

# VAPGA 2010 Training Calendar

April 2010			
Date	Class	Location	Hours
April 22	Gas Check	Quarles Petroleum 1701 Fall Hill Avenue Fredericksburg, VA 22401	8:30-5:00
May 2010			
May 17-18	CETP 1.0-Basic Principles and Practices	Tarantin Tank 9733 Coach Road Richmond, VA 23237	<b>FULL</b>
May 19	CETP 2.1-Delivery Basics		8:30-5:00
May 20-21	CETP 2.2-Bobtail Delivery		8:30-5:00
May 24-26	CETP 6.0 Appliance Installation		<b>FULL</b>
May 27	Propane Training for Office Personnel		8:30-5:00
June 2010			
June 7-8	CETP 1.0-Basic Principles and Practices	Virginia Truck Center 267 Lee Hwy/Rt. 11 Roanoke, VA 24019	8:30-5:00
June 9	CETP 2.1-Delivery Basics		8:30-5:00
June 10-11	CETP 2.2-Bobtail Delivery		8:30-5:00
June 21-23	CETP 4.2-Installation of Vapor Systems	AmeriGas 2305 Hunters Way Charlottesville, VA 22911	8:30-5:00
June 24	Static Discharge/Cylinder Requalification/Cathodic Protection		8:30-5:00
June 25	Gas Check		8:30-5:00
July 2010			
July 14	DOT Audit Review	Quarles Petroleum 1701 Fall Hill Avenue Fredericksburg, VA 22401	8:30-5:00
July 15	Propane Training for Office Personnel		8:30-5:00
July 22	Gas Check	Workforce Development Ctr. 157 N. Main Street Suffolk, VA 23434	8:30-5:00
July 23	Propane Training for Office Personnel		8:30-5:00
August 2010			
Aug. 9-10	CETP 1.0-Basic Principles	R.E. Michel Company 601 Johnston Willis Dr. Richmond, VA 23236	8:30-5:00
Aug. 11	CETP 2.1-Delivery Basics		8:30-5:00
Aug. 12-13	CETP 2.2-Bobtail Delivery		8:30-5:00
Aug. 17	DOT Audit review	Virginia Truck Center 267 Lee Hwy/Rt. 11 Roanoke, VA 24019	8:30-5:00
September 2010			
Sept. 13-14	CETP 1.0-Basic Principles and Practices	Virginia Truck Center 267 Lee Hwy/Rt. 11 Roanoke, VA 24019	8:30-5:00
Sept. 15	CETP 2.1-Delivery Basics		8:30-5:00
Sept. 16-17	CETP 2.2-Bobtail Delivery		8:30-5:00
Sep. 22	Propane Training for Office Personnel		8:30-5:00



# VAPGA 2010 Training: Course Guide

## CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP) COURSES

Course	Description	Dates
<b>1.0 - Basic Principles &amp; Practices of Propane</b>	Prerequisite: None 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"> <li>• <del>May 17-18</del></li> <li>• June 7-8</li> <li>• August 9-10</li> <li>• Sept. 13-14</li> </ul>
<b>2.1 - Propane Delivery Basics</b>	<b>***Not a certification course</b> , 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"> <li>• May 19</li> <li>• June 9</li> <li>• August 11</li> <li>• September 15</li> </ul>
<b>2.2 - Operating a Bobtail to Deliver Propane</b>	Prerequisites: 1.0, 2,1 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"> <li>• May 19-20</li> <li>• June 10-11</li> <li>• August 12-13</li> <li>• Sept. 16-17</li> </ul>
<b>4.2 – Prep. &amp; Install of Vapor Distribution System Components</b>	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"> <li>• June 21-23</li> </ul>
<b>6.0</b>	The Appliance Installation course is specifically designed to provide the minimum training to certify the appliance installer/serviceperson on initial set up of gas utilization equipment, safety, manufacturer requirements for installation, and analysis and adjustment to achieve max efficiency. Considerable attention is devoted to: Combustion analysis, as well as, venting and ventilation requirements for proper combustion. Carbon monoxide production is also discussed. Venting problems, as well as, proper vent sizing methods are defined and explained. Current codes covering pressure and leak testing adjustment.	<ul style="list-style-type: none"> <li>• <del>May 24-26</del></li> </ul>

