



ITCA National Tribal Water Systems Training & Certification Program

*ITCA is a USEPA-approved provider
of operator certification services for Tribal water
utilities personnel*



General Module & Very Small Water System Training Course & Credential Exam Session (#24020-blended)

Entire Course (Parts 1 & 2), July 10-19, 2024

Sponsored by USEPA Region 8

Includes:

- ✓ Comprehensive training for Tribal utilities personnel
- ✓ Opportunity for FREE Professional Credential / Certification
- ✓ Includes in-person operator credential exam session
- ✓ Travel Expense Reimbursement Stipends Available



Student comments from past offerings of similar training by this instructor.

*“Melissa has a lot of experience and brought
that into the classroom”*

*“The instructor was very helpful and asked
for examples of things in operators systems to
show parallels between the topic for the day
and work operators may have to do”*



NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM
TRAINING EVENT BROCHURE

GENERAL MONDULE & VERY SMALL WATER SYSTEM
TRAINING COURSE AND CREDENTIAL EXAM SESSION
Event ID #24020, blended with Parts 1 & 2
Sponsored by USEPA Region 8

PART 1, live On-Line
July 10-12, 2024
Wed., Thu. and Fri.

And

PART 2, In-Person
July 15 – 19, 2024
Billings, Montana

THE TRAINING COURSE:

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **General Module & Very Small Water System** training course. The course offers over 42 hours of training and is designed to enhance the skills and knowledge of Tribal water utilities personnel.

The General Module portion of this training course is designed for tribal utilities personnel entering into the career path of water and wastewater system operations for the first time. The course provides a solid foundation on the principles of electricity, hydraulics, water and wastewater systems, basic math, and federal regulations. ITCA Level 1 water and wastewater operator training courses are designed with the expectation that students have already taken introductory training on the topics that are covered in the General Module. This training course additionally covers introductions to topics of drinking water treatment and distribution. The entire training course is ideal for preparing Tribal utilities personnel for the operations and maintenance of very small water systems (VSWS). Training reference materials will be mailed to registrants that are accepted into this course.

During the second part of this training course, an optional credentialing exam session will be offered for free to allow eligible applicants to take the Very Small Water Systems credentialing exam (see enclosed details). ITCA does NOT “teach to the exam.” Students intending to take the VSWS exam during this training course are encouraged to study the need-to-know criteria and recommended study guide references associated with the credentialing exam. Attendees that are only interested in the training may choose not to take the exam.

COST:

Tribal water utilities personnel may attend this training course for **free**.

INSTRUCTOR:

ITCA has contracted with subject-matter expert Ms. Melissa Durbin, of Technical Learning Consultants, to instruct this training course. Ms. Durbin has extensive experience in the operation and maintenance of drinking water and wastewater systems in Indian Country.

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

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 spend any time reviewing curriculum content covered during the virtual Part 1.

LOCATION OF PART 2:

Part 2 of the training course will take place at the Doubletree by Hilton Billings, which is located at 27 North 27th Street, **Billings, Montana** 59101. The contact phone number for the Doubletree by Hilton Billings is (406) 252-7400.

DATES & TIMES:

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

<u>PART 1: Live On-Line Class Sessions</u>		
Class Session 1	Class Session 2	Class Session 3
Wednesday, July 10, 2024	Thursday, July 11, 2024	Friday, July 12, 2024
8:00 a.m. – 12:00 p.m. Mountain 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.

<u>PART 2: In-Person Class Sessions at the Doubletree by Hilton Billings in Billings, Montana</u>			
Date	Activities	Local Time	
		Start	End
Monday July, 15, 2024	Class Session 4	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 5	1:00 p.m.	5:00 p.m. or earlier
Tuesday, July 16, 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
Wednesday, July, 17, 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
Thursday, July, 18, 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
Friday, July 19, 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.
	Credentialing Exam Session	1:00 p.m.	5:00 p.m. or earlier

A credentialing / certification exam session will take place during the in-person Part 2 of the training event for those interested in earning a Very Small Water System Operator Credential through the ITCA National Tribal Water & Wastewater Operator Certification Program. *Please be advised that prior approval from ITCA is required for admission into the exam sessions. There will be no late admission into the exam session.*

- Exam Session —On Friday, July 19, 2024, starting promptly at 1:00 p.m. and concluding at or before 5:00 p.m., the Very Small Water System Exam will be administered to interested and eligible Tribal utilities personnel.

