

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER & WASTEWATER OPERATOR CERTIFICATION PROGRAM



Established to strengthen Tribal governments and promote Tribal sovereignty.

TRIBAL OPERATOR CERTIFICATION

WASTEWATER

APPLICATION BOOKLET

Revised Draft– March 2015

Welcome to the Tribal Water and Wastewater Operator Certification Program, brought to you by the Inter Tribal Council of Arizona, Inc.

The primary mission of the program is to ensure that tribal water and wastewater system operators have the knowledge, skills and abilities necessary to provide safe drinking water and adequate sanitation services to our tribal communities. The program provides low-cost pathways to jurisdictionally-appropriate professional certification as an alternative to state certification. The program services are available to all tribal personnel nationwide. This tribally-led (for tribes and by tribes) program is your program and your comments and participation in the program's Tribal Water and Wastewater Operator Workgroup Meetings are encouraged so that the program services continue to meet your needs.

We encourage you to carefully read all of the information contained in this packet prior to applying for tribal operator certification. If you have any questions, please feel free to contact the Tribal Water and Wastewater Operator Certification Program at (602) 258-4822.

Thank you.

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Attachment 1: Wastewater Collection System Classification Worksheet

Attachment 2: Wastewater Treatment Facility Classification Worksheet

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THE ITCA TRIBAL WATER & WASTEWATER OPERATOR CERTIFICATION PROGRAM

The Inter Tribal Council of Arizona, Inc. (ITCA) Tribal Water & Wastewater Operator Certification Program (the “ITCA Program” or “Program”) was developed to meet the specific needs of tribal operators by providing training and certification services; thus, promoting tribal sovereignty and strengthening tribal governments. ITCA is a U.S. Environmental Protection Agency (U.S. EPA) approved provider of operator certification services under the U.S. EPA National *Tribal Drinking Water Operator Certification Program*. Currently, a national tribal wastewater operator certification program has not been finalized by the U.S. EPA. Nonetheless, the ITCA Program provides wastewater operator training and wastewater operator certification services using the same methods and level of rigor as those set forth by the U.S. EPA for drinking water. ITCA is the largest American Indian organization offering EPA-approved operator certification and makes its training and certification services available for personnel of tribal water and wastewater utility systems nationwide. The Program provides jurisdictionally-appropriate operator certification services as an alternative to state certification programs.

Through the administration of the Tribal Water & Wastewater Operator Certification Program, ITCA ensures that tribal water and wastewater operators are provided with training and certification services to assist them in meeting the requirements necessary to perform their jobs in a competent and professional manner. The Program provides a system wherein persons responsible for the production, treatment and distribution of drinking water for public consumption, and collection and treatment of wastewater, may be examined and rated to demonstrate their level of competency in operating and maintaining tribal utility systems. The ITCA Program directly builds tribal capacity in operation and maintenance of tribal water and wastewater systems, which in turn, promotes and enhances public health and safety. Specifically, the ITCA Program performs a crucial function (by tribes and for tribes) to ensure that water and wastewater operators have the knowledge, skills, and abilities necessary to provide adequate and reliable drinking water and sanitation services to tribal communities in a sustainable manner that is protective of both human health and the environment. The uniqueness of the ITCA Program is that it receives direct tribal input and guidance through meetings of its Advisory Committee and the Tribal Water & Wastewater Operator Workgroup, which assures the services meet the needs of Indian Country. Other operator certification programs are not congruent with the unique needs of tribes; nor are they held accountable by the tribes themselves.

THE INTER TRIBAL COUNCIL OF ARIZONA

The Inter Tribal Association of Arizona was established in 1952 to provide a united voice for tribal governments located in the State of Arizona to address common issues of concerns. Then, in 1975, a private, non-profit corporation—the **Inter Tribal Council of Arizona, Inc. (ITCA)**—was created to provide services that promote Indian self-determination. The work of ITCA staff and its consultants is carried out under the direction and supervision of the Executive Director and is overseen by the Executive Board. Currently, the Inter Tribal Council of Arizona, Inc. is comprised of 21 Member Tribes located in Arizona. Some of the programs of ITCA provide services to tribes nationwide; an example of which is the ITCA Tribal Water & Wastewater Operator Certification Program.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL 17 2008

OFFICE OF
WATER

Mr. John R. Lewis
Inter Tribal Council of Arizona
2214 North Central Ave, Suite 100
Phoenix, Arizona 85004

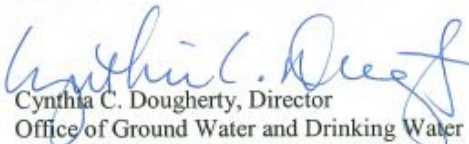
Dear Mr. Lewis:

Thank you for submitting the Tribal Council of Arizona (ITCA) Tribal Drinking Water Operator Certification Program to the Environmental Protection Agency's (EPA) Office of Ground Water and Drinking Water (OGWDW) for program approval. OGWDW convened a panel of reviewers from both Headquarters and Regional drinking water program staff to ensure that the ITCA program conforms to the requirements established in the "Tribal Drinking Water Operator Certification Program: Final Guidelines" (EPA 816-R-05-003).

EPA has received your request for program approval and additional clarifications regarding your program. The purpose of this letter is to notify ITCA that EPA has approved the ITCA Tribal Drinking Water Operator Certification Program for Tribal drinking water operators. EPA recognizes ITCA certification for purposes of meeting the requirement that any tribal system to be assisted with EPA Drinking Water Infrastructure Grant Tribal Set-Aside (DWIG TSA) funds must be operated by adequately trained and certified operators.

