

Propane Certified Employee Training Program (CETP) Books 1, 2,4, 6, 7 - 8:00 - 4:00 each day
Hampton Inn Chicopee, 600 Memorial Drive, Chicopee, MA 01020

Details

This series of educational offering covers training on National Propane Gas Association (NPGA) Book 1 (Basic Principles & Practices), Book 2 (Delivery Operations) Book 3 (Plant Operations), Book 4 (Vapor Distribution System Operations), Book 6 (Appliance Installation) and Book 7 (Appliance Service) Book 8 (Industrial Commercial Gas-fired Equip/Connection Service). Testing on each book is conducted as required by the State of Vermont. **The seminars may be taken individually or in combination, depending on the student's individual needs.**

All classes may be taken in any order. Book 1 mastery is required for certification in any other book and is normally taken first.

- **Attendance Policy:** Students must complete the total hours for each Book. Specific questions should be directed to the instructor.
- **Audio-Visual:** These classes typically make use of [X] PowerPoint [X] Whiteboards [X] Video Tapes, but may vary with instructor
- **Book 2.1: Vermont:** This book is not specifically required (or referenced) in the October 22 2005 adopted version of the Vermont Fire Prevention Division code but Book 2.1 is a pre-requisite to obtain certification for any of the subsequent Book 2 books. Students MUST complete Book 2.1 in order to receive NPGA/PERC Certificates for any of the subsequent Book 2 modules. For instance, a student taking Book 2.2 will not be issued a Book 2.2 NPGA/PERC Certificate from NPGA/PERC until he/she completes Book 2.1
- **Book 2.5: Vermont:** This book is not specifically required (or referenced) in the October 22 2005 adopted version of the Vermont Fire Prevention Division code.
- **Book 4.1: Vermont:** is not required as a prerequisite to subsequent Book 4.2 module in either the CETP course descriptions or the October 22 2005 adopted version of the Vermont Fire Prevention Division code. Books 4.1 and 4.2 are separate and are not related to one another according to our discussions with NPGA's testing contractors.
- **Bring with you:** The correct version(s) of NFPA 54 -and/or NFPA 58
- **Books & Descriptions** - 1 - Basic Principles and Practices, 2 - Propane Delivery: **NEW MODULES - Bobtail, Basic, Cylinder, ASME Tanks.** 3 - Plant Operations, 4 - Distribution Systems Operations: **NEW MODULES - Distribution Layout & Design, Distribution Installation.** 5 - Transfer Systems Operations, 6 - Appliance Installation, 7 - Appliance Service. More extensive information can be seen at www.npga.org. or at the end of this notice
- **Cancellation** - NEFI reserves the right to cancel any and all seminars for lack of registrations and pre-registered students will be directly notified of cancellations. Firms prepaid for cancelled seminars will receive a full refund. Decisions concerning cancellation of seminars are made at the end of the day on the registration deadline date for each Book/Class.
- **Certificates:** Suitable for framing, will be sent to all students successfully completing this seminar.
- **Classroom format** - This course will be presented in classroom format (tables and chairs).
- **Dates:** See Registration form for specific dates. Actual session dates may change, depending on various factors (including unforeseen conflicts). The instructor will provide details and inform students should changes become necessary.
- **Directions:** NEFI will fax directions upon request, if not included in this notice, or see them at nefi.com for the specific course location
- **Fees:** Fees are as noted for NEFI members. **Non-members are subject to a premium** per CETP Module/Book. Non-members joining NEFI before the beginning of class may take member rates.
- **Fire Code (Vermont only):** There is a new Fire Prevention Division Code for Vermont effective October 22 2005. Contact Vermont Fuel Dealers Association for a copy or visit www.vermontfuel.com or the Fire Prevention Division web site
- **Hand-outs:** All students will receive the CETP Manual for the Book they are taking (except Exam Only students)
- **Inserts:** This notice may include other inserts, such as those surveying the need for future CETP Courses
