



2019 EMPLOYEE TRAINING

CETP, Non-Certified & Cathodic Protection



2019 EMPLOYEE TRAINING

The Michigan Propane Gas Association offers certified and non-certified employee training for those employed in the propane industry or looking to obtain propane training certification. To make training more accessible to everyone, classes are held in multiple locations. Classes are open to members and non-members and pre-registration is necessary. For more information or assistance, please contact the MPGA office at 517-487-2021 or mpga@kdafirm.com.

General Information

- Attendance at all training classes is by pre-registration only.
- The number of students is limited for each class. Register early to ensure your participation.
- MPGA reserves the right to cancel a class, if there is lack of participation.
- Class times vary. Please refer to the schedule for class times for each course.
- Registration includes course materials, continental breakfast and lunch.
- Attendees are responsible for lodging costs. For hotel reservations, please contact the hotel directly and indicate you are with MPGA.

Course Locations

- **Bavarian Inn Restaurant**
713 S. Main Street
Frankenmuth, Michigan
800-228-2742
- **Comfort Inn**
607 E. Lakeshore Drive
Manistique, Michigan
906-341-6981
- **Crystal Mountain Resort**
12500 Crystal Mountain Drive
Thompsonville, Michigan
877-533-9935
- **Doherty Hotel**
604 N. McEwan, Clare, Michigan
989-386-3441
- **Stanford's LP Gas Training Center**
3611 N. Eastman Road
Midland, Michigan

Registration

The registration deadline is two weeks prior to the start of each class. Blended Learning classes require registration 30 days prior. A refund, less a \$25 administrative fee, will be provided for cancellations received at least 7 business days prior to the first day of class.

Registration Fees

Certified Courses	\$125
Non-Certified Courses	\$60
Cathodic Protection Certification	\$125
Cathodic Protection Compliance Refresher.....	\$60

Faculty

The instructor for all certified and non-certified classes is Roger Dahn. Mr. Dahn has worked in the retail propane industry for most of his career. He has years of experience as a cylinder delivery driver, as a service technician and installer, and as a district manager. He carries all current CETP certifications, as well as a State of Michigan mechanical license. He has been an instructor for CETP and other industry classes for the past 20 years.

Keith Boswell from National Pipeline Services will be the instructor for cathodic protection certification and compliance refresher courses. Successful completion of both a written and practical examination will enable each student to receive a training certificate as a qualified cathodic protection tester of underground propane tanks.

The NPGA's training is directed to assist in the education of service and delivery personnel in the LP gas industry. This training program is not intended to be an exhaustive treatment of the subject covered. It should not be interpreted as precluding the use of other procedures and/or compliance with more extensive federal, state, and local codes and/or regulations.

The NPGA, MPGA, and the training supervisor assume no liability for reliance on: (1) the material used; (2) the manner in which the training was conducted; (3) the knowledge gained or not gained by the employee. These courses are offered as assistance to help employers train personnel in their companies.



2019 EMPLOYEE TRAINING

CETP, Non-Certified & Cathodic Protection

NON-CERTIFIED COURSES

Gas Check

Class is held 8:00 a.m.-4:00 p.m. The Gas Check program offers two types of inspections, depending upon your company's gas check inspection policies:

1. "Gas System Check" which can be completed on the gas delivery system, including containers and regulators, or
2. "Gas Appliance System Check" which is completed on both the delivery system and all propane burning appliances.

July 31.....Doherty Hotel, Clare

OSHA & DOT First 90-Day HAZMAT Training

Class is held 8:00 a.m.-4:00 p.m. This is a very important new employee 90-day compliance opportunity. USDOT HAZMAT Transportation Safety will touch upon the requirements, but not the details of specific individual company's written Emergency Action Plan and Security Awareness Action Plan. Other HAZMAT training will focus on the employee's "Right to Know;" the risk associated with the hazardous material they work with; and the suggested safe handling procedures and personal protective equipment that are recommended as risk mitigation tools. In addition, proper labeling and inspections of containers and trucks; what to do when involved in a motor vehicle accident; drug and alcohol testing and reporting requirements; CMV (Commercial Motor Vehicle) Driver requirements, inspections and cylinder inspections. This training, when combined with an effective on-the-job training program and ongoing safety training regiment, will assist with meeting the training requirements of the Hazardous Materials Regulation.

