



ITCA National Tribal Water Systems Training & Certification Program

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



Paper-Booklet Testing Sessions **For Tribal Water Operator Certification** **(Event ID #25004, in-person)**

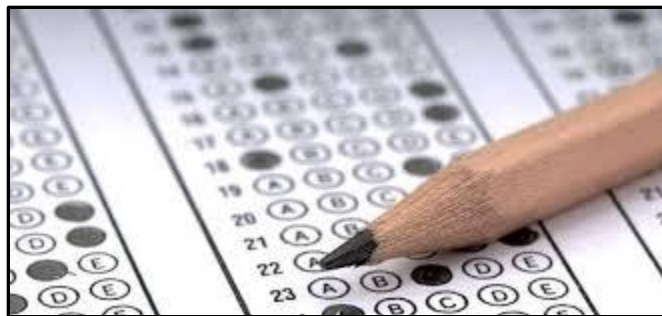
April 24-25, 2025
Reno, Nevada

and

Travel Expense Reimbursement Stipends **For the Region 9 Tribal Drinking Water Conference**

Includes:

- ✓ **FREE Operator Certification Paper-Booklet Exam Sessions** at the Region 9 Tribal Drinking Water Conference
- ✓ **Travel Expense Reimbursement Stipends** for attending the Region 9 Tribal Drinking Water Conference



Dates and Times of Testing:

- **Exam Session** on Thursday, April 24, 2025, from 1:30 p.m. to 5:00 p.m.
 - **Exam Session** on Friday, April 25, 2025, from 8:30 a.m. to 12:00 p.m.
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NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM
EVENT ANNOUNCEMENT

PAPER-BOOKLET TESTING SESSIONS
FOR TRIBAL WATER OPERATOR CERTIFICATION
(Event ID #25004, in-person)

April 24-25, 2025
Reno, Nevada

and

TRAVEL EXPENSE REIMBURSEMENT STIPENDS
FOR THE REGION 9 TRIBAL DRINKING WATER CONFERENCE

PROGRAM OBJECTIVE:

The National Tribal Water & Wastewater Operator Certification Program at the Inter Tribal Council of Arizona, Inc. (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.

PAPER-BOOKLET TESTING SESSIONS:

In an effort to provide improved pathways for personnel of Tribal drinking water systems to achieve professional certification, ITCA is collaborating with the U.S. EPA Region 9 and the Rural Community Assistance Corporation (RCAC) to offer Paper-Booklet Testing Sessions during the **Region 9 Tribal Drinking Water Conference**. The Paper-Booklet Testing Sessions provides Tribal water utilities personnel the opportunity to apply and test for professional certification during the Region 9 Tribal Drinking Water Conference. In addition, ITCA is offering participant travel expense reimbursement stipends for attendees of the Region 9 Tribal Drinking Water Conference.

The following types and levels of professional certification exams will be available for free for eligible personnel of Tribal water utilities.

Water Distribution (WD) Operator Certification
Levels 1, 2, 3, and 4, as well as the required
Federal Regulations Exam Module for WD

Water Treatment (WT) Operator Certification
Levels 1, 2, 3, and 4, as well as the required
Federal Regulations Exam Module for WT

Utility Management: Tribal Utility Management Certification-Level 1

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.

COST:

Paper-Booklet Testing and the application for Tribal certification are **free** for personnel of Tribal water utilities.

LOCATION:

The Paper-Booklet Testing Sessions will be held at the same location as the Region 9 Tribal Drinking Water Conference at the Grand Sierra Resort, which is located at 2500 E. 2nd Street, Reno, Nevada 89595. The phone number for the Grand Sierra Resort is (800) 501-2651.

DATES & TIMES:

The following two (2) certification exam sessions will take place after the Region 9 Tribal Drinking Water Conference. A candidate can sign up to take up to two exams, one exam per session. *Please be advised that prior approval from ITCA is required for admission into the exam sessions. There will be no late admittance into the exam sessions.*

- **Exam Session No. 1:**
The first exam session will take place on Thursday, April 24, 2025, starting promptly at 1:30 p.m. and concluding at or before 5:00 p.m.
- **Exam Session No. 2:**
The second exam session will take place on Friday, April 25, 2025, starting promptly at 8:30 a.m. and concluding at or before 12:00 p.m.

EXAMINATION & CERTIFICATION:

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. During Region 9 Tribal Drinking Water Conference, ITCA staff will be on site to proctor paper-booklet certification exams to eligible personnel of Tribal utilities. Participants must show proof of identity with photograph (such as a driver's license) AND prior written approval from ITCA to be admitted into the examination sessions. Approval is based upon submittal of a completed ITCA *Application for New Certification* by the deadline. 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. Please Note: Individuals who have previously submitted a complete *Application for New Certification* to ITCA within the last 12 months, may already be eligible to take a certification exam (i.e. if you are retesting).

