



ITCA National Tribal Water Systems Training & Certification Program

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



WATER TREATMENT – LEVEL 1 **Operator Certification Training Course (#26001-blended)**

Entire Course (Parts 1 & 2), March 2-13, 2026

In-person Part 2 at DoubleTree by Hilton in Billings, Montana

Includes:

- ✓ Comprehensive training for personnel of Tribal water 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 course:

*“Niki 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

WATER TREATMENT - LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID #26001-blended)
Parts 1 & 2

PART 1, live On-Line
March 2 – 6, 2026
Monday thru Friday

AND

PART 2, In-Person
March 9 – 13, 2026
Billings, Montana

THE TRAINING COURSE:

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Water Treatment - Level 1** training course. The course offers over 48 hours of training and is designed to enhance the skills and knowledge of Tribal drinking water treatment facility operators. Subjects covered in this training course will include: water sources and quality, treatment processes, disinfection, laboratory analysis, worker safety, math, the Safe Drinking Act, and more. 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 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 exams 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 Nicole Mangin, of MEC Tech Services, Inc., to instruct this training course. Nicole Mangin has extensive experience working in Indian Country and in the operation and maintenance of water treatment facilities.

LOCATION:

Part 2 of the training course will take place at the Doubletree by Hilton Billings, which is located at 27 North 27th Street, **Billings, Montana** 59101. The contact phone number for the Doubletree by Hilton Billings is (406) 252-7400.

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
Monday, March 2, 2026	Tuesday, March 3, 2026	Wednesday, March 4, 2026	Thursday, March 5, 2026	Friday, March 6, 2026
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 Doubletree by Hilton Billings in Billings, Montana</u>			
Date	Activities	Local Time	
		Start	End
Monday, March 9, 2026	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, March 10, 2026	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.	2:00 p.m.
	Operator Certification Exam Session A	2:00 p.m.	5:00 p.m. or earlier
Wednesday, March 11, 2026	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, March 12, 2026	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, March 13, 2026	Class Session 14	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

for free. ITCA staff will be available during the in-person Part 2 of the training event to proctor paper-booklet certification exams (both the Federal Regulations Exam Module and the ABC/WPI Standardized Exam) to eligible Tribal utilities personnel seeking Water Treatment – 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, March 9, 2026**. 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 a complete application as soon as possible.

Important Notice: 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 make available to each student an electronic tablet containing the federal regulations reference documents pre-loaded for examinees to look up as they are taking the Federal Regulations exam. This course provides students with practice in using these tablets.

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 Federal Regulations Exam Module for Drinking Water Treatment Operator Certification can be found on the ITCA website at: <http://www.itcaonline.com/tws>.
- The ABC/WPI Need-to-Know Criteria for Water Treatment 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.

- DoubleTree by Hilton Hotel Billings, 27 N 27th St, Billings, MT 59101, (406) 248-7151
- Northern Hotel, 19 N Broadway, Billings, MT 59101, (406) 867-6767
- Best Western Plus Clocktower Inn, 2511 1st Ave N, Billings, MT 59101, (406) 259-5511

TRAVEL EXPENSE REIMBURSEMENT:

Limited travel expense reimbursement funding is available for individuals who are working on Tribal lands and who attend the 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 code 59101 in the area of Billings, Montana for the time period of the in-person Part 2 of this event is \$110 for lodging and \$68 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 \$0.70 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. 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.

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. This form is available upon request. The form must include the signature of the confirmed registrant's supervisor. Preliminary applications received 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. This training event is available for personnel working on Tribal lands located throughout the country. Therefore, some of the attendees, the instructor / speakers, and facilitators 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 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 TREATMENT – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID #26001-blended)**

PART 1, live on-line, March 2 - 6, 2026
PART 2, in-person, March 9 - 13, 2026, Billings, Montana

(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 a **travel expense reimbursement stipend**? ☐ YES ☐ NO

Will attendee be taking the **Water Treatment - Level 1 certification exams**? ☐ YES ☐ NO

Exam sessions will be offered for free during Part 2 of this training course. **NOTICE:** To be considered for approval to take the Water Treatment - Level 1 certification exams, you must submit an Application for New Certification, by the application deadline: **March 9, 2026**.

What do you hope to get out of this training course? (Select all that applies)

Training hours Certification prep Networking Other

Complete the 2-page registration form and return by February 25, 2026

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

andrell.williams@itcaonline.com and justin.cavanaugh@itcaonline.com



**WATER TREATMENT – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID #26001-blended)**

PART 1, live on-line, March 2 - 6, 2026
PART 2, in-person, March 9 - 13, 2026, Billings, Montana

Name of Registrant: _____
(First) (Last)

- ☐ Yes, I do plan on attending the blended format, two-part Water Treatment – Level 1 training course, (ID #26001) with Part 1 being held on-line, and Part 2 being held in-person at the Doubletree by Hilton Hotel Billings, which is located at 27 North 27th Street, Billings, Montana 59101.
- ☐ Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat and will ship to me materials for this course.
- ☐ 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 Water Treatment - Level 1 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 if your registration is received after February 25, 2026, you might not receive such items in time for the first sessions of the on-line Part 1 of the course.)

☐ NO ☐ YES

ITCA is an equal opportunity provider. Do you need any special accommodations during the event? If so, please describe.

Complete the 2-page registration form and return by February 25, 2025

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

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