May 16Doherty Hotel, Clare

July 30.....Doherty Hotel, Clare

August 12 Comfort Inn, Manistique

September 26 Bavarian Inn Restaurant, Frankenmuth

Propane Emergencies Training

Class is held 1:00 p.m. to 5:00 p.m. This course is geared towards owners and managers and was created to bring awareness to, or enhance, the awareness of the Retail Propane Marketer Manager, Propane Transporter or Cylinder Filling Operator with the requirements of USDOT and OSHA for dealing with Propane Emergencies.

The seminar will document and review prominent compliance issues including:

1. Emergency action plan (mandatory where fire extinguishers are required), employee training and documentation.
2. Fire prevention plans (mandatory where fire extinguishers are required), employee training and documentation.
3. Fire safety analysis (mandatory as required by NFPA 58).
4. Handling propane emergencies involving delivery equipment on public roads.
5. USDOT accident and incident reporting requirements by telephone and written follow up.
6. Working with first responders (mandatory for employer).
7. Public and media relations during a propane emergency. (Do your employees know what to say or not to say and who to say it to?)
8. Using knowledge, protection and prevention to avoid propane emergencies.

July 23.....Crystal Mountain, Thompsonville



CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP)

The 1.0 Basic Principles and Practices of Propane course is a prerequisite for all classes.

Blended Learning Courses

Blended Learning Courses provide less time away and consist of pre-coursework and a one-day review and certification testing. Students complete the classroom training online prior to the instructor lead review and testing. Students must have access to a computer and provide an individual email address. The registration deadline is 30 days prior to classroom training. Instructions for the pre-coursework requirements will be provided upon registration for the class.

Refresher Training Classes

Refresher Training Classes are for students who have previously completed the certification process and need to complete the 3-year recertification.

1.0 Basic Principles and Practices of Propane

Class is held from 8:00 a.m. to 4:00 p.m. each day. This entry level course is a prerequisite to the more advanced classes. It provides instruction about propane’s physical combustion properties, and how propane is produced and transported. Other topics covered include the organizations that influence, publish or enforce codes and standards; how basic functions are performed in a bulk plant, including primary safety concerns and customer service; odorants and service interruptions; complete and incomplete combustion characteristics, and much more.

- April 16-17.....Doherty Hotel, Clare
- May 14-15 Bavarian Inn Restaurant, Frankenmuth
- June 4-5.....Doherty Hotel, Clare
- June 6 (Refresher Class).....Doherty Hotel, Clare
- June 27 (Blended Course)Doherty Hotel, Clare
- August 6-7 Comfort Inn, Manistique
- August 8 (Refresher Class) Comfort Inn, Manistique
- August 27-28.....Doherty Hotel, Clare
- September 10-11..... Bavarian Inn Restaurant, Frankenmuth
- October 8-9 Bavarian Inn Restaurant, Frankenmuth

2.2 Bobtail Delivery Operations

Class is held from 8:00 a.m. to 4:00 p.m. each day. This course provides information for drivers who operate commercial motor vehicles to deliver propane. It also covers bobtail equipment and systems; explains a bobtail’s basic equipment and systems, including the cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment; presents detailed procedures for safely loading a bobtail using the plant pump; discusses DOT requirements for bobtail inspections; and reviews the features and installation requirements of ASME tanks at customer locations.

- April 30-May 1.....Doherty Hotel, Clare
- May 2 (Refresher Class).....Doherty Hotel, Clare
- May 28-29 Bavarian Inn Restaurant, Frankenmuth
- July 22 (Blended Course).....Doherty Hotel, Clare
- August 13-14 Comfort Inn, Manistique
- August 15 (Refresher Class) Comfort Inn, Manistique
- September 24-25.....Doherty Hotel, Clare
- October 22-23 Bavarian Inn Restaurant, Frankenmuth



2019 EMPLOYEE TRAINING

CETP, Non-Certified & Cathodic Protection

2.4 Cylinder Delivery Operations

Class is held from 8:00 a.m. to 4:00 p.m. each day. This course is primarily designed to train propane delivery personnel who operate cylinder delivery vehicles. The course provides information, practices, and procedures that support many general delivery tasks.