EPA acknowledges ITCA's effort to establish a voluntary drinking water operator certification program in Indian country, and we appreciate the opportunity to review your program. If you have questions please contact Elin Betanzo at 202-564-1807.

Sincerely,


Cynthia C. Dougherty, Director
Office of Ground Water and Drinking Water



Internet Address (URL) • <http://www.epa.gov>

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July 17, 2008 U.S. EPA letter approving the ITCA Tribal Water Operator Certification Program

factors); (b) absence of financial conflicts of interest; (c) scientific credibility and impartiality; (d) availability and willingness to serve; (e) ability to work constructively and effectively in committees; and (f) for the Committee as a whole, diversity of scientific expertise and viewpoints.

Prospective candidates will be required to fill-out the "Confidential Financial Disclosure Form for Special Government Employees Serving on Federal Advisory Committees at the U.S. Environmental Protection Agency" (EPA Form 3110-48). This confidential form allows Government officials to determine whether there is a statutory conflict between that person's public responsibilities (which includes membership on an EPA Federal advisory committee) and private interests and activities, or the appearance of a lack of impartiality, as defined by Federal regulation. Ethics information, including EPA Form 3110-48, is available on the SAB Web site at <http://yosemite.epa.gov/sab/sabproduct.nsf/Web/ethics?OpenDocument>.

Dated: August 4, 2010.

Anthony F. Maciorowski,
Deputy Director, EPA Science Advisory Board
Staff Office.

[FR Doc. 2010-19719 Filed 8-9-10; 8:45 am]

BILLING CODE 6560-50-P

ENVIRONMENTAL PROTECTION AGENCY

[FRL-9186-8]

Tribal Drinking Water Operator Certification Program

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice.

SUMMARY: This notice announces the program details of EPA's voluntary Tribal Drinking Water Operator Certification Program, effective October 1, 2010. The program enables qualified drinking water operators at public water systems in Indian country to be recognized as certified operators by EPA. This program will provide the benefits of certification to both the public water system operators and the Tribal communities they serve. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits. Certification demonstrates the operator has the skills, knowledge, education and experience

necessary to deliver safe water supporting consumer confidence. Certification designates the water system operator as a public health professional and demonstrates the operator has the skills, knowledge, education and experience necessary to deliver safe water supporting consumer confidence.

FOR FURTHER INFORMATION CONTACT: The Safe Drinking Water Hotline, toll free 1-800-426-4791, can be contacted for general information about this document. For technical inquiries please contact Ronald Bergman, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Protection Branch, 4606M, Environmental Protection Agency, 1200 Pennsylvania Ave., NW., Washington, DC 20460; telephone number: 202-564-3823, e-mail address: bergman.ronald@epa.gov.

SUPPLEMENTARY INFORMATION:

A. How can I get copies of this document and other related information?

1. *Electronic Access.* EPA's Tribal Drinking Water Operator Certification Program updates and application materials regarding this program can be found at <http://www.epa.gov/safewater/tribal.html>.

2. *Hard Copies.* Hard copies of EPA's Tribal Drinking Water Operator Certification Program are available upon request. Please contact Kyle Carey, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Protection Branch, 4606M, Environmental Protection Agency, 1200 Pennsylvania Ave., NW., Washington, DC 20460; telephone number: 202-564-2322, e-mail: carey.kyle@epa.gov.

B. Approved Providers and Reciprocity

Although participation in this Certification Program is voluntary, EPA requires a Tribe to have, or agree to obtain within a certain time frame, a certified operator(s) for their public drinking water system(s) in order to secure funds in the Drinking Water Infrastructure Grant Tribal Set-Aside (DWIG TSA) program. The Federal drinking water regulations require some system operators to be "qualified." Participation in EPA's Tribal Drinking Water Operator Certification program meets this requirement. Operators certified through this program will be listed by the Region on their "register" pursuant to the regulations (*i.e.*, CFR 141.130(c)). The EPA Tribal Drinking Water Operator Certification program is available in the nine EPA regions with federally recognized Tribes. Public

water system operators in Indian country seeking certification and/or interested in the EPA national program should contact the Association of Boards of Certification (ABC), 208 5th Street, Suite 201 Ames, IA 50010-6259; telephone number: 515-232-3623, fax: 515-232-3778, <http://www.abccert.org> or the Intertribal Council of Arizona (ITCA), 2214 North Central Avenue, Suite 100, Phoenix, AZ 85004, telephone number: 602-258-4822, fax: 602-258-4825, <http://www.itcaonline.com>. Additional providers may be added per EPA approval.

Under the EPA Tribal Drinking Water Operator Certification Program, reciprocity will be extended to any operators already certified by a State with an approved operator certification program and on a case-by-case basis to operators already certified by other EPA-approved providers pre-dating this program.

Dated: August 4, 2010.

Cynthia C. Dougherty,
Director, Office of Ground Water and Drinking Water.

[FR Doc. 2010-19715 Filed 8-9-10; 8:45 am]

BILLING CODE 6560-50-P

EXPORT-IMPORT BANK

[Public Notice 2010-0030]

Agency Information Collection Activities: Final Collection; Comment Request

AGENCY: Export-Import Bank of the U.S.
ACTION: Submission for OMB Review and Comments Request.

Form Title: Application for Short Term Letter of Credit Export Credit Insurance Policy.

SUMMARY: The Export-Import Bank of the United States (Ex-Im Bank), as a part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal Agencies to comment on the proposed information collection, as required by the Paperwork Reduction Act of 1995.

The Application for Short Term Letter of Credit Export Credit Insurance Policy will be used to determine the eligibility of the applicant and the transaction for Export Import Bank assistance under its insurance program. Export Import Bank customers will be able to submit this form on paper or electronically.

