



2020 Propane Training



This 2020 training packet includes a number of classes and labs that are designed to train your employees on the codes, regulations, safe practices, and proper operations that apply to the propane industry. Propane marketers must have properly trained employees to protect their company, for the safety of their customers and employees, and to meet regulation requirements.

Whether you are an owner, supervisor, manager, service technician, office personnel or bulk truck driver, this educational training schedule provides certification or refresher training in your job specific area.

The overall cost of training has been reduced substantially by the Nebraska Propane Education & Research Council (NPERC). On average, a class actually costs over \$300.

Training Code Requirements:

Effective September 1, 2018, Nebraska adopted the 2011 Edition of the NFPA 58 and the 2012 Edition of NFPA 54. Section 4.4 of NFPA 58 and Section 1.4 of NFPA 54 for Qualified Persons states as follows:

- Persons who transfer liquefied petroleum gas, who are employed to transport liquefied petroleum gas, or whose primary duties fall within the scope of this code shall be trained in proper handling procedures. Refresher training shall be provided at least every three years. The training shall be documented.
- Persons who install, service, test, or maintain propane gas utilization equipment, or gas piping systems of which the equipment is a part, or accessories, shall be trained in the proper procedures in accordance with applicable gas codes. Refresher training shall be provided at least every three years. The training shall be documented.
- Completion of the Certified Employee Training Program of the National Propane Gas Association or of another training program that is substantially equivalent shall satisfy the training requirements of this section.

CETP Certification Requirements:

CETP certification of completion requires:

- 1) Complete CETP class and pass the Certification area test. The test is proctored in class and forwarded to Industrial Training Services (ITS) for scoring and results.
- 2) Successful Completion of the Performance-Based Skills Assessment Evaluation. After completion of the skills assessment one copy of the documentation should be placed in the employee's file and the original form will be forwarded to Industrial Training Services with the return of the exams.

Hands-on Training Lab:

In 2006, a hands-on indoor/outdoor training lab was constructed in partnership with Central Community College, Hastings Campus to bring training to a new level.

Class/Lab Times: Classes and labs begin promptly at 8:00 a.m. and end at 5:00 p.m. (unless otherwise noted on class schedule). Registrants must arrive 15 minutes before class begins to check in and receive class materials.

What the lab offers:

- Ability to complete the skill assessment evaluation as required for CETP certification by a qualified skill evaluator.
- Allows employees to practice and learn job-specific skills in a real life environment under the supervision of a professional trainer.

Refresher Training Prerequisites:

Refresher courses are required every 3 years. All students registering for refresher courses must hold a valid CETP Certification before taking refresher courses. Refresher training is designed to meet NPGA's renewal requirements.

Offered refresher courses include:

- Refresher: Bobtail Delivery Operations (Prerequisite: CETP Bobtail Delivery, Transport Delivery or Cylinder Delivery)
- Refresher: Plant Operations (Prerequisite: CETP Plant Operations)
- Refresher: Vapor Distribution Systems (Prerequisite: CETP Vapor Distribution Systems 4.1 and 4.2)

Instructor:

The instructor teaching the classes is Dave Anderson, Technical Training Services, of Little Falls, MN. Dave has been an instructor for 20 years and has a total of 28 years' experience in the gas industry.

Registration Fee Includes:

CETP courses include a manual, NFPA Codebook for Basic Principles & Practices and Placing Appliances and Vapor Distribution Systems into Operation 4.2 only and the certification exam. Refreshers will have certificates mailed and no longer include a manual. Noon meals are on your own. Refreshment breaks will be provided.

NFPA Code Books:

A copy of the NFPA 58 LP-Gas code will be provided at Basic Principles & Practices. Attendees of Placing Appliances and Vapor Distribution Systems into Operation 4.2 will receive a NFPA 54 code book.

Please bring your code books to all CETP classes.



