



Wastewater Treatment – Level 1

Operator Training and Certification for Tribal Personnel

May 14-18, 2018

Hosted by: Lac Courte Oreilles Public Works
Hayward, Wisconsin

Includes:

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

Comments from Past Training Participants:

“One of the best classes I’ve taken.”

*“The training was helpful in the
wastewater level 1 objectives.”*

*“Class was informational and
fun at the same time. It had
great analogies that made
things easily understood.”*





REGISTRATION FORM

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

May 14-18, 2018
Hayward, Wisconsin

(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 requesting a travel expense reimbursement stipend? ☐ YES ☐ NO

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

- ☐ Yes, I do plan on attending the **Wastewater Treatment – Level 1** Training Course being held at the Lac Courte Oreilles Ojibwa Community College, which is located at 13466 W. Trepania Rd., Hayward, WI 54843.
- ☐ 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, May 10, 2018**, to the following:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER DEPARTMENT
2214 N. Central Avenue, Suite 100, Phoenix, AZ 85004
waquin.preston@itcaonline.com or michelle.ragsdale@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

WASTEWATER TREATMENT – LEVEL 1
TRAINING FOR TRIBAL WASTEWATER OPERATORS

Hosted by the Lac Courte Oreilles Public Works
Hayward, Wisconsin
May 14-18, 2018

THE TRAINING COURSE:

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Wastewater Treatment – Level 1** training course. The 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 textbook 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 wastewater 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 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.

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 hosted by the Lac Courte Oreilles Public Works and will be held at the Lac Courte Oreilles Ojibwa Community College, which is located at 13466 West Trepania Road, Hayward, Wisconsin 54843. The contact phone number for the Lac Courte Oreilles Ojibwa Community College is (712) 634-4790.

DATES & TIMES:

On Monday, May 14, 2018, through Thursday, May 17, 2018, 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.

An optional certification exam session will take place at the same location on Friday, May 18, 2018, starting promptly at 8:30 A.M. and concluding at or before noon. The Association of Boards of Certification (ABC) 2012 Standardized Exam for Wastewater Treatment – Level 1 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 May 10, 2018

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, May 10, 2018**. 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).

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 May 10, 2018

ITCA staff will be available to proctor the ABC 2012 Standardized, 100-question 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, May 10, 2018**. 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 Wastewater Treatment – Level 1 operator certification exam for **free**.

Students intending to take the certification exam are encouraged to study the ABC 2012 Standardized Exams Need-to-Know Criteria and a list of recommended study guide references can be found at: <http://www.abccert.org>.

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-inclusive, non-endorsement listing.

- Seven Winds Casino and Lodge, 13767 W County Road B, Hayward, WI 54843, (800) 526-2274
- Comfort Suites, 15586 Co Rd B, Hayward, WI 54843, (715) 634-0700
- Flat Creek Inn & Suites, 10290 WI-27, Hayward, WI 54843, (715) 634-4100
- Riverside Motel, 10429 WI-27, Hayward, WI 54843, (715) 634-2661

TRAVEL EXPENSE REIMBURSEMENT STIPENDS:

Limited travel expense reimbursement stipends (partial reimbursement) are 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, May 4, 2018**. 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, the 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 Hayward, Wisconsin, for the period of this event is \$93 for lodging and \$51 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 \$0.545 per mile.

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

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.