The Export Import Bank has made changes to incorporate new information in the Certification and Notice sections of this form to clarify and expand to

75 Federal Register 48329 (August, 2010) reiterating the U.S. EPA approval of the ITCA Program

The ITCA Program offers the following professional certification and training services for tribal personnel that operate and manage drinking water systems and wastewater systems located on federal trust lands in Indian Country. ITCA uses separate certification application booklets for each certification category—drinking water, wastewater, and utility management.

ITCA PROFESSIONAL CERTIFICATION AND TRAINING COURSES

Category	Certification Type	Certification Levels	ITCA Training Courses**	
Drinking Water	Water Treatment Operator Certification (U.S. EPA-approved)	1 through 4	Water treatment facility operations & maintenance (levels 1 through 3)	Pre-Certification Training Courses
	Water Distribution Operator Certification (U.S. EPA-approved)	1 through 4	Water distribution system operations & maintenance (levels 1 through 3)	
	Very Small Water System Operator Certification (U.S. EPA-approved)	1*	General Module & Very Small Water System operations & maintenance	
Wastewater	Wastewater Collection Operator Certification	1 through 4	Wastewater collection system operations & maintenance (levels 1 through 3)	
	Wastewater Treatment Operator Certification	1 through 4	Wastewater treatment facility operations & maintenance (levels 1 through 3)	
Utility Management	Tribal Utility Management Certification	1	Introductory Utility Management	
*May meet Level 1 certification requirements for systems serving 500 or fewer customers			Post-Certification trainings are available that provide training contact hour credit for certification renewal	
**Depending on available funding				

For each type and level of certification, ITCA administers the Association of Boards of Certification (ABC) standardized certification exams, except for the Tribal Utility Management Certification exam, which is owned by ITCA. Each certification exam consists of 100 multiple-choice questions, except for the Very Small Water System exam, which consists of 50 multiple-choice questions. The time limit for completing a certification exam is three (3) hours. In an effort to improve pathways for tribal wastewater personnel, ITCA offers two types of testing services—traditional Paper-Booklet Testing and Computer-Based Testing. ITCA offers **Paper-Booklet Testing** following the conclusion of its pre-certification training courses, as well as at independent ITCA Paper-Booklet Testing Sessions. ITCA offers **Computer-Based Testing** throughout the year at approximately 200 locations nationwide. ITCA does not “teach to the certification exams.” Candidates intending to take a certification exam are encouraged to study the “*Need-to-Know Criteria*” and list of recommended study guide references that are available for each certification exam type. For ABC standardized exams, these materials can be found on the ABC website.

TYPES OF TRIBAL CERTIFICATION FOR WASTEWATER SYSTEM OPERATORS

In the absence of federal guidelines for tribal wastewater operator certification, ITCA offers the following narrative for consideration.

One of the most significant advances in human civilization has been the protection of public health and the environment through the technologies of managing domestic sewage such that it is removed from the general public and is prevented from polluting sources of drinking water. The system of pipes, lift stations, and appurtenances that gathers domestic sewage from throughout a community and brings it to a centralized location is known as a wastewater collection system. A wastewater collection system should be operated and maintained by trained professionals that are licensed with **Wastewater Collection Certification**. While it is very important that pit-privies / outhouses and septic systems are maintained and managed properly to prevent the pollution of natural resources, professional credentialing for the operation of these on-site (decentralized) domestic sewage systems is currently not within the scope of services provided by the Tribal Water & Wastewater Operator Certification Program at ITCA. Once brought to a centralized location, domestic sewage is then properly treated to a degree that is appropriate for the manner in which it is then responsibly and safely reused or otherwise disposed or discharged back into the environment. A wastewater treatment facility should be operated and maintained by trained professionals that are licensed with **Wastewater Treatment Certification**. Wastewater treatment facilities (and the associated wastewater collection systems) that are regulated under the Clean Water Act through a National Pollution Discharge Elimination System (NPDES) permit and the National Pretreatment Program, or that are regulated under local regulations for aquifer protection or wastewater reuse may be required to be operated and maintained by certified personnel.

APPLYING FOR NEW CERTIFICATION

To be considered for tribal operator certification with ITCA, an Application for New Certification must be submitted to ITCA. A separate application must be submitted for each certification type and each certification level that is being sought. The **APPLICATION FOR NEW (WASTEWATER) CERTIFICATION** is provided here at the end of this document. An Application for New Certification that is deemed complete by ITCA shall be valid for a time period of one year (365 calendar days) beginning from the date ITCA deemed the application to be complete. Information provided in the application will be used by the ITCA Program to evaluate the applicant based on the ITCA certification eligibility requirements listed on page 8. Once the evaluation is completed, the ITCA Program will issue the applicant a written **Notice of Eligibility Determination**, documenting how well the applicant met the eligibility requirements and whether the applicant is approved to take the certification exam. If the applicant is approved by ITCA to take the certification exam, the applicant must bring the Notice of Eligibility Determination to the certification exam location as proof of approval to enter into a specific exam session.

LEVEL OF CERTIFICATION AND WASTEWATER SYSTEM CLASSIFICATION

Wastewater operator certification issued through ITCA is tied to the specific tribal wastewater system that the applicant operates and maintains. Tribal wastewater operator certification is divided into sequential levels of proficiency, levels 1 through 4, based upon the degree of complexity of the wastewater system being operated. In order to determine the level of certification needed by a tribal

wastewater system operator, the tribal wastewater system must be classified. The highest certification level for which a tribal wastewater operator may apply shall be no more than one level above the classification level of the system / facility that the applicant operates and maintains.

