



NATIONAL TRIBAL WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM  
EVENT ANNOUNCEMENT

**PAPER-BOOKLET TESTING SESSIONS**  
**FOR PROFESSIONAL CERTIFICATION**

**December 8, 2022**  
**San Diego, California**

**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 system operators working in Indian Country. ITCA-issued certification in drinking water or wastewater is deemed equivalent and accepted through reciprocity (exam waiver) by numerous states, including the State of California. Tribal operator certification is an additional way by which Tribal governments can exercise their sovereignty and promote their self-determination goals.

**PAPER-BOOKLET TESTING SESSION:** In an effort to provide improved pathways for Tribal drinking water and wastewater system operators to achieve professional certification, ITCA is offering Paper-Booklet Testing Sessions in coordination with a Tribal Distribution Operator training course being conducted by the Rural Community Assistance Corporation (RCAC). The Paper-Booklet Testing Session provides Tribal water and wastewater utility personnel the opportunity to apply and test for professional certifications following the training course.

**CERTIFICATION EXAMINATION:** The following professional certification examinations will be offered for Tribal personnel through Paper-Booklet Testing.

Drinking Water (ABC 2012 edition exams)  
Very Small Water System  
Treatment—Levels 1, 2, 3, and 4  
Distribution—Levels 1, 2, 3, and 4

Wastewater (ABC 2012 edition exams)  
Collection—Levels 1, 2, 3, and 4  
Treatment—Levels 1, 2, 3, and 4

Utility Management (ITCA customized exam)  
Tribal Utility Management Certification-Level 1

Tribal water and wastewater system operators seeking professional certification from ITCA during this session must register and submit a completed ITCA *Application for New Certification* by the application deadline. The application and testing for ITCA certification is free. The ITCA eligibility criteria (qualifying education, training, and work experience) and application forms are provided within the *ITCA Operator Certification Application Booklets*, which are available on the ITCA website or can be obtained by directly contacting ITCA. You must submit a completed *Application for New Certification* for the specific type of certification exam for which you are applying.

*ITCA 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

An applicant must have prior written approval from ITCA to be admitted into the exam session. To be considered for prior approval, you must submit a registration form and a completed application by the deadline. Please Note: Individuals who have previously submitted a complete *Application for New Certification* with ITCA (i.e. if you are retesting), may already be eligible to take the certification exam. To determine eligibility, please contact ITCA at (602) 258-4822.

**LOCATION:** The Paper-Booklet Testing Session will be held at the DoubleTree by Hilton Hotel San Diego – Hotel Circle located at 1515 Hotel Circle South, San Diego, California 92108. The phone number for the DoubleTree is (619) 881-6900.

**PARKING:** The exam session hotel location offers use of an on-site parking garage, normally \$28 per day. A discounted day-of-event rate of \$15.00 may be available under the event / group name: Inter Tribal Council of Arizona. Event parking fees are reimbursable through the ITCA travel expense reimbursement process described on page 3 of this announcement.

**DATES & TIMES:** The certification exams will be proctored by ITCA staff on **Thursday, December 8, 2022.** Eligible applicants may choose between two separate examination times—morning or afternoon—to take the traditional Paper-Booklet exam(s). *Please be advised that prior approval from ITCA is required for admission into the examinations. There will be no late admittance into the examinations.*

**Morning Examination:**

The morning examination will start promptly at 8:30 AM and conclude at or before 12:00 PM.

**Afternoon Examination:**

The afternoon examination will start promptly at 1:00 PM and conclude at or before 4:30 PM.

**COST:** Both the application for Tribal operator certification and Paper-Booklet Testing are free for eligible Tribal personnel.

**THE PROCESS:** Registration and application for the Tribal operator certification exam session is separate from registration for the RCAC training course. These exam sessions are independent of any training event. Participation in these exam sessions does not require participation in any ITCA or RCAC training event. To register and apply for the Tribal operator certification exam session, please complete the following steps.

**(Step 1) Register to Request Testing .....**Deadline: Friday, December 2, 2022****

Please complete the attached ITCA Paper-Booklet Testing Registration Form and return by email, fax, or mail to ITCA by close of business on Friday, December 2, 2022.

**(Step 2) Submit a Complete Application .....**Deadline: Friday, December 2, 2022****

*Applications for New Certification* are due to ITCA by close of business on Friday, December 2, 2022. Applicants deemed eligible by ITCA will receive written approval to take the requested certification exam.

After Friday, December 2, 2022, registration forms that do not have a corresponding *Application for New Certification* will be cancelled and a notice of registration cancellation will be sent by ITCA.

**TRAVEL AND LODGING:** You are responsible for making your own travel and lodging arrangements.

**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 this paper-booklet exam session. Prior to traveling to the paper-booklet testing sessions, preliminary applications for proposed travel expense reimbursement stipends will be considered for funding by ITCA. Preliminary applications will be considered on a first-come first-served basis and will be subject to funding availability.

Please follow the steps below if you are interested in receiving a travel expense reimbursement stipend.

