



## ITCA National Tribal Water Systems Training & Certification Program



*ITCA is a USEPA-approved provider  
of Tribal operator certification services*

### **Tribal Utility Management** **Training Course and Professional Certification Exam** **(Event ID #24010-blended)**

**Entire Course (Parts 1 & 2), May 6-17, 2024**

**Sponsored by the USEPA Region 7**  
**Hosted by the Kickapoo Tribe in Kansas**

Includes:

- ✓ Comprehensive training for personnel of Tribal water utilities
- ✓ Opportunity for FREE Professional Certification
- ✓ Includes an in-person certification exam session
- ✓ Travel Expense Reimbursement Stipends Available



Student comments from past offerings of this course:

*"Michael provided hands on  
experience stories with every topic."*

*"This is an excellent class and I will be  
encouraging my director and other  
utility managers to enroll when it is  
available again."*



NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM  
TRAINING EVENT BROCHURE

**TRIBAL UTILITY MANAGEMENT TRAINING COURSE**  
**AND PROFESSIONAL CERTIFICATION EXAM**  
**Event ID #24010, blended with Parts 1 & 2**

**Sponsored by the USEPA Region 7**

**PART 1, live On-Line**  
**May 6 – 10, 2024**  
**Mon.-Fri.**

**AND**

**PART 2, In-Person**  
**May 13-17, 2024**  
**Hosted by the**  
***Kickapoo Tribe in Kansas***  
**Horton, Kansas**

**THE TRAINING COURSE:**

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Tribal Utility Management** training course. The course will introduce the concepts of managing small, rural water utility programs and is designed specifically for Tribal utilities personnel that are entering into the water utility management field—such as advancing system operators, new water utility program managers, board members, Tribal administrators and Tribal council members. Subjects covered in this training course will include: regulatory compliance, policy development, financial management, workforce management, worker succession plans, general operations and maintenance, infrastructure master planning, interaction with other entities, public relations, and consumer education. Training reference materials will be mailed to registrants that are accepted into this course.

During the second part of this training course, an optional exam session will be offered for free to allow eligible applicants to take the ITCA **Tribal Utility Management Certification-Level 1** professional certification exam. Attendees that are only interested in the training may choose not to take the certification exam.

**INSTRUCTOR:**

ITCA has contracted with subject-matter expert Mr. Michael Alvidrez, of Alvidrez Water Operations, LLC, to instruct this training course. Mr. Alvidrez has extensive experience in the management, as well as the operation and maintenance, of water systems in Indian Country.

**LOCATION:**

Part 2 of the training course will be hosted by the Kickapoo Tribe in Kansas at their Kickapoo Mekoskaatikani Building, which is located at 1073 Falcon Road, Horton, KS 66439. The contact phone number for the Kickapoo Mekoskaatikani Building is (785) 933-2106.

*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

**COST:**

Personnel of Tribal water / wastewater utilities may attend this training course for **free**.

**BLENDED LEARNING FORMAT:**

This training course covers a comprehensive curriculum that is provided in two sequential parts.

(**Part 1** uses a live on-line virtual format) and (**Part 2** uses an in-person classroom format).

The in-person Part 2 picks up where the virtual Part 1 ends. The in-person Part 2 will not review curriculum content covered during the virtual Part 1.

**DATES & TIMES:**

The training and certification event will follow the tentative schedule shown in the table below. A course syllabus with full agenda will be provided to individuals that are accepted into the course.

<b><u>PART 1: Live On-Line Class Sessions</u></b>				
Class Session 1	Class Session 2	Class Session 3	Class Session 4	Class Session 5
Monday, May 6, 2024	Tuesday, May 7, 2024	Wednesday, May 8, 2024	Thursday, May 9, 2024	Friday, May 10, 2024
8:00 a.m. – 12:00 p.m. Central Daylight Time				

**Computer Microphone & Camera.** Part 1 of this course requires that students use a computer **microphone** (headset is preferred) and a **web camera** to enable interaction and participation in group activities. It is important to have these items for the start of class. ITCA offers both a headset and web camera for free to registrants that are accepted into this course. During registration, please specify if any of these items are needed.

