

VAPGA 2009 Training Calendar

May 2009			
Date	Class	Location	Hours
May 18-19	CETP 1.0- Basic Principles and Practices	Richmond- Tarantin Tank 9733 Coach Road	8:30-5:00
May 20	CETP 2.1- Delivery Basics		8:30-5:00
May 21-22	CETP-2.2 Bobtail Delivery		8:30-5:00
June 2009			
June 8-9	CETP 1.0- Basic Principles and Practices	Roanoke- Va Truck Center 267 Lee Hwy/ Route 11	8:30-5:00
June 10	CETP 2.1- Delivery Basics		8:30-5:00
June 11-12	CETP-2.2 Bobtail Delivery		8:30-5:00
June 22-24	CETP 4.2- Installation of Vapor Systems	Charlottesville- AmeriGas 2305 Hunter's Way	8:30-5:00
June 25	Static Discharge/Handling-LPG/ Cathodic Protection	Fredericksburg- Quarles 1701 Fall Hill Avenue	8:30-5:00
June 26	Cylinder Recertification Class/HM 126		8:30-5:00
July 2009			
July 14	GAS Check	Richmond- Tarantin Tank 9733 Coach Road	8:30-5:00
July 15	Static Discharge/Handling-LPG/ Cathodic Protection		8:30-5:00
July 16	Cylinder Recertification Class/HM 126		8:30-5:00
July 23	Static Discharge/Handling-LPG/ Cathodic Protection	Suffolk- Training Center 157 N. Main Street	8:30-5:00
July 24	Cylinder Recertification Class/HM 126		8:30-5:00
July 27-29	CETP 7.0- Appliance Service	Richmond- Tarantin Tank 9733 Coach Road	8:30-5:00
August 2009			
Aug. 3-4	CETP 1.0- Basic Principles	Richmond- Tarantin Tank 9733 Coach Road	8:30-5:00
Aug. 5	CETP 2.1- Delivery Basics		8:30-5:00
Aug. 6-7	CETP 2.2- Bobtail Delivery		8:30-5:00
Aug. 11	CETP 2.1 - Delivery Basics NEW!	Burkeville Fire Station - 503 Namozine St., Burkeville, VA	8:30-5:00
Aug. 12-13	CETP 2.2 - Bobtail Delivery NEW!		8:30-5:00
Aug. 17-18	CETP 1.0- Basic Principles	Roanoke- Va Truck Center 267 Lee Hwy/ Route 11	8:30-5:00
Aug. 19	CETP 2.1- Delivery Basics		8:30-5:00
Aug. 20-21	CETP 2.2- Bobtail Delivery		8:30-5:00
September 2009			
Sept. 1	GAS Check	Roanoke- Va Truck Center 267 Lee Hwy/ Route 11	8:30-5:00
Sept. 2	Static Discharge/Handling-LPG/ Cathodic Protection		8:30-5:00
Sept. 3	Cylinder Recertification Class/HM 126		8:30-5:00
Sep. 21-23	CETP 7.0- Appliance Service		8:30-5:00

VAPGA 2008 Training: Course Guide

CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP) COURSES

Course	Description	Date(s) & Location(s)
1.0 - Basic Principles & Practices of Propane	Entry level course that serves as a prerequisite for all CETP modules except Transport Delivery (2.3); covers physical properties and combustion characteristics of propane; how propane is produced & transported; the organizations that influence, publish or enforce codes and standards; how basic functions are performed in a bulk plant; safety codes and regulations; maintaining a safe work environment and customer service.	<ul style="list-style-type: none"> • May 18-19, Richmond • June 8-9, Roanoke • August 3-4, Richmond • August 17-18, Roanoke
2.1 - Propane Delivery Basics	***Not a certification , but a prerequisite for modules 2.2 -2.5. This course provides general information applicable to all drivers of cargo tank motor vehicles used to deliver propane, including DOT driver qualifications, personal protective equipment, pre-trip inspections, verifying markings and inspections, handling CMV accidents, breakdowns & emergencies and parking/garaging of vehicles.	<ul style="list-style-type: none"> • May 20, Richmond • June 11, Roanoke • August 5, Richmond • August 19, Roanoke
2.2 - Operating a Bobtail to Deliver Propane	Includes bobtail equipment identification & operating procedures; bobtail loading and unloading systems & procedures; purging propane containers prior to transferring product; handling out-of-gas calls & piping leak checks; required monthly & post-trip inspections; ASME tank evacuation and bobtail loading via compressor or auxiliary inlet.	<ul style="list-style-type: none"> • May 21-22, Richmond • June 11-12, Roanoke • August 6-7, Richmond • August 20-21, Roanoke
4.2 - Preparing & Installing Vapor Distribution System Components	Preparing tanks & cylinders for transporting; locating underground utilities & services; preparing foundations; installing DOT, aboveground ASME & underground ASME containers; installing PE tubing & fittings; installing regulators, copper tubing, steel piping & corrugated stainless steel tubing; performing pressure tests on gas distribution lines; installing vapor meters; purging gas distribution lines; performing leak checks; placing appliances into service; documenting & recordkeeping; communicating safety to customers.	<ul style="list-style-type: none"> • June 22-24, Charlottesville
7.0 – Appliance Service	Applying Basic Electricity to Service Propane Appliances is a course that emphasizes electrical troubleshooting of conventional and high-efficiency appliances. Students are taught to read and understand electrical schematics, as well as how to use various electrical testing devices. Some areas covered in this course are: Identifying basic troubleshooting principles, identifying the properties of electrical circuits, applying a systems approach to gas appliance troubleshooting, identifying the components and operating characteristics of electronic ignition systems and identifying the operating characteristics of circuit control devices, electromagnetic devices, and transformers.	<ul style="list-style-type: none"> • July 27-29, Richmond • September 21-23, Roanoke

