

**1.0 Basic Principles & Practices \$70 | 2 Day class**

4/9 & 4/10	Sleep Inn - 1600 S Madison St.	Lancaster
5/14 & 5/15	Fairfield - 7100 Stone Ridge Dr.	Wausau
6/4 & 6/5	Radisson – 625 West Rolling Meadows Dr.	Fond du Lac
7/8 & 7/9	Radisson – 2040 Airport Dr.	Green Bay
8/6 & 8/7	Holiday Inn – 200 Pearl St	La Crosse
9/10 & 9/11	Holiday Inn – 824 Bear Paw Ave.	Rice Lake

**2.2 Propane & Bobtail Delivery \$70 | 2 Day class**

4/11 & 4/12	Sleep Inn - 1600 S Madison St.	Lancaster
5/16 & 5/17	Fairfield - 7100 Stone Ridge Dr.	Wausau
6/18 & 6/19	Holiday Inn - 1001 Amber Ave.	Stevens Point
7/10 & 7/11	Radisson – 2040 Airport Dr.	Green Bay
8/8 & 8/9	Holiday Inn – 200 Pearl St	La Crosse
9/12 & 9/13	Holiday Inn – 824 Bear Paw Ave.	Rice Lake

**HM 126 & Propane Refresher \$70 | 1 Day class**

4/26	Sleep Inn - 1600 S Madison St.	Lancaster
4/30	Fairfield - 7100 Stone Ridge Dr.	Wausau
6/20	Holiday Inn - 1001 Amber Ave.	Stevens Point
7/23	Radisson – 2040 Airport Dr.	Green Bay
8/20	Holiday Inn – 200 Pearl St	La Crosse
9/20	Holiday Inn – 824 Bear Paw Ave.	Rice Lake

**4.1 Vapor Distribution \$105 | 3 Day class**

4/23, 4/24 & 4/25	Sleep Inn - 1600 S Madison St.	Lancaster
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**4.2 Appliances into Operations \$105 | 3 Day class**

9/17, 9/18 & 9/19	Holiday Inn – 824 Bear Paw Ave.	Rice Lake
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**Crane Training \$35 | 1 Day class**

7/12	Radisson – 2040 Airport Dr.	Green Bay
8/21	Holiday Inn – 200 Pearl St	La Crosse

**Cylinder Requalification \$35 | 1 Day class**

5/1	Fairfield - 7100 Stone Ridge Dr.	Wausau
6/6	Radisson – 625 West Rolling Meadows Dr.	Fond du Lac

**Underground Tank Cathodic Protection \$35 | 1 Day class**

5/2	Fairfield - 7100 Stone Ridge Dr.	Wausau
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**CSR Safety Program & Sales Training \$35 | 1 Day class**

7/24	Radisson – 2040 Airport Dr.	Green Bay
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# CLASS DESCRIPTIONS

*See below for training schedule and registration form.*

## **CETP 1.0 Basic Principles and Practices**

**2 DAYS, 8 AM–5 PM \$70**

*Pre-requisite prior to participating in any other class.*

An “entry level” course that provides prerequisite instruction about propane’s physical and combustion properties, how propane is produced and transported, the organizations that influence, publish or enforce codes and standards, how basic functions are performed in a bulk plant, primary safety concerns, and customer service.

## **CETP 2.2 Propane Delivery Basics & Bobtail Delivery**

**2 DAYS, 8 AM–5 PM \$70**

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

## **4.1 Designing and Installing Exterior Vapor Distribution Systems**

This CETP training manual focuses on designing and installing the exterior portions of a vapor distribution system for both residential and small commercial markets. This course addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing.

*Requirements for Certification include the following:*

**Prerequisite:** 1.0 Certification Completed

## **4.2 Placing Vapor Distribution Systems and Appliances into Operation | 3 DAYS, 8 AM–5 PM \$105**

This CETP training manual focuses primarily on the procedure of placing a vapor distribution system into operation. The 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.

*Requirements for Certification include the following:*

**Prerequisite:** 1.0 Certification Completed

## **CSR Safety Program & Sales Training**

**1 DAY, 8 AM–5 PM \$35**

This course provides an overview of key concepts and skills for office personnel when handling safety related calls or sales calls for residential properties. Topics covered will include how to use the Train Track to Success when handling calls for the residential market, safety training focusing on the fundamentals of propane and handling various customer safety concerns.