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 Hour (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 July 3, 2024

Training course size is limited and offers **Region 8 Priority Registration** for Tribal utilities located in the USEPA Region 8 geographic area (within the states of MT, ND, SD, WY, UT, and CO). In addition, a General Admission Waiting List is available for individuals working at Tribal utilities located outside of the USEPA Region 8 geographic area. To register, 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 **July 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 session. Separate written approval is required to be admitted into the credentialing 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 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 & CREDENTIALING: Exam Application Deadline is July 12, 2024

Water utilities personnel operating systems located on federal trust Tribal lands (Indian reservations) may apply for an ITCA operator credential and take the VSWS exam for free. ITCA staff will be available during Part 2 of the training event to proctor the VSWS paper-booklet exam to eligible Tribal drinking water utilities personnel seeking a Very Small Water System Operator credential described below. 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 **Friday, July 12, 2024**. Please refer to the ITCA Application

Booklet for complete eligibility criteria and the application form, 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 VSWS exam are encouraged to study the following need-to-know criteria, which include lists of recommended study references. The ABC/WPI Need-to-Know Criteria for Very Small Water System Operator can be found on the WPI website at:

<https://www.gowpi.org/services/abc-testing/need-to-know-criteria/>

Very Small Water Systems Credential

Applicants that attend 75% or more of course (as measured by attendance and participation records) and meet the eligibility criteria, which includes achieving a passing score on the VSWS exam, will earn the **Very Small Water System Training Certificate** from ITCA. The VSWS Training Certificate is a type of credential that documents foundational aptitudes. The VSWS Training Certificate serves as a stepping stone for operators who continue with their studies in seeking Level 1 operator certification. The VSWS Training Certificate may or may not be recognized by some primacy agencies (e.g., USEPA regions) for drinking water operator certification requirements. Therefore, it is the responsibility of the individual student/applicant to first check with their primacy agency as to what minimum level of operator certification is needed for a particular public water system. This training course and credentialing event is sponsored by USEPA Region 8, who does recognize the VSWS credential as meeting operator certification requirements for public water systems that are located in USEPA Region 8 and classified as very small water systems.

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.

- Billings Hotel & Convention Center, 1223 Mallowney Ln, Billings, MT 59101, (406) 248-7151
- Montana Trailhead Inn, 5500 Midland Rd., Billings, MT 59101, (406) 248-7701
- Howard Johnson by Wyndham Billings, 1345 Mallowney Ln., Billings, MT 59101, (406) 252-2584

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 59101 in Billings, Montana** 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, May 2024, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

“In Yellowstone County, Montana, the COVID-19 hospital admission level is **Low**”

“If you are at high risk of getting very sick, talk with a healthcare provider about additional prevention actions...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 session.

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.



**GENERAL MODULE & VERY SMALL WATER SYSTEM
TRAINING COURSE & CREDENTIAL EXAM SESSION (Event ID #24020-blended)**

PART 1, live on-line, July 10-12, 2024
PART 2, in-person, July 15 - 19, 2024, Billings, Montana

(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 a **travel expense reimbursement stipend**? YES NO

Will attendee be taking the VSWS **credential exam at the event**? 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 Very Small Water System (VSWS) credential exam, you must submit an Application for New Certification, by the application deadline: **July 12, 2024**.

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

Send completed form by e-mail, fax, or 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
michelle.ragsdale@itcaonline.com



**GENERAL MODULE & VERY SMALL WATER SYSTEM
TRAINING COURSE & CREDENTIAL EXAM SESSION (Event ID #24003-blended)**

PART 1, live on-line, July 10-12, 2024
PART 2, in-person, July 15 - 19, 2024, Billings, Montana

Name of Registrant: _____
(First) (Last)

- Yes, I do plan on attending the blended format, two-part General Module & Very Small Water System training course, with Part 1 being held on-line, and Part 2 being held in-person at the Doubletree by Hilton Billings, which is located at North 27th Street, Billings, Montana 59101.
- Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat.
- 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 Very Small Water System credential 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 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 July 3, 2024, you might not receive such items in time for the initial class sessions of the course.)

NO YES

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

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

Send completed form by e-mail, fax, or 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
michelle.ragsdale@itcaonline.com



**GENERAL MODULE & VERY SMALL WATER SYSTEM
TRAINING COURSE & CREDENTIAL EXAM SESSION (Event ID #24003-blended)**

PART 1, live on-line, July 10-12, 2024
PART 2, in-person, July 15 - 19, 2024, Billings, Montana

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.**

Registrant's Original Signature

Date

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

Send completed form by e-mail, fax, or 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
michelle.ragsdale@itcaonline.com