<b><u>PART 2: In-Person Class Sessions at the Kickapoo Mekoskaatikani Building in Horton, Kansas</u></b>			
Date	Activities	Local Time	
		Start	End
Monday, May 13, 2024	Class Session 6	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 7	1:00 p.m.	5:00 p.m. or earlier
Tuesday, May 14, 2024	Class Session 8	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 9	1:00 p.m.	5:00 p.m. or earlier
Wednesday, May 15, 2024	Class Session 10	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 11	1:00 p.m.	5:00 p.m. or earlier
Thursday, May 16, 2024	Class Session 12	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 13	1:00 p.m.	5:00 p.m. or earlier
Friday, May 17, 2024	Class Session 14	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Certification Exam Session	1:00 p.m.	5:00 p.m. or earlier

A certification exam session will take place during the in-person Part 2 of the training event for those interested in earning the Tribal Utility Management Certification – Level 1 professional certification. *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:**

Attendees that complete the course requirements will receive written recognition of earned training contact hours based on class participation, homework assignments, and attendance. Training contact hours may be accepted towards the training requirements for new certification or as Professional Development Hours (PDH) / continuing education credit towards the renewal of existing certification. Confirmed registrants that are interested in only earning training contact hours may attend as many of the class sessions as needed.

#### **REGISTRATION: Course Registration Deadline is May 3, 2024**

Training course size is limited and offers Priority Registration for Tribal utilities located in the USEPA Region 7 geographic area (including KS, NE, IA, and MO). A General Admission Waiting List Registration is available for Tribal utilities located outside of the Region 7 geographic area. To register for this training course, click on this event's active link on the ITCA Program webpage (<http://www.itcaonline.com/tws>) to visit the online registration platform or manually complete and return the attached registration form. Registration for this event is scheduled to close at the end of the day on **May 3, 2024**. 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 sessions. Separate written approval is required to be admitted into the certification exam sessions (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 utilities personnel 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 16, 2024**

ITCA staff will be available to proctor the ITCA standardized 100-question paper-booklet exam following the training course (at the same location) to eligible Tribal personnel seeking Tribal Utility Management – Level 1 Certification. Participants must have prior written approval from ITCA to be admitted into the examination sessions. Approval is based upon submittal of a completed ITCA *Application for New (Tribal Utility Management) Certification* by close of business on **Thursday, May 16, 2024**. Please refer to the ITCA Application Booklet for complete certification eligibility criteria and the application, which is available on the ITCA website or by directly contacting the ITCA Tribal Water Systems Department. You are highly encouraged to submit an application as soon as possible.

Students intending to take the certification exam are encouraged to study the need-to-know criteria, which include lists of recommended study references. The Need-to-Know Criteria for the Tribal Utility Management – Level 1 Certification Exam can be found on the ITCA website at:

[https://itcaonline.com/wp-content/uploads/2011/06/TUMC-1-Need-to-Know-Criteria\\_FINAL.pdf](https://itcaonline.com/wp-content/uploads/2011/06/TUMC-1-Need-to-Know-Criteria_FINAL.pdf)

### **LODGING:**

You are responsible for making your own travel and lodging arrangements. For your convenience, a few hotels within the area are listed below. This is a non-inclusive, non-endorsement listing.

- Prairie Band Casino & Resort: 12305 150th Rd, Mayetta, KS 66509, (785) 966-7777
- Red Roof Inn Holton: 115 US Highway 75, Holton, KS, 66436, (785) 364-3172
- Super 8 by Wyndham Holton: 300 South Arizona, Holton, Kansas 66436, (785) 292-0526

### **TRAVEL EXPENSE REIMBURSEMENT STIPENDS:**

Limited travel expense reimbursement stipends (partial reimbursement) may be available for individuals who are working on Tribal lands and who attend the entirety of Part 2 of the training course. Travel expense cost will be considered for reimbursement on a case-by-case basis and may be subject to funding restrictions. Travel expenses are reimbursed at the federal government GSA rates. The maximum per diem rate for zip code 66438 in Kansas for the time period of this event is \$107 for lodging and \$59 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 \$0.67 per mile. Please note that pursuant to federal government GSA guidelines, participation in provided meals are to be deducted from reimbursement calculations.

To request a travel expense reimbursement, please submit an *ITCA Travel Expense Reimbursement Claim Form* within fifteen (15) days following the training event. This form is available upon request. The travel expense claim form must include the signature of the attendee's supervisor. ITCA will verify an applicant's eligibility based on event attendance records maintained by ITCA staff.

A registrant that has received seat confirmation from ITCA may request written verification of ITCA reimbursement funds prior to travel. To do so, please submit a completed *Preliminary Application for Travel Reimbursement Stipend Form* to ITCA before your travel to the event. The form must include the signature of the confirmed registrant's supervisor. This form is available upon request. Preliminary applications received five business days prior to the start of the in-person Part 2 of the course will be considered on a first-come first-served basis and will be subject to funding availability. Preliminary applications that are approved by ITCA will receive written notice stating the level of funding available for their travel reimbursement.