## **Cylinder Requalification**

**1 DAY, 8 AM–2 PM \$35**

This class covers general requalification requirements, visual inspection, pressure retest, cylinder rejection and condemnation, re-tester markings, and record keeping. Students receive a Cylinder Requalification Manual. Includes all materials.

## **HM 126 & Propane Refresher Training**

**1 DAY, 8 AM–5 PM \$35**

Bobtail and cylinder delivery, applicable updated information about propane bobtails and DOT regulations. Students will be tested and will receive a certificate of attendance. *(Note: Persons handling propane are required to attend refresher training every three years.)*

## **Underground Tank Cathodic Protection**

**1 DAY, 8 AM–5 PM \$35**

Covers corrosion, proper tank coatings, installation, cathodic protection, anode testing procedures, trencher safety and record keeping. Attendees will receive a voltmeter and copper half cell.

## **Crane Training**

A training program designed to teach crane operators, field technicians, and managers the best practices and procedures for the safe operation of a mobile crane in the propane industry.

## **On Demand Training**

The Wisconsin Propane Education & Research Council (WiPERC) offers the option for propane marketers to host their own training. You provide the classroom and pay the trainer and WiPERC will pay for the materials, books, and exams. For more information contact Cheryl Lytle at 608-210-3307 or [cheryl@wipga.org](mailto:cheryl@wipga.org).

## **Important CETP Certification Requirement | Completion of Skills Assessment\***

*\*In order to receive certification: all CETP classes require the completion of the appropriate Skills Assessment with a Registered Skills Evaluator and returning the properly completed skills assessment affidavit to the CETP Certification Program Administrator within 12-months of passing the knowledge exam. The candidate seeking certification cannot act as his/her own evaluator.*

Skills Assessments were developed to ensure functional capabilities to perform tasks in a safe & efficient manner & are matched to the knowledge exam.

Skills Assessments are typically performed in the field or in a simulated environment with a Registered Skills Evaluator present to observe &

evaluate performance ensuring proficiency in the required tasks. Candidates are permitted to practice as many times as needed to become confident & adept.

The candidate must adhere to all safety precautions. If there is a safety violation, the demonstration shall be stopped, & the Registered Skills Evaluator must instruct on the applicable safety procedures before continuing.

The completed affidavit page & final checklist must be fully completed, including the Registered Skills Evaluator number, & signed by both the candidate & Registered Skills Evaluator.

Skill Assessment items are monitored to assure their validity. In addition, industry experts are utilized to assure submitted skills assessments reflect accepted operating practices & no irregularities.

# WISCONSIN 2024 CETP Training



**Wisconsin Propane  
Education & Research Council**  
PO Box 436 | Poynette, WI 53955  
608.844-8477



## **CLASS SCHEDULE**

Class schedules are as follows unless otherwise noted:

**7:30 am Registration**

**8:00 am Class begins**

**12:00 pm Lunch**

**5:00 pm Course concludes**

iPads will be provided for test taking. Students are welcome to bring their own laptop/ iPad if they prefer. Paper exams will also be available. The registration fee covers lunch, books, test, & processing fee.

## **TRAINER CONTACT INFORMATION**

**Don Houde**  
WiPERC Safety Director  
[dhoud@erisksolutions.com](mailto:dhoud@erisksolutions.com)  
(920) 370-9696

# 2024 CETP Training Schedule



Mail or email this page and payment to:

**SIGN-UP FORM**



PO Box 436 | Poynette, WI 53955

EMAIL [Pamela@wipga.org](mailto:Pamela@wipga.org)

NAME	
1	
CLASS NAME & DATE	FEE
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CLASS NAME & DATE	FEE
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CLASS NAME & DATE	FEE

COMPANY

ADDRESS

CITY STATE ZIP

PHONE

FAX

EMAIL for Registration Confirmation

☐ **Check** Make checks payable to Wisconsin Propane Gas Association

☐ **MasterCard** ☐ **Visa**

CREDIT CARD NUMBER

EXP DATE 3-DIGIT CODE

NAME AS IT APPEARS ON THE CREDIT CARD

SIGNATURE

FEE

FEE

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TOTAL