



NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM  
TRAINING ANNOUNCEMENT

**WASTEWATER TREATMENT – LEVEL 2**  
**TRAINING AND CERTIFICATION EXAM**  
**FOR WASTEWATER OPERATORS**

*Hosted by the Ak-Chin Indian Community, Water Operations*  
**Maricopa, Arizona**  
**June 6-10, 2016**

**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 National Tribal Drinking Water Operator Certification Program and makes its services available to all Tribal water and wastewater system operators working in Indian Country.

**THE TRAINING COURSE:** The Wastewater Treatment – Level 2 Operator Training Course is designed to enhance the skills and knowledge of wastewater system operators. Subjects covered in this training course will include: wastewater treatment processes overview (including BOD, suspended solids, industrial wastewater, coliform bacteria, NPDES regulations, wastewater treatment bacteria and biological activity, flow fluctuations, and the carbon and nitrogen cycles); plant pretreatment (including bar screens, grinder pumps, grit chambers, flow measurement, equalization basins); primary treatment (including clarifiers and sludge pumping); lagoons and stabilization ponds (including types and system design, biology and chemistry of lagoons, loading and detention times, maintenance, odor control, observations and operational testing); secondary treatment—fixed media processes (including trickling filters and operation, rotating biological contactors); secondary treatment—activated sludge; sludge thickening; digestion; pumps and motors; mechanical system operations & maintenance; sampling and laboratory testing; wastewater disinfection and requirements; safety; and management. This course is intense and requires participants to study outside the classroom. A training and reference booklet will be provided.

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’s Need to Know Criteria and a list of recommended study guide references can be found at: <http://www.abccert.org>.

**COST:** Tribal personnel may attend this training course, apply for operator certification, and take the Wastewater Treatment – Level 2 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.

**LOCATION:** The training course is hosted by the Ak-Chin Indian Community, Water Operations, at their Water Reclamation (wastewater treatment) Facility, which is located at 42600 W. Ralph Street, Maricopa, Arizona 85138; phone number is (520) 568-1140 (see attached map).

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

**DATES & TIMES:** On Monday, June 6, 2016, through Thursday, June 9, 2016, the training course will begin each day at 8:30 A.M. and will conclude each day at or before 5:00 P.M. On Friday, June 10, 2016, the training course will begin at 8:30 A.M. and conclude at or before noon. There will be a one-hour lunch break each day and meals will NOT be provided. The Wastewater Treatment – Level 2 operator certification exam will be administered by ITCA staff on Friday, June 10, 2016, starting promptly at 1:00 P.M. and concluding at or before 4:30 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 June 1, 2016**

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 **Wednesday, June 1, 2016**. 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 June 1, 2016**

ITCA staff will be available to proctor the Association of Boards of Certification (ABC) standardized 100-question paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Wastewater Treatment – 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 **Wednesday, June 1, 2016**. 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.

**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.

- Harrah's Ak-Chin, 15406 Maricopa Rd., Maricopa, AZ 85139, (480) 802-5000
- Holiday Inn Casa Grande Hotel, 777 N. Pinal Ave., Casa Grande, AZ 85122, (520) 426-3500
- Red Roof Inn, 7400 W. Boston St., Chandler, AZ 85226, (480) 857-4969
- Super 8 Chandler, 7171 W. Chandler Blvd., Chandler, AZ 85226, (480) 961-3888
- Extended Stay America, 5035 E. Chandler Blvd., Phoenix, AZ 85048, (480) 753-6700
- Wild Horse Pass Hotel & Casino, 5040 Wild Horse Pass Blvd., Chandler, AZ 85226, (800) 946-4452

**TRAVEL EXPENSE REIMBURSEMENT STIPENDS: Please Read: Updated Reimbursement Process**

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. Preliminary applications shall include proposed travel expenses that meet the federal government GSA rates. The maximum per diem rate for Maricopa, Arizona, for the period of this event, is \$89 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 \$0.54 per mile.

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 traveling to the training course. 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.