Topics include DOT licensing and driving requirements; driving requirements and restrictions for drivers who operate commercial motor vehicles (CMVs) to deliver propane; vehicle inspections; identification, and documentation highlights; safely handling hazardous materials, the hazards of handling a variety of flammable and combustible liquids; and the associated safety measures. In addition, driving defensively and handling accidents and emergencies; vehicle parking, servicing, and security; preparing cylinders for filling; and filling cylinders and delivering cylinders.

June 11-12Doherty Hotel, Clare
June 13 (Refresher Class)Doherty Hotel, Clare

3.1 Plant Operations

Class is held from 8:00 a.m. to 4:00 p.m. each day. Provides information, practices, and procedures that support many general plant operations tasks. This course is primarily designed to train employees who inspect and fill DOT cylinders and ASME tanks at the bulk plant; requalify DOT cylinders; maintain cylinders, tanks, and bulk plant equipment systems; and other propane employees who could benefit from sections of this course, including plant managers and plant office personnel.

July 9-11Doherty Hotel, Clare
July 12 (Refresher Class)Doherty Hotel, Clare

4.1 Designing and Installing Exterior Vapor Distribution Systems

Class is held from 8:00 a.m. to 4:00 p.m. each day. Focuses on designing and installing the exterior portions of a vapor distribution system for both residential and small commercial markets. It addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing. In addition, designing vapor systems (container and lines); designing vapor distribution systems (regulators and meters); preparing system components for transport; installing containers, lines, regulators and meters; system tests; and safety information.

June 18-20Doherty Hotel, Clare
June 21 (Refresher Class)Doherty Hotel, Clare

4.2 Placing Vapor Distribution Systems and Appliances into Operation

Class is held from 8:00 a.m. to 4:00 p.m. each day. Focuses primarily on the procedure of placing a vapor distribution system into operation. This course addresses the different system tests required for vapor distribution systems and appliances; validating the container, piping, and regulator; how and when to make the final connections; how to purge the system of air, appliance controls and safety devices; and how to adjust the burner.

July 16-18Doherty Hotel, Clare
July 19 (Refresher Class)Doherty Hotel, Clare

5.1 Designing and Installing Dispenser Transfer Systems

Class is held from 8:00 a.m. to 4:00 p.m. each day. Covers all general knowledge that a propane employee would need to use and operate a dispenser. The book includes information on dispenser tank valves, fittings and locations; and installing, start up and, shut down procedures of a dispenser transfer system. In addition, this course will cover the following: maintain and troubleshoot propane pumps and propane compressors; inspect and maintain propane liquid meters; maintain propane valves, flow monitors, and hoses; and inspect and maintain liquid transfer systems.

June 25-26Doherty Hotel, Clare



CATHODIC PROTECTION

Cathodic Protection Certification

Class is held from 8:30 a.m. to 5:00 p.m. For those not already certified and are seeking certification, the MPGA offers a full two-day class. The course will conclude with a written and practical examination. Each student must pass with a minimum score of 70 percent to receive a Cathodic Protection Certification showing competence and qualification. You may bring your own testing equipment, if desired.

June 4-5.....Stanford's LP Gas, Midland
August 20-21Stanford's LP Gas, Midland

Compliance Training Refresher Course

These half-day sessions will be held from 10:00 a.m. to 3:00 p.m. Recertification may be accomplished by either satisfying the work experience requirements or by passing the half-day cathodic protection (CP) tester refresher class. Neither of these options can be used without submitting a copy of your original signed certification paper from Cor-PreTek, Inc. or National Pipeline Services. If you do not have the original certificate, then you must retake the regular two-day class to receive certification.

For your certification to remain current, you must complete at least five documented CP tests and submit the MPGA CP Tester Recertification Application, available on the MPGA website at mipga.org, for approval every three years.