2020 Class Schedule



CLASS DATES	CLASSES/SKILL ASSESSMENT LABS & LOCATIONS	DEADLINES
February		
3-5	CETP: Basic Principles & Practices + Skill Lab, Hastings	January 24
5-7	CETP: Bobtail Delivery + Skill Lab, Hastings	January 24
10-13	CETP: Designing & Installing Vapor Systems 4.1 + Skill Lab, Hastings This is the Tank Setter Course Part 1 of 2	January 31
14	CETP: Refresher: Installing Vapor Distribution Systems, Hastings	January 31
17-20	CETP: Plant Operations + Skills Lab, Hastings	February 7
21	CETP: Refresher: Plant Operations, Hastings	February 7
March		
9-12	CETP: Placing Vapor Systems and Appliances into Operation 4.2 + Skill Lab, Hastings. This is the Tank Setter Course Part 2 of 2	February 28
13	PERC: Cathodic Protection, Hastings	February 28
16	CETP: Refresher: Bobtail Delivery Operations, Scottsbluff	March 6
17	CETP: Refresher: Installing Vapor Distribution Systems, Scottsbluff	March 6
19	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, Scottsbluff	March 6
20	CETP: Refresher: Plant Operations, Scottsbluff	March 6
April		
6	CETP: Refresher: Bobtail Delivery Operations, Lincoln	March 27
7	CETP: Refresher: Installing Vapor Distribution Systems, Lincoln	March 27
8	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, Lincoln	March 27
9	CETP: Refresher: Plant Operations, Lincoln	March 27
20-22	CETP: Basic Principles & Practices + Skill Lab, Hastings	April 10
22-24	CETP: Bobtail Delivery + Skill Lab, Hastings	April 10
May		
4	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, Norfolk	April 24
5	CETP: Refresher: Bobtail Delivery Operations, Norfolk	April 24
6	CETP: Refresher: Installing Vapor Distribution Systems, Norfolk	April 24
12	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, North Platte	May 1
June		
1-3	CETP: Basic Principles & Practices + Skill Lab, Hastings	May 22
3-5	CETP: Bobtail Delivery + Skill Lab, Hastings	May 22
8	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, Lincoln	May 29
July		
20-22	CETP: Basic Principles & Practices + Skill Lab, Hastings	July 10
22-24	CETP: Bobtail Delivery + Skill Lab, Hastings	July 10
August		
24-27	CETP: Designing & Installing Vapor Systems 4.1 + Skill Lab, Hastings This is the Tank Setter Course Part 1 of 2	August 14
28	PERC: Transport Delivery Operations, Hastings	August 14
September		
18	PERC: Cathodic Protection, Hastings	September 4
October		
5-8	District Safety Meetings – Norfolk – Southbend – York – Kearney	Must use form
9	CETP: Refresher: Bobtail Delivery Operations, Kearney	September 25
12-15	District Safety Meetings – Valentine – Gering – Ogallala – North Platte	Must use form
16	CETP: Refresher: Bobtail Delivery Operations, North Platte	October 2
19-21	CETP: Basic Principles & Practices + Skill Lab, Hastings	October 9
21-23	CETP: Bobtail Delivery + Skill Lab, Hastings	October 9



2020 Class Schedule



November		
9-12	CETP: Plant Operations + Skills Lab, Hastings	October 30
13	PERC: Dispensing Propane Safely and DOT Cylinder Requalification, Hastings	October 30
December		
7-9	CETP: Basic Principles & Practices + Skill Lab, Hastings	November 27
9-11	CETP: Bobtail Delivery + Skill Lab, Hastings	November 27
14-17	CETP: Placing Vapor Systems and Appliances into Operation 4.2 + Skill Lab, Hastings. This is the Tank Setter Course Part 2 of 2	December 4

All classes and skill assessment labs begin promptly at 8:00 am and end at 5:00 pm (except as noted below).

Registrants must arrive 15 minutes before class begins on first day to check-in and receive class materials.

IMPORTANT FOR BASIC & DELIVERY!!!

Basic Principles & Practices - The first 2 days of class will run 8-5. The 3rd day of class will run from 8-noon.

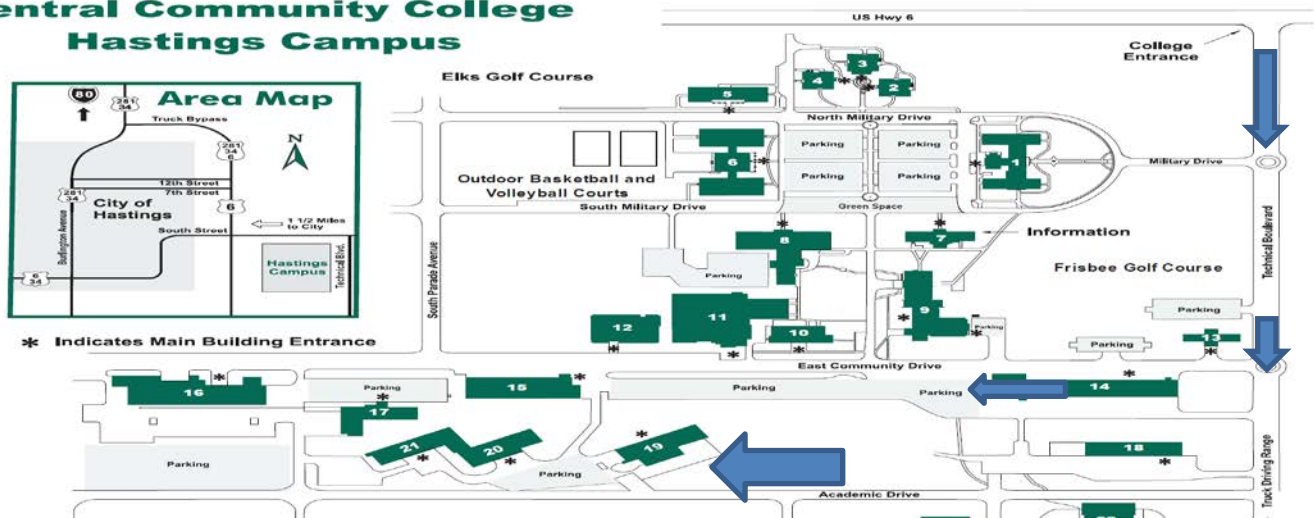
Bobtail Delivery - The first day of class will run 1-5. The last 2 days of class will run 8-5.

