



NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM ANNOUNCEMENT

COMPUTER-BASED TESTING PERIOD NO. 4

November 1, 2016, through December 16, 2016

PROGRAM OBJECTIVE: The National Tribal Water & Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (ITCA) serves to meet the needs of personnel working on Tribal lands and to provide a jurisdictionally-correct alternative to state certification programs. 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 personnel working in Indian Country.

COMPUTER-BASED TESTING PERIOD: In an effort to provide improved pathways for Tribal water and wastewater personnel to achieve professional certification, ITCA is offering a year-round opportunity for eligible tribal personnel to take professional certification exams through Computer-Based Testing. Advantages of **Computer-Based Testing** include scheduling a convenient testing date at a regional testing center at over 200 locations throughout the country, as well as immediately receiving your exam score. The Computer-Based Testing period is a window of time in which Tribal water and wastewater utility personnel may apply and test for the following professional certifications through ITCA, independent of attending ITCA training courses. This is the last of four periods for Computer-Based Testing during the 2016 calendar year.

CERTIFICATION EXAMINATION: The following professional certification examinations will be offered through Computer-Based Testing.

Drinking Water (ABC standardized exams)

Very Small Water System

Treatment—Levels 1, 2, 3, and 4

Distribution—Levels 1, 2, 3, and 4

Wastewater (ABC standardized exams)

Collection—Levels 1, 2, 3, and 4

Treatment—Levels 1, 2, 3, and 4

Utility Management (ITCA exam)

Tribal Utility Management Certification-Level 1

Tribal personnel seeking water or wastewater professional certification from ITCA during this period must register and submit a completed ITCA *Application for New Certification* by the application deadline. The application for ITCA certification is free. The ITCA eligibility criteria (qualifying education, training, and work experience) and application forms are provided within the ***ITCA Operator Certification Application Booklets***, which are available on the ITCA website or can be obtained by directly contacting ITCA. You must submit a separate, completed *Application for New Certification* for each type of certification exam for which you request.

An applicant must have prior written approval from ITCA to be admitted into an examination session. To be considered for prior approval, you must submit a registration form and a completed application by the deadline. Please Note: Individuals who have previously submitted a complete *Application for New Certification* with ITCA (i.e. if you are retesting), may already be eligible to take the certification exam. To determine eligibility, please contact the ITCA Program at (602) 258-4822.

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



COMPUTER-BASED TESTING



LOCATIONS: ITCA has contracted with the Association of Boards of Certification (ABC) and Applied Measurement Professionals, Inc. (AMP) to offer Computer-Based Testing at over 200 AMP assessment centers located throughout the United States. Refer to the attached map of the AMP assessment center locations.

DATES: Computer-Based Testing is available during the timeframe window of **November 1, 2016, to December 16, 2016**. Individual examinations are scheduled by appointment, Monday through Saturday, from 9:00 a.m. to 1:30 p.m. Prior approval is required.

COST: The total cost of Computer-Based Testing is \$98 per examination. ITCA uses its grant funding to cover part of the Computer-Based Testing fee (up to the cost of a paper-booklet exam--\$39). The remainder of the Computer-Based Testing fee is **\$59 per examination**, which is to be paid by the applicant directly to AMP in advance of a testing appointment. Once approved, candidates may pay online or by phone with a credit card. Alternatively, if paying by company check, cashier's check, or money order, candidates must use a separate AMP payment form, which takes two weeks for processing. Currently, ITCA does not charge application fees or certification fees for ITCA professional certification. Please Note: The Computer-Based Testing fee is non-refundable.

THE PROCESS:

Step 1 Register to Request Testing **Deadline: November 18, 2016**

Please complete the attached ITCA registration form and return by the deadline above.

Step 2 Submit a Complete Application **Deadline: November 18, 2016**

Applications for New Certification are due by the deadline above. Applicants deemed eligible by ITCA will receive written approval to take the requested certification exam(s). You must submit a separate, completed *Application for New Certification* for each type of certification exam for which you request.

On November 21, 2016, registration forms that do not have a corresponding completed *Application for New Certification* will be placed on hold and carried over to the following Computer-Based Testing Period. A notice of registration postponement will be sent to the registrant.

Step 3 Schedule a Testing Appointment

Applicants that receive written approval from ITCA will be sent a *Candidate Handbook* and instructions on how to schedule a testing appointment at the nearest AMP testing center. It is the applicant's responsibility to directly contact AMP to schedule a testing appointment. A scheduled testing appointment may be rescheduled only once and only with prior notice to AMP. Missed appointments cannot be rescheduled. Please remember that the Computer-Based Testing fee is non-refundable.

TRAVEL AND LODGING: You are responsible for making your own travel and lodging arrangements.

TRAVEL EXPENSE REIMBURSEMENT: Due to limited funding, travel expense reimbursement is NOT available for Computer-Based Testing.

For additional information on Computer-Based Testing, please contact ITCA Tribal Water Systems Program at (602) 258-4822.

REGISTRATION FORM

Computer-Based Testing Period No. 4



**EXAMINATION FOR
TRIBAL WATER AND WASTEWATER PROFESSIONAL CERTIFICATION**

**200 Regional Testing Locations Nationwide (see attached map)
November 1, 2016, through December 16, 2016
(by appointment only)**

(Please Print Clearly)

Name: _____
(First) (Last)

Tribe: _____ Tribal Utility/Organization: _____

Title/Position: _____ E-mail Address: _____

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

(City) (State) (Zip Code)

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

NOTICE: To be considered for approval to take a certification exam, you must submit a separate *Application for New Certification* (available from ITCA) for each type of exam for which you request by the application deadline: **November 18, 2016.**

Certification Exam Types and Levels (Select all that apply)

The following is an Association of Boards of Certification 50-question exam

VERY SMALL WATER SYSTEM OPERATOR



The following are Association of Boards of Certification standardized 100-question exams

WATER TREATMENT SYSTEM OPERATOR

Select a level: L1 L2 L3 L4

WATER DISTRIBUTION SYSTEM OPERATOR

Select a level: L1 L2 L3 L4

WASTEWATER COLLECTION SYSTEM OPERATOR

Select a level: L1 L2 L3 L4

WASTEWATER TREATMENT SYSTEM OPERATOR.....

Select a level: L1 L2 L3 L4

The following is an ITCA 100-question customized exam

TRIBAL UTILITY MANAGEMENT CERTIFICATION-LEVEL 1

Complete this registration form and return by mail, fax or e-mail by **November 18, 2016, to the following:**

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER SYSTEMS PROGRAM
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