

# 2019 NJPGA CETP Training Schedule & Course Descriptions

## **Basic Principles & Practices in Propane (1.0) – 2 days - \$260/ person**

*Wed - Thurs, April 24-25, 2019, 8:30 a.m.-4:30 p.m., (Instructor: Dan Waters)*

**760 Frenchtown Road, Milford, NJ 08848-0619**

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.

## **Exterior Vapor Distribution Systems (4.1) – 3 days - \$360 per person**

*Tues - Thurs, June 4-6, 2019, 8:30 a.m.-4:30 p.m., (Instructor: Dan Waters)*

**180 Centennial Avenue Piscataway Twp, NJ 08854**

4.1 Exterior Vapor Distribution Systems provides information on vapor distribution systems from the storage container to the outlet of the second stage regulator. On a typical propane system this would cover installation of above ground or underground storage tank, pigtail, first stage regulator, high pressure line and second stage regulator. The course includes sizing for all the aforementioned items and setback and installation codes from NFPA 58.

## **Basic Electricity to Service Appliance (4.4) – 4 days - \$420/ person**

*Tues - Fri, Aug 20-23, 2019, 8:30 a.m.-4:30 p.m., (Instructors: Ron Waters)*

**180 Centennial Avenue Piscataway Twp, NJ 08854**

CETP 4.4: Replace thermocouples, clean burners, make adjustments to appliances, replace hot surface igniters, gas log igniter assemblies, or repair any propane appliances in NJ? You need the 4.4 Basic appliance electrical class. This class is a hands-on class starting with the basics of electric. Students are encouraged to bring their own multimeters and electrical tools to class. (Loaners are available) The students will work with electrical boards and learn how to measure, current, resistance and voltage, and learn how to wire relays, switches and loads. This is a basic propane appliance oriented class.

Excerpt from the NJ Code for your consideration --

§ 5:18-1.3 Compliance (a) All liquefied petroleum gas systems shall be installed and maintained in a safe operating condition in accordance with these rules. (b) Zoning considerations shall be the responsibility of the municipality in which the system is located. (c) All buildings or structures housing liquefied petroleum systems and foundations for containers shall be constructed in accordance with the applicable provisions of the Uniform Construction Code, N.J.A.C. 5:23. (d) Only a qualified person shall sell, fill, or refill liquefied petroleum gas at a dispensing or distributing point. (e) Any person performing installation, maintenance, repair, removal, adjustment or other services to propane containers or appliances, including, but not limited to, ranges, water heaters, heaters, furnaces, and other propane fueled systems for residential and commercial applications, shall obtain a Propane Service Certification issued by the Department. Persons performing installation or service work on containers must be certified in accordance with (e)1 below; persons performing installation or service work on appliances must be certified in accordance with (e)2 below. 1. A person shall be eligible for a "Propane Service Certification - Container Service and Installation" provided he or she successfully completes book 1 "Basic Principles and Practices" and part 4.2 "Preparing and Installing Vapor Distribution System Components" of the Certified Employee Training Program (CETP) administered by the National Propane Gas Association. Should the CETP books or parts listed in this section be renumbered or renamed, this requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content. 2. A person shall be eligible for a "Propane Service Certification - Appliance Installation and Service" provided he or she successfully completes book 1 "Basic Principles and Practices," part 6.0 "Appliance Installation" and part 7.0 "Appliance Service" of the Certified Employee Training Program (CETP) administered by the National Propane Gas Association. Should the CETP

books or parts listed in this section be renumbered or renamed, this requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content. 3. An application for a Propane Service Certification shall consist of proof of completion of the required CETP training program and a \$ 50.00 application fee. i. Employees of a propane gas marketer licensed pursuant to N.J.A.C. 5:18-10.1 may submit proof of completion of the required CETP training program as part of an application for, renewal of or amendment to their LP-Gas marketer license in lieu of the application required in this section. 4. Single-family homeowners performing work on appliances or equipment that they own shall not be required to obtain a Propane Service Certification but shall be responsible for obtaining any necessary permits pursuant to the Uniform Construction Code, N.J.A.C. 5:23. (f) No propane service work as described in this section shall be undertaken without the appropriate Propane Service Certification after October 5, 2010.

### **Propane Delivery, Combined Delivery – 3 days - \$360 per person**

*Tues - Thurs, October 1-3, 2019, 8:30 a.m.-4:30 p.m., (Instructor: Dan Waters)*

**180 Centennial Avenue Piscataway Twp, NJ 08854**

**Propane Delivery Basics:** Provides general information applicable to all drivers of cargo tank motor vehicles used to deliver propane, including DOT driver qualifications; personal protective equipment; CMT pre-trip inspections; verifying placarding, markings & inspections; flammable & combustible liquids; verifying the presence of odorant; handling CMV accidents, breakdowns & emergencies; parking/garaging of vehicles.

