



## NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM ANNOUNCEMENT

### 2017 COMPUTER-BASED TESTING (YEAR-ROUND)

**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:** 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. The advantages of **Computer-Based Testing** include: scheduling an exam for a date, time and location that is most convenient; choosing from over 200 testing locations throughout the country; and immediately receiving your exam score.

**CERTIFICATION EXAMINATION:** Tribal water and wastewater utility personnel may apply and test for the following professional certifications through ITCA, independent of attending ITCA training courses.

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 through Computer-Based Testing must register and submit a completed ITCA *Application for New Certification*. An applicant must have prior written approval from ITCA to be admitted into an examination session. The application for ITCA certification is free. The ITCA eligibility criteria (qualifying education, training, and work experience) and application form is provided within the *ITCA Operator Certification Application Booklet*, which is 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. 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 PSI services LLC/ Applied Measurement Professionals, Inc. (PSI/AMP) to offer Computer-Based Testing at over 200 PSI/AMP assessment centers located throughout the United States. Refer to the attached map of the PSI/AMP assessment center locations.

**DATES:** Computer-Based Testing will be made available year-round starting **January 6, 2017**. Individual examinations are scheduled by appointment, Monday through Saturday, from 9:00 a.m. to 1:30 p.m. Prior approval is required. The last day to register for an exam is December 15, 2017. The last day to take an exam is December 30, 2017.

**COST:** The total cost of Computer-Based Testing is \$99 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--\$40). The remainder of the Computer-Based Testing fee is **\$59 per examination**, which is to be paid by the applicant directly to PSI/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 PSI/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..... Begins: January 6, 2017**

Please complete the attached ITCA registration form and return.

Please Note: You are required to wait 30 days before you are allowed to retake an exam

**Step 2**     **Submit a Complete Application for New Certification**

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

Registration forms that do not have a corresponding completed *Application for New Certification* will be placed on hold. 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 PSI/AMP testing center. PSI/AMP will contact you directly to schedule a location, date, and time of your Computer-Based examination. In the event that you are not contacted, it is the applicant's responsibility to directly contact PSI/AMP or ITCA to schedule a testing appointment. A scheduled testing appointment may be rescheduled only once and only with prior notice to PSI/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 the ITCA Tribal Water Department at (602) 258-4822.**



**Approximate Locations of the AMP Assessment Center Network**  
(actual locations fluctuate over time)

