**ITCA PROGRAM OBJECTIVE:**

The National Tribal Water and Wastewater Operator Certification Program at 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 Tribal Drinking Water Operator Certification Program Guidelines and makes its services available to all Tribal water and wastewater system operators working in Indian Country. ITCA-issued certification in drinking water or wastewater is deemed equivalent and accepted through reciprocity (exam waiver) by numerous states. Tribal operator certification is an additional way by which Tribal governments can exercise their sovereignty and promote their self-determination goals.

**EXAMINATION & CERTIFICATION: **Exam Application Deadline is Friday, October 18, 2019****

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. The 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 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.

ITCA staff will be available to proctor the 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 **Friday, October 18, 2019**. 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 Department. You are highly encouraged to submit an application as soon as possible.

Tribal personnel may apply for Tribal operator certification and take the Very Small Water System operator certification exam for **free**.

Students intending to take the certification exam are encouraged to study the ABC Need-to-Know Criteria for Very Small Water System Operators (2006) and list of recommended study guide references found at: <http://www.abccert.org>.

#### **LODGING:**

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

- Northern Lights Casino Hotel and Event Center: 6800 Y Frontage Road NW, Walker, MN, 56484, (800) 554-2646
- Chase on the Lake: 502 Cleveland Blvd., Walker, MN 56484, (888) 242-7306
- Country Inn Walker: 442 Walker Bay Blvd., Walker, MN 56484, (218) 547-1400
- Walker Hotel: 907 Minnesota Ave. W., Walker, MN 56484, (218) 547-2200

#### **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. Prior to traveling to the training event, preliminary applications for proposed travel expense reimbursement stipends will be considered for funding by ITCA. Preliminary applications will be considered on a first-come first-served basis and will be subject to funding availability.

Please follow the steps below if you are interested in receiving a travel expense reimbursement stipend.

1. **Submit a completed *Preliminary Application for Travel Reimbursement Stipend* to ITCA before close of business on **Friday, October 11, 2019**.** The form must include the signature of the attendee's supervisor. The *Preliminary Application Form* is available upon request.
2. Applicants that are approved by ITCA will receive written notice stating the level of funding available for their travel reimbursement stipend.

3. Following travel, traveler must submit a complete *Final Travel Expense Reimbursement Claims Form* with attached receipts.

Preliminary applications shall include proposed travel expenses that meet the federal government GSA rates. The maximum per diem rate for Walker, Minnesota for the period of this event is \$94 for lodging and \$55 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 \$0.58 per mile.

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

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*This event is brought to you through a partnership project by the Inter Tribal Council of Arizona, Inc. (ITCA) and the Rural Community Assistance Partnership Inc. (RCAP) for the purpose of improving compliance with regulatory requirements of the Safe Drinking Water Act.*

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