All of the above courses are CETP certification courses with the exception of 2.1 Propane Delivery Basics.

Additional Classes (non-CETP)

Course	Description	Date(s) & Location(s)
Gas Check	Training program for industry service personnel, directed at appliance safety 'from the container to the burner tip.'	<ul style="list-style-type: none"> • July 14, Richmond • September 1, Roanoke
Static Discharge/Handling LPG/Cathodic Protection	Electro-static discharge has proven to be a potential source of ignition of propane vapor. This class will train participants in sources of static and will address steps to be taken in order to mitigate electro-static discharge in order to lower the risk of fire or explosion. Cathodic Protection is for Propane Technicians who install residential and small-commercial underground ASME tanks and piping; it provides basic knowledge and requirements for the technician to properly and efficiently provide Cathodic Protection for underground steel ASME tanks and piping from corrosion.	<ul style="list-style-type: none"> • June 25, Fredericksburg • July 15, Richmond • July 23, Suffolk • September 2, Roanoke
Cylinder Recertification/HM-126	Cylinder Recertification covers the process of reviewing and recertifying DOT cylinders. HM-126 meets the requirements of 49 CFR Part 172.704 for certification in hazardous materials handling and transportation. This class includes general awareness/familiarization training, function-specific training, safety training and driver training. <i>Meets requirements for initial employee training and/or the 3-year re-training requirement as specified by DOT.</i>	<ul style="list-style-type: none"> • June 26, Fredericksburg • July 16, Richmond • July 24, Suffolk • September 3, Roanoke

Please Note:

- **New for 2009:** The printable registration form has changed. All class dates are now listed on one sheet for your convenience and you may register up to three people for multiple classes per form.
- When registering for classes, keep in mind that 1.0 Basic Principles & Practices is a prerequisite for **all** CETP classes except 2.3 Operating a Transport to Deliver Propane.
- All delivery classes require 2.1 Delivery Basics as a prerequisite. The classes can be taken out of order, but the prerequisites must be completed within 12 months for certification to be issued. Also, since the information in 2.1 makes up approximately 20% of the test for each delivery class, going out of order or waiting too long between classes puts the student at a significant disadvantage.
- **Prepayment required** (no invoicing). Only written registrations with payment accepted or online registrations with payment. **No refunds after registration is received**, but substitutions are allowed.
- Classes are limited in size, register for a given class no later than 10 days before the class. Registration closes when a class is filled. To check availability, call 434-977-3716 or email sherry.whiting@easterassociates.com.
- Classes fill quickly, particularly the Basic Practices and Principles course. Priority will be given to current VAPGA members. Send in your registration **today** to ensure placement!
- **All classes begin promptly at 8:30 AM and will conclude by 5 PM.**
- Fees include tests, breaks and lunch each day. Use of training books is included. Overnight lodging and any other meals are the responsibility of attendees.
- Materials will be distributed on the first day of each session. Registrants should bring paper and pencil to class each day. Training books will be recollected at the end of each class. Books not returned at the end of a session will be billed to the trainee's company.
- Additional classes may be added to the calendar through the year based on need/demand. A notice will be sent out and new class information will be posted on the VAPGA website.
- **New for 2009:** Anyone wishing to purchase training materials can do so through the PERC Propane Catalog at www.propanecatalog.com or by contacting Sherry Whiting at 434-977-3716 or sherry.whiting@easterassociates.com. Class attendees will not be given their books to keep at the end of the class.
- **New for 2009:** The online class registration area has been updated for 2009. If you have any issues or questions about registering online, please call Sherry at 434-977-3716.
- **Complete registration form and mail with payment to: VAPGA Safety Schools, 600 Peter Jefferson Parkway, Suite #300, Charlottesville, Virginia 22911. Checks should be made payable to VAPGA. Please Note: Online registration will be available in January 2009.**