Driving Directions to CCC Hastings

Central Community College is located just east of Hastings on Highway 6. Turn south on Technical Boulevard and then turn west at second roundabout onto East Community Drive. The Webster Building will be on left.

Students are responsible for hotels, reservations, meals and transportation. The Hastings Central Community College does have a cafeteria on-site (about \$8.75) which is open most class dates except summer dates.

Central Community College Hastings Campus



Hastings Parking: Parking is available behind the Webster Building (#19 on map). The doorway on the south-east corner of the Webster Building is very close to the Propane Classroom. If parking in the front parking lot enter the Webster Building north door and follow hallway to the south east corner of the building. Classroom #119 is the Propane Lab.

Class Locations

Kearney Holiday Inn 110 2 nd Avenue	Hastings Central Community College Webster Building Propane Lab Room 119 East Hwy 6	Norfolk Northeast Community College Learning Center 601 E Benjamin	Lincoln Southeast Community College 301 South 68 th St	Scottsbluff Hampton Inn 301 West Highway 26
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2020 Course Descriptions

CETP Courses & Labs

Class Name & Who Should Attend	What You Will Learn
<p>CETP: Basic Principles & Practices + Skill Assessment Lab (2.5 days)</p> <ul style="list-style-type: none"> • Management, Office Staff • Service Technicians • Bobtail/Cylinder Truck Delivery Drivers • Any employees involved in propane operations • <u>Note:</u> <i>This class is a prerequisite for all other CETP courses.</i> 	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <ul style="list-style-type: none"> • How propane is produced and transported • Organizations that influence, publish or enforce codes and standards • How basic functions are performed in a bulk plant, primary safety concerns • Verify propane specifications, odorization, MSDS information and the “sniff test” • Determine emergency equipment and the procedures • Recognize procedures for customer gas leak, “out-of-gas”, interruption of gas service, and carbon monoxide calls
<p>CETP: Bobtail Delivery Operations + Skill Assessment Lab (2.5 days)</p> <ul style="list-style-type: none"> • Bobtail Delivery Drivers • Cylinder Delivery Drivers • <u>Prerequisite:</u> <i>Basic Principles & Practices</i> 	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <ul style="list-style-type: none"> • DOT driver qualifications, CTMV pre-trip and post-trip, required monthly and walk-around inspections, verifying placarding, marking and presence of odorant • Identifying bobtail equipment and operative procedures • Handling out-of-gas calls & piping leak checks, examining propane container installations, evacuating ASME tanks • Loading and unloading a bobtail using a plant pump, compressor or CMTV pump
<p>NPERC: Transport Delivery Driver (1 day)</p> <ul style="list-style-type: none"> • Transport Delivery Drivers • <u>Note:</u> <i>No longer a CETP course. This course will have NPERC documentation of classroom training.</i> 	<p><i>Through classroom instruction, employees will learn:</i></p> <ul style="list-style-type: none"> • Identifying characteristics and physical properties of propane • Components of terminal and bulk plant loading systems • Loading a transport using a plant pump, compressor or auxiliary inlet • Emergency discharge and delivery hose assembly inspection • Unloading a transport using a plant compressor, plant pump or CMTV pump • Performing pre-trip and post-trip inspections, tests on emergency discharge systems and delivery hose assemblies
<p>CETP: Plant Operations + Skill Assessment Lab (4 days)</p> <ul style="list-style-type: none"> • Management/Supervisors of a Propane Facility • Cylinder Inspectors - ASME Tank Setters • Any employee maintaining ASME and/or DOT tanks and bulk plants • <u>Prerequisite:</u> <i>Basic Principles & Practices</i> 	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <ul style="list-style-type: none"> • Maintaining ASME tanks: purging/evacuating, flaring operations, replacing valves/fittings, installing corrosion protection • Maintaining DOT cylinders: examining, evacuating, purging cylinders, replacing valves/fittings, requalification, operating dispensing equipment, filling and transporting DOT cylinders, filling vehicle mounted ASME tanks • Maintaining bulk plant equipment: replacing valves; examining, maintaining and inspecting hoses, emergency shut-down equipment, pumps, compressors, piping systems, scales, meters, strainers and bypass systems; plant security measures
<p>CETP: 4.1 Designing & Installing Exterior Vapor Distribution System + Skill Assessment Lab (4 days)</p> <ul style="list-style-type: none"> • ASME and/or DOT Tank Setters • Service Technician - Propane System Inspectors • <u>Prerequisite:</u> <i>Basic Principles & Practices</i> <p>Part 1 of 2 Required for Tank Setters</p>	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <ul style="list-style-type: none"> • Determining system BTU load • Container vaporization capacity calculations • Installing the propane container • Tank-to-tank liquid transfer • Emergency procedures for uncontrolled releases • Installing corrosion protection • Customer safety education <p>This program will instruct the learner to leave the regulator or vapor meter with a plug in it. Does not cover any interior gas piping connection. Does not cover sizing or installing piping or appliances downstream of the regulator.</p>
<p>CETP: 4.2 Placing Vapor Systems and Appliances into Operation + Skill Assessment Lab (4 days)</p> <ul style="list-style-type: none"> • ASME and/or DOT Tank Setters • Service Technician - Propane System Inspectors • <u>Prerequisite:</u> <i>Basic Principles & Practices</i> <p>Part 2 of 2 Required for Tank Setters</p>	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <p>This course addresses the different system tests and checks required when installing new systems or restoring service to an existing system.</p> <ul style="list-style-type: none"> • Vapor distribution system tests - Leak Checks - Flow & Lockup Tests • Validating vapor distribution systems BTU capacity • Purging air from a piping system • Placing appliances into operation



