



CERTIFIED EMPLOYEE TRAINING PROGRAM

Spring/Summer 2017 Course Schedule

CETP: An Effective Resource for Successful Propane Business Managers

The Certified Employee Training Program (CETP) is a great resource for propane companies interested in improving the safety of their employees and customers, increasing productivity and employee morale, and adhering to federal and state regulations. CETP helps propane companies serve the communities they operate in by providing up-to-date, task-specific technical training that eliminates guesswork and empowers employees to perform their jobs confidently, knowledgeably and safely.

NEW THIS YEAR – Online-based training to be held in conjunction with classroom training!

Once you have completed and returned the registration form to the WPGA office, you will receive an email containing a registration link, login and password. **The online training MUST be completed before the registrant attends the morning class and afternoon testing.** If the student does not have an email address, the information will be sent to the company contact. Students will receive the class book and codebook (if ordered) the day of the review and testing class.

PLEASE NOTE: To avoid cancellation of a course, a minimum of 12 students must be registered three weeks prior to the start of each class.

BASIC PRINCIPLES AND PRACTICES

This course **MUST** be completed to receive certification in any other CETP course

May 2, Rancho Cucamonga

May 9, Sacramento

May 23, Fresno

Basic Principles and Practices of Propane is an "entry level" course that provides pre-requisite instruction about propane's physical and combustion properties, how propane is produced and transported and will aid in preparing for NPGA's CETP certification. Basic Principles and Practices of Propane is an essential tool for ensuring employee safety and continuing success.

The topics covered are: Introduction to the Basic Principles and Practices of Propane; Propane Customer Applications and Customer Service; Sources and Physical Properties of Propane; Odorants and Service Interruptions; Complete and Incomplete Combustion Characteristics; Standards, Regulations, and Safety; Bulk Plants; and DOT Cylinders, Propane Piping, and Residential Systems.

Fee \$100 Underwritten with PERC Rebate Funds

Required NFPA 54, 2015 edition/NFPA 58, 2014 edition

BOBTAIL/CYLINDER DELIVERY OPERATIONS

May 3-4, Rancho Cucamonga

May 10-11, Sacramento

May 24-25, Fresno

Propane Delivery includes inspecting, maintaining and operating propane delivery vehicles, filling propane storage containers, and making customer deliveries of propane. This course is primarily designed to train propane delivery personnel who operate cylinder delivery vehicles and provides information, practices, and procedures that support many general delivery tasks.

Bobtail Delivery Operations course provides information for drivers who operate commercial motor vehicles to deliver propane. This course also covers: Bobtail equipment and systems; explains a bobtail's basic equipment and systems, including the cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment; presents detailed procedures for safely loading a bobtail using the plant pump; discusses DOT requirements for bobtail inspections; and reviews the features and installation requirements of ASME tanks at customer locations

Fee \$125 Underwritten with PERC Rebate Funds

Required NFPA 54, 2015 edition/NFPA 58, 2014 edition

DESIGNING & INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEMS

June 27-28, Rancho Cucamonga

June 6-7, Sacramento

June 13-14, Fresno

Primarily designed to train employees who use and operate a dispenser, this course includes information on dispenser tank valves, fittings and locations; and installing, start up and shut down procedures of a dispenser transfer systems.

The topics covered are: Dispenser application operating requirements and proper location, types of containers, dispenser tank size and orientation, dispenser component selection, installation requirements, provisions for vertical tanks, and electrical supply specifications.

Fee \$220/Member \$420/Non-Member

Required NFPA 54, 2015 edition/NFPA 58, 2014 edition



2017 CETP COURSE REGISTRATION FORM

Name _____ Social Security No.* _____

Company Name _____ Supervisor _____

Company Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email* _____

*Each student **MUST** provide their Social Security number and email address for test processing and certification purposes.

Basic Principles & Practices

\$100 Underwritten with PERC Rebate Funds

- May 2, Rancho Cucamonga
- May 9, Sacramento
- May 23, Fresno

Prerequisite to receive certification in any other course.

Bobtail/Cylinder Delivery Operations

\$125 Underwritten with PERC Rebate Funds

- May 3-4, Rancho Cucamonga
- May 10-11, Sacramento
- May 24-25, Fresno

Designing & Installing Exterior Vapor Distribution Systems

\$220/Members • \$420/Non-Members

- June 27-28, Rancho Cucamonga
- June 6-7, Sacramento
- June 13-14, Fresno

DO YOU NEED TO PURCHASE A COPY OF NFPA 54 OR 58?

(Refer to the course description to determine which pamphlets are required for each course.)

- NFPA Pamphlet #54 (2015 edition) \$60
- NFPA Pamphlet #58 (2014 edition) \$60

To avoid cancellation of a course, a minimum of 12 students must be registered three weeks prior to the start of each class.

Course Fee(s): \$ _____ Publication Fee(s): \$ _____ Total Amount: \$ _____

Please keep a copy for you records and forward this form with payment to: **Western Propane Gas Association**
2012 H Street, Suite 203 • Sacramento, CA 95811 • Phone 916/447-9742 • Fax 916/447-9740 • info@westernpga.org

Payment made by: Check *Credit Card via WPGA Pay

*To make a payment via WPGA Pay, visit the WPGA website at www.westernpga.org and click the "PAY INVOICE OR EVENT FEE" in the "I AM INTERESTED IN..." area on the homepage.

COURSE LOCATIONS & ADDITIONAL INFORMATION

Northern California
TEECO Products, Inc.
7471 Reese Road
Sacramento, CA 95828
(916) 688-3535

Central California
Meeder Eq./Ransome Mfg.
3495 S. Maple Avenue
Fresno, CA 93725
(559) 485-0979

Southern California
Meeder Eq./Ransome Mfg.
12323 6th Street
Rancho Cucamonga, CA 91739
(909) 463-0600

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Course Hours ALL courses will begin at 8 a.m. and end at 5 p.m. **What to Bring** • Note pad and #2 Pencil • Electronic Calculator

Test Results On the final day of each course, the certification test will be administered to all registrants. The test will then be forwarded to Industrial Training Service for evaluation and recording.

Please Note: The supervisor of the registrant **must complete and return** the skill assessment reports (included with the class materials) to Industrial Training Service before the results of the tests will be returned.