



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
July		
20-22	CETP: Basic Principles & Practices + Skill Lab, Hastings	July 10
22-24	CETP: Bobtail Delivery + Skill Lab, Hastings	July 10
27-29	CETP: Basic Principles & Practices + Skill Lab, Hastings	July 17
29-31	CETP: Bobtail Delivery + Skill Lab, Hastings	July 17
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
31	CETP: Refresher Vapor Systems, Lincoln – Location TBA	August 14
October		
12	PERC: Dispensing Propane Safely, Leach Camper Sales – Limited Seating –	October 2
13	CETP: Plant Refresher, Lincoln	October 2
14	PERC: Cathodic Protection, Hastings	October 2
15	CETP: Refresher: Bobtail Delivery Operations, Kearney	October 2
16	CETP: Refresher: Bobtail Delivery Operations, North Platte	October 2
19-21	CETP: Basic Principles & Practices + Skills Lab, Hastings	October 9
21-23	CETP: Bobtail Delivery + Skills Lab, Hastings	October 9
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.

IMPORTANT! Due to the Covid-19 Pandemic - Hastings CCC requires all persons attending sessions at the propane lab and classroom to wear face masks during classes until further notice. If you have masks that you prefer to wear please bring them. Masks will be provided if you do not bring one.

Masks are not required at other locations.



Driving Directions to CCC Hastings

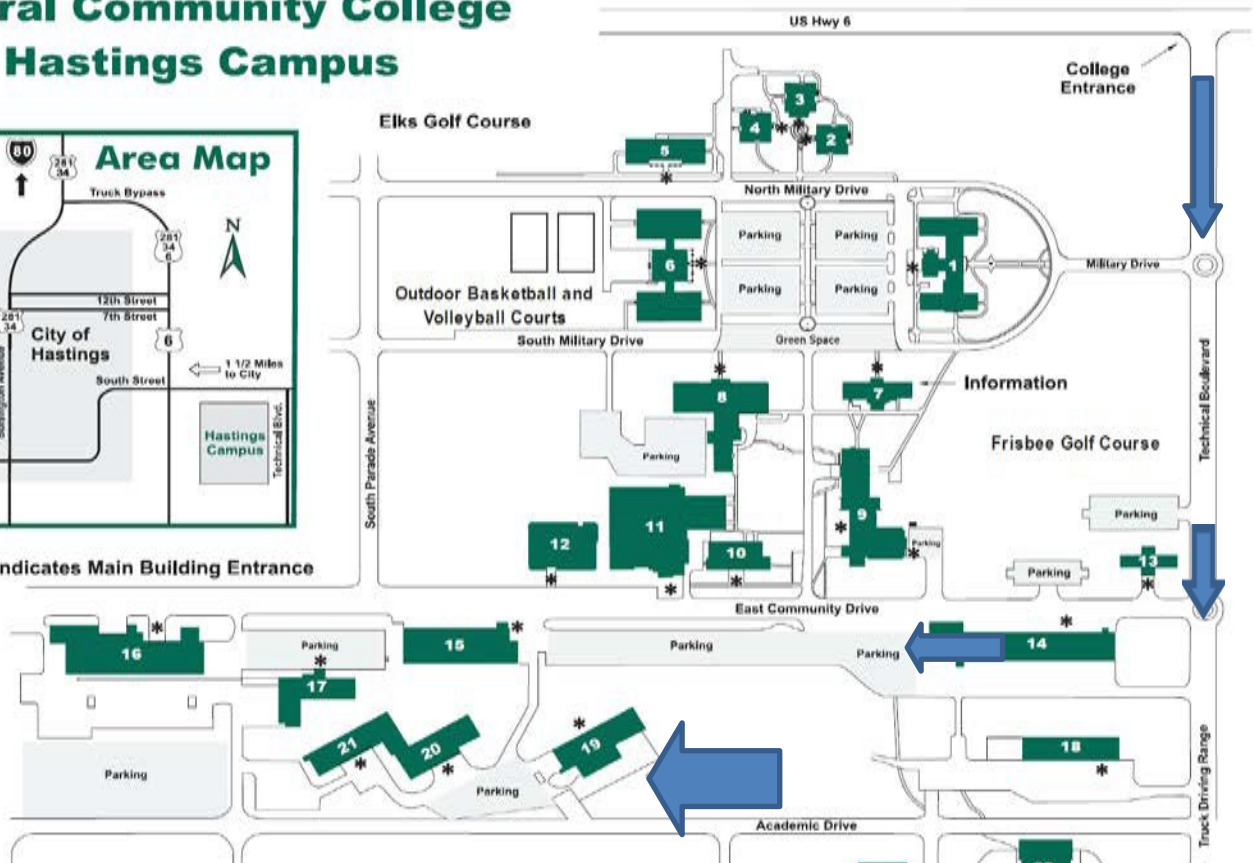
Central Community College is located just east of Hastings on Highway 6. Turn south on Technical Boulevard and then turn west at second roundabout onto East Community Drive. The Webster Building will be on left.

