



ITCA National Tribal Water Systems Training & Certification Program

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



SAFE DRINKING WATER ACT (SDWA) FEDERAL REGULATIONS TRAINING COURSE & OPERATOR CERTIFICATION EXAM SESSIONS **(Event ID #25001-blended)**

Entire Course (Parts 1 & 2), January 22-31, 2025

**Sponsored by USEPA Region 9
Hosted by Gila River Indian Community**

Includes:

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



Student comments from past offerings of this training course:

“Nikki did an outstanding job. Her presentations were clear and concise.”

“The instructors were over the top, all of them exceeded my expectations.”

“The instructor was great. She explained everything in detail so I could understand. With her lifetime of experience had a lot of stories that helped us understand the importance of water”



NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM
TRAINING EVENT BROCHURE

SAFE DRINKING WATER ACT (SDWA) FEDERAL REGULATIONS TRAINING COURSE
AND OPERATOR CERTIFICATION EXAM SESSIONS
Event ID #25001, blended with Parts 1 & 2

Sponsored by USEPA Region 9

PART 1, live On-Line
January 22-24, 2025
Wed., Thu. and Fri.

AND

PART 2, In-Person
January 27-31, 2025
Chandler, Arizona

THE TRAINING COURSE:

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Safe Drinking Water Act (SDWA) Federal Regulations Training Course**. The course offers over 36 hours of training and is designed to enhance the skills and knowledge of Tribal water utilities personnel.

Students will learn how to find federal SDWA rules, regulations, and supporting documents, as well as how to use and apply them to Tribal water utility scenarios. Subjects covered in this training course will include: Regulatory framework; overview of the various SDWA rules (including the Revised Lead & Copper, Revised Total Coliform, Groundwater, Surface Water, Disinfection Byproducts, Arsenic, and Public Notice rules); maintaining disinfection residual; sample locations and sample plans; compliance monitoring and sampling requirements; interpreting and reporting sample results; maintaining mandatory records; consumer confidence report and public notifications; and significant deficiencies and triggered assessments.

Electronic Tablets containing federal SDWA references and guides will be provided to students during the course. Students are encouraged to keep the Electronic Tablets for use on the job and to assist in their duties as a Tribal drinking water utilities professional.

During the second part of this training course, optional certification exam sessions will be offered for free to allow eligible applicants to take the **Federal Regulations (FedReg) Exam Modules**, which are now required for drinking water operator certification through the ITCA National Tribal Operator Certification Program. Attendees that are only interested in the training may choose not to take the exam.

INSTRUCTOR:

ITCA has contracted with subject-matter expert Ms. Nicole Mangin, of MEC TECH Services, Inc., to instruct this training course. Ms. Mangin has extensive experience in the operations, maintenance, and regulatory compliance of drinking water distribution systems and treatment facilities 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

COST:

Personnel of Tribal water 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 spend time reviewing curriculum content covered during the virtual Part 1.

LOCATION OF PART 2:

Part 2 of the training course will be hosted by the Gila River Indian Community, Public Works Department and will take place at the Wild Horse Pass Water Reclamation Facility, which is located at 6940 W Broken Ear, Chandler, Arizona 85226. The contact phone number for this venue is (520) 610-6126.

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>			
Mandatory Orientation	Class Session 1	Class Session 2	Class Session 3
The course instructor will conduct a virtual 1-on-1 meeting with each individual student for a 30-minute mandatory pre-course orientation.	Wednesday, January 22, 2025	Thursday, January 23, 2025	Friday, January 24, 2025
	8:00 a.m. – 12:00 p.m. Pacific Standard Time		

<u>PART 2: In-Person Class Sessions at the Wild Horse Pass Water Reclamation Facility, near Chandler, Arizona</u>			
Date	Activities	Local Time	
		Start	End
Monday, January 27, 2025	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, January 28, 2025	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, January 29, 2025	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, January 30, 2025	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, January 31, 2025	Morning Exam Session	9:00 a.m.	11:30 a.m. or earlier
	Afternoon Exam Session	1:00 p.m.	3:30 p.m. or earlier

Course Prerequisites

- New Student Orientation Meeting. To be sure everyone is ready for the first day of class, ITCA and MEC TECH Services have set up a new student **orientation meeting** to be completed before the first class session. This will be a brief, one-on-one, on-line meeting between the student and the instructor. During the one-on-one meeting, the student will receive a guided tutorial on how to set up a profile on the learning management system and assess the student's needs for the course. Registrants that are accepted into the course will be contacted for scheduling of the one-on-one meeting.
- Computer Microphone & Camera. 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.

ATTENDANCE & CONTACT HOURS:

Attendees that complete the course requirements will receive written recognition of earned training contact hours based on class participation, attendance, and training course task assignments. 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 January 20, 2025

Training course size is limited and offers Priority Registration for Tribal utilities located in the USEPA Region 9 geographic area (including the states of AZ, CA, and NV). A General Admission Waiting List Registration is available for Tribal utilities located outside of the Region 9 geographic area. To register, click on this event's active link on the ITCA National Tribal Water Systems (TWS) 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 20, 2025**. 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 Exam & Certification section 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 January 27, 2025

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 Modules) to eligible Tribal utilities personnel seeking drinking water 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, January 27, 2025**. 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.

ITCA drinking water operator certification requires two exams—the **FedReg Exam Module** AND the Standardized Exam. The FedReg exam has been uniquely developed to utilize an “open book” format. ITCA will provide to each student an electronic tablet containing the federal regulatory reference documents pre-loaded for examinees to look up as they are taking the Federal Regulations exams. This course teaches students to use these tablets in preparation for these exams. This SDWA Federal Regulations Training Course helps prepare individuals for the FedReg Exam Modules but does NOT prepare individuals for the Standardized Exams, as those are subjects covered in different certification preparatory courses.