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

## Additional Classes (non-CETP)

Course	Description	Dates
<b>Gas Check</b>	Training program for industry service personnel, directed at appliance safety 'from the container to the burner tip.'	<ul style="list-style-type: none"> <li>• April 22</li> <li>• June 25</li> <li>• July 22</li> </ul>
<b>Static Discharge, Cylinder Requalification &amp; Cathodic Protection</b>	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. Cylinder Requalification covers the process of reviewing and recertifying DOT cylinders.	<ul style="list-style-type: none"> <li>• June 24</li> </ul>
<b>DOT</b>	Students will review the full audit process with a DOT Auditor in class. Learn about what is required for compliance with current DOT regulations for Transportation.	<ul style="list-style-type: none"> <li>• July 14</li> <li>• August 17</li> </ul>
<b>Propane Training for Office Personnel</b>	This class is a scaled down version of CETP Basic Principles and Practices designed specifically for office personnel and customer service representatives not working directly in the field. Class will cover basic properties of propane and its many uses. Topics will include: propane safety, customer service, and handling and properly routing out-of-gas and odor-of-gas complaints.	<ul style="list-style-type: none"> <li>• May 27</li> <li>• July 15</li> <li>• July 23</li> <li>• September 22</li> </ul>

## **VAPGA CETP Training**

### **Frequently Asked Questions:**

**Q.** Do I need to take 1.0 before I take any other class being offered?

**A.** No, however, you must take and pass 1.0 within one year of taking any other CETP classes or certification will not be issued; more advance concepts may be difficult to understand for new students if 1.0 is taken out of order.

**Q.** What other classes have **prerequisites**?

**A.** 1.0 is a prerequisite for all CETP classes (except for 2.3-Operating a Transport to Deliver Propane.) 2.1-Delivery Basics is a prerequisite for all delivery classes; 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 taking delivery classes puts the student at a significant disadvantage. Please read the course descriptions provided in the VAPGA CETP packet for a list. **If classes are taken out of order or without fulfilling the mandatory prerequisites within 12 months of taking more advance classes, you will not receive credit or certification for any of the classes you have taken.**

**Q.** What CETP classes are required in order to test for my **gas fitters license**?

**A.** In Virginia, you must complete a minimum of 80 hours to test for a gas fitters license. CETP 1.0 Basic Principles and Practices and 4.2 Preparing and Installing Vapor Distribution Systems are mandatory and comprise 40 of the 80 hours required. For additional information about Virginia state requirements for obtaining and maintaining a gas fitters license, please check the following websites:

<http://www.contractors-license.org>

<http://www.dpor.virginia.gov>

VAPGA's CETP schedule is pre-approved to count towards class credit hours needed to obtain a gas fitters license. Non-CETP classes, such as Static Discharge and Cathodic Protection, are not pre-approved for credit hours. Individuals taking these classes may submit information to DPOR to receive approval for credit hours of non-CETP training taught through VAPGA.

**Q.** I already have a gas fitters license, what do I need to do to **maintain my licensure**?

**A.** In Virginia, gas fitters are required to take at least 1 hour of approved continuing education prior to the expiration date on your license. The course must cover updates to the International Fuel Code. The VAPGA Gas Fitter License training is approved by the state to meet this requirement.

**Q.** How do I obtain **transcripts** for the classes I've completed?

**A.** VAPGA proctors select classes each year but we do not score any tests. Independent testing company, Industrial Training Services, not only provides the tests for each CETP class but also scores the exams and maintains all records. For a small nominal fee, you can request a full copy of your transcript by calling Janet Arnold at 1-270-753-2150 ext. 107.

## VAPGA CETP Registration Information:

- **NEW FOR 2010:** Class registration cut-off is ten (10) business days prior to class date for all classes. **A LATE FEE of \$15.00 will be added, per class, to any registration received after the cut off date.** If your late registration payment does not include the late fee, your company will be billed. *(Books, tests and catering must be ordered well in advance of the class, the Association incurs expensive shipping and late-order fees. The \$15.00 late-fee will help off-set those charges for late registrants and keep overall class costs low for all members)*
- We must receive your registrations and all changes by fax or email; phone registrations will not be accepted. Email [nikki.haffey@easterassociates.com](mailto:nikki.haffey@easterassociates.com) or fax forms to 434-979-2439.
- All class dates are now listed on one sheet for your convenience. You may register for multiple classes at a time or send in a new form for each class registration. Please use one form per registrant.
- **Pre-payment for all classes is required (no invoicing).** Only written registrations with payment or online registrations with payment will be accepted and guarantee a space in the class. **No refunds will be given after registration is received,** but substitutions are allowed for the remainder of year.
- Classes are limited in size, register for a given class no later than 10 business days before the class. Registration closes when a class is filled. To check availability, call 434-977-3716 or email [nikki.haffey@easterassociates.com](mailto:nikki.haffey@easterassociates.com).
- Classes fill quickly, particularly the Basic Practices and Principles course. Priority will be given to current VAPGA members and on a first-paid, first-served basis. 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, books, breaks and lunch each day. 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. Students will be given their books after the class is over.
- 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, [www.propaneva.com](http://www.propaneva.com).
- **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.**

