

VFDA EDUCATION GUIDE



Industrial Training Services, Inc.
310 CC Lowry Drive
Murray, KY 42071
270-753-2150 x 107
fax 270-753-9807

CETP Certificate of Completion Duplicate Certificate and Patch Order Form

Use this form to order replacement certificates for completed CETP Books

- Please print clearly – illegible information will delay processing.
- Use one form for each student. Copy this form if needed
- “*” denotes required information
- Social Security Number is required to process your request

Student Name * _____

Company Name _____

Address * _____

City * _____ ST * _____ ZIP* _____

Phone * _____ Fax _____

Testing Group Number, if known _____

Social Security Number* _____ *required*

Payment must be prepaid or made by credit card

(postage will be added to the total of the order --\$0.87 minimum)

ITS will bill your company Credit Card. (all information must be complete)

Name on credit card: _____

Billing Address: _____

City/State/Zip: _____

Credit Card Information

Card Number _____ Exp Date _____ -

Three digit number on the back of the card _____

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Duplicate Certificate requested for: Check those needed

<input type="checkbox"/> Book One	Basic Principles and Practices	\$6.00 ea.
<input type="checkbox"/> Book Two	Propane Delivery	\$6.00 ea.
<input type="checkbox"/> 2.2	Bobtail Delivery	\$6.00 ea.
<input type="checkbox"/> 2.3	Transport Delivery	\$6.00 ea.
<input type="checkbox"/> 2.4	Cylinder Delivery	\$6.00 ea.
<input type="checkbox"/> 2.5	ASME Tank Delivery	\$6.00 ea.
<input type="checkbox"/> 2.2/2.4	Bobtail and Cylinder Delivery (combined test)	\$6.00 ea.
<input type="checkbox"/> Book Three	Plant Operations	\$6.00 ea.
<input type="checkbox"/> 3.5	Cargo Tank Transfers	\$6.00 ea.
<input type="checkbox"/> 3.6	Railcar Transfers	\$6.00 ea.
<input type="checkbox"/> 3.7	DOT Intermodal (IM) Tanks	\$6.00 ea.
<input type="checkbox"/> Book Four	Distribution Systems Operations	\$6.00 ea.
<input type="checkbox"/> 4.1	Vapor Distribution Systems Design	\$6.00 ea.
<input type="checkbox"/> 4.2	Vapor Distribution Systems Installation	\$6.00 ea.
<input type="checkbox"/> Book Five	Transfer Systems Operations	\$6.00 ea.
<input type="checkbox"/> Book Six	Appliance Installation	\$6.00 ea.
<input type="checkbox"/> Book Seven	Appliance Service	\$6.00 ea.
<input type="checkbox"/> Book Eight	Large Industrial/Commercial Equipment	\$6.00 ea.
<input type="checkbox"/>	GAS Check	\$6.00 ea.
<input type="checkbox"/> Wallet Card	Wallet card showing all of your CETP certifications	\$6.00 ea.

Duplicate Patch requested for: Check those needed

<input type="checkbox"/> Book One	Basic Principles and Practices	\$4.00 ea.
<input type="checkbox"/> Book Two	Propane Delivery	\$3.50 ea.
<input type="checkbox"/> 2.2	Bobtail Delivery	\$3.50 ea.
<input type="checkbox"/> 2.3	Transport Delivery	\$3.50 ea.
<input type="checkbox"/> 2.4	Cylinder Delivery	\$3.50 ea.
<input type="checkbox"/> 2.5	ASME Tank Delivery	\$3.50 ea.
<input type="checkbox"/> 2.2/2.4	Bobtail and Cylinder Delivery (combined test)	\$3.50 ea.
<input type="checkbox"/> Book Three	Plant Operations	\$3.50 ea.
<input type="checkbox"/> 3.5	Cargo Tank Transfers	\$3.50 ea.
<input type="checkbox"/> 3.6	Railcar Transfers	\$3.50 ea.
<input type="checkbox"/> 3.7	DOT Intermodal (IM) Tanks	\$3.50 ea.
<input type="checkbox"/> Book Four	Distribution Systems Operations	\$3.50 ea.
<input type="checkbox"/> 4.1	Vapor Distribution Systems Design	\$3.50 ea.
<input type="checkbox"/> 4.2	Vapor Distribution Systems Installation	\$3.50 ea.
<input type="checkbox"/> Book Five	Transfer Systems Operations	\$3.50 ea.
<input type="checkbox"/> Book Six	Appliance Installation	\$3.50 ea.
<input type="checkbox"/> Book Seven	Appliance Service	\$3.50 ea.
<input type="checkbox"/> Book Eight	Large Industrial/Commercial Equipment	\$3.50 ea.
<input type="checkbox"/>	GAS Check	\$3.50 ea.

Complete and send to:

Janet Arnold, Industrial Training Services Inc.

