

Propane Certified Employee Training Program (CETP)

Books 1, 2, 4, 6, 7 - F.W. Webb - 3091 Cold River Road - Rutland, VT

June/July 2010 - 8:00 - 4:00pm - Book 1 starts June 7

This training seminar covers National Propane Gas Association Book 1-Basic Principles & Practices, Book 2-Delivery Operations, Book 4-Vapor Distribution System Operations, Book 6 -Appliance Installation and Book 7 - Appliance Service. Testing on each book is conducted as required by the State of Vermont. *Book 1 is required for certification in any other book.* These seminars are for delivery drivers, service technicians, service managers, dispatchers, apprentices, office personnel, plumbers and service technicians that install gas equipment. More information can be found at www.npga.org

This class is subsidized by a Propane Education Research Council (PERC) Education Grant. The PERC Education Grant discount has been applied to Book 1 for all CETP Series offered by VFDA in 2010.

The Details:

- **Attendance Policy:** Students must complete the total hours for each Book. Each class is limited to 20 students. **Students must bring** the correct version of NFPA 54 (2006) and/or NFPA 58 (2008). Students must bring their own copy/copies of the NFPA code. Students **MUST** have the referenced NFPA publications (including the correct year) to attend the corresponding class. See registration form for referenced publication details. *Students who come to the class without the correct version will not be able to take the course.* If the VFDA instructor has 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 VFDA stock and billed \$55 per book. VFDA will not loan NFPA Code Books to students.
- **Book 2.1** is not specifically required (or referenced) in the 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** is not specifically required in the 2005 Vermont Fire Prevention Division code.
- **RETESTS:** If you need to retest for a book, there is a \$100 fee per test. This does not include the instructor's time and travel fees. If you would like more information about these fees, please contact Stephanie at 802-223-7750 or email training@vermontfuel.com
- **Cancellation** - VFDA reserves the right to *cancel any and all seminars for lack of registrations.* 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.
- **Dates:** See registration form for specific dates. Actual session dates may change, due to unforeseen factors.
- **NPGA:** This program is taught by an NPGA-approved instructor, using NPGA curriculum.
- **Instructor:** Manny Crafts. Manny brings 50 years of propane experience to the VFDA classroom. He began his long and distinguished career as a propane company owner in New Hampshire, and since has held positions including salesperson, delivery person, dealer supervisor, district manager, general manager, Director of Safety & Service of a major propane marketer. Since 1990 he has been a consultant and educator to the propane industry, and advises on Inspection / Audits of Fuel Gas facilities for safe installations and operations, Accident Site Investigations and Documentation, Applicable Fuel Gas Standards and Regulations, and Safe Procedures in LP-Gas Operations. Manny has trained LP-Gas operations personnel in 15 states and worked with regulatory authorities in numerous states training and explaining Fuel Gas regulations.
- **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.**
- **Knowledge Assessments:** Knowledge Assessment Forms must be completed and retained in the employee file at the company location.
- **Late Registrations:** VFDA will do its best to accommodate registrations received after the deadlines, but late registrants will be assessed additional costs incurred by VFDA for express shipment of additional orders of Books and Exams from NPGA and ITS.
- **Lunch:** Students are on their own for lunch. Available locally.
- **MasterCard and VISA are accepted by the Vermont Fuel Dealers Association for payment of fees.**
- **Student Cancellation:** All cancellations must be made in writing to VFDA on or before the Registration Deadline. *Firms registering students and failing to attend without written notice to VFDA 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.*
- **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 VFDA.
- **Questions?** - Contact VFDA at 802-223-7750 or email training@vermontfuel.com

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CETP REGISTRATION FORM

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 (members only)
5. Return **this** page to VFDA by fax or mail.
6. Register by **06/1/10**.

IMPORTANT:
FAX this page to VFDA.
 Circle each Book for each student you are registering.
 Each student **MUST HAVE** the NFPA Code publication referenced for this CETP Book.

Please ensure that students arrive at class with the necessary and correct year's copy of **NFPA 54** (2006) and/or **NFPA 58** (2008).
 If your student does not bring the proper code books to class, they will be provided, if available. Students will be charged \$55 per book.

Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

This class is subsidized by a Propane Education Research Council (PERC) Education Grant.

The PERC Education Grant discount has been applied to Book 1 for all CETP Series offered by VFDA in 2010.	Book 1	Book 2.1	Book 2.2	Book 2.4	Book 2.5	Book 4.1	Book 4.2	Book 6	Book 7
	June 7,8,9	June 14	June 15	June 16	June 17	June 21,22,23	June 28, 29,30	July 5,6,7	July 12,13,14
STUDENT NAME	\$200 Discount thanks to PERC Grant	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member
STUDENT NAME	\$200 Discount thanks to PERC Grant	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member
STUDENT NAME	\$200 Discount thanks to PERC Grant	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member
STUDENT NAME	\$200 Discount thanks to PERC Grant	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$100 member \$150 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member	\$300 member \$450 non-member
Not a VFDA member? Call 802 223-7750 or go to www.vermontfuel.com	\$	\$	\$	\$	\$	\$	\$	\$	\$

Add total for all cells in rows above and enter here Total \$ _____

PAYMENT:

- Check Enclosed
- Payment to Follow
- Bill Us (*members only*)
- Credit Card

Payment by Credit Card:

Name _____
 Card # _____ Exp. Date _____

VFDA accepts Visa & Mastercard (No Amex)

FAX TO VFDA: 802-223-7751

or mail to VFDA, 250 Main Street, Suite 301, Montpelier, VT 05602