**Bobtail Delivery:** Identifying bobtail equipment and operating procedures, pre-unloading inspections, bulk plant loading/unloading systems & procedures, walk-around inspection of CTMV, purging propane containers prior to transferring product, handling out-of-gas calls & piping leak checks, evacuating ASME tanks, post-trip inspections, required monthly inspections, bobtail loading via compressor or auxiliary inlet.

**Cylinder Delivery:** Identifying features of cylinder delivery vehicles, preparing cylinders for storage & transportation, inspecting, evacuating and flaring cylinders, replacing valves & fittings on cylinders, requalifying cylinders, operating a dispenser, identifying DOT marking/labeling requirements, transporting DOT cylinders, operating a dispenser to fill vehicle-mounted ASME tanks, driving techniques, examining customer cylinders & installations, handling out-of-gas calls & leak checking piping systems, DOT exchange and motor fuel cylinder cabinet installation requirements, performing post-trip inspections.

#### **Requirements for Certification for each course include:**

- A passing score on the exam
- Completed Skills Assessment returned to testing center within 12 months of passing the exam
- Prerequisite 1.0 Certification completed within 12 months of passing the exam\*

\*For example, if you take Delivery and have not yet taken the prerequisite Basic Principles & Practices, you have one year after passing the Delivery exam to complete certification for Basic Principles & Practices, in order to receive credit for Delivery. (Questions? Please call NJPGA at 609-890-6094.)

Prices for all classes include book(s), exam, continental breakfast, and lunch.

# NJPGA Training Program

# 2019

## What is CETP?

Certified Employee Training Program (CETP) gives trainers and employers a formal structure for:

- Training Employees;
- Testing their knowledge; and
- Documenting their successful completion of a training program

Combining hands-on practice with written activities, CETP assures that workers have the knowledge and skills needed to do their job safely. Once they've successfully completed CETP – and that success has been verified – workers receive a certificate and uniform patch attesting to their professionalism.

CETP is based on common industry practices. Companies who participate in CETP will benefit by being provided with:

- Safer, better-trained employees,
- A uniform, documentable training system,
- An objective means of measuring employee performance and training.

## Prerequisites

You must have the Basic Principles & Practices course in order to obtain credit and be certified. If you enroll in another course prior to taking the Basics course, you will not receive a pass or fail grade until completing the Basics course. The Basic Principles & Practice course will be April 24 -25 in Milford, NJ.



## Why CETP?

The New Jersey Administrative Code N.J.A.C. 5:18 – Liquefied Petroleum Gas requires that employees of propane marketers be certified through the National Propane Gas Association's CETP program. Any employee in New Jersey who is handling or delivering propane must complete CETP Basic Principles and Practices as well as any other modules according to the services being provided. Proof of completion of the required modules is needed to obtain the applicable Propane Certification, issued by the Department of Community Affairs.

All marketers, including out-of-state marketers, are required to have certified employees operating within the State of New Jersey.

In response to these regulations, the New Jersey Propane Gas Association is holding CETP training courses during the course of the year which will cover Basic Principles & Practices and other required courses. Please refer to the CETP 2019 Schedule for more information.

More information on the CETP program as well as CETP E-Learning DVDs and Online Certification Testing Option can be found on the National Propane Gas Association website ([www.npga.org](http://www.npga.org)). Please call NJPGA HQ with questions regarding NJ law requirements.  
*(Registration form on reverse side.)*

# Registration Form for 2019 CETP Courses

## LOCATIONS

### April 24 - 25: Basic Practices & Principles

Stem Brothers, Inc.  
760 Frenchtown Road  
Milford, NJ 08848-0619

### June, August and October Courses:

FW Webb – Victor Division  
180 Centennial Avenue  
Piscataway Twp, NJ 08854

These courses are discounted due to state rebate funding received from PERC.



Instructions to Registrants:

### **See Course Fees in the Course Description**

1. Please use a separate form to register each person...photocopy if necessary.
2. Registration fees include required manuals, tests, continental breakfast, and lunch.
3. Fee listed is per person
4. This form must be accompanied by payment (check or money order payable to NJPGA or credit card).

**Send completed form and payment to:**

NJPGA, 1255 Whitehorse-Mercerville Road  
Building B - Suite 514, Trenton, NJ 08619  
609-890-6094 - 609-581-8244 (Fax)  
[njpga@hq4u.com](mailto:njpga@hq4u.com)

**Name & Date of Course(s) you are Registering for:**

---

---

---

---

---

Full Name: \_\_\_\_\_

Nick Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*(Do we have your e-mail address?)*

Amount Enclosed \$ \_\_\_\_\_

### **PAYMENT INFORMATION:**

Visa  Master Card  Amex  Check

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

**Courses run from 8:30 a.m. until 4:00 p.m. each day.**

See 2019 Training Schedule for dates and details.  
Registration is on a first-come, first-served basis. Please call Headquarters at 609-890-6094 with any questions.  
Thank you.