When regulated, the applicable primacy agency (e.g., U.S. EPA) should make the final determination of wastewater system classification. A tribal wastewater system operator applying for Levels 2, 3, or 4 wastewater operator certification from ITCA is required to provide information about the classification level of the wastewater system that the applicant operates or maintains. If available, documentation from the applicable primacy agency regional office that designates the classification level of the operator's system should be attached with the operator's Application for New Certification. In lieu of providing such documentation from the applicable primacy agency, wastewater collection system classification may be estimated by completing and submitting the **WASTEWATER COLLECTION SYSTEM CLASSIFICATION WORKSHEET** that is provided here in **Attachment 1**. Wastewater treatment facility classification may be estimated by completing and submitting the **WASTEWATER TREATMENT FACILITY CLASSIFICATION WORKSHEET** that is provided here in **Attachment 2**. Please note that the applicable primacy agency may increase a tribal wastewater system's classification based on other characteristics of that wastewater system. ITCA encourages tribal wastewater operators and utility programs / departments to consult with their applicable primacy agency (e.g., the U.S. EPA regional wastewater office) for a final determination as to what type and level of operator certification(s) is / are required for the operation of their particular tribal wastewater system.

RE-TESTING

An applicant that does not pass a certification exam will be provided an Individual Mastery Report, which gives diagnostic information identifying what subject areas the applicant did well on and which subject areas the applicant needs to further study in preparation for retaking the certification exam. Applicants are required to wait a minimum of 30-days prior to re-testing. An applicant intending to retest must obtain a new Notice of Eligibility Determination from ITCA for proof of approval to enter into a specific exam session. If the applicant is unable to pass the particular certification exam during the one-year valid application time period and desires to continue retesting, the applicant may complete and submit a **CHANGES TO EXISTING APPLICATION FOR CERTIFICATION FORM** in lieu of submitting an entirely new Application for New Certification. The Changes to Existing Application for Certification Form is available upon request from the ITCA Program.

RECIPROCITY

An applicant that holds a certification from another jurisdiction may apply for an equivalent certification with ITCA through reciprocity in lieu of taking the certification examination with ITCA. An ITCA operator certification that is issued through reciprocity will be issued with the same expiration date as the original certification. To apply for ITCA operator certification through reciprocity, complete and submit to ITCA the **APPLICATION FOR NEW CERTIFICATION**, which is provided here at the end of this document. Please Note: A certification agency can grant reciprocity for a certification issued only from the original testing jurisdiction. In other words, reciprocity cannot be granted for a certification that has already been granted reciprocity (i.e., not more than once-removed from the originating point of origin).

TRAINING CONTACT HOUR REQUIREMENTS

The ITCA Program defines “**Training Contact Hour**” as a basic unit of measure of training based upon the two fully documented factors of: (1) time spent expanding ones career-based knowledge, and (2) in a distinct subject matter. A full sixty minutes of learning on a specific subject matter, as verified and documented by the trainer or a third party, constitutes a single Training Contact Hour. Based on U.S. EPA guidelines, the ITCA Program established training requirements for eligibility of both new operator certification and renewal of expiring operator certification. Applicants for new operator certification must submit proof of having accrued a minimum number of Training Contact Hours to ITCA to evaluate for approval as **Pre-Certification Training Credit**. Applicants for renewal of expiring operator certification must submit proof of having accrued a minimum number of Training Contact Hours to ITCA to evaluate for approval as **Post-Certification Training Credit** (also known as **Professional Development Hours or PDHs**). In both processes (new certification and renewal), Training Contact Hours must be on topics that are essential to the operation and maintenance of the operator’s utility system(s).

For Level 1 operator certification, the ITCA Program recommends a three-day training course known as the **General Module for Water & Wastewater Operators**. This course is designed for Tribal personnel entering into the career path of water and wastewater system operations for the first time. Course topics include introductions to mathematics, electricity, meters, troubleshooting, operations and maintenance, and worker safety relating to water and wastewater systems. ITCA Level 1 operator training courses are designed with the expectation that applicants have already taken introductory training on the topics such as those covered in the General Module. ITCA provides the following training courses for the purpose of helping tribal personnel become tribal wastewater system operators.

- General Module for Water and Wastewater Operators
- Level 1 Wastewater Collection System Operations and Maintenance
- Level 2 Wastewater Collection System Operations and Maintenance
- Level 3 Wastewater Collection System Operations and Maintenance
- Level 1 Wastewater Treatment Facility Operations and Maintenance
- Level 2 Wastewater Treatment Facility Operations and Maintenance
- Level 3 Wastewater Treatment Facility Operations and Maintenance

CERTIFICATION RENEWAL

ITCA operator certification is issued for a time period of no greater than three (3) years. Certification may be issued for time periods less than three years to accommodate special circumstances. To apply for certification renewal, a completed **RENEWAL APPLICATION FORM** should be submitted to ITCA six (6) months prior to a certification expiration date. However, applications for renewal may be submitted to ITCA as early as one (1) year prior to the certification expiration date, but shall not be submitted less than 30 calendar days prior to the certification expiration date. In absence of a submitted renewal application, an operator certification that lapses beyond its expiration date becomes null and void. In such cases, an operator can become recertified by submitting an Application for New Certification and retesting.

For the purposes of protecting public health, U.S. EPA guidelines specify that once certified, water operators must continue their education by obtaining a minimum level of approved professional development training as a condition of renewing their operator certification. This minimum level of training is defined by the ITCA Program as 30 Training Contact Hours that have been approved and

accepted by ITCA as **Professional Development Hours (PDHs)** for *Post*-Certification Training Credit. Furthermore, ten (10) of the thirty Professional Development Hours must specifically be in the operator's area of certification (certification specific). The Training Contact Hours must be listed and described on the Renewal Application Form with attached copies of documents showing proof of attendance. Training Contact Hours submitted to ITCA for approval and acceptance as PDHs must have been earned during the effective time period of the certification being renewed.

