



NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM
TRAINING ANNOUNCEMENT

WASTEWATER TREATMENT – LEVEL 1
TRAINING AND CERTIFICATION EXAM
FOR WASTEWATER OPERATORS

Hosted by the Pueblo of Pojoaque
Santa Fe, New Mexico
April 24-28, 2017

PROGRAM OBJECTIVE: The National 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 Tribal Drinking Water Operator Certification Program Guidelines and makes its services available to all Tribal water and wastewater system operators working in Indian Country.

THE TRAINING COURSE: The **Wastewater Treatment – Level 1** training course is designed to enhance the skills and knowledge of Tribal wastewater system operators. Subjects covered in this training course will include: an overview of activated sludge wastewater treatment with review of lagoon processes; activated sludge components; pumps and motors; disinfection; operational tests for process control using laboratory sampling and testing; process control using observations and appearances of treated wastewater sludge at various points of the activated sludge process; wastewater treatment mathematics; and worker safety. A training and reference booklet will be provided for this course.

Please Note: ITCA's Level 1 training courses are designed with the expectation that students have already had introductory training in related topics such as basic math, principles of electricity, power, electrical components, hydraulics, cross connection and backflow prevention, and the use of electric meters to troubleshoot pumps and motors. Such introductory training is included in a separate ITCA training course entitled *General Module for Water and Wastewater Operators*, which is highly recommended as a precursor to this Level 1 training course.

Attendees that are only interested in the training may choose not to take the certification exam. 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 (ABC) **NEW 2017** Need to Know Criteria and a list of recommended study guide references can be found at: <http://www.abccert.org>. ITCA is now using the ABC new 2017 standardized certification exams (see attached **Factsheet**).

COST: Tribal personnel may attend this training course, apply for operator certification, and take the Wastewater Treatment - Level 1 operator certification exam for **free**.

INSTRUCTOR: ITCA has contracted with subject-matter expert Ms. Nicole Mangin of MEC TECH Services, Inc. to instruct this training course. Ms. Mangin has extensive experience in the operation and maintenance of wastewater systems in Indian Country.

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 hosted by the Pueblo of Pojoaque Environment Department and will be held at the Buffalo Thunder Resort & Casino, which is located at 30 Buffalo Thunder Trail, Santa Fe, New Mexico 87506. The resort's contact phone number is (877) 455-7775.

DATES & TIMES: On Monday, April 24, 2017, through Thursday, April 27, 2017, the training course will begin each day at 8:30 A.M. and will conclude each day at or before 5:00 P.M. There will be a one-hour lunch break each day and meals will NOT be provided. The ABC new 2017 Wastewater Treatment– Level 1 operator certification exam will be administered by ITCA staff on Friday, April 28, 2017, starting promptly at 8:30 A.M. and concluding at or before 12:00 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 April 20, 2017**

Classroom space is limited. To request a class seat, please register as soon as possible. To register, complete the attached registration form and return to ITCA no later than close of business on **Thursday, April 20, 2017**. Registration is subject to close before this deadline if all class seats are allocated. 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 April 20, 2017**

ITCA staff will be available to proctor the ABC new 2017 standardized, paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Wastewater Treatment - Level 1 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 (Wastewater) Certification* by close of business on **Thursday April 20, 2017**. 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.

IMPORTANT NOTICE

ITCA is now using the **NEW 2017 ABC standardized certification exams**. Please be advised that this training course exam session takes place during the Pilot Testing Period of the new 2017 ABC standardized certification exams, which means **DELAYED SCORING is expected**. For more information, please read the attached **NEW Certification Exams in 2017 Factsheet**.

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

- Buffalo Thunder Resort and Casino: 30 Buffalo Thunder Trail, Santa Fe, NM 87506, (877) 455-7775
- Homewood Suites by Hilton Santa Fe-North: 10 Buffalo Thunder Trail, Santa Fe, NM 87506, (505) 455-9100
- Cities of Gold Hotel: 10 Cities of Gold Rd. #A, Santa Fe, NM 87506, (877) 455-0515

TRAVEL EXPENSE REIMBURSEMENTS: Due to funding limitations, ITCA is unable to offer travel expense reimbursement for this training and certification event.

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.

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



REGISTRATION FORM

WASTEWATER TREATMENT – LEVEL 1 **FOR WASTEWATER OPERATORS**

April 24-28, 2017
Santa Fe, New Mexico

(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 taking the operator certification exam? ☐ YES ☐ NO

- ☐ Yes, I do plan on attending the **Wastewater Treatment – Level 1** Training Course at the Buffalo Thunder Resort & Casino, which is located at 30 Buffalo Thunder Trail, Santa Fe, New Mexico 87506.
- ☐ 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 Wastewater Treatment - Level 1 operator certification exam, I must submit a complete ITCA Application for New (Wastewater) 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 **Thursday, April 20, 2017**, to the following:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER DEPARTMENT
2214 N. Central Avenue, Suite 100, Phoenix, AZ 85004
marguerite.sheehan@itcaonline.com or quannee.oosahwe@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.