1. Submit a completed *Preliminary Application for Travel Reimbursement Stipend* to ITCA before traveling to the training course. The form must include the signature of the attendee's supervisor. The *Preliminary Application Form* is available from ITCA upon request.
2. Applicants that are approved by ITCA will receive written notice stating the level of funding available for their travel reimbursement stipend.
3. Following travel, traveler must submit a complete *Final Travel Expense Reimbursement Claims Form* with attached receipts.

Preliminary applications shall include proposed travel expenses that meet the federal government GSA rates. The maximum per diem rate for San Diego, California for the period of this event is \$161 for lodging and \$74 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 \$0.625 per mile.

**PUBLIC HEALTH & PANDEMIC MITIGATION:** Protection of public health is a top priority and ITCA intends for this in-person paper-booklet exam session event to align with federal and local guidelines and recommendations.

As of the date of this ITCA event announcement, November 3, 2022, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

“The COVID-19 Community Level in San Diego County, California 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 mask.”

Nonetheless, this paper-booklet exam session event is available for personnel working on federal trust Tribal lands (Indian reservations) located throughout the country. Some of the examinees and all of the examination proctors will travel from various other locations to be in attendance at this event. Both of the paper-booklet exam sessions (morning and afternoon) are indoor events within a single meeting room and will be limited to no more than 40 examinees per exam session. Examinees will be placed in an every-other seat pattern roughly six-feet apart for social distancing and for exam proctoring best practices. Individual examinees are free to choose whether or not to wear a face mask during the exam.

For additional information on Paper-Booklet Testing, please contact the ITCA Tribal Water Department at (602) 258-4822.

# REGISTRATION FORM—Paper-Booklet Testing



## EXAMINATION FOR TRIBAL WATER AND WASTEWATER PROFESSIONAL CERTIFICATION



Doubletree by Hilton Hotel San Diego – Hotel Circle  
1515 Hotel Circle South, San Diego, California 92108  
December 8, 2022

*(Please Print Clearly)*

Name of Applicant: \_\_\_\_\_  
(First) (Last)

Title/Position: \_\_\_\_\_

Tribe/Organization: \_\_\_\_\_

Tribal Utility/Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Mailing) (Street/P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Will attendee be requesting **travel expense reimbursement stipend**?  YES  NO

### HEALTH & SAFETY STATEMENT

Read and checkmark to agree to the health and safety statement.

To be considered for approval to take a certification exam, 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 examination session for ITCA certification. I understand the hazards of the novel 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 examination for ITCA certification, 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 testing, I agree to comply with all COVID-19 policies, rules, guidelines, signage, and instructions provided by examination services providers for ITCA certification.**

\_\_\_\_\_  
Applicant's Original Signature

\_\_\_\_\_  
Date

**Complete both registration form pages (1 and 2) and return by **December 2, 2022****

**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

[michelle.ragsdale@itcaonline.com](mailto:michelle.ragsdale@itcaonline.com) or [harrenson.gorman@itcaonline.com](mailto:harrenson.gorman@itcaonline.com)

# REGISTRATION FORM—Paper-Booklet Testing



## EXAMINATION FOR TRIBAL WATER AND WASTEWATER PROFESSIONAL CERTIFICATION



Doubletree by Hilton Hotel San Diego – Hotel Circle  
1515 Hotel Circle South, San Diego, California 92108  
December 8, 2022

Name of Applicant: \_\_\_\_\_  
(First) (Last)

Two (2) exam sessions are offered for free on December 8, 2022—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 exam for which you are applying, by the application deadline: **December 2, 2022.**

<u>Certification Exam Title</u>	<u>MORNING Exam Session</u> 8:30 A.M. to 12:00 noon <b><u>(SELECT ONLY 1)</u></b>	<u>AFTERNOON Exam Session</u> 1:00 P.M. to 4:30 P.M. <b><u>(SELECT ONLY 1)</u></b>
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**VERY SMALL WATER SYSTEM OPERATOR** .....  .....   
 (50-question, ABC Exam)

**WATER TREATMENT SYSTEM OPERATOR**  
 (100-questions, ABC/WPI 2012-edition standardized exams)  
 select a level: L1  L2  L3  L4  .....  .....

**WATER DISTRIBUTION SYSTEM OPERATOR**  
 (100-questions, ABC/WPI 2012-edition standardized exams)  
 select a level: L1  L2  L3  L4  .....  .....

**WASTEWATER COLLECTION SYSTEM OPERATOR**  
 (100-questions, ABC/WPI 2012-edition standardized exams)  
 select a level: L1  L2  L3  L4  .....  .....

**WASTEWATER TREATMENT SYSTEM OPERATOR**  
 (100-questions, ABC/WPI 2012-edition standardized exams)  
 select a level: L1  L2  L3  L4  .....  .....

**TRIBAL UTILITY MANAGEMENT CERTIFICATION-LEVEL 1** .....  .....   
 (100-question, ITCA Custom Exam)

**Complete both registration form pages (1 and 2) and return by December 2, 2022**

**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  
[michelle.ragsdale@itcaonline.com](mailto:michelle.ragsdale@itcaonline.com) or [harrenson.gorman@itcaonline.com](mailto:harrenson.gorman@itcaonline.com)