### **PUBLIC HEALTH CONSIDERATIONS:**

Protection of public health is a top priority and ITCA intends for the in-person Part 2 of this event to align with federal and local guidelines and recommendations. As of the date of drafting the ITCA event announcement, April 15, 2024, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

“In Marshall County, Kansas, the COVID-19 hospital admission level is Low”

“People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a high-quality mask or respirator when in doors in public.”

Please note, this training event is available for personnel working on Tribal lands located throughout the country. Some of the attendees, the instructor / speakers, and facilitators will travel from various other locations to attend at this event. This in-person event will take place indoors within meeting rooms. Attendees will be encouraged to sit in an every-other seat pattern for social distancing and for exam proctoring best practices. Individuals are free to choose whether to wear a facemask, including during the exam sessions.

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.

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





**TRIBAL UTILITY MANAGEMENT TRAINING COURSE  
AND PROFESSIONAL CERTIFICATION EXAM (Event ID #24010-blended)**

PART 1, live on-line, May 6-10, 2024  
PART 2, in-person, May 13-17, 2024, Horton, Kansas

*(Please Print Clearly)*

Name of Registrant: \_\_\_\_\_  
(First) (Last)

Title/Position: \_\_\_\_\_

Tribe/Organization: \_\_\_\_\_

Tribal Utility/Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business Address: \_\_\_\_\_  
(for mailing of letters) (Street/P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

**Shipping of Course Materials**

Those who are accepted into this training event will be shipped the training book(s) / materials. Please note the shipping service only delivers to street addresses (no PO Box addresses). If different than above, please provide a shipping address to where we can ship course materials to you.

Shipping Address: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

Will attendee be requesting **travel expense reimbursement stipend**?  YES  NO

Will attendee be taking the **Tribal Utility Management certification exam**?  YES  NO

An exam session is offered for free during Part 2 of this training course. **NOTICE:** To be considered for approval to take the Tribal Utility Management certification exam, you must submit an Application for New Certification by the application deadline: **May 16, 2024.**

**Complete all three (3) pages of the registration form and return by **May 3, 2024****

**Send completed form by e-mail, fax, or mail, to the following:**

Inter Tribal Council of Arizona, Inc.

TRIBAL WATER SYSTEMS DEPARTMENT

Address: 2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822, Fax: (602) 258-4825

[Matthew.Pickert@itcaonline.com](mailto:Matthew.Pickert@itcaonline.com)



**TRIBAL UTILITY MANAGEMENT TRAINING COURSE  
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PART 1, live on-line, May 6-10, 2024  
PART 2, in-person, May 13-17, 2024, Horton, Kansas

Name of Registrant: \_\_\_\_\_  
(First) (Last)

- Yes, I do plan on attending the blended format, two-part Tribal Utility Management training course, with Part 1 being held on-line, and Part 2 being held in-person at Kickapoo Mekoskaatikani Building, which is located at 1073 Falcon Road, Horton, KS 66439.
- Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat and will ship to me materials for this course.
- Yes, I agree that if my plans change and I am unable to attend this course, I will inform ITCA as soon as possible and will work with ITCA on returning the course materials so that they can be used by others.
- Yes, I understand that if I plan to take the Tribal Utility Management 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.
- Yes, I understand that 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. I understand that if I do not consent to have my photograph taken or used in this way, I must notify ITCA staff prior to or at the event.

To enhance your ability to participate in the on-line virtual Part 1 of the training course, do you need to be sent a free webcam and / or microphone headset? (Please note that for any registrations received after May 1, 2024, you might not receive such items in time for the first class session.)

- NO       YES

ITCA is an equal opportunity provider. Do you need any special accommodations during the event? If so, please describe.

\_\_\_\_\_

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[Matthew.Pickert@itcaonline.com](mailto:Matthew.Pickert@itcaonline.com)





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Name of Registrant: \_\_\_\_\_  
(First) (Last)

**What do you hope to get out of this training course?** (Select all that applies)

Training hours     Certification prep     Networking     Other

**HEALTH & SAFETY STATEMENT**  
 Read and checkmark to agree to the health and safety statement.

To be considered for acceptance into this professional certification training and/or examination event, 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 ITCA professional certification training and/or examination event. I understand the hazards of the 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, State, and local restrictions associated with COVID-19, are regularly updated. For in-person attendance of the ITCA professional certification training and/or examination event, I accept full responsibility to comply with the most current CDC guidelines and any other applicable COVID-19 restrictions imposed under Tribal, Federal, State, and local law. As a condition of in-person attendance, I agree to comply with all COVID-19 policies, rules, guidelines, signage, and instructions provided by the venue services provider for this event.**

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Registrant's Original Signature \_\_\_\_\_ Date \_\_\_\_\_

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