- **Instructor:** Ken Wood and Pat Steed provide decades of experience in LP gas and pipeline gas. Ken worked for 20 years at various positions for a gas utility with a propane business. He spent the last 10 years as the company V. P. and general manager before moving on to become Vermont Public Service Department's Gas Safety Program Manager. He has been a member of the National Fire Protection Association, NARUC Gas Safety Sub-Committee, Education & Safety Committee, and an associate staff member of the Transportation Safety Institute as an LP gas trainer. Ken has co-authored a supplement to the NFPA Handbook on Jurisdictional LP Gas Systems and was a member of the committee that produced the Training Guide for Operators of Small LP Gas Systems and has helped investigate gas incidents
- **Knowledge Assessments:** Knowledge Assessment Forms must be completed and retained in the employee file at the company location.
- **Late Registrations:** NEFI will do its best to accommodate registrations received after the deadlines, but late registrants will be assessed additional costs incurred by NEFI for express shipment of additional orders of Books and Exams from NPGA and ITS.
- **Lunch:** Students are on their own for lunch. Area restaurants include Friendly's, Ninety Nine, PJ Scott and HukeLau.
- **Credit Cards – MasterCard, American Express and VISA are accepted by NEFI for payment of fees.**
- **Minimum/Maximum:** Each class is limited to 20 students but NEFI requires 12 students to run each Book (typical)
- **NFPA Code:** **NFPA codes 54 and 58 are referenced for specific books.** Students must bring their own copy/copies of the NFPA code, or may order copies using the attached NFPA order form. Students MUST have the referenced NFPA publications (including the correct year) to attend the corresponding class. See registration form for referenced publication details. **Students showing up for class without the correct version will not be able to take the course.**
- **NFPA Codes – If the NEFI instructor has additional available copies of the NFPA codes required to take the CETP Module, any student showing for a CETP course without the correct version of NFPA 54 or NFPA 58 will be given a copy from NEFI stock and billed \$70 per book. NEFI will not loan NFPA Code Books to students.**
- **No Shows or Cancellation by Registrant:** Cancellation by Registrant must be made in writing to NEFI on or before the Registration Deadline. Firms registering students and failing to attend without written notice to NEFI will be liable for the full amount of tuition. Cancellation by Registrant after the Registration Deadline leaves the registrant liable for 50% of the tuition.
- **NPGA** - This program is taught by an NPGA-approved instructor, using NPGA curriculum.
- **Payment:** Payment, or valid credit card information, for each class is due by the first day of each class.
- **PERC subsidy:** There is no Propane Education & Research Council grant subsidy in use for this series.
- **Pre-Register:** Pre-registration for each Book is due at least 10 days prior to the beginning of each Book. See registration form for specific registration deadline dates. We cannot guarantee that books and/or tests for late registrants will arrive on time. Manuals will be given to students in the order that registrations were received at NEFI. Timely registrants will therefore receive their Manuals before those that register after deadline.
- **Questions?** - Contact Andrea at school@nefi at 617-924-1000.
- **Skill Assessments:** The Skill Assessment Forms must be returned signed to ITS within one year of the date of the test for each book. If this does not happen, you will have to take the books over again.
- **Target Audience:** These seminars are for Delivery Drivers, Service Techs, Service Managers, Dispatchers, Apprentices, office personnel, Plumbers and Service technicians that install gas equipment.
- **Tests:** Testing will be held on the final day of each Book's offering. Students will be notified of their grade by mail.
- **Time:** Night classes are generally held 5:30 a.m. – 9:30 p.m. Day classes run 8:00 to 4:00 p.m. Periodic breaks will be taken.
- **Tuition:** As noted on the registration form, tuition for each class includes CETP Student Manuals.

