Water Distribution – Level 1
Tribal Operator Training & Certification

August 13-17, 2018
Hosted by the Washoe Utility Management Authority
Washoe Housing Authority Building
Gardnerville, Nevada

Includes:
☑ FREE Training for Tribal Personnel
☑ Opportunity for FREE Professional Certification
☑ Travel Expense Reimbursement Stipends Available

Comments from Past Training Participants:

“I liked that I was able to learn a lot and understand more, and meet other operators.”

The best part was “taking chapter review quizzes with clickers!”
REGISTRATION FORM

WATER DISTRIBUTION – LEVEL 1
OPERATOR TRAINING AND CERTIFICATION FOR TRIBAL PERSONNEL

August 13-17, 2018
Gardnerville, Nevada

(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 Water Distribution – Level 1 Training Course being held at the Washoe Housing Authority Building, which is located at 1588 Watasheamu Dr. in Gardnerville, NV 89460.

☐ 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 Water Distribution – Level 1 operator certification exam, I must submit a complete ITCA Application for New 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 Tuesday, August 7, 2018, to the following:

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

WATER DISTRIBUTION- LEVEL 1
OPERATOR TRAINING AND CERTIFICATION FOR TRIBAL PERSONNEL
Hosted by the Washoe Utility Management Authority
Gardnerville, Nevada
August 13-17, 2018

THE TRAINING COURSE:
The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the Water Distribution – Level 1 training course. The course is designed to enhance the skills and knowledge of Tribal drinking water system operators. Subjects covered in this training course will include: drinking water distribution and system design, piping, meters and valves, fire hydrants, pumps, water storage, water disinfection, the Safe Drinking Water Act, water sampling and testing, math relating to water system operation, 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 water 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 Mr. Kim Yale of Yale Engineering, LLC to instruct this training course. Mr. Yale has extensive experience in the operation and maintenance of drinking water distribution systems in Indian Country.

ATTENDANCE & CONTACT HOURS:
Sign-in sheets will be administered for both morning and afternoon sessions on each day of the training course. 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.
**LOCATION:**
The training course will be hosted by the Washoe Tribe Utility Authority and held at the Washoe Housing Authority Building, which is located at 1588 Watasheamu Drive in Gardnerville, Nevada 89460 (see attached map). The phone number for the Washoe Housing Authority Building is (775) 265-2410.

**DATES & TIMES:**
On Monday, August 13, 2018, through Thursday, August 16, 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. On Friday, August 17, 2018, the training course will begin at 8:30 A.M. and will conclude at or before noon.

An optional certification exam session will take place at the same location on Friday, August 17, 2018, starting promptly at 1:00 P.M. and concluding at or before 5:00 P.M. The Association of Boards of Certification (ABC) 2012 Edition Standardized Exam for Water Distribution – 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 August 7, 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 **Tuesday, August 7, 2018**. Registration is subject to close before this deadline if all class seats are reserved. Registrants that are accepted into the training course will receive written confirmation of a reserved seat. Please Note: a reserved 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, including Nevada, California, and Arizona. 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 August 7, 2018**
ITCA staff will be available to proctor the ABC 2012 Edition Standardized, paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Water Distribution - 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 (Drinking Water) Certification by close of business on **Tuesday, August 7, 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 Water Distribution – Level 1 operator certification exam for free.
Students intending to take the certification exam are encouraged to study the ABC 2012 Edition 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, a few of the hotels within the area are listed below. This is a non-inclusive, non-endorsement listing.

- Historian Inn, 1427 Highway 395 North, Gardnerville, NV 89410, (877) 783-9910
- Carson Valley Inn Casino, 1627 Highway 395 North, Minden, NV 89423, (800) 321-6983
- Holiday Inn Express & Suites Minden, 1659 State Route 88, Minden, NV 89423, (775) 782-7500
- Quality Inn & Suites, 1795 Ironwood Dr., Minden, NV 89423, (775) 782-7766

**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 Tuesday, August 7, 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 Gardnerville, Nevada, for the period of August 13-17, 2018, 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 at (602) 258-4822.

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