SYNCHRONIZATION OF MULTIPLE CERTIFICATIONS

Water/wastewater operators that hold more than one certification with ITCA may request for the synchronization of the effective time periods of those certifications. The certifications will have their effective dates truncated to a common time period.

CERTIFICATION ELIGIBILITY REQUIREMENTS

Eligibility requirements for Tribal operator certification include the three primary components of education / training, passing score on certification exam, and work experience. These eligibility requirements are described below. **Operator-In-Training (OIT)** status may be available for Tribal operators with deficiencies in the eligibility requirements. Please contact the ITCA Program at (602) 258-4822 if you have any questions.

- 1) **Required Education / Training:** A high school diploma or G.E.D is required. In addition, U.S. EPA guidelines specify the following minimum number of *Pre*-Certification hours of approved training: twelve (12) hours for Level 1; thirty (30) hours for Level 2; fifty (50) hours for Level 3; and eighty (80) hours for Level 4. ITCA makes determinations on the acceptability of an applicant's *Pre*-Certification training hours.
- 2) **Passing Score:** Currently defined by ABC as a minimum 70% on a certification exam.
- 3) **Qualifying Experience Requirements:** To be eligible for an ITCA Tribal Wastewater Operator Certification, an applicant must, in addition to meeting the required Education / Training and Passing Score requirements, meet following the Qualifying Experience criteria:
 - A. The operator must be currently working at a wastewater utility system on tribal lands for at least six (6) weeks;
 - B. The operator must achieve Tribal Wastewater Operator Certification in sequential order of proficiency levels (i.e., first Level 1, then Level 2, and so on); and
 - C. The operator must have the prerequisite work experience and have **Direct Operational Responsibility (DOR)**, which ITCA defines as “the active, routinely on-site operation of a water or wastewater facility/system or major segment thereof.” This must not be confused with being the operator in charge or having Direct Responsible Charge—DRC. ITCA Program guidelines require the following levels of work experience.

- i. To be eligible for a Level 1 certification, an applicant must have a minimum of one (1) year of on-the-job experience operating a wastewater system.
- ii. To be eligible for a Level 2 certification, an applicant must have a minimum of two (2) years of wastewater operator experience, including a minimum of one (1) year of Direct Operational Responsibility experience while holding Level 1 wastewater operator certification.
- iii. To be eligible for a Level 3 certification, an applicant must have a minimum of four (4) years of wastewater operator experience, including: a minimum of one (1) year of Direct Operational Responsibility experience while holding Level 2 wastewater operator certification; and be currently operating a wastewater system/facility that is classified as either a Level 2 or Level 3 plant.
- iv. To be eligible for a Level 4 certification, an applicant must have a minimum of six (6) years of wastewater operator experience, including: a minimum of two (2) years of Direct Operational Responsibility experience while holding Level 3 wastewater operator certification; and be currently operating a wastewater system/facility that is classified as either a Level 3 or Level 4 plant.



Table of ITCA Tribal Wastewater Operator Certification Eligibility Requirements

	Certification Level			
	1	2	3	4
<u>Education</u>	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED
<u>Prerequisite Training</u>	12 hours of approved training	30 hours of approved training	50 hours of approved training	80 hours of approved training
<u>Passing Score</u>	70% or higher	70% or higher	70% or higher	70% or higher
<u>Qualifying Experience</u>	Currently working at a facility on tribal lands for at least 6 weeks; and	Currently working at a facility on tribal lands for at least 6 weeks; and	Currently working at a facility on tribal lands for at least 6 weeks; and	Currently working at a facility on tribal lands for at least 6 weeks; and
	Have minimum of one (1) year of on-the-job experience operating a wastewater system	Have a minimum of two (2) years of wastewater operator experience, including a minimum of one (1) year of Direct Operational Responsibility experience while holding Level 1 wastewater operator certification	Have a minimum of four (4) years of wastewater operator experience, including: a minimum of one (1) year of Direct Operational Responsibility experience while holding Level 2 wastewater operator certification; and	Have a minimum of six (6) years of wastewater operator experience, including a minimum of two (2) years of Direct Operational Responsibility experience while holding Level 3 wastewater operator certification; and
			Be currently operating a wastewater system/facility that is classified as either a Level 2 or Level 3 plant.	Be currently operating a wastewater system/facility that is classified as either a Level 3 or Level 4 plant.



**APPLICATION FOR NEW CERTIFICATION
FOR
TRIBAL WASTEWATER SYSTEM OPERATORS**

An application must be submitted to ITCA Program staff in advance of a scheduled examination session to ensure sufficient time for review of the application and to determine if the applicant is eligible to take the certification exam.

Please use this checklist to help determine if your application is complete and ready to be submitted to ITCA.

Checklist for Application Completeness				
Form Page No.	Attached with submitted application?	Page Count	Sections of Application	Completed
1	<input type="checkbox"/>	1	A. General Information	<input type="checkbox"/>
			B. Application Type	<input type="checkbox"/>
			C. Type of Certification For Which You Are Applying	<input type="checkbox"/>
2	<input type="checkbox"/>	1	D. Current Level of Certification	<input type="checkbox"/>
			E. Education	<input type="checkbox"/>
3	<input type="checkbox"/>	1	F. Current Employment	<input type="checkbox"/>
			G. Verification of Work Employment (requires supervisor's signature)	<input type="checkbox"/>
4	<input type="checkbox"/>	1	H. Work Experience	<input type="checkbox"/>
	<input type="checkbox"/>		Additional Space For Reporting Previous Employment History	
5	<input type="checkbox"/>	1	I. Tribal Facilities For Which You Have Direct Operational Responsibility (DOR)	<input type="checkbox"/>
			Additional Space For Reporting DOR for Systems/Facilities	
6	<input type="checkbox"/>	1	J. Training Contact Hours	<input type="checkbox"/>
			Additional Space For Reporting Training Contact Hours	
7	<input type="checkbox"/>	1	K. Code of Conduct	<input type="checkbox"/>
8	<input type="checkbox"/>	1	L. Acknowledgement	<input type="checkbox"/>
9	<input type="checkbox"/>	1	Attachment: Wastewater System Classification Worksheet Required for applications for Levels 2, 3, and 4 certification	<input type="checkbox"/>



