ITCA National Tribal Water Systems Operator Certification Program

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

Water Distribution – Level 1
Operator Certification Training Course (#23008-blended)

Entire Course (Parts 1 & 2), April 5-28, 2023

Sponsored by USEPA Region 8

Includes:

- ✓ Comprehensive operator certification training for Tribal utilities personnel
- ✓ Opportunity for FREE Professional Certification
- ✓ Includes in-person operator certification exam sessions
- ✓ Travel Expense Reimbursement Stipends Available

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

"I learned a lot of very essential information needed in my day to day work duties. Very good learning environment!"

"The instructor was energetic and willing to help students after hours. Has field experience."

NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM
TRAINING EVENT BROCHURE

(Updated 3/20/2023)

WATER DISTRIBUTION - LEVEL 1

OPERATOR CERTIFICATION TRAINING COURSE (Event ID #23008-blended)

Parts 1 & 2

Sponsored by USEPA Region 8

PART 1, live on-line, April 5-19, 2023
M/W/F starting on Wed., April 5

and

PART 2, in-person, April 24-28, 2023
Hosted at the *MHA Nation*
New Town, North Dakota

THE TRAINING COURSE:
The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Water Distribution - Level 1** training course. The course is designed to enhance the skills and knowledge of Tribal drinking water utilities personnel. Subjects covered in this training course will include: drinking water distribution and system design, piping, meters and valves, fire hydrants, pumps, water storage, water disinfection, the Safe Drinking Water Act, water sampling and testing, math relating to water system operation, and worker safety. Training reference materials will be mailed to registrants that are accepted into this course.

ITCA does NOT "teach to the certification exams." Students intending to take an operator certification exams during this training course are encouraged to study the need-to-know criteria and recommended study guide references associated with the certification exams. Optional certification exam sessions will be offered for free during the second part of this training course. Attendees that are only interested in the training may choose not to take the certification exams.

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

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 operation and maintenance of drinking water systems in Indian Country.

LOCATION:
Part 2 of the training course will take place at the Mandan, Hidatsa, and Arikara (MHA) Nation, at the 4 Bears Casino & Lodge, which is located at 202 Frontage Road, New Town, North Dakota 58763. The contact phone number for the 4 Bears Casino and Lodge is (800) 294-5454.

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 16-session training course covers a comprehensive curriculum that is provided in two sequential parts.

(Part 1 uses live on-line virtual format) + (Part 2 uses 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.

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.

DATES & TIMES:
The training and certification 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.

PART 1: Live On-Line Class Sessions						
Class Session 1	**Class Session 2**	**Class Session 3**	**Class Session 4**	**Class Session 5**	**Class Session 6**	**Class Session 7**
Wednesday, April 5, 2023	**Friday, April 7, 2023**	**Monday, April 10, 2023**	**Wednesday, April 12, 2023**	**Friday, April 14, 2023**	**Monday, April 17, 2023**	**Wednesday, April 19, 2023**
9:00 a.m. – 12:00 p.m. Central Time						

PART 2: In-Person Class Sessions at the 4 Bears Casino & Lodge in New Town, North Dakota			
Date	**Activities**	**Central Time**	
		Start	**End**
Monday, April 24, 2023	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
Tuesday, April 25, 2023	**Operator Certification Exam Session A**	7:30 a.m.	10:00 a.m. or earlier
	Class Session 10	10:00 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
Wednesday, April 26, 2023	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
Thursday, April 27, 2023	Class Session 14	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 15	1:00 p.m.	5:00 p.m. or earlier
Friday, April 28, 2023	Class Session 16	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Operator Certification Exam Session B	1:00 p.m.	5:00 p.m. or earlier

The following two (2) certification exam sessions will take place during the in-person Part 2 of the training event for those interested in earning the Water Distribution-Level 1 Operator Certification 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 A—On Tuesday, April 25, 2023, starting promptly at 7:30 a.m. and concluding at or before 10:00 a.m., the Water Distribution Operator Federal Regulatory Exam Module will be administered to interested Tribal utilities personnel. This will be an open-book exam using only content approved by ITCA.
- Exam Session B—On Friday, April 28, 2023, starting promptly at 1:00 p.m. and concluding at or before 5:00 p.m. The Standardized ABC/WPI Exam (current edition) for Water Distribution – Level 1 operator certification will be administered to interested and eligible Tribal utilities personnel. This will be a closed-book exam.

