



# 2019 Training Program

## Class Information

Class Times: 8:30 am – 4:00pm

### Registration

*Prepayment is required – NO Invoicing*

Online Registration/Payment: **PAPropane.com**

**Class** fee includes; instructor, training facility, course book(s), lunch and breaks. Testing is optional and is an additional charge. Students are responsible for travel expenses and making hotel reservations.

**Registration fees are nonrefundable.** No refunds after registration is received however substitutions are allowed.

Payment is expected when registering, however, if a student signs up without payment, it is assumed they will attend. An invoice will be sent and payment is expected even if they are a no show since the textbook/test, meals and refreshments have been ordered for the student based on his/her registration.

**Late Registrations** - Registrations received fourteen (14) days or less prior to the start of each class will be charged a \$35 late registration fee (per student). If not paid, you will be invoiced for late fee.

#### Class Size

- o A minimum of ten students for each class is required to avoid cancellation of a class.
- o Classes are limited to five attendees per company location.
- o Most classes are limited to 20 students.
- o Registration closes when a class is filled.

Training books/materials will be distributed on the first day of each class.

*Basic Principles & Practices 1.0 is a prerequisite for all CETP classes*

#### Additional Books Required:

**NFPA #58 is required** for Basic Principles & Practices, all Delivery Courses, Plant Operations and Distribution Systems.

**NFPA #54 is required** for Gas Check, Distribution Systems, and Appliance Service.

The 2008 NFPA #58 and 2009 NFPA #54 editions is the current adopted industry standard in Pennsylvania.

Compressed Gas Association's (CGA) **Pamphlets C-6 and C-6.3 is required** for Cylinder Requalification.

**These additional books may be brought to class or purchased through PAPGA.**

### Class Locations

#### Bensalem

Ray Murray, Inc., 1443 Wells Drive  
Bensalem, PA 19020 215.639.1212

#### Elizabethtown

Tarantin Industries, Inc., 30 Industrial Road  
Elizabethtown, PA 17022 717.972.8750

#### Allentown

F.W. Webb Company, 1665 East Race Street  
Allentown, PA 18109 484.488.3669

#### Waynesburg (Western, PA)

Stuck Enterprises, Inc., 1115 East High Street  
Waynesburg, PA 15370 724.627.3757

### Hotel Information

Students are responsible for travel expenses and making hotel reservations.

#### Bensalem

Holiday Inn  
3499 Street Road, Bensalem, PA 19020  
215.638.1500 ext. 2186

#### Elizabethtown

Holiday Inn  
815 Eisenhower Boulevard, Middletown, PA 17057  
717.939.1600  
Tarantin Industries Rate: \$ 85 (until May 15)  
\$ 99 (beginning May 16)

#### Allentown

Fairview Inn & Suites  
2140 Motel Drive, Bethlehem, PA 18018  
610.867.8681

#### Holiday Inn

3375 High Point Blvd., Bethlehem, PA 18017  
610.882.2255

#### Waynesburg

Hampton Inn  
227 Greene Plaza, Waynesburg, PA 15370  
724.802.1010

# 2019 Course Guide

## Certified Employee Training Program (CETP)

### CETP Basic Principles & Practices (BP&P) of Propane 1.0

This class is a prerequisite for all CETP classes and covers physical properties and combustion characters of propane, how propane is produced & transported; identifying industry standards, safety codes and regulations, identifying basic parts of tanks, cylinders and bulk storage installation, maintaining a safe working environment, identifying commonly used hand tools and supplies and serving the customer.

### CETP Delivery Combo: Bobtail and Cylinder Delivery Operations 2.2/2.4

This three-day class is designed for bobtail and cylinder delivery drivers. This course provides current information, delivery practices and procedures to safely and efficiently deliver propane to customers.

### CETP Designing & Installing Exterior Distribution Systems 4.1

This class will focus on designing and installing the *exterior* portions of a vapor distribution system for both residential and small commercial markets. Course objectives include: Properly determine an effective system load. • Identify factors affecting selection of a properly-sized container. • Select and install an appropriate container for a vapor distribution system. • Identify requirements for establishing a container location. • Identify how to properly select, size, and install pipe and tubing for a vapor distribution system. • Explain how to analyze and prevent corrosion. • Identify the steps to sizing, selecting, and installing regulators. • Describe how to properly select and install a vapor meter. • Discuss primary special installations that correspond with a vapor distribution system.

