



# 2024 Training Program

## Certified Employee Training Program (CETP)

### Class Information

### Class Times: 8:30am – 4:00pm

### Registration **Prepayment is Required – No Invoicing**

Online Registration | Online Payment  
Papropane.com

### Class Fee Includes

Instructor, iPad usage, lunch, snacks & beverages.

### Reminder!

We will no longer be printing and distributing hard copies of CETP materials other than codebooks. Students will be provided an iPad during class to access materials & test through their own account on the [Learning Center](#). Students are welcome to bring their own laptop or tablet.

**Important - All students MUST be registered with access to the [Learning Center](#) prior to class. Each student is required to register individually and create their own account. New registrations require a *three-day wait* before access is granted. Please sign up at least 7 working days prior to class and confirm you can successfully sign into the Learning Center before the start of class. Need assistance? Please call 1-800-757-1554 (Monday-Friday 8am to 5pm) or click [HERE](#) for online assistance.**

The 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.

If a refund is approved, a \$50 handling fee will be 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 are currently the adopted industry standard in Pennsylvania.**

### 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

## Class Descriptions

### **CETP Basic Principles & Practices 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.

### **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.

### **Dispensing Propane Safely**

This class is for employees who fill small DOT propane cylinders and forklift propane cylinders. Students will be taught the properties of propane, parts of a propane cylinder and the associated valves, how to properly fill small propane cylinders and the required markings and warnings. They will be shown a sample of cutaway valves and equipment used to fill propane cylinders. There will be a comprehensive discussion about propane safety and various types of accidents that have occurred at cylinder fill stations.

At the conclusion of class, students will 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 training 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.

### **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.



## 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](mailto:learning@propane.com)**