**Registration Forms are available on the VAPGA website;
follow the link from the main page:
www.propaneva.com**

VAPGA 2009 Safety Schools

Registration Form

CETP Training Program and Additional Classes

VAPGA Safety School Registration

Name(s): *up to 3 per sheet	
Company:	
City/State/Zip:	
Phone/Fax:	
Contact Email:	

School Date	Class	Attendee(s) Initials*			Cost Per Person:	Total Cost = \$60 x # attending
May 18-19	1.0-Basic Principles				\$60.00	
May 20	2.1-Delivery Basics				\$60.00	
May 21-22	2.2-Bobtail Delivery				\$60.00	
June 8-9	1.0-Basic Principles				\$60.00	
June 10	2.1-Delivery Basics				\$60.00	
June 11-12	2.2-Bobtail Delivery				\$60.00	
June 22-24	4.2-Installation-Vapor				\$60.00	
June 25	Static Discharge Handling LPG				\$60.00	
June 26	Cylinder Recertification/HM126				\$60.00	
July 14	GAS Check				\$60.00	
July 15	Static Discharge Handling LPG				\$60.00	
July 16	Cylinder Recertification/HM126				\$60.00	
July 23	Static Discharge/LPG				\$60.00	
July 24	Cylinder Recertification/HM126				\$60.00	
July 27-29	7.0-Appliance Service				\$60.00	
Aug. 3-4	1.0-Basic Principles				\$60.00	
Aug. 5	2.1-Delivery Basics				\$60.00	
Aug. 6-7	2.2-Bobtail Delivery				\$60.00	
Aug. 11	2.1 - Delivery Basics NEW!				\$60.00	
Aug. 12-13	2.2 - Bobtail Delivery NEW!				\$60.00	
Aug. 17-18	1.0-Basic Principles				\$60.00	
Aug. 19	2.1-Delivery Basics				\$60.00	
Aug. 20-21	2.2-Bobtail Delivery				\$60.00	
Sept. 1	GAS Check				\$60.00	
Sept. 2	Static Discharge Handling LPG				\$60.00	
Sept. 3	Cylinder Recertification/HM126				\$60.00	
Sept. 21-23	7.0-Appliance Service				\$60.00	
					TOTAL:	

Make checks payable to VAPGA or Virginia Propane Gas Association. Please enclose full total, covering all registrants for all classes. Complete registration form and mail payment with form to:

VAPGA Safety Schools, 600 Peter Jefferson Parkway, Suite 300, Charlottesville, VA 22911 or fax to 434-979-2439 and mail payment prior to class date.

VAPGA 2009 Gasfitter Licensing

Registration Form

Commonwealth of Virginia Gasfitter Licensing Continuing Education Units

Gasfitter Licensing Registration	
Name:	
Company:	
Address:	
City, State, Zip	
Phone/Fax:	
Contact Email:	
Tradesman License Number *	
Date of Birth:	

Please check the class you plan to attend from the schedule below:

April 2009				
Date	Class	Location	Hours	Check Class Attending
April 21	Gasfitter licensing	Roanoke- Va Truck Center 267 Lee Hwy/ Route 11	8:30-9:30	
April 22	Gasfitter Licensing	Richmond- Tarantin Tank 9733 Coach Road	8:30-9:30	
August 2009				
Aug. 25	Gasfitter Licensing	Roanoke- Va Truck Center 267 Lee Hwy/ Route 11	8:30-9:30	
Aug. 26	Gasfitter Licensing	Richmond- Tarantin Tank 9733 Coach Road	8:30-9:30	

Please Note:

- All Gasfitter licensing classes will last approximately 1 hour.
- **Payment MUST be received in Advance of the Class**
- *A Tradesman License number and date of birth are required by the State Board of Contractors and is only reported to the Board
- VAPGA Classes can be counted toward the classroom requirement for those wishing to obtain and Journeyman or Master Gasfitter license. Contact VAPGA for more details.

Payment Type: Check Money Order

Amount: \$50.00 Member Price \$100.00 Non-Member Price

Either mail form and payment to the address below or fax completed form to 434-979-2439 and bring payment with you to class. Please make checks payable to:

Virginia Propane Gas Association

VAPGA Gasfitter Licensing

Attn: Sherry Whiting

600 Peter Jefferson Parkway, Suite 300

Charlottesville, VA 22911