



Locations are subject to change

2023 Computer Based Testing

Advantages of Computer-Based Testing:

- ◆ Available year-round
- ◆ Schedule an exam date, time and location that is most convenient for you
- ◆ Choose from over 300 testing locations throughout the country
- ◆ Receive your exam score immediately





2023 COMPUTER-BASED TESTING (YEAR-ROUND)

PROGRAM OBJECTIVE: The National Tribal Water & Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (ITCA) serves to meet the needs of personnel working on federal trust Tribal lands and to provide a jurisdictionally-correct alternative to state certification programs. ITCA is a U.S. EPA-approved provider of certification services under the U.S. EPA National Tribal Drinking Water Operator Certification Program. ITCA Operator Certification Program services are available to all personnel working at water / wastewater utilities located on federal trust Tribal lands (Indian reservations).

COMPUTER-BASED TESTING: In an effort to provide improved pathways for Tribal water and wastewater utilities personnel to achieve professional certification, ITCA is offering a year-round opportunity for eligible individuals to take professional certification exams through Computer-Based Testing. The advantages of Computer-Based Testing include: scheduling an exam for a date, time and location that is most convenient; choosing from over 300 testing locations throughout the country; and immediately receiving your exam score.

CERTIFICATION EXAMINATION: Tribal water and wastewater utilities personnel may apply and test for the following professional certifications through ITCA, independent of attending ITCA training courses.

Drinking Water

(various C₂EP/ABC/WPI exam editions)

Treatment—Levels 1, 2, 3, and 4

Distribution—Levels 1, 2, 3, and 4

Wastewater

(various C₂EP/ABC/WPI exam editions)

Collection—Levels 1, 2, 3, and 4

Treatment—Levels 1, 2, 3, and 4

Tribal Utility Management Certification (ITCA exam)

Federal Regulatory Exam Modules (ITCA exams)

Personnel seeking professional Tribal water / wastewater utilities certification from ITCA through Computer-Based Testing must register and submit a completed ITCA *Application for New Certification*. An applicant must have prior written approval from ITCA to be admitted into an examination session. The application for ITCA certification is free. The ITCA eligibility criteria (qualifying education, training, and work experience) and application form is provided within the various ITCA Certification Application Booklets, which are available on the ITCA website or can be obtained by directly contacting ITCA. You must submit a separate, completed *Application for New Certification* for each type of certification exam for which you request. Please Note: Individuals who have previously submitted a complete *Application for New Certification* with ITCA (i.e. if you are retesting), may already be eligible to take the certification exam. To determine eligibility, please contact the ITCA Program at TWSInfo@itcaonline.com or call (602) 258-4822.

LOCATIONS: ITCA has contracted with the Association of Boards of Certification (ABC) / Water Professionals International (WPI) and PSI to offer Computer-Based Testing at over 300 PSI assessment centers located throughout the U.S.

The Inter Tribal Council of Arizona, Inc. is an equal opportunity provider and employer.

- 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



COMPUTER-BASED TESTING



DATES: Computer-Based Testing will be made available year-round starting **January 2023**. Individual examinations are scheduled by appointment, Monday through Saturday, from 9:00 a.m. to 1:30 p.m. Prior approval is required. The last day to register for an exam appointment in 2023 is December 13, 2023, at which time, an updated announcement will be posted for 2024.

COST: In 2023, the cost of Computer-Based Testing is \$107 per examination. ITCA uses its grant funding to cover part of the Computer-Based Testing fee (up to the cost of a paper-booklet exam--\$46). The remainder of the Computer-Based Testing fee is **\$61 per examination**, which is to be paid by the applicant directly to PSI in advance of a testing appointment. Once approved, candidates may pay online or by phone with a credit card. Alternatively, if paying by company check, cashier's check, or money order, candidates must use a separate PSI payment form, which takes two weeks for processing. ITCA does not charge application fees or certification fees for ITCA professional certification. Please Note: The Computer-Based Testing fee is non-refundable.

THE PROCESS:

Step 1 Register to Request Testing..... Begins January 2023

Please complete the attached ITCA registration form and return.

Please Note: You are required to wait 30 days before you are allowed to retake an exam.

Step 2 Submit a Complete Application for New Certification

You must submit a separate, completed *Application for New Certification* for each type of certification exam for which you request. Applicants deemed eligible by ITCA will receive written approval to take the requested certification exam(s).

Registration forms that do not have a corresponding completed *Application for New Certification* will be placed on hold. A notice of registration postponement will be sent to the registrant.

Step 3 Schedule a Testing Appointment

Applicants that receive written approval from ITCA will be sent a *Candidate Handbook* and instructions on how to schedule a testing appointment at the nearest PSI testing center. PSI will contact you directly to schedule a location, date, and time of your Computer-Based examination. In the event that you are not contacted, it is the applicant's responsibility to directly contact PSI or ITCA to schedule a testing appointment. A scheduled testing appointment may be rescheduled only once and only with prior notice to PSI. Missed appointments cannot be rescheduled. Please remember that the Computer-Based Testing fee is non-refundable.