REGISTRATION – Propane CETP Classes

2007 - Books 1, 2,4, 6 & 7 – Hampton Inn, 600 Memorial Drive, Chicopee, MA 01020

8:00 - 4:00 each day - Book 1 Starts September 11, 2007

IMPORTANT: FAX this page to NEFI first. Process your payment later. Circle, for each student, each Book you are registering for. NFPA Codes Required to take Book noted. Student **MUST HAVE NFPA Code publication referenced for this CETP Book. These codes are NOT provided by NEFI.** NFPA - 58 & NFPA 54- are needed to take these classes. **8:00-4:00 for all classes.** Save % per student, per CETP Book, as a NEFI member now, or by joining NEFI today. Enclose your NEFI membership enrollment with this Registration to save \$\$\$\$

1. Student must bring the specific referenced NFPA publications to class
2. Enter Student names and circle appropriate amounts for the dates needed for each student.
3. Complete the Company information, address, etc.
4. Indicate your payment choice: prepaid, credit card, or billing
5. Return this page to NEFI, by fax or mail.
6. Order your NFPA 54 and/or 58 from NFPA, or bring your copies to the class
7. REGISTER EARLY - limited Seating!!!!!!!

See last page of this 6 page notice for detailed explanations of each "book" offered, All Books shown below, with the exception of 2.1 and 2.5, are specifically referenced in the 2005 Vermont Fire & Building Safety Code

	1.0	2.1	2.2	2.4	2.5	3.1	3.2	3.3	3.4	4.1	4.2	5.0	6.0	7.0
	3 days	1 day	2 days	1 day	1 day	1 day	1 day	1 day	1 day	2 days	4 days	3 days	3 days	3 days
	Sep 11 12 13	Sep 18 19 20		Book 2.4 not scheduled for this series	Book 2.5 not scheduled for this series	Book 3 not scheduled for this series				Oct 2 3	Oct 9 10 11 12	Book 5 not scheduled for this series	Oct 16 17 18	Oct 30 31 Nov 1
	58	58								58, 54	58, 54		58,54	58,54 - also Book 6 required before taking Book 7
1	450	450		150	150	150	150	150	150	300	600	450	450	450
2	450	450		150	150	150	150	150	150	300	600	450	450	450
3	450	450		150	150	150	150	150	150	300	600	450	450	450
4	450	450		150	150	150	150	150	150	300	600	450	450	450
TOTAL for each Book>	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Enter total for of all cells in the row above and enter HERE> \$ _____
Gross Amount

Discount for NEFI Members ONLY)>>> Calculate your discount, if a member and enter to the right
If not a member, skip this step>
Discount rate for members: 0.3333 x Gross Amount === \$ _____
Discount

If the NEFI instructor has additional available copies of the NFPA codes required to take the CETP Module, any student showing for a CETP course without the correct version of NFPA 54 or NFPA 58 will be given a copy from NEFI stock and billed \$70 per book. NEFI will not loan NFPA Code Books to students.

Subtract Discount from Gross and enter to the RIGHT> \$ _____
Grand Total
Gross less discount

SAVE MONEY: READ THIS! The student may NOT take these courses without the correct year's version of the referenced publication in class. If you already have the CORRECT YEAR of the referenced publication, bring yours to class. If you do not already have them, you can use the Order form attached to obtain new copies from NFPA.

We have read, understand and agree to the policies and details as outlined in this notice. We will ensure that students arrive at class with necessary and correct year's copies of NFPA 54, and/or NFPA 58

Company: _____ Contact: _____ Title _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Fax: _____ Email: _____

DIRECTIONS? Check HERE [] to have directions FAXED or EMAILED to you
 Visit www.nefi.com for more directions and map for this course

PAYMENT: [] Check Enclosed or [] Payment to follow or [] Bill us (members only)
 [] Purchase Order or Reference Number, if any: _____
 (Payment must be received at NEFI by registration deadline for each Book)

PAYMENT BY CREDIT CARD [] Charge my Credit Card: [] Visa OR [] MasterCard; [] American Express
 Card Number: _____ Exp. Date _____ i.e. "10-08")
 Cardholders Name _____ Signature _____
 Today's Date _____ (credit card charges will appear as NEFI on your statement)



FAX FIRST TO NEFI:617.924.5962!!! Skill Assessments: The Skill Assessment Forms must be returned signed to ITS within one year of the date of the test for each book.