If you are unable to document a minimum of five specific cathodic protection tests on five different tanks over the last three years and provide a copy of the actual test data sheets, you are required to attend a half-day refresher course. A certificate of completion will be provided.

June 26.....Stanford's LP Gas, Midland
July 23.....Stanford's LP Gas, Midland

Applying for Recertification

If you have satisfied the work experience requirements (all work experience must be since the original certification or the last certification), you may submit your MPGA CP Tester Recertification Application. To obtain your recertification, you must submit the following documentation:

- Completed Recertification Application (www.mipga.org)
- \$60 application fee (payable to MPGA)
- Copy of your original signed certification from National Pipeline Services or CorPreTek, Inc.

Mail all documents to:
Michigan Propane Gas Association
629 W. Hillsdale Street
Lansing, MI 48933

Please make a copy of the application for your records. For assistance with completing the application, contact Keith Boswell at kboswell@nationalpipelineservices.com.

COURSE SELECTION

1.0 Basic Principles and Practices of Propane (\$125)

- ☐ April 16-17 Clare
- ☐ May 14-15 Frankenmuth
- ☐ June 4-5 Clare
- ☐ June 6 (Refresher) Clare
- ☐ June 27 (Blended) Clare
- ☐ August 6-7 Manistique
- ☐ August 8 (Refresher) Manistique
- ☐ August 27-28 Clare
- ☐ September 10-11 Frankenmuth
- ☐ October 8-9 Frankenmuth

2.2 Bobtail Delivery Operations (\$125)

- ☐ April 30-May 1 Clare
- ☐ May 2 (Refresher) Clare
- ☐ May 28-29 Frankenmuth
- ☐ July 22 (Blended) Clare
- ☐ August 13-14 Manistique
- ☐ August 15 (Refresher) Manistique
- ☐ September 24-25 Clare
- ☐ October 22-23 Frankenmuth

2.4 Cylinder Delivery Operations (\$125)

- ☐ June 11-12 Clare
- ☐ June 13 (Refresher) Clare

3.1 Basic Plant Operations (\$125)

- ☐ July 9-11 Clare
- ☐ July 12 (Refresher) Clare

4.1 Designing and Installing Exterior Vapor Distribution Systems (\$125)

- ☐ June 18-20 Clare
- ☐ June 21 (Refresher) Clare

4.2 Placing Vapor Distribution Systems and Appliances into Operations (\$125)

- ☐ July 16-18 Clare
- ☐ July 19 (Refresher) Clare

5.1 Designing and Installing Dispenser Transfer Systems (\$125)

- ☐ June 25-26 Clare

Gas Check (\$60)

- ☐ July 31 Clare

OSHA & DOT First 90-Day HAZMAT Training (\$60)

- ☐ May 16 Clare
- ☐ July 30 Clare
- ☐ August 12 Manistique
- ☐ September 26 Frankenmuth

Propane Emergencies Training (\$60)

- ☐ July 23 Thompsonville

Cathodic Protection Certification (\$125)

- ☐ June 4-5 Midland
- ☐ August 20-21 Midland

Compliance Training Refresher Course (\$60)

- ☐ June 26 Midland
- ☐ July 23 Midland

Cancellations: Registration fees will be refunded for cancellations made 7 business days prior to the start of class, minus a \$25 handling fee.



EMPLOYEE TRAINING REGISTRATION 2019

Class size is limited. Attendance at all training classes are by PRE-REGISTRATION ONLY. Please complete a separate registration form for each participant.

Name _____

Company _____

Address _____

City _____

State _____

Zip _____

Email _____

Phone _____

Fax _____

PAYMENT

Amount Due \$ _____ ☐ Check No. _____ (enter N/A if unknown)

☐ Visa

☐ MasterCard

☐ American Express

Card Number _____

Exp _____

Name on Card _____

CVV _____

Billing Address _____

City _____

State _____

Zip _____

Signature _____

CLASS LOCATIONS

For hotel reservations, please call the hotel directly and indicate that you are with MPGA.