### CETP Placing Distribution Systems & Appliances into Operation 4.2

This class focuses on the *interior* portions of the piping system and on the checks and tests required when installing new piping and regulators or restoring service to an existing vapor distribution system. Course objectives include: Identify the different vapor distribution system and appliance checks and tests and recognize the steps to perform them. • Explain the general procedure for placing a vapor distribution system into operation and when to make the final connection to turn on the system. • Identify how to validate container, pipe and tubing, regulator, and vapor meter installations. • Understand the importance of proper venting, combustion air, and purging. • Identify appliance controls and safety devices and understand their purpose. • Understand the basic characteristics of burning propane to include the components of a burner, air adjustments, and flame abnormalities. • Understand the importance of communicating customer safety information.

### CETP Installing Appliances & Interior Vapor Distribution Systems 4.3

This class focuses on how to design and install a vapor distribution system *inside a structure or within any portion of the system installed under the scope of NFPA 54*. Course objectives include: Identify different appliance types, requirements, and restrictions. • Understand the design and installation considerations for gas appliances. • Explain how to design and install natural, direct, and mechanical draft venting systems. • Identify how to determine system pressure and load and other piping considerations. • State how to convert gas appliances and add appliances to a system. • Understand the process of installing interior piping.

### CETP Designing and Installing Dispenser Transfer Systems 5.1

This course is a mix of classroom and hands-on training. Students will identify the proper container and location for a dispenser; including required tank valves, and fittings along with verifying all required components are present, etc. **Students will build an actual dispenser station.**

### Cylinder Requalification

This class covers the Compressed Gas Association's (CGA) pamphlets C-6 and C-6.3 to provide a step-by-step process for requalifying a cylinder. Students will be shown how to take measurements and calculate formulas required during the inspection process. At the conclusion of class, students receive a certificate of completion.

### Gas Check

This class will clearly define what a Gas Check is and what a Gas Check is not. Conducting a residential or small commercial safety inspection is a critical task for propane professionals and is the key component of keeping customers comfortable and safe. This class offers two types of inspections; 1) A 'Gas System' Check which can be completed on the gas delivery system, including the containers, regulators, and appurtenances; and 2) A 'Gas Appliance System Check' which can be completed on the gas delivery system and all propane-burning appliances. The class focuses on items that should be included in a Gas Check inspection. At the conclusion of class, students receive a certificate of completion.

### Tank Evacuation

Perhaps the most anxious moment a propane employee experiences is evacuating propane from a tank. Thoroughly understanding all the components involved in propane evacuations is extremely important. In this class, you will gain confidence and be capable of performing the evacuation process safely. This training is hands-on and will involve attaching the valves, hoses and compressors to transfer propane from a tank to a bobtail. At the conclusion of class, students receive a certificate of completion.

# Important Information

## Submitting Skills Assessments

The skills assessment is a hands-on evaluation in which the student physically demonstrates they can perform the required tasks addressed in the CETP program.

Once completed, the skills affidavit must be signed by a registered skills evaluator verifying the evaluation and **submitting** to ITS **within TWELVE (12) months of passing the exam**. *It is important to meet this deadline in order to qualify for certification.*

NOTE: The Skills Evaluator must be the student's supervisor or another qualified person who has completed the CETP program being evaluated or is familiar with the subject matter.

CETP Certification requires the employee seeking certification cannot act as his/her own evaluator.

### [CETP Skills Assessments & Information](#)

Make sure to keep a copy for your training records and send to:

Industrial Training Services (ITS)  
120 Max Hunt Drive, Murray, KY 42071

270.753.2150 ext. 2

[skills@its-training.com](mailto:skills@its-training.com)

## Becoming a Skills Evaluator

The National Propane Gas Association (NPGA) requires skill evaluators to complete a training course and obtain a registration number.

The training focuses on the administrative aspects of being a skill evaluator, emphasizing the role and responsibilities in this capacity and the need for the skills to be performed properly. It will also identify basic strategies to perform a skills evaluation.

The purpose is not to teach how to evaluate a task, it's to explain procedures for completing the skills assessment as well as fully understanding the actual NPGA CETP skills certification.

To obtain certification - complete the [online training course](#) that includes a brief exam. After successfully passing the exam, a NPGA registered skills evaluator number will be assigned.

The cost of this course is \$75, and is valid for three years.

All skills assessments submitted to ITS must contain the skill evaluator's registration number in order for it to be processed.