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 Distribution – Level 1
Operator Certification Training Course (#27001-blended)

Entire Course (Parts 1 & 2), January 4 – January 15, 2027

In-person Part 2 USGS Southwest Biological Science Center in Flagstaff, Arizona

Includes:

- ✓ Comprehensive operator certification 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 course:

"Everything was great and very helpful."

"I appreciate the clarity on the subjects being talked about"

NATIONAL TRIBAL WATER SYSTEMS OPERATOR CERTIFICATION PROGRAM
TRAINING EVENT BROCHURE

WATER DISTRIBUTION - LEVEL 1

OPERATOR CERTIFICATION TRAINING COURSE (Event ID #27001-blended)
Parts 1 & 2

PART 1, live On-Line	**AND**	**PART 2, In-Person**
January 4 – January 8, 2027		**January 11 – January 15, 2027**
Monday through Friday		**Flagstaff, Arizona**

THE TRAINING COURSE:
The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Water Distribution - Level 1** training course. The course offers over 48 hours of training and is designed to enhance the skills and knowledge of personnel that operate Tribal drinking water distribution systems. Subjects covered in this training course will include: drinking water distribution and system design, piping, meters and valves, fire hydrants, pumps, water storage, water disinfection, the Safe Drinking Water Act, water sampling and testing, math relating to water system operation, and worker safety. 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:
Personnel of Tribal water utilities may attend this training course for **free**.

INSTRUCTOR:
ITCA has contracted with subject-matter expert Ms. Charolotte Jones, AZ Safe Water LLC, to instruct this training course. Ms. Jones has extensive experience in the operation and maintenance of drinking water systems in Indian Country.

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.

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

LOCATION OF PART 2:
Part 2 of the training course will take place at the **USGS Southwest Biological Science Center** located at 2255 N. Gemini Drive, Flagstaff, Arizona, 86001. The contact phone number for the USGS Southwest Biological Science Center is (928) 556-7094.

DATES & TIMES:
The training and certification event will follow the tentative schedule shown in the below table. A course syllabus with full agenda will be provided to individuals that are accepted into the course.

PART 1: Live On-Line Class Sessions				
Class Session 1	Class Session 2	Class Session 3	Class Session 4	Class Session 5
Monday, January 4, 2027	Tuesday, January 5, 2027	Wednesday, January 6, 2027	Thursday, January 7, 2027	Friday, January 8, 2027
8:00 a.m. – 12:00 p.m. Pacific 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.

PART 2: In-Person Class Sessions at the USGS Southwest Biological Science Center in Flagstaff, Arizona			
Date	**Activities**	**Local Time**	
		Start	**End**
Monday, January 11, 2027	Class Session 6 Lunch Break (on your own) Class Session 7	8:00 a.m. 12:00 p.m. 1:00 p.m.	12:00 p.m. 1:00 p.m. 5:00 p.m. or earlier
Tuesday, January 12, 2027	Class Session 8 Lunch Break (on your own) Class Session 9 Operator Certification Exam Session A	8:00 a.m. 12:00 p.m. 1:00 p.m. 2:00 p.m.	12:00 p.m. 1:00 p.m. 2:00 p.m. 5:00 p.m. or earlier
Wednesday, January 13, 2027	Class Session 10 Lunch Break (on your own) Class Session 11	8:00 a.m. 12:00 p.m. 1:00 p.m.	12:00 p.m. 1:00 p.m. 5:00 p.m. or earlier
Thursday, January 14, 2027	Class Session 12 Lunch Break (on your own) Class Session 13	8:00 a.m. 12:00 p.m. 1:00 p.m.	12:00 p.m. 1:00 p.m. 5:00 p.m. or earlier
Friday, January 15, 2027	Class Session 14 Lunch Break (on your own) Operator Certification Exam Session B	8:00 a.m. 12:00 p.m. 1:00 p.m.	12:00 p.m. 1:00 p.m. 5:00 p.m. or earlier

The following two (2) certification exam sessions will take place during the in-person Part 2 of the training event for those interested in earning the Water Distribution – Level 1 Operator Certification through the ITCA National Tribal Water & Wastewater Operator Certification Program. *Please be*

advised that prior approval from ITCA is required for admission into the exam sessions. There will be no late admission into the exam sessions.

- Exam Session A—On Tuesday, January 12, 2027, starting promptly at 2:00 p.m. and concluding at or before 5:00 p.m., the Federal Regulations Exam Module for Drinking Water Distribution Operator Certification will be administered to interested and eligible Tribal water utilities personnel. This will be an open-book exam using only content approved by ITCA.
- Exam Session B—On Friday, January 15, 2027, starting promptly at 1:00 p.m. and concluding at or before 5:00 p.m., the Standardized ABC/WPI Exam (2019-edition) for Water Distribution – Level 1 operator certification will be administered to interested and eligible Tribal water utilities personnel. This will be a closed-book exam.

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 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 December 29, 2026
Training course size is limited. 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 on-line 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 **December 29, 2026**. 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 11, 2027**
Water utilities personnel operating systems located on federal trust Tribal lands (Indian reservations) may apply for the ITCA operator certification and take the operator certification exams 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 Regulatory Exam Module and the ABC/WPI Standardized Exam) to eligible Tribal utilities personnel seeking Water Distribution – 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, January 11, 2027**. 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.

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 Distribution Operator Certification can be found on the ITCA website at: http://www.itcaonline.com/tws.
- The ABC/WPI Need-to-Know Criteria for Water Distribution 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.

- La Quinta Inn & Suites by Wyndham Flagstaff, 2015 S. Beulah Blvd., Flagstaff, AZ 86001, phone: (928) 307-1074
- Baymont by Wyndham Flagstaff, 2005 S. Milton Rd., Flagstaff, AZ 86001, phone: (928) 255-5435
- Holiday Inn Express Flagstaff, an IHG Hotel, 2320 E. Lucky Ln., Flagstaff, AZ 86004, phone: (928) 714-1000

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 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 code 86001 in Flagstaff, Arizona for the time period of this event is $113 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 $0.72 per mile. Per 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.

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 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. 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 DISTRIBUTION – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID#27001 – blended)

PART 1, live on-line, January 4 – 8, 2027
PART 2, in-person, January 11 – 15, 2027, Flagstaff, 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
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 Distribution – 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 Distribution – Level 1 certification exams, you must submit an *Application for New Drinking Water Certification* by the application deadline: **January 11, 2027.**

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 December 29, 2027
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

WATER DISTRIBUTION – LEVEL 1
OPERATOR CERTIFICATION TRAINING COURSE (Event ID#27001-blended)

PART 1, live on-line, January 4 – 8, 2027
PART 2, in-person, January 11 – 15, 2027, Flagstaff, Arizona

Name of Registrant: _____
(First) (Last)

- ❑ Yes, I do plan on attending the blended format, two-part Water Distribution – Level 1 training course, with Part 1 being held on-line, and Part 2 being held in-person at the USGS Southwest Biological Science Center, which is located at 2255 N. Gemini Drive, Flagstaff, AZ 86001.
- ❑ 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 an operator certification exam(s), 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 December 29, 2026, 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 the 2-page registration form and return by December 29, 2027
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