TRIBAL WATER & WASTEWATER SYSTEMS OPERATOR CERTIFICATION PROGRAM

APPLICATION FOR NEW (WASTEWATER) CERTIFICATION

The ITCA Tribal Operator Certification Program is approved by the U.S. Environmental Protection Agency under the National Tribal Drinking Water Operator Certification Program and is made available to all tribes nation-wide.

Return Completed Application to:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER SYSTEMS PROGRAM
2214 N. Central Avenue, Suite 100
Phoenix, Arizona 85004
Phone: (602) 258-4822
Fax: (602) 258-4825
www.itcaonline.com/tws

For Official Use Only - Do not write in this space

Applicant ID No. _____

Date Initially Received _____

Date Deemed Complete _____

Notes:

TO BE CONSIDERED, THIS APPLICATION MUST BE FULLY AND LEGIBLY COMPLETED

Information provided is used to evaluate the applicant's eligibility for certification. Failure to complete any portion of this form may result in delay or denial of the application. All information provided on this application must be truthful. Failure to provide truthful information may result in denial of certification or revocation.

A. GENERAL INFORMATION:

<i>First Name of Applicant</i>	<i>M.I.</i>	<i>Last Name of Applicant</i>	<i>Gender</i> M F
<i>Home Mailing Address (number and street)</i>			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Home or Cell Phone Number</i> ()		<i>E-Mail Address</i>	

B. APPLICATION TYPE: (Select only ONE)

<input type="checkbox"/> <u>INITIAL ITCA CERTIFICATION</u> Through Examination	<input type="checkbox"/> <u>RECIPROCITY</u> of Current Certification Held with Another Certification Agency
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C. CERTIFICATION TYPE AND LEVEL FOR WHICH YOU ARE APPLYING:

(only one certification per application)

<i><u>Certification Category</u></i> <i>(Select Only ONE)</i>	<i><u>Level of Certification</u></i> <i>(Select Only ONE)</i>
<input type="checkbox"/> Wastewater Collection System Operator	<input type="checkbox"/> Level 1
<input type="checkbox"/> Wastewater Treatment Facility Operator	<input type="checkbox"/> Level 2
	<input type="checkbox"/> Level 3
	<input type="checkbox"/> Level 4

Applicant: _____

Applicant ID No. _____

D. CURRENT LEVEL OF CERTIFICATION: If you currently hold a certification of a category and level that is a relevant factor or a required precursor to this Application, please provide all information details below.

Certification Type or Category		Level, Grade, or Class
Issued by what Certification Agency?		Certification Number
Issuance Date	Expiration Date	You obtained the above certification through which method? <input type="checkbox"/> Exam <input type="checkbox"/> Reciprocity* <input type="checkbox"/> Grandfathering**

*If you obtained the above certification by Reciprocity, where did you originally take a certification exam?

Agency Name: _____ Approximate Exam Date: _____

Explanation: _____

**If you obtained the above certification through "Grandfathering," what agency originally provided you certification?

Agency Name: _____ Approximate Date of Grandfathering: _____

Please attach supporting documentation of the grandfathered certification.

E. EDUCATION: (Check each level of education you have completed)

<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED Year of HS Graduation / GED completion: _____ Name and Location of HS / GED Program: _____ _____ →Please Provide copy of your diploma/GED for ITCA records, unless you have already submitted a copy as part of a previous application. <input type="checkbox"/> completed neither HS or GED; years of High School completed: _____	<p style="text-align: center;">Post-Secondary Education</p> <input type="checkbox"/> Some College, credits earned: _____ <input type="checkbox"/> Associates Degree (2 year degree), describe: _____ Credits Earned: _____ <input type="checkbox"/> BS/BA Degree (4 year degree), describe: _____ Credits Earned: _____ <input type="checkbox"/> Graduate Degree, describe: _____ Credits Earned: _____ <input type="checkbox"/> Other; describe: _____
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Applicant: _____

Applicant ID No. _____

F. CURRENT EMPLOYMENT

☐ currently not employed

Does your current job require you to perform the duties of wastewater system/facility operation and maintenance?

☐ Yes *If Yes, for how long?* _____ *(number of years, months, or weeks)*

☐ No *If no, please explain:* _____

Are you currently working on Federal Trust Tribal Lands? ☐ Yes ☐ No

If yes, for how long? _____ *(number of years, months, or weeks)*

What Tribal Lands are you working on (Name of Tribal Nation)?

Your Current Job Title

Name of Utility/Department/Program/Company

Hours per Week

How long have you worked in this current position?

Start Date:

Work Mailing Address

City

State

Zip Code

Work Telephone Number

()

Fax Number

()

Supervisor's Name

Supervisor's telephone number

()

Job Duties: Describe your job duties pertaining to wastewater system operations and maintenance. Please be specific.

If available, please provide a copy of your job description.

G. VERIFICATION OF WORK EMPLOYMENT: This section is to be completed by your current supervisor or facility superintendent or Human Resources Department.

