



# NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM

## 2020-2021 TRAINING AND EXAMINATION SCHEDULE

### GENERAL MODULE TRAINING & VERY SMALL WATER SYSTEM CERTIFICATION PREP

This curriculum covers the Inter Tribal Council of Arizona, Inc. (ITCA) General Module training course with the addition of water treatment and distribution for very small drinking water systems (VSWS). The General Module is designed for tribal personnel entering into the career path of water and wastewater system operations for the first time, providing a solid foundation of 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. Two (2) separate live online training course offerings (sections). Each course has sequential lessons.

Description	Instructor	Dates	Time
<b>GM/VSWS – Section 1,</b> Region 9 online course	Howell	(M, W, F)—July (2020) 27, 29, 31, and Aug. 3, 5, 7, 10, 12, 14, 17, 19, 21, 24	Noon-3pm <b>(Pacific Time)</b>
<b>GM/VSWS – Section 2,</b> online course	Howell	(M, W, F)—Sep. (2020) 16, 18, 21, 23, 25, 28, 30, and Oct. 2, 5, 7, 9, 14, 16, 19	8am-11am <b>(Pacific Time)</b>

### WATER DISTRIBUTION TRAINING AND CERTIFICATION PREP

**LEVEL 1:** This course covers Level 1 Water Distribution (WD 1) system operations. Course topics include drinking water disinfection, hydraulics, pumps, water storage, fire hydrants, meters and valves, math, and the Safe Drinking Water Act. Three (3) separate live online training course offerings (sections). Each course has sequential lessons.

Description	Instructor	Dates	Time
<b>WD1 – Section 1,</b> Region 8 online course	Durbin	(M, W, F)—July (2020) 27, 29, 31, and Aug. 3, 5, 7, 10, 12, 14, 17, 19, 21, 24	1pm-4pm <b>(Mountain Time)</b>
<b>WD1 – Section 2,</b> Region 9-AZ online course	Alvidrez	(M, W, F)—Oct. (2020) 26, 28, 30, Nov. 2, 4, 6, 9, 13, 16, 18, 20, 23, 30, and Dec. 2, 4, 7	8am-11am <b>(Pacific Time)</b>
<b>WD1 – Section 3,</b> Region 9-NV online course	Alvidrez	(M, W, F)—Jan. (2021) 6, 8, 11, 13, 15, 20, 22, 25, 27, 29, and Feb. 1, 3, 5, 8, 10, 12	8am-11am <b>(Pacific Time)</b>

**LEVEL 2:** This course trains qualified Level 1 certified operators in Level 2 Water Distribution (WD 2) system operations. All course work is designed around the processes that will be required of a Level 2 drinking water distribution system operator. This course has significant content and advanced concepts requiring students to study outside of class. One (1) live online training course offering (section) and the course has sequential lessons

Description	Instructor	Dates	Time
<b>WD2 – Section 1,</b> online course	Alvidrez	(M, W, F)—Jan. (2021) 11, 13, 15, 20, 22, 25, 27, 29, and Feb. 1, 3, 5, 8, 10, 12, 17, 19	1pm-4pm <b>(Pacific Time)</b>

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

## WATER TREATMENT TRAINING AND CERTIFICATION PREP

**LEVEL 1:** This course covers Level 1 Water Treatment (WT 1) facility operations. Course topics include water sources and quality, treatment processes, disinfection, laboratory analysis, worker safety, math, and the Safe Drinking Water Act. Six (6) separate live online training course offerings (sections). Each course has sequential lessons. (Note: section numbers are out of order due to rescheduled events)