NEW Certification Exams in 2017

Attention Tribal Water and Wastewater Operators:

On April 28, 2017, the National Tribal Water and Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (ITCA) will begin using the Association of Boards of Certification (ABC) new 2017 Standardized Certification Exams for paper-booklet testing and Computer-Based Testing.

The ITCA Program is making this switch so that Indian Country is taken into account during the pilot testing of the new exams and to ensure that Tribal operators have the most representative and up-to-date exams for certification.

This document contains important information on topics summarized in the following table:

| Highlights of New ABC Certification Exams | New Certification Exams |
|---|---|
| <ul style="list-style-type: none">➤ New ABC Certification Exams for Water & Wastewater Operator Certification➤ New Need-to-Know Criteria➤ Updated Formula/Conversion Tables➤ Updated Exam Reference Lists➤ Pilot Testing Period for Passing Score Determination➤ Delayed Scoring April 28, through July 31, 2017 <u>including computer-based exams</u> scheduled during listed dates | <ul style="list-style-type: none">➤ Water Treatment Levels 1-4➤ Water Distribution Levels 1-4➤ Wastewater Collection Levels 1-4➤ Wastewater Treatment Levels 1-4 <p>Note: Level 1 is the lowest and Level 4 is the highest</p> |

New 2017 Editions of the ABC Standardized Operator Certification Exams

The 2017 Standardized Exams have been developed through a rigorous psychometric process that began with 2014-2015 job analyses. In 2016, more than 1,000 new exam questions were written, extensively reviewed, and refined by committees of subject-matter expert volunteers from across the United States and Canada using best practices. The Very Small Water System certification exam has not yet been revised.

New 2017 Need-to-Know Criteria

In the new 2017 editions of the Need-to-Know Criteria, each exam now has its own documentation, rather than a single document for Level 1 through 4.

Updated Formula/Conversion Tables

Based on stakeholder feedback, exam formula/conversion tables are updated and include merged U.S. and Canadian content. Exam questions will include weights and measures in both US Customary and metric units.

Updated Exam Reference Lists

References for the new 2017 standardized exams are similar to those used for past ABC standardized exams. Updates are primarily in recognition of recently published editions of series of materials available from American Water Works Association (AWWA), Water Environment Federation (WEF), and California State University, Sacramento, (CSUS) Office of Water Programs.

ITCA National Tribal Water & Wastewater Operator Certification Program

The new 2017 editions of the Need-to-Know Criteria, updated formula/conversion tables, and updated reference lists can be found on the ABC website at: <http://www.abccert.org>.

Pilot Testing Period for Passing Score Determination

With increasingly rigorous psychometric standards evolving within the industry, it is necessary to establish the passing score of each of the new 2017 Standardized Exams with empirical data. Therefore, pilot testing of the new 2017 ABC Standardized Exams will take place during the time period of **April 28, through June 29, 2017**, to gather sufficient statistical information for ABC to determine the final recommended passing score for each new exam. Given the precision of this process, it is possible that the recommended passing score for each exam will differ, and may not align to the customary 70% that is often implemented in our industry. The ITCA Program will adopt the final recommended passing scores recommended by ABC.

During the pilot testing, the 2017 Standardized Exams will include ten extra questions that have not been used on previous versions of the exams. These are known as “**pre-test**” **exam questions** and allow ABC to gather necessary data about the new questions before they are included as scored items on future exams. Pre-test questions are unidentified and randomly distributed throughout the exam to ensure candidates answer them with the same care in which they address scored questions. The pre-test questions are NOT included in the candidate’s final score.

Delayed Scoring

The process of establishing recommended passing scores for each of the new 2017 Standardized Exams will inevitably cause delays in providing exam results to candidates. It is expected that scoring will be delayed from April 28, through July 31, 2017. This includes computer-based testing scheduled during the same timeframe. While it is anticipated that data collection may take as long as two months for some exams, other exams may gather data more quickly, allowing the final analysis and implementation of on-demand scoring to take place sooner. Greater number of participation will result in fewer scoring delays.

The ITCA Program is making this switch so that Indian Country is taken into account during the pilot testing of the new exams and to ensure that Tribal operators have the most representative and up-to-date exams for certification. Your patience while waiting for test scores is appreciated.

For more information, please contact the ITCA Tribal Water Department at (602) 258-4822. To learn more about the new exams, feel free to visit the ABC website: <http://www.abccert.org>.