TRAVEL AND EXAM EXPENSE REIMBURSEMENT: ITCA recognizes that based on the remote locations of some Tribal water utility personnel, light travel may be logistically necessary for attending Computer-Based Testing appointments. Therefore, limited travel expense reimbursement stipends (partial reimbursement) are available for individuals who are working on Tribal lands and who attend a scheduled Computer-Based Testing appointment. Prior to traveling to the testing site, 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.



COMPUTER-BASED TESTING



Please follow the steps below if you are interested in receiving a travel expense reimbursement stipend.

1. Submit a completed Preliminary Application for Travel and Exam Reimbursement Stipend to ITCA at least one week prior to your testing appointment. 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. After travel, the traveler must then submit a complete Final Travel and Exam Expense Reimbursement Claims Form with attached receipts.

Preliminary applications shall include proposed travel expenses that meet the federal government GSA rates. 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 \$0.625 per mile.

For additional information on **Computer-Based Testing**, please contact the ITCA Tribal Water Systems Department by phone at (602) 258-4822, or by email to TWSInfo@itcaonline.com.

REGISTRATION FORM for 2023 Computer-Based Testing



EXAMINATION FOR PROFESSIONAL CERTIFICATION FOR TRIBAL WATER AND WASTEWATER UTILITIES PERSONNEL

Regional Testing Locations Nationwide
January 2023 – December 23, 2023
(by appointment only)

(Please Print Clearly)

Name of Applicant: _____
(First) (Last)

Title/Position: _____

Tribal Nation / Indian Reservation: _____

Tribal Utility/Department/ Organization: _____

E-mail Address: _____

Business Address: _____
(Mailing) (Street/P.O. Box)

(City) (State) (Zip Code)

Telephone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Will attendee be requesting a travel expense / exam fee reimbursement stipend? YES NO

HEALTH & SAFETY STATEMENT

Read and checkmark to agree to the health and safety statement.

To be considered for approval to take a certification exam, you must agree to the following health and safety statement (checkmark and signature required):

- I agree that I am personally responsible for my safety and actions associated with in-person attendance of an examination session for ITCA certification. I understand the hazards of the novel coronavirus (COVID-19) and I am familiar with the Centers for Disease Control and Prevention (CDC) guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines, as well as Tribal, Federal, and State restrictions associated with COVID-19, are regularly updated. For in-person attendance of examination for ITCA certification, including through Computer-Based Testing, I accept full responsibility to comply with the most current CDC guidelines and any other applicable COVID-19 restrictions imposed under Tribal, Federal, or State law. As a condition of testing, I agree to comply with all COVID-19 policies, rules, guidelines, signage, and instructions provided by examination services providers for ITCA certification.**

Applicant's Original Signature
(Please sign in blue ink)

Date

Complete this registration form and return by mail, fax or e-mail, to the following:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER SYSTEMS DEPARTMENT
2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822,
Fax: (602) 258-4825, Email: TWSInfo@itcaonline.com



**EXAMINATION FOR PROFESSIONAL CERTIFICATION
FOR TRIBAL WATER AND WASTEWATER UTILITIES PERSONNEL**

**Regional Testing Locations Nationwide
January 2023 – December 23, 2023
(by appointment only)**

Name of Applicant: _____
(First) (Last)

CERTIFICATION EXAM TYPES AND LEVELS

Please select all that apply.

NOTICE: To be considered for approval to take a certification exam, you must submit a separate *Application for New Certification* (available from ITCA) for each type of exam for which you request by the application deadline: **December 13, 2023.**

Certification Exam Types and Levels (Select all that apply)

The following are Association of Boards of Certification 100-question exams

WATER TREATMENT SYSTEM OPERATOR

Select a level: L1 L2 L3 L4



WATER DISTRIBUTION SYSTEM OPERATOR

Select a level: L1 L2 L3 L4

The following is an Association of Boards of Certification 50-question exam

VERY SMALL WATER SYSTEM OPERATOR

The following are Association of Boards of Certification 100-question exams

WASTEWATER COLLECTION SYSTEM OPERATOR

Select a level: L1 L2 L3 L4

WASTEWATER TREATMENT SYSTEM OPERATOR.....

Select a level: L1 L2 L3 L4

The following is an ITCA 100-question customized exam

TRIBAL UTILITY MANAGEMENT CERTIFICATION

Complete this registration form and return by mail, fax or e-mail, to the following:

Inter Tribal Council of Arizona, Inc.
TRIBAL WATER SYSTEMS DEPARTMENT
2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822,
Fax: (602) 258-4825, Email: TWSInfo@itcaonline.com