ITCA drinking water operator certification requires two exams—the **Federal Regulations (FedReg) Exam Module** AND the Standardized Exam. The FedReg Exam Module has been uniquely developed to utilize an “open book” format. ITCA will provide to each examinee an electronic tablet containing the federal regulatory reference documents pre-loaded for look-up while taking a Federal Regulations Exam Module. To help prepare individuals for using these tablets, ITCA will offer training sessions during the Region 9 Tribal Drinking Water Conference.

Please Note: Students intending to take one or more operator certification exam are encouraged to review the **Need-to-Know Criteria** documentation and the referenced documents recommended for study in association with the particular certification exams.

EXAM REGISTRATION:

Registration and application for the Tribal operator certification exam sessions is separate from registration for the Tribal Drinking Water Conference. To register and apply for the Tribal operator certification exam sessions, please use following process.

(Step 1) Register to Request Testing..... Deadline: Wednesday, April 9, 2025

To register for certification exam sessions, click on this event’s active link on the ITCA Program webpage (<http://www.itcaonline.com/tws>) to visit the on-line registration platform or manually complete and return the attached Exam Registration Form to ITCA by mail, email, or fax. Exam registration is scheduled to close of business on **April 9, 2025**.

(Step 2) Submit a Complete Application..... Deadline: Tuesday, April 22, 2025

Applications for New Certification are due to ITCA by close of business on Tuesday, April 22, 2025. Applicants deemed eligible by ITCA will receive written approval to take the requested certification exam.

After Tuesday, April 22, 2025, exam registrations that do not have a corresponding complete *Application for New Certification* will be cancelled and a notice of exam registration cancellation will be sent.

REGION 9 TRIBAL DRINKING WATER CONFERENCE:

The 2025 Region 9 Tribal Drinking Water Conference will take place on April 21-24, 2024, and is being arranged by the U.S. EPA Region 9 and RCAC.

Training Contact Hours: Training contact hours earned by conference attendees will be accepted by ITCA towards the training requirements for new certification or as Professional Development Hours (PDH) / continuing education credit towards the renewal of existing certification.

Important Notice: Registration for the conference is separate from registration for the ITCA certification exam sessions. Registration for the conference is administered by RCAC. To register for the conference, please visit the following link: <https://www.rcac.org/trainings/2025-tribal-drinking-water-conference/>

TRAVEL AND LODGING:

You are responsible for making your own travel and lodging arrangements.

TRAVEL EXPENSE REIMBURSEMENT:

Limited travel expense reimbursement stipends (partial reimbursement) are available for individuals who are working on Tribal lands and who attend the conference. Please note: conference attendance is required, but testing for ITCA certification is not required, for receiving a travel expense reimbursement stipend. 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 89595 in Reno, Nevada area for the time period of this event is \$138 for lodging and \$80 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. Per GSA guidelines, participation in provided meals are to be deducted from reimbursement calculations.

Travel Expense Reimbursement Process:

To request a travel expense reimbursement stipend, please follow the steps.

1. Pre-Travel Request Deadline: Tuesday, April 15, 2025

Complete and return the attached *Preliminary Request for Travel Reimbursement Stipend Form* to ITCA by mail, email, or fax by or before close of business on **April 15, 2025**. The form must include the signature of the traveler’s supervisor. Preliminary requests received prior to the start of the conference will be considered on a first-come first-served basis and will be subject to funding availability.

2. ITCA Confirmation

Individuals whose preliminary requests are approved by ITCA will receive written notice prior to the conference, stating the level of funding that ITCA will reserve specifically for the person’s travel to the conference.

3. Post-Travel Actual Expense Claim Deadline: Friday, May 16, 2025

Complete and return the *ITCA Travel Expense Reimbursement Claim Form* to ITCA by mail, email, or fax by or before close of business on **May 16, 2025**. The travel expense claim form must include the signature of the traveler’s supervisor and receipts for the actual travel expenses. ITCA will verify an applicant’s eligibility for reimbursement based on conference attendance records. The ITCA Travel Expense Reimbursement Claim Form will be provided by ITCA and is available upon request.

PUBLIC HEALTH CONSIDERATIONS:

Protection of public health is a top priority and ITCA intends for the examination sessions to align with federal and local guidelines and recommendations. This event is available for personnel working on Tribal lands located throughout a wide geographic area. Therefore, some of the attendees and event personnel will travel from various other locations to attend 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 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.



**PAPER-BOOKLET TESTING SESSIONS
FOR TRIBAL WATER OPERATOR CERTIFICATION
(Event ID #25004, in-person)**

**APRIL 24-25, 2025
RENO, NEVADA**

**in collaboration with the
2025 Region 9 Tribal Drinking Water Conference**

(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)

Will attendee be requesting a **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 the Region 9 Tribal Drinking Water Conference event.

