



ITCA National Tribal Water Systems Operator Certification Program

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



Tribal Utility Management **Training Course and Professional Certification Exam** **(Event ID #24002-blended)**

Entire Course (Parts 1 & 2), January 31 –February 16, 2024

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 #24002, blended with Parts 1 & 2

PART 1, live On-Line
January 31 – February 9, 2024
Mon. / Wed. / Fri.

AND

PART 2, In-Person
February 12-16, 2024
Hosted by the
Morongo Band of Mission Indians
Banning, California

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.

COST:

Personnel of Tribal water / wastewater utilities 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 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 Morongo Band of Mission Indians at their Morongo Reservation Fire Department, which is located at 11581 Potrero Road, Banning, California 92220. The contact phone number for the Morongo Reservation Fire Department is (951) 849-7193.

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

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

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.

<u>PART 1: Live On-Line Class Sessions</u>				
Class Session 1	Class Session 2	Class Session 3	Class Session 4	Class Session 5
Wednesday, January 31, 2024	Friday, February 2, 2024	Monday, February 5, 2024	Wednesday, February 7, 2024	Friday, February 9, 2024
8:00 a.m. – 12:00 p.m. Mountain Standard 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 Morongo Reservation Fire Department in Banning, California</u>			
Date	Activities	Local Time	
		Start	End
Monday, February 12, 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, February 13, 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, February 14, 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, February 15, 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, February 16, 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 January 22, 2024

Training course size is limited. 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 **January 22, 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 February 7, 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 **Wednesday, February 7, 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

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.

- Country Inn Banning: 932 E Ramsey St, Banning, CA 92220, (951) 849-6733
- Quality Inn Banning I-10: 1690 W Ramsey St, Banning, CA 92220, (951) 849-8888
- Holiday Inn Express & Suites an IHG Hotel, 3020 W Ramsey St, Banning, CA 92220, (951) 572-5550
- Hampton Inn & Suites Banning - Beaumont, 6071 Joshua Palmer Wy, Banning, CA 92220, (951) 922-1000

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 92220 in California for the time period of this event is \$184 for lodging and \$69 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. 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, December 11, 2023, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

“In Riverside County, California, 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 #24002-blended)**

PART 1, live on-line, January 31, through February 9, 2024
PART 2, in-person, February 12-16, 2024, Banning, California

(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: **February 7, 2024**.

Complete all three (3) pages of the registration form and return by January 22, 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

Chris.Graham@itcaonline.com



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PART 1, live on-line, January 31, through February 9, 2024
PART 2, in-person, February 12-16, 2024, Banning, California

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 the Morongo Reservation Fire Department, located at 11581 Potrero Road, Banning, California 92220.
- ☐ 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 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 January 22, 2024, you might not receive such items in time for 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 **January 22, 2024**

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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.**

Registrant's Original Signature

Date

Complete all three (3) pages of the registration form and return by **January 22, 2024**

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