Students are responsible for hotels, reservations, meals and transportation. The Hastings Central Community College does have a cafeteria on-site (about \$8.50) which is open most class dates.

**Central Community College
Hastings Campus**



* Indicates Main Building Entrance



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

<p>Kearney Holiday Inn 110 2nd Avenue</p>	<p>Hastings Central Community College Webster Building Propane Lab Room 119 East Hwy 6</p>	<p>Norfolk Divots 4200 Norfolk Ave</p>
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2020 Course Descriptions

CETP Courses & Labs

Class Name & Who Should Attend	What You Will Learn
CETP: Basic Principles & Practices + Skill Assessment Lab (2.5 days) <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
CETP: Bobtail Delivery Operations + Skill Assessment Lab (2.5 days) <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
NPERC: Transport Delivery Driver (1 day) <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 CTMV pump • Performing pre-trip and post-trip inspections, tests on emergency discharge systems and delivery hose assemblies
CETP: Plant Operations + Skill Assessment Lab (4 days) <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
CETP: 4.1 Designing & Installing Exterior Vapor Distribution System + Skill Assessment Lab (4 days) <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>
CETP: 4.2 Placing Vapor Systems and Appliances into Operation + Skill Assessment Lab (4 days) <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> <i>None</i> 	<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> <i>None</i> 	<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.





2020 Propane Training Class Registration Form



Complete one form per person

Instructions:

- To register, complete this registration form and mail it, with a check or credit card information, to the NePGA office before the indicated deadline. (Retain a copy for your records.)
- All registration fees must be PRE-PAID. Registrants will not be considered registered until payment has been received.

Late Registration Policy: Registrations received after the indicated deadline will be subject to a \$25.00 fee to cover costs of rush shipping/handling of materials. Your company will be invoiced for these additional charges. Please register as soon as possible to avoid the additional fees.

Cancellation Policy: Fifty percent (50%) of the registration fee will be refunded for cancellations made 3 business days prior to the start of class. Cancellations made after that or no-shows will NOT receive a refund.

Name: _____
 Work Address: _____
 City/State/Zip: _____
 Work Phone: _____

Company: _____
 Company Contact: _____
 Email: _____
 Work Fax: _____

❖ *Each CETP registrant must provide the last four digits of their Social Security Number and valid Government issued ID for test processing and certification procedures at class.*