Please Note: ITCA does NOT “teach to the certification exams.” Students intending to take one or more operator certification exams during this training course are encouraged to review the applicable **Need-to-Know Criteria** Documentation and the referenced documents recommended for study in association with the particular certification exams.

Paper-Booklet Operator Certification Exam Sessions

The following two (2) paper-booklet certification exam sessions will take place during the in-person Part 2 of the training event for those interested in earning drinking water operator certification through the ITCA National Tribal Operator Certification Program.

- Morning Exam Session – FedReg Exams. On Friday, January 31, 2025, starting promptly at 9:00 a.m. and concluding at or before 11:30 a.m., the Federal Regulations (FedReg) Exam Modules will be administered to interested and eligible Tribal utilities personnel. The following two (2) types of exams will be offered during the morning exam session. During this session, a person may take only one exam.
 - Federal Regulations Exam Module for Water DISTRIBUTION Operator Certification
 - Federal Regulations Exam Module for Water TREATMENT Operator Certification

- Afternoon Exam Session – FedReg Exams. On Friday, January 31, 2025, starting promptly at 1:00 p.m. and concluding at or before 3:30 p.m., the Federal Regulations (FedReg) Exam Modules will be administered to interested and eligible Tribal utilities personnel. The following two (2) types of exams will be offered during the afternoon exam session. During this session, a person may take only one exam.
 - Federal Regulations Exam Module for Water DISTRIBUTION Operator Certification
 - Federal Regulations Exam Module for Water TREATMENT Operator Certification

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.

- Best Western Plus Chandler Hotel & Suites, 7101 W. Sundust Rd., Chandler, AZ 85226, phone: (520) 796-1350
- Super 8 by Wyndham Chandler Phoenix, 7171 W. Chandler Blvd., Chandler, AZ 85226, phone: (480) 961-3888
- Extended Stay America – Phoenix – Chandler, 5035 E. Chandler Blvd., Phoenix, AZ 85048, phone: (480) 753-6700

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. 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 codes 85226 and 85048 in the area of Chandler, Arizona for the time period of this event is \$160 for lodging and \$86 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.

To request a travel expense reimbursement, please submit an *ITCA Travel Expense Reimbursement Claim Form* within fifteen (15) days following the training event. The 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.

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 prior to the start 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. This training event is available for personnel working on Tribal lands located throughout the country. Therefore, some of the attendees and the instructor will travel from various other locations to attend the in-person Part 2 of the event, which 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.



**SAFE DRINKING WATER ACT FEDERAL REGULATIONS TRAINING COURSE
AND OPERATOR CERTIFICATION EXAM SESSIONS
(Event ID #25001-blended)**

PART 1, live on-line, January 22-24, 2025
PART 2, in-person, January 27-31, 2025, Chandler, Arizona

(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

Training materials may be shipped to those who are accepted into this training event. 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: **January 27, 2025.**

Complete all three (3) pages of the registration form and return by **January 20, 2025**

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
amara.kamara@itcaonline.com and diana.eby@itcaonline.com



**SAFE DRINKING WATER ACT FEDERAL REGULATIONS TRAINING COURSE
AND OPERATOR CERTIFICATION EXAM SESSIONS
(Event ID #25001-blended)**

PART 1, live on-line, January 22-24, 2025
PART 2, in-person, January 27-31, 2025, Chandler, Arizona

Name of Registrant: _____
(First) (Last)

- Yes, I do plan on attending the blended format, two-part SDWA Federal Regulations training course (ID #25001), with Part 1 being held on-line, and Part 2 being held in-person in Chandler, Arizona.
- 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 so that others can attend.
- Yes, I understand that if I plan to take an operator 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 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 January 20, 2025, you might not receive such items in time for the first class sessions.)

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 20, 2025**

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
amara.kamara@itcaonline.com and diana.eby@itcaonline.com



**SAFE DRINKING WATER ACT FEDERAL REGULATIONS TRAINING COURSE
AND OPERATOR CERTIFICATION EXAM SESSIONS
(Event ID #25001-blended)**

PART 1, live on-line, January 22-24, 2025
PART 2, in-person, January 27-31, 2025, Chandler, Arizona

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

Two (2) OPTIONAL exam sessions are offered for free on January 31, 2025—one in the morning and one in the afternoon. Therefore, with this registration form, a candidate can sign up to take up to two exams, one exam per session. **NOTICE:** To be considered for approval to take a certification exam, you must submit a separate Application for New Certification for each type of certification for which you are applying, by the application deadline: **January 27, 2025.**

Morning Exam Session—FedReg Exam

Friday, January 31, 2025, 9:00 a.m. to 11:30 a.m.

(Select **only one** type of exam)

- WATER **DISTRIBUTION FEDERAL REGULATIONS EXAM MODULE**
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet)
- WATER **TREATMENT FEDERAL REGULATIONS EXAM MODULE**
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet)

Afternoon Exam Session—FedReg of Exam

Friday, January 31, 2025, 1:00 p.m. to 3:30 p.m.

(Select **only one** type of exam)

- WATER **DISTRIBUTION FEDERAL REGULATIONS EXAM MODULE**
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet)
- WATER **TREATMENT FEDERAL REGULATIONS EXAM MODULE**
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet)

Complete all three (3) pages of the registration form and return by **January 20, 2025**

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

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2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822, Fax: (602) 258-4825
amara.kamara@itcaonline.com and diana.eby@itcaonline.com