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 22, 2025.**

Complete all three (3) pages of this Exam Registration Form and return by **April 9, 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

diana.eby@itcaonline.com or TWSInfo@itcaonline.com



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Name of Registrant: _____
(First) (Last)

- Yes, I understand that if I plan to take a professional 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 if approved to take a professional certification exam, ITCA will send me written confirmation of a reserved seat at the exam session(s).
- Yes, I understand that I am responsible for making my own travel and lodging arrangements.
- Yes, I understand that photographs taken by ITCA staff at training/meeting/examination 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.

ITCA is an equal opportunity provider. Do you need any special accommodations during the examination session(s)? If so, please describe.

Complete all three (3) pages of this Exam Registration Form and return by **April 9, 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

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Name of Registrant: _____
(First) (Last)

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: **April 22, 2025.**

Two (2) exam sessions are offered for free—one on the afternoon of Thursday, April 24, 2025, and one on the morning of Friday, April 25, 2025. Therefore, with this registration form, a candidate can sign up to take up to two exams: **ONLY ONE (1) EXAM PER SESSION.**

Thursday
April 24, 2025
Exam
Session

Friday
April 25, 2025
Exam
Session

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | WATER DISTRIBUTION FEDERAL REGULATIONS EXAM MODULE
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet) | <input type="checkbox"/> |
| <input type="checkbox"/> | WATER DISTRIBUTION SYSTEM OPERATOR
(110-questions, ABC/WPI 2019-edition standardized, closed-book exam)
Select a level: L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4 <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | WATER TREATMENT FEDERAL REGULATIONS EXAM MODULE
(40-questions, open-book exam for all levels, reference materials provided by ITCA on electronic tablet) | <input type="checkbox"/> |
| <input type="checkbox"/> | WATER TREATMENT FACILITY OPERATOR
(110-questions, ABC/WPI 2019-edition standardized, closed-book exams)
Select a level: L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4 <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | TRIBAL UTILITY MANAGEMENT CERTIFICATION
(100-questions, closed-book exam) | <input type="checkbox"/> |

Complete all three (3) pages of the registration form and return by **April 9, 2025**
Send completed form by e-mail, fax, or mail, to the following:

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TRIBAL WATER DEPARTMENT
INTER TRIBAL COUNCIL OF ARIZONA, INC.
PRELIMINARY APPLICATION FOR TRAVEL REIMBURSEMENT STIPEND

For the Region 9 Tribal Drinking Water Conference

STIPEND APPLICATIONS MUST BE SUBMITTED TO THE ITCA TRIBAL WATER DEPARTMENT BY **APRIL 15, 2025**

TRAVELER'S NAME: _____ PHONE NUMBER: _____
 TRIBE/ORGANIZATION REPRESENTED: _____

REIMBURSEE (Person, Tribal Agency or Organization to be Reimbursed)

NAME/ORGANIZATION: _____

ADDRESS: _____

PURPOSE OF TRIP: _____

POINT OF ORIGIN: _____ DESTINATION: _____

PLANNED DATE & TIME OF DEPARTURE:

DEPARTURE: Date _____ Time _____ am/pm

ARRIVAL (at destination): Date _____ Time _____ am/pm

PLANNED DATE & TIME OF RETURN TRIP:

DEPARTURE: Date _____ Time _____ am/pm

ARRIVAL: (at home) Date _____ Time _____ am/pm

Number of Days on Travel * _____

(*According to GSA, the first and last day of travel is always calculated at 75 percent of the per diem rate)

EXPENSES:

	Applicant Estimate	Official Use Only Amount Available from ITCA
Per Diem for Meals & Incidentals		
Per Diem Rate for Meals _____		
No. of Travel Days* _____	\$ _____	\$ _____
Hotel—without tax	\$ _____	\$ _____
Miscellaneous (e.g., hotel tax, utility tax, other taxes).....	\$ _____	\$ _____
Airfare	\$ _____	\$ _____
Automobile (check one)		
<input type="checkbox"/> Rental Car \$ _____	\$ _____	\$ _____
<input type="checkbox"/> Non-privately Owned Vehicle (ex., Tribal, company)		
Gas	\$ _____	\$ _____
<input type="checkbox"/> Personal Vehicle		
TOTAL MILEAGE (round trip): _____ x \$0.67/mile	\$ _____	\$ _____
Taxi/Shuttle/Parking	\$ _____	\$ _____
Other	\$ _____	\$ _____
TOTAL =		

"I hereby certify that the request for proposed travel reimbursement stipend presented here is a best approximation of expenses that are expected to be incurred in the performance of my official duties as an authorized representative of the tribe or tribal organization which I serve".

TRAVELER'S SIGNATURE: _____ DATE: _____

SUPERVISOR/AUTHORIZED BY: NAME (Please Print): _____

SIGNATURE: _____ DATE: _____

ITCA OFFICE USE

APPROVED BY: _____ DATE: _____