Description	Instructor	Dates	Time
WT1 – Section 1, online course	Alvidrez	(M, W, F)—July (2020) 27, 29, 31, and Aug. 3, 5, 7, 10, 12, 14, 17, 19, 21, 24	8am-11am (Pacific Time)
WT1 – Section 4, Region 7 online course	Alvidrez	(M, W, F)—Oct. (2020) 14, 16, 19, 21, 23, 26, 28, 30, and Nov. 2, 4, 6, 9, 13, 16, 18, 20	2pm-5pm (Central Time)
WT1 – Section 5, Region 10 online course	Howell	(M, T, W, Th, F)—Nov. (2020) 30, and Dec. 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18	8am-11am (Pacific Time)
WT1 – Section 3, Great Plains Area online course	Durbin	(T, Th)—Jan. (2021) 5, 7, 12, 14, 19, 21, 26, 28, and Feb. 2, 4, 9, 11, 16, 18, 23, 25	8am-11am (Mountain Time)
WT1 – Section 6 Region 5 online course	Garcia	(M, W, F)—Feb. (2021) 1, 3, 5, 8, 10, 12, 17, 19, 22, 24, 26, and Mar. 1, 3, 5, 8, 10	9am-Noon (Central Time)
WT1 – Section 2, Region 9-AZ online course	Durbin	(M, W, F)—Feb. (2021) 17, 19, 22, 24, 26, and Mar. 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24	8am-11am (Pacific Time)

**LEVEL 2:** This course trains qualified Level 1 certified operators in Level 2 Water Treatment (WT 2) facility operations. All course work is designed around the processes that will be required of a Level 2 drinking water treatment facility operator. This course has significant content and advanced concepts requiring students to study outside of class. One (1) online training course offering (section) and the course has sequential lessons.

Description	Instructor	Dates	Time
WT2 – Section 1, online course	Durbin	(T, W, Th)—Oct. (2020) 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29, and Nov. 3, 4, 5, 10, 12	Noon-3pm (Pacific Time)

## SAFE DRINKING WATER ACT (SDWA) TRAINING AND CERTIFICATION PREP

**Safe Drinking Water Act** - This course provides a comprehensive overview if the federal Safe Drinking Water Act, the associated regulatory rules and monitoring, reporting, and public notice requirements. In addition, it provides assistance in completing Consumer Confidence Reports. This course helps prepare operators for the Tribal jurisprudence operator certification Federal Regulatory (FedReg) exam modules for drinking water treatment and drinking water distribution. Two (2) separate live online training course offerings (sections). Each course has sequential lessons.

Description	Instructor	Dates	Time
SDWA 101 – Section 1, online course	Mangin	(T, Th)—January (2021) 19, 21, 26, 28, and February 2, 4, 9, 11, 16, 18, 23, 25	Noon-3pm (Pacific Time)
SDWA 101 – Section 2, online course	Mangin	(M, W, F)—March (2021) 17, 19, 22, 24, 26, 29, and April 2, 5, 7, 9, 12, 14	Noon-3pm (Pacific Time)

## WASTEWATER COLLECTION TRAINING AND CERTIFICATION PREP

**LEVEL 1:** This course covers Level 1 Wastewater Collection (WWC 1) system operations. Course topics include wastewater collection, pipeline inspection, operations & maintenance, lift stations, and math. Three (3) separate live online training course offerings (sections). Each course has sequential lessons.

Description	Instructor	Dates	Time
<b>WWC1 – Section 1,</b> Region 6 online course	Howell	(T, Th)—September (2020) 17, 22, 24, 29, and October 1, 6, 8, 13, 15	9am-Noon ( <b>Mountain</b> Time)
<b>WWC1 – Section 2,</b> online course	Durbin	(M, W, F)—November (2020) 30, and December 2, 4, 7, 9, 11, 14, 16	1pm-4pm ( <b>Pacific</b> Time)
<b>WWC1 – Section 3,</b> online course	Alvidrez	(M, W, F)—February (2021) 22, 24, 26, and March 1, 3, 5, 8, 10	1pm-4pm ( <b>Pacific</b> Time)

**LEVEL 2:** This course trains qualified Level 1 certified operators in Level 2 Wastewater Collection (WC 2) system operations. All course work is designed around the processes that will be required of a Level 2 wastewater collection system operator. This course has significant content and advanced concepts requiring students to study outside of class. One (1) live online training course offering (section) and the course has sequential lessons.

