



# CERTIFIED EMPLOYEE TRAINING PROGRAM

Spring/Summer 2018 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.

**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.** Each student **MUST** provide an **email address**. Students will receive the course and code books (if ordered) the day of the review course.

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

## CETP COURSE SCHEDULE AND LOCATIONS

### NORTHERN CALIFORNIA

|  |                       |
|--|-----------------------|
| Basic Principles & Practices – May 8             | TEECO Products, Inc.  |
| Bobtail/Cylinder Delivery Operations – May 9, 10 | 7471 Reese Road       |
| Basic Refresher – July 10                        | Sacramento, CA 95828  |
| Delivery Refresher – July 11, 12                 | Phone: (916) 688-3535 |

### CENTRAL CALIFORNIA

|   |                         |
|---|-------------------------|
| Dispenser Transfer Systems – May 2, 3             | Meeder Eq./Ransome Mfg. |
| Basic Principles & Practices – May 22             | 3495 S. Maple Avenue    |
| Bobtail/Cylinder Delivery Operations – May 23, 24 | Fresno, CA 93725        |
| Basic Refresher – July 17                         | Phone: (559) 485-0979   |
| Delivery Refresher – July 18, 19                  |                         |

### SOUTHERN CALIFORNIA

|  |                              |
|--|------------------------------|
| Basic Principles & Practices – June 5            | Meeder Eq./Ransome Mfg.      |
| Bobtail/Cylinder Delivery Operations – June 6, 7 | 12323 6 <sup>th</sup> Street |
| Basic Refresher – July 24                        | Rancho Cucamonga, CA 91739   |
| Delivery Refresher – July 25, 26                 | Phone: (909) 463-0600        |

## ADDITIONAL COURSE INFORMATION

**AGAIN 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.** Each student must provide an **email address**. Students will receive the course and code books (if ordered) the day of the review and testing course.

**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 • NFPA 58, 2014 edition

**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.

# 2018 CETP COURSE DESCRIPTIONS

## BASIC PRINCIPLES AND PRACTICES

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

**May 8, Sacramento**

**May 22, Fresno**

**June 5, Rancho Cucamonga**

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** \$125 Underwritten with PERC Rebate Funds

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

## BOBTAIL/CYLINDER DELIVERY OPERATIONS

**May 9-10, Sacramento**

**May 23-24, Fresno**

**June 6-7, Rancho Cucamonga**

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** \$175 Underwritten with PERC Rebate Funds

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

## DESIGNING & INSTALLING DISPENSER TRANSFER SYSTEMS

**May 2-3, Fresno**

Primarily designed to train employees who use and operate a dispenser, the 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** \$250/Member \$500/Non-Member

**Suggested** NFPA 58, 2014 edition

## REFRESHER FOR BASIC PRINCIPLES AND PRACTICES

**July 10, Sacramento**

**July 17, Fresno**

**July 24, Rancho Cucamonga**

NFPA states that "Refresher training shall be provided at least every 3 years." This course will provide a refresher of the Basic Principles and Practices of Propane course and will provide a certificate of completion. **PLEASE NOTE:** In order to take this refresher course, **you MUST have already received certification in Basic Principles & Practices as well as Bobtail/Cylinder Delivery Operations.**

**Fee** \$100/Member \$200/Non-Member

**Suggested** NFPA 54, 2015 edition/NFPA 58, 2014 edition

## REFRESHER FOR BOBTAIL/CYLINDER DELIVERY OPERATIONS

**July 11-12, Sacramento**

**July 18-19, Fresno**

**July 25-26, Rancho Cucamonga**

NFPA states that "Refresher training shall be provided at least every 3 years." This course will provide a refresher of the Bobtail/Cylinder Delivery Operations course and will provide a certificate of completion. **PLEASE NOTE:** In order to take this refresher course, **you MUST have already received certification in Basic Principles & Practices as well as Bobtail/Cylinder Delivery Operations.**

**Fee** \$150/Member \$300/Non-Member

**Suggested** NFPA 54, 2015 edition/NFPA 58, 2014 edition



# 2018 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

\$125 Underwritten with PERC Rebate Funds

- May 8, Sacramento
- May 22, Fresno
- June 5, Rancho Cucamonga

*Prerequisite to receive certification in any other course.*

### Bobtail/Cylinder Delivery Operations

\$175 Underwritten with PERC Rebate Funds

- May 9-10, Sacramento
- May 23-24, Fresno
- June 6-7, Rancho Cucamonga

### Designing & Installing Dispenser Transfer Systems

\$250/Members • \$500/Non-Members

- May 2-3, Fresno

### Refresher for Basic Principles & Practices

\$100/Members • \$200/Non-Members

- July 10 Sacramento
- July 17, Fresno
- July 24, Rancho Cucamonga

*MUST have received certification in Basic Principles and Bobtail Delivery*

### Refresher for Bobtail/Cylinder Delivery Operations

\$150/Members • \$300/Non-Members

- July 11-12, Sacramento
- July 18-19, Fresno
- July 25-26, Rancho Cucamonga

*MUST have received certification in Basic Principles and Bobtail Delivery*

#### 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) \$65
- NFPA Pamphlet #58 (2014 edition) \$65

**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](mailto:info@westernpga.org)

Payment made by:

Check

\*Credit Card via WPGAPay

(Click here for a direct link to WPGAPay)

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