**Registration Forms are available on the VAPGA website; follow the link from the main page: [www.propaneva.com](http://www.propaneva.com)**

*Special thanks to AmeriGas, Gas Equipment Company, Quarles Petroleum, R.E. Michel Company, Tarantin Tank and Virginia Truck Center for their help in securing training locations for CETP classes.*

## VAPGA 2010 Safety Schools

## Registration Form-CETP Training Program and Additional Classes

### VAPGA Safety School Registration

Name of Attendee:		
Company:		
Address:		
City/State/Zip:		
Phone/Fax:		
Contact Email*:		

\*Information and reminders about CETP classes will be sent via email to all email addresses listed here.

**\*\*NEW FOR 2010: Please pay the late registration fee if you are sending this registration form within 10 business days prior to the class date.**

School Date	Class	Class Cost**	Late Registration Cost**	Total Cost
May 17-18	1.0 Basic Principles and Practices	\$80.00	\$95.00	<b>FULL</b>
May 19	2.1 Delivery Basics	\$70.00	\$85.00	
May 20-21	2.2 Bobtail Delivery	\$80.00	\$95.00	
May 24-26	6.0 Appliance Installation	\$100.00	\$115.00	<b>FULL</b>
May 27	Propane Training for Office Personnel	\$75.00	\$90.00	
June 7-8	1.0 Basic Principles and Practices	\$80.00	\$95.00	
June 9	2.1 Delivery Basics	\$70.00	\$85.00	
June 10-11	2.2 Bobtail Delivery	\$80.00	\$95.00	
June 21-23	4.2 Installation of Vapor Systems	\$100.00	\$115.00	
June 24	Static Discharge, Cylinder Requalification, & Cathodic Protection	\$70.00	\$85.00	
June 25	Gas Check	\$70.00	\$85.00	
July 14	DOT Audit Review	\$100.00	\$115.00	
July 15	Propane Training for Office Personnel	\$75.00	\$90.00	
July 22	Gas Check	\$70.00	\$85.00	
July 23	Propane Training for Office Personnel	\$75.00	\$90.00	
August 9-10	1.0 Basic Principles and Practices	\$80.00	\$95.00	
August 11	2.1 Delivery Basics	\$70.00	\$85.00	
August 12-13	2.2 Bobtail Delivery	\$80.00	\$95.00	
August 17	DOT Audit Review	\$100.00	\$115.00	
Sept. 13-14	1.0 Basic Principles and Practices	\$80.00	\$95.00	
Sept. 15	2.1 Delivery Basics	\$70.00	\$85.00	
Sept. 16-17	2.2 Bobtail Delivery	\$80.00	\$95.00	
Sept. 22	Propane Training for Office Personnel	\$75.00	\$90.00	
<b>TOTAL:</b>				

## VAPGA 2010 Gas Fitter Licensing Training

Registration Form  
Commonwealth of Virginia Gas Fitter Licensing Continuing Education Units

Gas Fitter Licensing Registration	
Name:	
Company:	
Address (as shown on license):	
City, State, Zip:	
Phone/Fax	
Contact Email:	
*Tradesman License #:	
Date of Birth:	

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

2010 Schedule				
Date	Class	Location	Hours	Check Class Attending
April 23	Gas Fitter Licensing	Richmond-Tarantin Tank	8:30-9:30	
<del>June 17</del>	<del>Gas Fitter Licensing</del>	<del>Roanoke-Virginia Truck Center</del>	<del>8:30-9:30</del>	*Alternative date will be announced
August 5	Gas Fitter Licensing	Fredericksburg-Quarles	8:30-9:30	

**Please Note:**

- All Gas Fitter 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 a Journeyman or Master Gas Fitter 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: Nikki Haffey  
 600 Peter Jefferson Parkway, Suite 300  
 Charlottesville, VA 22911