Description	Instructor	Dates	Time
<b>WWC2 – Section 1,</b> online course	Garcia	(T, Th)—February (2021) 2, 4, 9, 11, 16, 18, 23, 25, and March 2, 4, 9, 11, 16, 18, 23, 25	8am-11am ( <b>Pacific</b> Time)

## WASTEWATER TREATMENT TRAINING AND CERTIFICATION PREP

**LEVEL 1:** This course covers Level 1 Wastewater Treatment (WWT 1) facility operations. Course topics include an overview of activated sludge wastewater treatment with review of process components, biological principles of process control using laboratory sampling and testing as well as observations and appearances of treated wastewater sludge, and math. Three (3) separate live online training course offerings (sections). Each course has sequential lessons.

Description	Instructor	Dates	Time
<b>WWT1 – Section 1,</b> online course	Durbin	(M, W, F)—July (2020) 27, 29, 31, and August 3, 5, 7, 10, 12, 14, 17, 19, 21, 24	8am-11am ( <b>Pacific</b> Time)
<b>WWT1 – Section 2,</b> Great Plains Area online course	Alvidrez	(T, Th)—Jan. (2021) 5, 7, 12, 14, 19, 21, 26, 28, and Feb. 2, 4, 9, 11, 16, 18, 23, 25	1pm-4pm ( <b>Central</b> Time)
<b>WWT1 – Section 3,</b> Region 7 online course	BMI	(T, W, Th)—Jan. (2021) 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28, and Feb. 2, 3, 4, 9, 10	2pm-5pm ( <b>Central</b> Time)

**LEVEL 2:** This course trains qualified Level 1 certified operators in Level 2 Wastewater Treatment (WWT 2) facility operations. All course work is designed around the processes that will be required of a Level 2 wastewater treatment facility operator. This course has significant content and advanced concepts requiring students to study outside of class. One live online training course offering (section) and the course has sequential lessons.

Description	Instructor	Dates	Time
<b>WWT2 – Section 1,</b> online course	Garcia	(M, W, F)—Feb. (2021) 17, 19, 22, 24, 26, and Mar. 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24	Noon-3pm ( <b>Pacific</b> Time)

## REGULATIONS FOR WASTEWATER OPERATORS TRAINING AND CERTIFICATION PREP

**Regulations for Wastewater Operators** - This course provides an overview if the federal Clean Water Act, the associated regulatory rules and monitoring, reporting, and public notice requirements. This course helps prepare operators for the Tribal jurisprudence operator certification Federal Regulatory (FedReg) exam modules for wastewater collection and treatment. One (1) live online training course offering (section) has sequential lessons.

Description	Instructor	Dates	Time
Regs for WW Operators, online course	Durbin	(M, W, F)—February (2021) 1, 3, 5, 8, 10	8am-11am (Pacific Time)

## TRIBAL UTILITY MANAGEMENT TRAINING AND CERTIFICATION PREP

**Tribal Utility Management:** training course will introduce the concepts of managing Tribal water utility programs and is designed specifically for Tribal 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. One training course offering (section) and the course has sequential lessons.

Description	Instructor	Dates	Time
TUM1 – Section 1, online course	Alvidrez	(T, Th)—August (2020) 18, 20, 25, 27, and September 1, 3, 8, 10, 15, 17	1pm-4pm (Pacific Time)

## TRIBAL OPERATOR WORKGROUP MEETING

**Tribal Operator Workgroup Meeting:** The Tribal Water & Wastewater Operator Workgroup Meeting provides a forum for Tribal water utility personnel to attend short training seminars, exchange ideas, and learn from their peers. The meeting will provide training on timely topics that are important to both drinking water and wastewater operators. Operators are encouraged to participate in the roundtable discussion sessions.

Description	Instructor	Dates	Time
Wrkgrp Mtg, online event	various	(T)—March (2021) 30, 31	8am-4pm (Mountain Time)

## COMPUTER-BASED TESTING AND PAPER-BOOKLET TESTING

**Computer- Based Testing (CBT)** has resumed and once again provides year-round opportunity for eligible tribal water and wastewater personnel to achieve professional Tribal certification. Depending on local pandemic recovery conditions, certification exams are available at an increasing number of testing center locations within the nationwide testing center network. Pre-registration and approval are required for each CBT appointment. For details and to register, please see CBT Announcement and Registration Packet on the ITCA Tribal Water Systems website. Fees for CBT may apply. Travel expense reimbursements may be available.