ORDER FORM - NFPA 54- and/or NFPA 58-

If you do not already have the required NFPA codes for NEFI's CETP offerings, use this form to get yours from NFPA

NEFI CETP STUDENTS: Students must have the referenced NFPA code book(s) NFPA - 54 & NFPA - 58- and the correct year's version - for the corresponding CETP Book (see NEFI CETP Registration form for details) to attend the NEFI CETP class. Either bring your own copies, or use this order form to order yours directly from NFPA. **If the NEFI instructor has additional available copies of the NFPA codes required to take the CETP Module, any student showing for a CETP course without the correct version of NFPA 54 or NFPA 58 will be given a copy from NEFI stock and billed \$70 per book. NEFI will not loan NFPA Code Books to students.**

Name: _____

Shipping Address: _____

Billing Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____

NFPA Member Number, if applicable (NEFI # 102840)

NFPA 54- latest edition [] __ copies @ \$38.25 NFPA member (\$42.50 non-NFPA member) = \$ _____ +

NFPA 58- latest edition [] __ copies @ \$38.25 NFPA member (\$42.50 non-NFPA member) = \$ _____ +

Shipping & Handling \$7.95 (subject to change by NFPA) = \$ 7.95 +

TOTAL ===== \$ _____

[] Bill me _____

[] Bill my credit card (check one)

[] Visa [] MC [] AMEX [] DISCOVER

CARD NUMBER: _____ EXP Date _____

Signature _____

Name on Card _____

Billing ZIP Code on Card _____



Fax to NFPA (*NOT* NEFI) at 800-593-6372

Contact: Pat Riddell at NFPA, x8305 Phone: 800-344-3555 or Fax: 800-593-6372 or 508-895-8301, e-mail: priddell@nfpa.org or by mail: NFPA, Attn: Pat Riddell - 11 Tracy Dr., Avon, MA 02322

Prices subject to change by NFPA. This document subject to change. This order form was created and distributed solely for NEFI's CETP Education Seminars by the New England Fuel Institute. Visit us at NEFI.COM

Propane-related mailings and course notices from NEFI?

- YES, please add us to NEFI's list to receive **propane-related** notices
 No, thanks, please remove us from NEFI's list to receive propane-related notices

Fax this page to NEFI at 617.924.1022

Or mail to the address below

Contact information (if you received this via postal mail and it differs from mailing label below,)

Name _____ Title _____
Company _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____

Education & Training
New England Fuel Institute (nefi.com)
PO Box 9137
Watertown MA 02471

617-924-1000 Phone
617-924-1022 fax
school@nefi.com



Propane Certified Employee Training Program (CETP) Day Classes - Books 1, 2, 3,4,6,7

2007 - Books 1, 2, 4, 6 & 7 – Hampton Inn Chicopee, 600 Memorial Drive, Chicopee, MA 01020

- Books 1, 2.1, 2.2, 4.1, 4.2, 6 & 7
- Weekdays
- Book One Starts September 11, 2007
- All classes run 8:00 to 4:00 p.m.
- Offered in cooperation with Massachusetts Oilheat Council
- NEFI and MOC members save 50% on tuition



Address Service Requested

IMPORTANT – PLEASE READ **FOR NEFI CETP CLASSES**

1. Students MUST HAVE

- a. NFPA 54- and/or
- b. NFPA 58- as noted for the specific class:

2. Please: Either

- a. For each student registered: Confirm that you already have the correct NFPA code (and year version) for each CETP Module

OR

- b. Order using the NEFI order form to place your code book order with NFPA to ensure that you have them for the first day of class.

3. ENSURE that NFPA Code books go to class with the student

4. ENSURE that CORRECT NFPA books go to class with the student.

5. Please contact Andrea at NEFI at 617-924-1000 or school@nefi.com if you have any questions.

If the NEFI instructor has additional available copies of the NFPA codes required to take the CETP Module, any student showing for a CETP course without the correct version of NFPA 54 or NFPA 58 will be given a copy from NEFI stock and billed \$55 per book. NEFI will not loan NFPA Code Books to students.

CETP Titles and Course Descriptions

New Revised CETP materials.

TITLES AND DESCRIPTIONS OF TRAINING MATERIALS (From National Propane Gas Association December 2005)

The training materials are designed as a learning resource and career development resource for the individual employee. Training materials should be supplied for each participating employee for each certification area being taught. The only other material needed by the employee is a copy of NFPA #58 for *Basic Principles and Practices in Propane* and NFPA #54 and #58 for the other certification areas. The certification areas are described below.