I, _____ acknowledge that the dates of employment and job duties as described in section F
(Supervisor of Applicant)

under "Current Employment" are accurate to the best of my knowledge for _____.
(Applicant's Name)

I am responsible for the supervision and/or hiring of this individual and am aware of his daily job duties.

Supervisor / Facility Superintendent Signature

Date

Job Title

Telephone number

Applicant: _____

Applicant ID No. _____

H. WORK EXPERIENCE:

Estimate the total combined amount of time you have worked as a wastewater facility/system operator throughout your career (both on and off Tribal lands)

Total Wastewater Operator Experience: _____ years, _____ months

ITCA defines Direct Operational Responsibility (DOR) as the active, routinely on-site operation & maintenance of a water or wastewater facility/system or major segment thereof. (Not to be confused with being the operator in charge or having Direct Responsible Charge—DRC)

How long have you worked at your CURRENT certification level with **Direct Operational Responsibility** of a wastewater facility/system?

Wastewater DOR Experience: Level: _____ *Duration:* _____ years, _____ months

-----Examples-----

Example 1: If you are applying for Level 1 certification in Wastewater Collection / Treatment, how long have you worked with direct operational responsibility as a wastewater Operator-In-Training?

Example 2: If you are applying for Level 2 certification in Wastewater Collection / Treatment, how long have you worked as a certified Level 1 wastewater operator with direct operational responsibility?

Previous Employment History Pertaining to Your Qualifying Experience as an Operator

Complete this section only if your operator experience at your current employment does not fulfill all of the qualifying experience requirements for the level of certification for which you are applying. Refer to the Table of ITCA Tribal Operator Certification Eligibility Requirements. Include only past work history that directly pertains to your qualifying experience as an operator. Complete as many supplemental pages as necessary to document your fulfillment of the qualifying experience requirements.

<i>Utility/Company Name:</i> <i>State and nearest City:</i> <i>Tribe Name: (If applicable)</i>		<i>Type of Utility:</i> <input type="checkbox"/> <i>Water Treatment</i> _____ (PWSID) <input type="checkbox"/> <i>Distribution</i> _____ (No. of people system serves) <input type="checkbox"/> <i>Wastewater Treatment</i> _____ MGD <input type="checkbox"/> <i>Collection System</i> _____ (No. of connections)	
<i>Job Title:</i>	<i>Hours per Week:</i>	<i>Start Date:</i>	<i>End Date:</i>
<i>Supervisor's Name:</i>		<i>Supervisor's telephone number:</i>	
<i>Job Duties: (If available, provide a copy of your job description; otherwise describe job duties below. Please be specific.</i> 			
<i>Did your job duties require you to have Direct Operational Responsibility?</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicant: _____

Applicant ID No. _____

Complete as many supplemental pages as necessary to document your fulfillment of the ITCA qualifying experience requirements. Include only past work history that directly pertains to your qualifying experience as an operator

H. WORK EXPERIENCE—SUPPLEMENTAL PAGES:

Previous Employment History Pertaining to Your Qualifying Experience as an Operator

Utility/Company Name:		Type of Utility:	
State and nearest City:		<input type="checkbox"/> Water Treatment _____ (PWSID)	
Tribe Name: (If applicable)		<input type="checkbox"/> Distribution _____ (No. of people system serves)	
		<input type="checkbox"/> Wastewater Treatment _____ MGD	
		<input type="checkbox"/> Collection System _____ (No. of connections)	
Job Title:	Hours per Week:	Start Date:	End Date:
Supervisor's Name:		Supervisor's telephone number:	
Job Duties: (If available, provide a copy of your job description; otherwise describe job duties below. Please be specific.)			
Did your job duties require you to have Direct Operational Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No			

Previous Employment History Pertaining to Your Qualifying Experience as an Operator

Utility/Company Name:		Type of Utility:	
State and nearest City:		<input type="checkbox"/> Water Treatment _____ (PWSID)	
Tribe Name: (If applicable)		<input type="checkbox"/> Distribution _____ (No. of people system serves)	
		<input type="checkbox"/> Wastewater Treatment _____ MGD	
		<input type="checkbox"/> Collection System _____ (No. of connections)	
Job Title:	Hours per Week:	Start Date:	End Date:
Supervisor's Name:		Supervisor's telephone number:	
Job Duties: (If available, provide a copy of your job description; otherwise describe job duties below. Please be specific.)			
Did your job duties require you to have Direct Operational Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No			

Applicant: _____

Applicant ID No. _____

I. TRIBAL FACILITIES FOR WHICH YOU HAVE DIRECT OPERATIONAL RESPONSIBILITY

ITCA defines **Direct Operational Responsibility** (DOR) as the active, routinely on-site operation & maintenance of a water or wastewater facility/system or major segment thereof. (Not to be confused with being the operator in charge or having Direct Responsible Charge—DRC)

Instructions: Describe at least one (1) wastewater facility/system that is located on Federal Trust Tribal Lands and with which you will work under this proposed certification. Please repeat completion of this page for each additional Tribal wastewater facility/system with which you will work once you obtain this certification.