Doherty Hotel

604 N. McEwan
Clare, MI
989.386.3441

Bavarian Inn Restaurant

713 S. Main Street
Frankenmuth, MI
800.228.2742

Crystal Mountain Resort

12500 Crystal Mountain Dr.
Thompsonville, MI
877.533.9935

Stanford's LP Gas

Training Center
3611 N. Eastman Road
Midland, MI

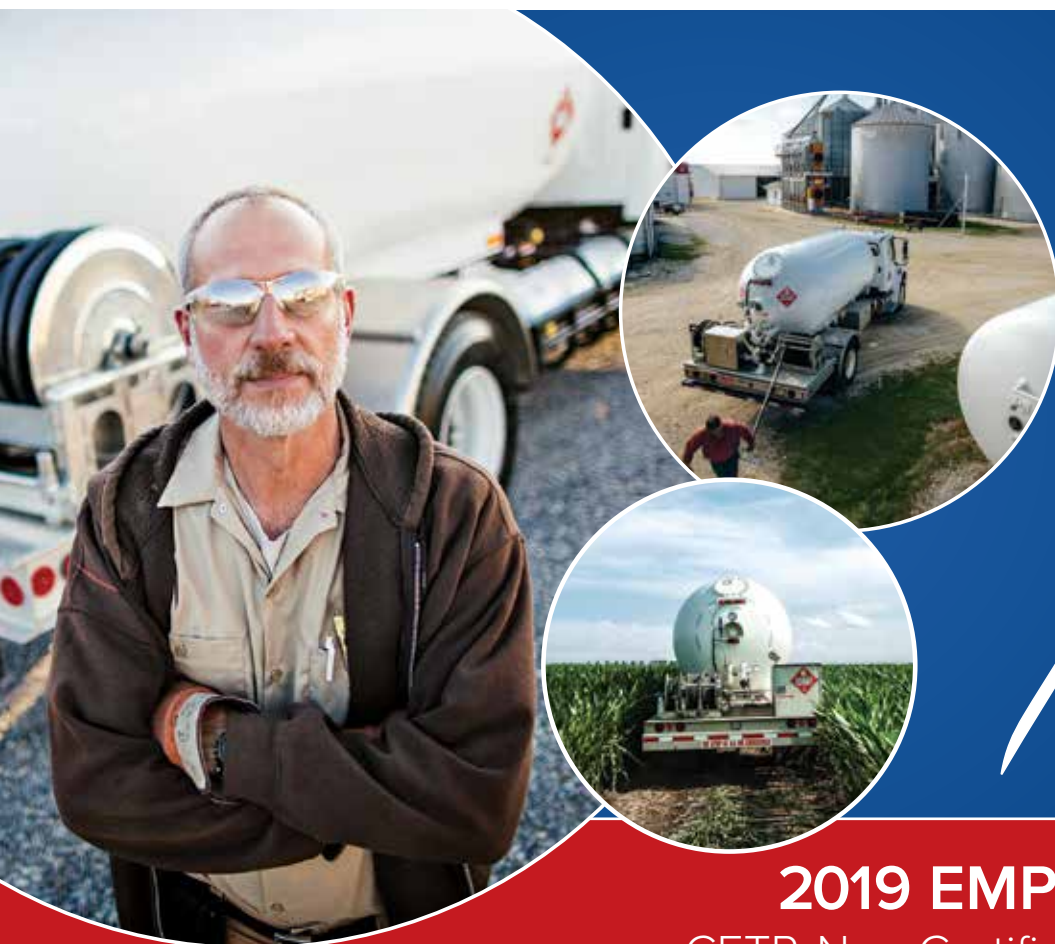
Comfort Inn Manistique

607 E. Lakeshore Drive
Manistique, MI
906.341.6981

Please make checks payable to: Michigan Propane Gas Association
629 W. Hillsdale St. | Lansing, MI 48933 | F: 517.485.9408
For assistance, contact the MPGA office at 517.487.2021



629 W. Hillsdale Street
Lansing, MI 48933
www.mipga.org



2019 EMPLOYEE TRAINING
CETP, Non-Certified & Cathodic Protection