1.0 Basic Principles and Practices in Propane*

Basic Principles and Practices is a prerequisite to the more advanced classes (except for Transport Delivery), and includes modules covering the physical properties and combustion characteristics of propane, identifying propane industry standards, safety codes and regulations, identifying the basic parts of tanks, cylinders, and bulk storage installations, maintaining a safe working environment, identifying commonly used hand tools and supplies, and serving the customer.

2.0 Propane Delivery*

Propane Delivery includes inspecting, maintaining and operating propane delivery vehicles, filling propane storage containers, and making customer deliveries of propane.

2.1 Propane Delivery Basics is not a certification, but a prerequisite course component of the Propane Delivery certifications. Knowledge objectives from 2.1 are included in each of the delivery certification examination test question batteries. The skills assessment for 2.1 must be completed, documented, and the skills evaluation form received by Industrial Training Services, Inc. in order for the certification candidate to become certified in 2.2, 2.3, 2.4, or 2.5

The certifications offered in 2.0 are:

- 2.2 Operating a Bobtail to Deliver Propane
- 2.3 Operating a Transport to Deliver Propane
- 2.4 Operating a Cylinder Delivery Vehicle to Delivery Propane
- 2.5 Operating a Truck, Tank Trailer or Tractor/Trailer to Deliver or Relocate ASME Tanks

Plus a combined certification:

- 2.2/2.4 Operating a Bobtail or Cylinder Delivery Vehicle to Deliver Propane

3.0 Plant Operations*

Plant Operations covers identifying and installing valves in propane storage containers, identifying and installing gauges in propane storage containers, removing propane from tanks and cylinders, inspecting, maintaining, and requalifying propane tanks and cylinders, and unloading propane transports and rail cars.

Plant Operations will offer one standard certification area with three optional specialized certification

The standard certification area in 3.0 Plant Operations Basic Certification consists of the following:

- 3.1 Maintaining ASME Tanks
- 3.2 Maintaining DOT Cylinders
- 3.3 Operating Dispensing Equipment to Fill Containers
- 3.4 Maintaining Bulk Plant Equipment

The optional specialized certification areas in 3.0 are:

- 3.5 Performing Cargo Tank Product Transfers
- 3.6 Performing Railcar Product Transfers
- 3.7 Maintaining DOT Intermodal (IM) Tanks



4.0 Vapor Distribution Systems Operations*

Distribution System Operations covers installing propane storage tanks and cylinders, vapor regulation and metering systems, vapor distribution systems, liquid distribution and vaporizer systems, inspecting and pressure testing propane piping systems, and installing and testing cathodic protection systems. The certification areas in 4.0 are:

- 4.1 Layout, Design and Selection of a Vapor Distribution System
- 4.2 Preparing and Installing Vapor Distribution System Components

5.0 Transfer System Operations

Transfer System Operations covers maintaining and troubleshooting pumps and metered delivery systems and propane compressors, maintaining propane valves, flow monitors, and hoses, and inspecting and maintaining liquid transfer systems.

6.0 Appliance Installation

Appliance Installation is a prerequisite to 7.0-Appliance Service. Appliance Installation covers placing propane utilization equipment into service, identifying the fundamental principles of venting and ventilation, pressure testing and leak checking propane piping systems, controlling propane/air mixtures for proper combustion, and sizing and installing natural draft venting systems.

7.0 Basic Electricity for Propane Appliances (Appliance Service)

Appliance Service covers identifying troubleshooting skills in electrical circuits/systems, measuring electrical quantities, identifying operating characteristics and components of common sensing devices, and troubleshooting control devices basic to gas operated equipment.

8.0 Large Industrial/Commercial Gas-Fired Equipment Large Industrial/Commercial Gas-Fired Equipment covers determining gas supply requirements for large industrial gas fired equipment; identifying characteristics and functions of valve trains and ignition safety systems used with large gas fired equipment; identifying characteristics and functions of safety controls and burner designs used with large gas fired equipment; and identifying system testing and start up procedures that apply to large gas fired equipment.