**Paper-Booklet Testing (PBT)** exam sessions provide an opportunity for eligible tribal water and wastewater personnel to achieve professional Tribal certification. PBT is currently postponed due to the COVID-19 pandemic. Depending on local pandemic recovery conditions, ITCA will eventually resume offering PBT exam sessions, starting with limitations and with appropriate public health protection measures. Under such conditions, the PBT exam sessions will be announced by email and published on the ITCA Tribal Water Systems website. Paper-Booklet Testing is offered for free through ITCA.

The application process for professional Tribal certification is offered for free through ITCA.

## GENERAL INFORMATION

Registration information for each online training course can be found at:

<http://itca-tribalwaterdepartment.eventbrite.com/>.

Locations and dates are subject to change. Please check published announcements on the ITCA website for final dates and times. ITCA reserves the right to cancel or reschedule any training / meeting event. In the event of a training/meeting change, all registrants for that event will be notified in advance as early as possible. Due to COVID-19 pandemic concerns, future on-site training events will be evaluated on a case-by-case basis.

ITCA National Tribal Water Systems Program provides training and professional operator certification for water and wastewater personnel working on tribal lands. At each training or meeting event listed above, attendees will earn training contact hours that may be accepted towards pre-certification training requirements for new certification or towards professional development hour (PDH)/continuing education credit for renewal of existing professional certification.

ITCA is dedicated to providing Technical Assistance (TA) to tribes in order to develop technical, managerial, financial (TMF) capacity of Tribal water and wastewater utilities. These TA services are provided FREE of charge while funding is available.

Did you know all ITCA Tribal Water System Program trainings AND Certifications are provided FREE OF COST for Tribal Water Utilities?



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## **DEFINITIONS**

**Lesson**—A unit into which a course of study is divided, especially a single, continuous session of formal instruction in a subject. Something that is to be learned or studied, a learning period or a plan for teaching. An amount of teaching given at one time.

**Class**—A particular time and day that a lesson takes place. A group of persons being taught one or more lessons. Class can be used to describe a series of lessons on a particular subject.

**Course**—A series of lessons in a particular subject, typically leading to a qualification.

**Training**—A process of learning the skills you need to do a particular job or activity. Training is the action of teaching someone a particular skill or type of behavior.

## **HOW TO USE THESE TERMS**

Courses are the subjects a person studies in preparation of achieving professional credentialing. Within each course there will be class components such as lectures, tutorials, seminars, workshops, labs, etc. In a class you take lessons. In a course you take many classes. A course is a series of classes that are all in one area of study. When choosing a path to achieve (and maintain) a particular professional credential, you will take classes and courses geared towards that particular professional credential.

The following are simple statements that may help distinguish the difference between a course and a class.

- Courses are made up of multiple lessons (and, in turn, classes)
- Lessons are the building blocks of a course that are taught during class
- Lessons are the subject matter or course material that is taught progressively
- A class is the particular time and day that a lesson takes place

A person that is preparing to achieve or is maintaining (renewing) a professional credential / certification will be required to take training lessons that cover the knowledge, skills, and abilities defined by the applicable Job/Task Analysis or the associated competencies/need-to-know criteria of the applicable certification exam(s).

## **EXAMPLE**

For example, a person who is preparing to achieve Water Treatment-Level 1 operator certification, could choose to take the recommended ITCA General Module & Very Small Water System course, the ITCA Water Treatment-Level 1 course, and the ITCA Safe Drinking Water Act 101 course. Each of these courses would consist of either one week of in-person classes or a series of online class sessions that are each a few hours in duration. Once operator certification is earned, the operator then has three years to accrue 30 hours of approved continuing education to renew the certification. The certified operator would take classes or courses that provide documentation of training with lessons covering the knowledge, skills, and abilities criteria of the applicable Job/Task Analysis or the associated competencies or need-to-know criteria of the applicable certification exam(s).