2020 Course Descriptions

Refresher & Specialty Training

<p>Refresher: Delivery Operations (1 day)</p> <ul style="list-style-type: none"> • <u>Prerequisite:</u> <i>Delivery Drivers who have completed CETP: Bobtail Delivery, Transport Delivery Driver or Cylinder Delivery</i> • <u>Note:</u> <i>Refresher training is required every three years</i> 	<p><i>Through classroom instruction, employees will learn:</i></p> <ul style="list-style-type: none"> • Identifying requirements and safety factors involving handling, transporting, and shipping hazardous materials • Identifying safety practices for operating a propane commercial motor vehicle • Identifying propane driver responsibilities for hazardous material transportation security
<p>Refresher: Plant Operations (1 day)</p> <ul style="list-style-type: none"> • <u>Prerequisite:</u> <i>CETP: Plant Operations</i> • <u>Note:</u> <i>Refresher training is required every three years</i> 	<p><i>Through classroom instruction, employees will learn:</i></p> <ul style="list-style-type: none"> • Review ASME container inspection, maintenance and valve replacement • Review DOT cylinder re-qualification procedures • Review dispenser & bulk plant inspection and maintenance
<p>Refresher: Installing Vapor Distribution Systems (1 day)</p> <ul style="list-style-type: none"> • <u>Prerequisite:</u> <i>Employees who have completed CETP: Installing Vapor Distribution Systems</i> • <u>Note:</u> <i>Refresher training is required every three years</i> 	<p><i>Through classroom instruction, employees will learn:</i></p> <ul style="list-style-type: none"> • Review leak testing, pressure testing, lockup, and flow test on vapor distribution systems • Updates on piping materials, regulators, documentation and current codes • Review of installing aboveground and underground tanks
<p>PERC: Cathodic Protection Systems (1 day)</p> <ul style="list-style-type: none"> • <u>Prerequisite:</u> None 	<p><i>Through both classroom and performing hands-on activities, employees will learn:</i></p> <ul style="list-style-type: none"> • For propane technicians who install residential and small commercial underground ASME tanks and piping.
<p>PERC: Dispensing Propane Safely and DOT Cylinder Requalification (1 day)</p> <ul style="list-style-type: none"> • <u>Prerequisite:</u> None 	<p><i>Through classroom instruction, employees will learn:</i></p> <ul style="list-style-type: none"> • We have combined Dispensing Propane Safely and DOT Cylinder Inspection & Requalification in a single day class! • This program meets the Department of Transportation requirements for training to properly requalify and document DOT Cylinder Requalification. Intended for persons that would not benefit from taking the 4-day Plant Operations Course.