2023 Training Program
Certified Employee Training Program (CETP)
Class Information
Class Times: 8:30am – 4:00pm

PENNSYLVANIA PROPANE GAS Association
PAPGA
Service. Integrity. Reliability.

Registration   Prepayment is Required – No Invoicing

Online Registration | Online Payment
PApropane.com

Class Fee Includes - Instructor, iPad usage, test, lunch, snacks & beverages.

New for 2023: **We will no longer be printing and distributing hard copies of CETP materials. Students will be provided an iPad at class to access materials & test through their own account on the Learning Center. Students are welcome to bring their own laptop or tablet.**

Student is responsible for travel expenses and making hotel reservations.

Registration fees are nonrefundable. No refund 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 student is a no show since textbook, test, meals, and refreshments have been ordered based on registration.

If a refund is approved, a $50 handling fee deducted.

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, an invoice for the late fee will be issued.

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.
- o   Most classes are limited to 20 students.
- o   Registration closes when a class is filled.

Basic Principles & Practices 1.0 is a prerequisite for all CETP Classes

Additional Books Required:

NFPA 58 is required for Basic Principles & Practices (provided in registration cost), Delivery Combo and Distribution Systems Classes.

NFPA 54 is required for Distribution Systems Class.

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

Additional books may be brought to class or purchased through PA Propane.

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

Hotel Information

Students are responsible for their own 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: $ 109

Class Descriptions

CETP Basic Principles & Practices (BP&P) of Propane 1.0
A *prerequisite to the more advanced CETP courses*, this class covers physical properties & combustion characters of propane, how propane is produced & transported, identifying industry standards, safety codes and regulations, identifying basic parts of tanks, cylinders & bulk storage installation, maintaining a safe working environment, identifying commonly used hand tools & supplies & 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.

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CETP Designing & Installing *Exterior* Distribution Systems 4.1

This class will focus on designing and installing the *exterior* 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.

NFPA 58 Application & Refresher Training

This class focuses on properly using NFPA 58 codebook. Students are taught how to solve problems using the codebook by understanding how the 15 chapters are organized, along with how to determine what section of the code applies to specific applications. At the conclusion of this class, students receive a certificate of completion.

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 Basic Plant Operations 3.1 - 3.5

This course provides information, practices, and procedures to safely and efficiently perform bulk plant operations tasks, mainly cylinder inspection, filling and requalification, and plant and equipment maintenance. The topics covered are:
·   Main components of a bulk plant.
·   Propane liquid supply system.
·   Inspection and filling of DOT cylinders.
·   Inspection & filling of vehicle mounted ASME tanks.
·   DOT cylinders visual inspection and requalification.
·   Maintaining cylinders and ASME tanks.
·   Unloading cargo tank motor vehicles.
·   Bulk plant systems and equipment maintenance.

Cylinder Requalification – 5-Year Visual Inspection

This class covers general requalification requirements, visual inspection, pressure retest, cylinder rejection and condemnation, re-tester markings, and record keeping.

At the conclusion of this 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.
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 this class, students receive a certificate of completion.

Important CETP Certification Requirement | Completion of Skills Assessment*

*In order **to receive certification**: all CETP classes require the completion of the appropriate Skills Assessment with a CETP Skills Evaluator and **returning the properly completed skills assessment** affidavit to the CETP Certification Program Administrator **within 12-months of passing the knowledge exam.** The candidate seeking certification cannot act as his/her own evaluator.

Skills Assessments were developed to ensure functional capabilities to perform tasks in a safe and efficient manner and are matched to the knowledge exam.

Skills Assessments are typically performed in the field or in a simulated environment with a Registered Skills Evaluator present to observe and evaluate performance ensuring proficiency in the required tasks. Candidates are permitted to practice as many times as needed to become confident and adept.

The candidate must adhere to all safety precautions. If there is a safety violation, the demonstration shall be stopped, and the Registered Skills Evaluator must instruct on the applicable safety procedures before continuing.

The completed affidavit page and final checklist must be fully completed, including the Registered Skills Evaluator number, and signed by both the candidate and Registered Skills Evaluator.

Skill Assessment items are monitored to assure their validity. In addition, industry experts are utilized to assure submitted skills assessments reflect accepted operating practices and no irregularities.

Skills Assessment can be found on the Learning Center and submitted online.

Become a CETP Skills Evaluator

CETP Skills Evaluators must complete online training and registration through the **Learning Center**. The training remains valid for a three (3) year period.

1. Registered Skills Evaluators are informed of CETP policy changes through their CETP Certification Database contact information and shall keep their contact information up to date at all times.

2. Registered Skills Evaluators must protect their Registered Skills Evaluator number to prevent unauthorized use of Registered Skills Evaluator credentials.

3. Registered Skill Evaluator privileges may be suspended immediately, or may be revoked, if unauthorized access to their Registered Skills Evaluator number is shared.

4. Under no circumstance may a Registered Skills Evaluator complete or sign a Skills Assessment or affidavit for themselves.

After successfully completing this course, you will be issued a unique Skill Evaluator ID within 24 business hours. This unique Skill Evaluator ID will be located on your certificate of completion that is available on your transcript page.

Questions? Contact the Learning Center at 1-800-757-1554 or learning@propane.com

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