PERC & CETP COURSES		
Check Appropriate Boxes for Classes	Cost	Total
CETP: Basic Principles & Practices + Skill Assessment Lab (2.5 days)		
<input type="checkbox"/> July 20-22, Central Community College, Hastings (Deadline: July 10)	\$115.00	
<input type="checkbox"/> July 27-29, Central Community College, Hastings (Deadline July 17)	\$115.00	
<input type="checkbox"/> October 19-21, Central Community College, Hastings (Deadline: October9)	\$115.00	
<input type="checkbox"/> December 7-9, Central Community College, Hastings (Deadline: November27)	\$115.00	
CETP: Bobtail Delivery + Skill Assessment Lab (2.5 days)		
<input type="checkbox"/> July 22-24, Central Community College, Hastings (Deadline: July 10)	\$120.00	
<input type="checkbox"/> July 29-31, Central Community College, Hastings (Deadline July 17)	\$120.00	
<input type="checkbox"/> October 19-21, Central Community College, Hastings (Deadline: October9)	\$120.00	
<input type="checkbox"/> December 9-11, Central Community College, Hastings (Deadline: November27)	\$120.00	
PERC: Transport Delivery Driver (1 day)		
<input type="checkbox"/> August 28, Central Community College, Hastings (Deadline: August 14)	\$85.00	
CETP: Plant Operations + Skill Assessment Lab (4 days)		
<input type="checkbox"/> November 9-12, Central Community College, Hastings (Deadline: October30)	\$150.00	
CETP: 4.1 Designing & Installing Exterior Vapor Distribution Systems + Skills Assessment Lab (4 days)		
<input type="checkbox"/> August 24-27, Central Community College, Hastings (Deadline: August 14)	\$150.00	
CETP: 4.2 Installing Vapor Systems + Skills Assessment Lab (4 days)		
<input type="checkbox"/> December 14-17, Central Community College, Hastings (Deadline: December4)	\$150.00	
PERC: PERC Dispensing Propane Safely and DOT Cylinder Requalification (1 day)		
<input type="checkbox"/> November 13, Central Community College, Hastings (Deadline: October30)	\$65.00	
PERC Cathodic Protection (1 day)		
<input type="checkbox"/> October 14, Central Community College, Hastings (Deadline: October 2)	\$85.00	

(Over)



REFRESHER & SPECIALTY TRAINING

Check Appropriate Boxes for Classes	Cost	Total
PERC Refresher: Bobtail Delivery Operations (1 day)		
<input type="checkbox"/> October 15, Holiday Inn – Kearney (Deadline: October 2)	\$55.00	
<input type="checkbox"/> October 16, Holiday Inn – North Platte (Deadline: October 2)	\$55.00	
PERC Refresher: Plant Operations (1 day)		
<input type="checkbox"/> October 13, Holiday Inn – Lincoln - TBA (Deadline: October 2)	\$55.00	
PERC Refresher: Dispensing Propane Safely (1 day)		
<input type="checkbox"/> October 12 – Lincoln – Leach Camper Sales – 9:00 am (Deadline: October 2)	\$55.00	
PERC Refresher: Vapor Distribution Systems (1 day)		
<input type="checkbox"/> August 31 – Lincoln TBA (Deadline: August 14)	\$55.00	
TOTAL AMOUNT ENCLOSED		

Remit payment with a copy of the registration to:

Nebraska Propane Gas Association
301 South 12th Street, Suite 140
Lincoln, NE 68508
Phone: (402) 475-3996
Email: lynnes@nebraskapropane.com

To pay with Credit Card (circle one): Visa MasterCard

Name on Card: _____

Billing Address: _____

Billing City/State/Zip: _____

Credit Card Number: _____

Expiration Date: _____

I agree to pay according to the cardholder agreement.

Cardholder Signature: _____

Date: _____

Registration Fee Includes:

CETP courses include a manual and certification exam. NFPA 58 code books are issued with Basic Principles & Practices only. Noon meals are on your own. Refreshment breaks will be provided. PERC CETP Refresher courses do not include any manuals.

Bring your codebooks to all CETP classes.

NFPA Pamphlets:

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 classes.

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 by 15 minutes prior to class to check-in and receive class materials.

Class size:

Classes being held at the Skill Assessment Lab at the Central Community College in Hastings are limited to 16 students. **Attendance at all classes is by PRE-REGISTRATION only.**