REGISTRATION: Course Registration Deadline is April 3, 2023

Training course size is limited and offers Region 8 Priority Registration, as well as a General Admission Waiting List. 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 **April 3, 2023**. 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 April 17, 2023

Water utilities personnel operating systems located on federal trust Tribal lands (Indian reservations) may apply for ITCA operator certification and take the operator certification exams for free. ITCA staff will be available during the training event to proctor paper-booklet certification exams (both the Federal Regulatory Exam Module and the ABC/WPI Standardized Exam) to eligible Tribal utilities personnel seeking Water Distribution - Level 1 Operator 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 (Drinking Water) Certification* by close of business on **Monday, April 17, 2023**. 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 exams are encouraged to study the following need-to-know criteria, which include lists of recommended study references.

- The Need-to-Know Criteria for the Water Distribution Operator Federal Regulations (FedReg) Exam Module can be found on the ITCA website at: http://www.itcaonline.com/tws.
- The ABC/WPI Need-to-Know Criteria for Water Distribution Operator Class 1 can be found on the WPI website at: http://www.gowpi.org.

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.

- 4 Bears Casino & Lodge: 202 Frontage Rd., New Town, ND 58763, (800) 294-5454
- Teddy's Residential Suites New Town: 951 Eagle Dr., New Town, ND 58763, (701) 627-2420
- Little Missouri Inn & Suites New Town: 950 Eagle Dr., New Town, ND 58763, (701) 627-4488

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 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 close of business on **Friday, April 14, 2023**. 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 New Town, North Dakota for the period of this event is $98 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 $0.655 per mile.

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 the ITCA event announcement, February 22, 2023, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

> "The COVID-19 Community Level in Mountrail County, North Dakota is **Low"**
> "People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should were a high-quality mask or respirator when in doors in public."

Nonetheless, this certification training event is available for personnel working on Tribal lands located throughout the country. Some of the attendees and all of the examination proctors will travel from various other locations to attend at this event. The in-person Part 2 of this event will take place indoors within a single meeting room and will be limited to no more than 25 students. Attendees will be encouraged to sit in an every-other seat pattern roughly six-feet apart 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.

WATER DISTRIBUTION – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID#23008-blended)

PART 1, live on-line, April 5-19, 2023
PART 2, in-person, April 24-28, 2023, New Town, North Dakota

(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 testing for **operator certification at the event**? ☐ YES ☐ NO

Two exam sessions are offered for free during Part 2 of this training course. **NOTICE:** To be considered for approval to take a certification exam, you must submit an *Application for New Certification* for the type of exam for which you are applying, by the application deadline: **April 17, 2023.**

Complete all three (3) pages of the registration form and return by April 3, 2023
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 or harrenson.gorman@itcaonline.com

WATER DISTRIBUTION – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID#23008-blended)

PART 1, live on-line, April 5-19, 2023
PART 2, in-person, April 24-28, 2023, New Town, North Dakota

Name of Registrant: _____
(First) (Last)

- ❑ Yes, I do plan on attending the blended format, two-part Water Distribution – Level 1 training course, with Part 1 being held on-line, and Part 2 being held in-person at the 4 Bears Casino & Lodge, located at 202 Frontage Road, New Town, North Dakota 58763.
- ❑ 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 Water Distribution – Level 1 operator certification exam(s), 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 sessions.**
- ❑ 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 March 28, 2023, you might not receive such items in time for the course.)

☐ NO ☐ YES

ITCA is an equal opportunity provider and does not discriminate against qualified individuals with disabilities. What will you need for the training course?

_____

Complete all three (3) pages of the registration form and return by April 3, 2023
Send completed form by e-mail, fax, or mail, to the following:

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PART 1, live on-line, April 5-19, 2023
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Name of Registrant: _____
(First) (Last)

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 April 3, 2023
Send completed form by e-mail, fax, or mail, to the following:

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