310 CC Lowry Drive, Murray, KY 42071

☎ Phone 270-753-2150 x 107, ☎ Fax 270-753-9807,

✉ j.arnold@its-training.com

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**Division of Fire Safety
Central Office**

1311 U.S. Route 302 - Berlin
Suite 600
Barre, VT 05641-2351
www.vtfiresafety.org

Department of Public Safety

(phone) (802) 479-7561 or 800-640-2106
(fax) (802) 479-7562

PROPANE(LP)/ GAS CERTIFICATE OF FITNESS(TQP) APPLICATION

- 1) If you need to obtain your Certificate of Fitness for **LP Gas**, under the Vermont Fire & Building Safety Code, you must include copies of the Certified Employee Training Program(CETP) books you have completed. Please check the books you are enclosing:

- 1.0 Basic Principles & Practices
- 2.2 Operating a Bobtail to Deliver Propane
- 2.4 Operating a Cylinder Delivery Vehicle
- 3.1 Maintaining ASME Tanks
- 3.2 Maintaining DOT Cylinders
- 3.3 Operating Dispensing Equipment to Fill Containers
- 3.4 Maintaining Bulk Plant Equipment
- 4.1 Layout Design & Selection of Vapor Distribution System
- 4.2 Preparing & Installing Vapor Distribution System Components
- 5.0 Transfer Systems Operations
- 6.0 Appliance Installation
- 7.0 Appliance Service

NOTE #1: There are other new CETP books not listed above, because they are not required by the State.

NOTE #2: Please see enclosed sheet on the new State gas certification requirements. This sheet will tell you what books are required for what certification. This sheet also includes continuing education requirements, if any, as well as some important information.

- 2) If you need to obtain your Certificate of Fitness for **Natural Gas**, under the Vermont Fire & Building Safety Code, you must include a copy of your Fundamentals of Natural Gas Certificate.

- 3) Please provide the following information for either **LP** or **Natural Gas**:

Name: _____ S.S. #: _____

Home Mailing Address: _____

(Town or City)

(State & Zip)

Date of Birth: _____ Home Phone #: _____

- 4) For either Natural or LP Gas Certificate of Fitness, you must complete a Tax and Child Support Certification papers, and return along with your paperwork. Be sure to date and sign both papers, and to also make sure you circle either A, B or C on the top part of the Child Support Certification, as this is one of the main reasons paperwork is returned from this office.

The Mailing Address to send your information to is:

DIVISION OF FIRE SAFETY
1311 US ROUTE 302 - BERLIN, SUITE 600
BARRE VT 05641-2351
(802) 479-7563



Regional Offices – Barre/Rutland/Springfield/Williston

Vermont Fire Academy - Pittsford

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CHILD SUPPORT CERTIFICATION

Required by 15 V.S.A., Section 795

Under Vermont law no agency of the State may issue or renew a license unless the licensee first certifies, under the pains and penalties of perjury, that he or she is in good standing with regard to any obligation to pay child support (15 V.S.A. § 795)

If the license holder is a natural person (not a corporation or partnership), the license holder certifies that as of the date this license is issued or renewed, the license holder: **(circle appropriate response)**

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The license holder makes this certification with regard to any and all children residing in Vermont. In addition, if the license holder is a resident of Vermont, the license holder makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

If you have any questions please contact the Office of Child Support, 103 South Main Street, Waterbury, VT 05676 (241-2180)

(Please sign below if you circled response A or B)

(DATE)

(SIGNATURE)

(Please sign below if you circled response C and contact the Office of Child Support at 241-2180)

(DATE)

(SIGNATURE)



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TAX CERTIFICATION ON LICENSE APPLICATIONS

By law (32 V.S.A. Section 3113) no agency of the State may renew a license or other authority to conduct a trade or business (including a license to practice a profession) unless the licensee first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due and payable and all returns have been filed, if the liability for any tax that may be due is on appeal, if the taxpayer is in compliance with a payment plan approved by the Commissioner of Taxes, or if the licensing authority determines that immediate payment of taxes due and payable would pose an unreasonable hardship.

The maximum penalty for perjury is fifteen (15) years in prison, a \$10,000.00 fine or both.

CERTIFICATION OF COMPLIANCE WITH 32 V.S.A. SECTION 3113

I hereby certify, under the pains and penalties of perjury, that I am in good standing with respect to, or in full compliance with a plan approved by the Commissioner of Taxes to pay, any and all taxes due the State of Vermont as of the date of this application.

(Date)

(Signature)

IF YOU ARE NOT IN GOOD STANDING AT THIS TIME, you may do one of the following three (3) things:

- (1) Discontinue this license or license renewal application;
- (2) Arrange with the VT Department of Taxes to bring yourself into good standing through a payment plan approved by the Commissioner or otherwise;
- (3) Seek a determination from the licensing agency that immediate payment of taxes due and payable would impose an unreasonable hardship.

If you desire to continue this application, you should complete the statement below.

ALTERNATE CERTIFICATION

I am not in good standing with the Department of Taxes at this time and,

- _____ (a) I will arrange with the Department of Taxes to bring myself into good standing or;
- _____ (b) Seek a determination that immediate payment would impose an unreasonable hardship.

(Date)

(Signature)

Arrangements to achieve good standing should be made by contacting the Supervisor of Tax Collections, (802) 828-2804.