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



# REGISTRATION FORM

## WASTEWATER TREATMENT – LEVEL 2 TRAINING AND CERTIFICATION EXAMINATION FOR WASTEWATER OPERATORS

**June 6-10, 2016**  
**Maricopa, Arizona**

*(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

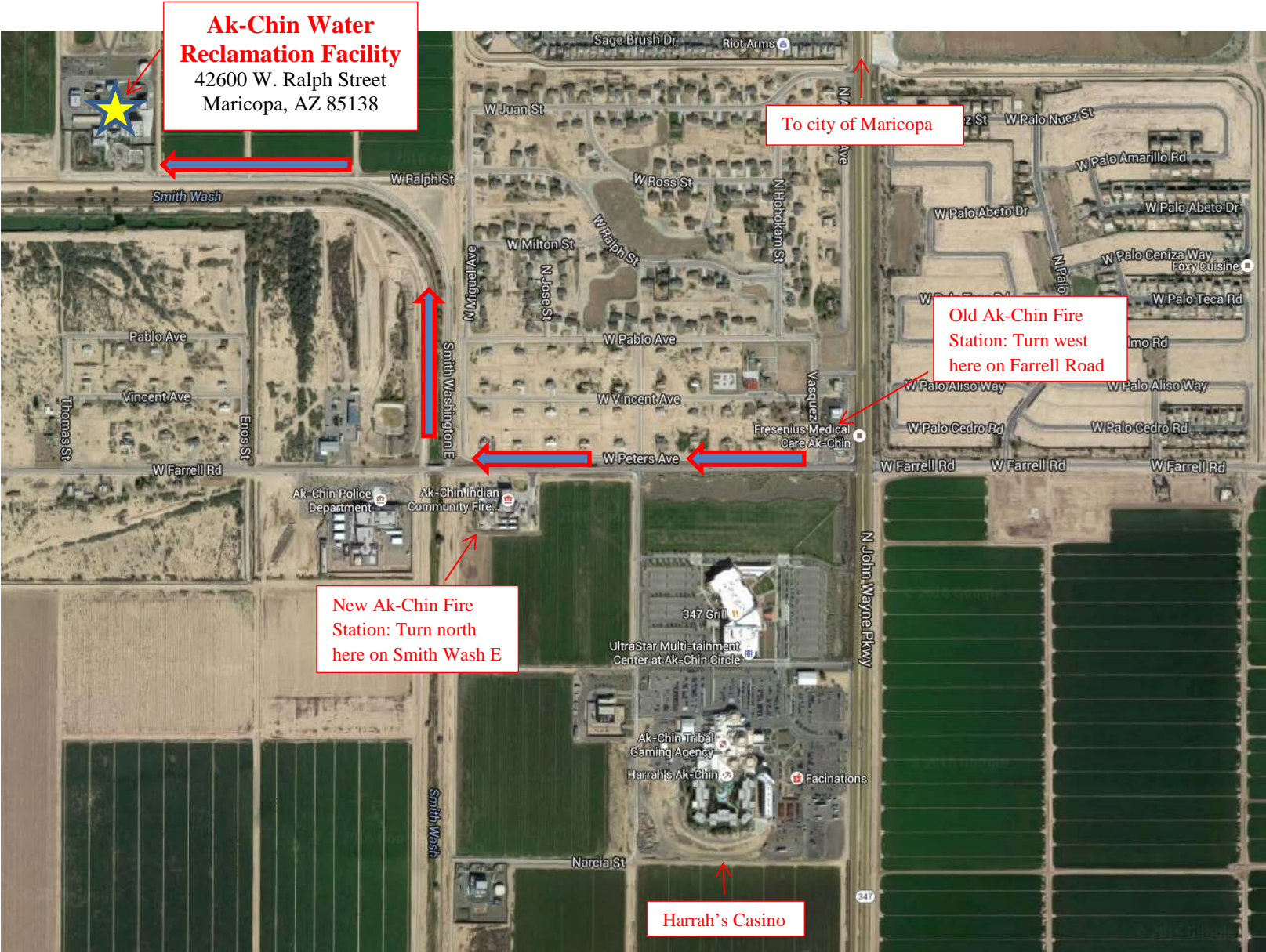
Will attendee be taking the operator certification exam?  YES  NO

- Yes, I do plan on attending the **Wastewater Treatment – Level 2** Operator Training Course at the Ak-Chin Water Reclamation (wastewater treatment) Facility, located at 42600 W. Ralph St., Maricopa, AZ 85138.
- 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. In the event of a training change, I will be notified as early as possible.

Please complete this registration form and return by mail, email or fax by **Wednesday, June 1, 2016**, 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](mailto:quannee.oosahwe@itcaonline.com) or [michelle.ragsdale@itcaonline.com](mailto: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.*



**Ak-Chin Water Reclamation Facility**  
42600 W. Ralph Street  
Maricopa, AZ 85138

To city of Maricopa

Old Ak-Chin Fire Station: Turn west here on Farrell Road

New Ak-Chin Fire Station: Turn north here on Smith Wash E

Harrah's Casino