Name of Wastewater Facility / System

NPDES Permit Number

Name of Tribal Nation and Town/Community where the water facility / system is located

Type of Facility / System

☐ Wastewater Treatment☐ Wastewater Collection

Design Capacity: _____ MGD

Number of people served: _____

Briefly describe the most significant characteristics of the facility / system:

Is this facility / system regulated by a federal or local agency? (e.g., NPDES, Pretreatment, Aquifer Protection)

☐ No ☐ Yes If yes, please explain:Are there commercial or industrial waste stream contributions to this facility / system? ☐ No ☐ Yes

If yes, please explain:

Are there multi-jurisdictional issues associated with this facility / system? ☐ No ☐ Yes

If yes, please explain:

Does this facility / system produce effluent that is reused by others or at other locations? ☐ No ☐ Yes

If yes, please explain:

The Facility / System is Classified as:

☐ Level / Class 1☐ Level / Class 2☐ Level / Class 3☐ Level / Class 4

Method Used to Classify the Facility / System

☐ Estimated by completing system classification worksheet provided by ITCA☐ Association of Boards of Certification (ABC) Wastewater Plant Point-Rating System (Non-Industrial/Municipal)☐ Other; please specify: _____

If you are applying for Levels 2, 3, or 4 operator certification, you are required to attach system classification designation documentation from the applicable primacy agency or attach a completed system classification worksheet.

Applicant:_____

Applicant ID No. _____

This Page is only for New Certification Applications (not for reciprocity application)**J. TRAINING CONTACT HOURS:**

Prior to testing, applicants are required to demonstrate completion of a minimum number of hours of approved training in topics specific or relevant to the type of certification. Refer to ITCA certification eligibility requirements for details.

Instructions

- (1) Please list the specialized training you would like ITCA to consider for approval for use as credit towards the eligibility criteria associated with this application. If more than one significant subject was covered during a single training course, please separate the significant subject matter with corresponding training contact hours.
- (2) Attach photocopies of proof of attendance, training agendas, certificates of completion, or letters from your supervisor documenting your training activities for the items listed below so that ITCA can evaluate them for approval. Please note that lack of attachment of such documentation may delay the application process.

Course Title	Date(s)	Location & Instructor	Topic Covered	Subject-Specific Training Contact Hours
Example: XYZ Conference	2/12/2014 to 2/15/2014	San Diego, CA (a) xyz instructor (b) abc instructor (c) 123 instructor	(a) pumps & motors (b) water disinfection (c) wastewater collection	(a) 0.5 hrs. (b) 2.5 hrs. (c) 1.5 hrs.

COPY THIS PAGE IF ADDITIONAL SPACE IS NEEDED TO REPORT TRAINING CONTACT HOURS

Applicant: _____

Applicant ID No. _____

K. CODE OF CONDUCT:

To be completed by applicant. Read the following statement and sign and date.

ITCA Code of Conduct for Tribal Wastewater Facility / System Operators

Using my best judgment and operating skills, I will always work to protect the public health to ensure good service and to protect public property and the environment. I will, at all times, apply my skills in operating wastewater facility/system equipment in a manner that will promote and encourage the highest quality of wastewater facility/system operation within the industry. I will properly and accurately complete required records, follow and comply with all applicable requirements of federal, tribal and local laws and regulations, maintain my competence in the field by remaining current with changes in the industry and continuing my education, and work with my tribal community to establish and adhere to distinct and safe operating policies for the public utilities over which I am entrusted.

I agree to comply with this *ITCA Code of Conduct for Tribal Wastewater Facility / System Operators* at all times as a condition of holding and maintaining ITCA certification and to notify ITCA immediately should I no longer meet any requirements of this *Code of Conduct* or any other applicable requirement of law. In addition to the foregoing, as a condition of testing and continued certification, I covenant and agree to:

- Represent myself truthfully and honestly throughout the entire certification process;
- Maintain the certification exam content as confidential and protected;
- Not disclose, publish, reproduce or transmit the exam content in any form, verbal, written, or electronic, under any circumstances;
- Adhere to all test site rules and make no attempt to complete the test dishonestly or to assist any other person in doing so;
- Refrain from activities that may jeopardize the integrity of the ITCA Certification Program;
- Not misrepresent nor permit a misrepresentation of my qualifications or the qualifications of my associates; and
- Not conduct myself in a manner that subverts or attempts to subvert the minimum certification requirements, application process, or examination processes.

I understand the ITCA certification, logo, and marks for the certification designation are the property of the Inter Tribal Council of Arizona, Inc. (ITCA). I agree to:

- Use such property only in an approved manner;
- Uphold and follow all Tribal Operator Certification Program policies and procedures required by the ITCA to remain in good standing;
- Report to the ITCA Tribal Operator Certification Program any pending litigation and resulting resolution related to my work in wastewater facility/system operation and utility management; and
- Avoid any interest or activity that could influence my judgment or bias my decisions as an operator of wastewater facilities/systems in a manner that does not conform to the public health or promote environmental safety.

I have read and understand the *ITCA Code of Conduct for Tribal Wastewater Facility / System Operators*. I understand that my certification shall be valid only so long as I agree with and adhere to this *Code of Conduct*. No certification shall be valid if obtained by misconduct. I recognize that a failure to adhere to this *Code of Conduct* is grounds for the suspension and / or revocation of my certification.

Applicant's Original Signature
(Please Sign in Blue Ink)

Date

Applicant:_____

Applicant ID No. _____

L. ACKNOWLEDGEMENT:

To be completed by applicant. Read the following statement and sign and date.

I, the undersigned, acknowledge that I am the named applicant submitting this application for certification and that all information provided in this application is true and correct to the best of my knowledge. I understand that any misrepresentations may result in ineligibility for certification or revocation of certification if granted. I consent to the investigation of the information I have provided in order to verify my qualifications for certification. By signing below, I give the Inter Tribal Council of Arizona, Inc. (ITCA) the right to report test results and certification application information to the U.S. Environmental Protection Agency (EPA) for the purposes of evaluating certification eligibility. I waive all claims and agree to indemnify and hold harmless the ITCA and U.S. EPA for any action taken pursuant to the rules and standards set by the U.S. EPA with regard to my application, certification examination, and/or my certification except claims based on gross negligence or lack of good faith.

Applicant's Original Signature
(Please Sign in Blue Ink)

Date