Wastewater Collection – Level 2
Operator Training for Tribal Personnel

September 9-13, 2019
Hopland, California

Hosted by: Hopland Band of Pomo Indians

Includes:
✓ FREE Training for Tribal Personnel
✓ Opportunity for FREE Professional Certification
✓ FREE Wastewater Collection – Level 2 Certification Exams

Comments from past Training Participants:

“Instructor took time to help out on understanding and made sure everyone was on the same page.”

“The information provided was made clear and very helpful.”
# Registration Form

**WASTEWATER COLLECTION – LEVEL 2**  
**OPERATOR TRAINING FOR TRIBAL PERSONNEL**  
**September 9-13, 2019**  
**Hopland, California**

(Please Print Clearly)

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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 Collection – Level 2 Training Course at the Hopland Band of Pomo Indians Community Hall, which is located at 3000 Shanel Rd., Hopland, CA 95449.

☐ 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 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 **Friday, September 6, 2019** to the following:

Inter Tribal Council of Arizona, Inc.  
TRIBAL WATER DEPARTMENT  
2214 N. Central Avenue, Suite 100, Phoenix, AZ 85004  
jaimie.kollmorgan@itcaonline.com or waquin.preston@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 COLLECTION – LEVEL 2
OPERATOR TRAINING AND CERTIFICATION EXAM
FOR TRIBAL PERSONNEL

Hosted by the Hopland Band of Pomo Indians
Hopland, California
September 9-13, 2019

THE TRAINING COURSE:
The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the Wastewater Collection – Level 2 training course. The course is designed to enhance the skills and knowledge of wastewater collection system operators. Subjects covered in this training course will include an overview of collection systems and components; pipelines, manholes, and services; lift stations; pump operation and hydraulics; disinfection principles and equipment operation; collection system construction, cleaning, maintenance, inspection, testing, and repair; mechanical maintenance; worker safety; and management. This course is intense and requires participants to study outside the classroom. A training and reference booklet 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.

The Inter Tribal Council of Arizona, Inc. is an equal opportunity provider and employer.
LOCATION:
The training course will be held at the Hopland Band of Pomo Indians Community Hall located at 3000 Shanel Rd., Hopland, California 95449 (see attached map). The contact phone number for the Hopland Band of Pomo Indians Community Hall is (707) 472-2100 ext. 1304.

DATES & TIMES:
On Monday, September 9, 2019, through Thursday, September 12, 2019, the training course will begin each day at 8:00 A.M. and will conclude each day at or before 5:00 P.M. On Friday, September 13, 2019, the training course will begin at 8:00 A.M. and will conclude at or before noon. 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, September 13, 2019, 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 Exam for Wastewater Collection – Level 2 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 September 6, 2019**
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 Friday, September 6, 2019. 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 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 September 6, 2019**
ITCA staff will be available to proctor the ABC 2012 Edition, 100-question paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Wastewater Collection – Level 2 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 Friday, September 6, 2019. 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 Collection – Level 2 operator certification exam for free.

Students intending to take the certification exam are encouraged to study the ABC 2012 Edition Exams Need-to-Know Criteria and a list of recommended study guide references found at: [http://www.abccert.org](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.

- Quality Inn: 1050 S. State St., Ukiah, CA 95482, (707) 462-2906
- Super 8 by Wyndham Ukiah: 693 S. Orchard Ave., Ukiah, CA 95482, (707) 468-8181
- Comfort Inn & Suites: 1220 Airport Park Blvd., Ukiah, CA 95482, (707) 462-3442
- Americas Best Value Inn: 601 Talmage Rd., Ukiah, CA 95482, (707) 462-8868

**Travel Expense Reimbursements Stipends:**
Limited travel expense reimbursement stipends (partial reimbursement) may be 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 of business on Friday, August 30, 2019.** 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, 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 Hopland, California for the period of this event is $121 for lodging and $76 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 $0.58 per mile.

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

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