



## 2025 Training Program Information and Course Guide Class Times: 8:30am – 4:00pm

### Registration

**Prepayment is Required – No Invoicing**

**Online Registration | Online Payment**  
**Papropane.com**

### Class Fee Includes

Instructor, iPad usage, lunch, snacks & beverages.

Students will be provided with an iPad during class to access materials & test through their own account on the **Learning Center**. Students are welcome to bring their own laptop or tablet.

### Important – Propane Training is Online

Each student is required to register individually and create their own account. **Students MUST come to the first day of training prepared to log in and access their own account in the Learning Center**. The management and access of a student's PERC account is the responsibility of the student and/or manager.

**New registrations require a three-day wait before access is granted. Please sign-up at least 7 working days prior to class** and confirm you can successfully sign into the **Learning Center** before the start of class.

Need assistance? Please call 1-800-757-1554 (Monday-Friday 8am to 5pm) or click [HERE](#) for online assistance.

### Registration fees are non-refundable.

No refund after registration is received, however substitutions are allowed.

Payment is expected when registering; however, if a student signs up without payment, it is assumed they will attend. An invoice will be sent, and payment is expected even if the student is a no-show.

If a refund is approved, a \$50 handling fee will be deducted.

### Late Registrations

Registrations received fourteen (14) days or less prior to the start of each class will be charged a \$35 late fee (per student). If not paid, an invoice for the late fee will be issued.

### Class Size

- o A minimum of ten students for each class is required to avoid cancellation of a class.
- o Classes are limited to five attendees per company.
- o Most classes are limited to 20 students.
- o Registration closes when a class is filled.

### Additional Books:

**NFPA 58 is suggested** for Basic PEP (provided in registration cost), Bobtail Delivery PEP, Cylinder Delivery PEP and Distribution Systems Classes 4.1 & 4.2.

**NFPA 54 is suggested** for Distribution Systems Classes 4.1 & 4.2.

*The 2008 NFPA 58 and 2009 NFPA 54 editions are currently the adopted industry standard in Pennsylvania.*

### Class Locations

#### Bensalem

Ray Murray, Inc., 1443 Wells Drive  
Bensalem, PA 19020 215.639.1212

#### Elizabethtown

Tarantin Industries, Inc., 30 Industrial Road  
Elizabethtown, PA 17022 717.972.8750

### Hotel Information

Students are responsible for their own travel expenses and making hotel reservations.

#### Bensalem

Spark by Hilton Bensalem Philadelphia  
3499 Street Road, Bensalem, PA 19020  
215.638.1500

#### Elizabethtown

Holiday Inn  
815 Eisenhower Boulevard, Middletown, PA 17057  
717.939.1600

***Students that enroll in PAPGA sponsored PEP training programs MUST not enroll and/or start a PEP pathway online.***

### **Basic PEP (New PEP Course)**

This course provides insights into the origins production, and uses of propane. It will also address chemical compounds and propane reactions to heat and pressure as well as safety measures.

Pathway programs/modules covered are:

- Introduction to the Propane Industry
- Fundamentals of Propane
- Handling Propane Leaks
- Consumer Safety Education

### **\*\*Bobtail Delivery PEP (New PEP Course)**

This course provides information for drivers who operate commercial motor vehicles to deliver propane. Primarily designed to train employees who operate a bobtail, the most common vehicle used for transporting and delivering propane to individual customers.

Pathway programs/modules covered are:

- Inspect Commercial Motor Vehicle
  - Bobtail Components
- Preparing to Load a Bobtail
- Load a Bobtail with a Liquid Pump
- Filling Customer Containers

### **\*\*Cylinder Delivery PEP (New PEP Course)**

This course provides information for drivers who deliver propane cylinders. Primarily designed to train employees who deliver cylinders on how to load, secure and unload propane containers along with inspecting a cylinder delivery vehicle.

Pathway programs/modules covered are:

- Inspect Commercial Motor Vehicle
  - Cylinder Delivery Vehicle
- Loading Propane Containers
  - Intro Load, Secure & Unload Propane Containers
  - Load, Secure & Unload DOT Cylinders
  - Load & Secure Propane Containers up to 2,000gal

### **\*\*Bobtail Delivery & Cylinder Delivery classes will also cover the following pathway/modules:**

Pathway program electives for delivery classes:

- Restoring Service after an Interruption of Service
- Measuring Pressure
- Testing Gas Piping
- Lighting Appliance Pilots

### **Safe Driving (New PEP Course)**

This course will explore how to drive defensively and be more aware on the road, and how to prevent the three most common types of accidents in our industry: rolling over, rear-ending other vehicles, and backing into something.

### **Cylinder Requalification (Required to obtain a RIN#)**

This class covers general requalification requirements, visual inspection, pressure retest, cylinder rejection and condemnation, re-tester markings, and record keeping. After completing this course, you will be able to:

- Identify the properties and characteristics of propane.
- Identify the different types of DOT cylinders.
- Identify DOT requirements for cylinder requalification.
- List the process steps for DOT cylinder requalification by visual inspection.
- Requalify DOT cylinders by visual inspection and document findings.
- Review code requirements for cylinder storage at plant and customer locations.
- Review installing cylinder cages.

### **Gas Check**

This course provides the propane industry with voluntary guidelines for conducting residential and small commercial safety inspections. Conducting a residential or small commercial safety inspection is a critical task for propane professionals and is the key component of keeping customers comfortable and safe.

This class offers two types of inspections:

1. A 'Gas System Check' which can be completed on the gas delivery system, including the containers, regulators, and appurtenances.
2. A 'Gas Appliance System Check' which can be completed on the gas delivery system and all propane-burning appliances.

### **CETP Designing & Installing Exterior Distribution Systems 4.1**

This class will focus on designing and installing the *exterior* of a vapor distribution system for both residential and small commercial markets.

Course objectives include:

- Properly determine an effective system load.
- Identify factors affecting selection of a properly sized container.
- Select and install an appropriate container for a vapor distribution system.
- Identify requirements for establishing a container location.
- Identify how to properly select, size, and install pipe and tubing for a vapor distribution system.
- Explain how to analyze and prevent corrosion.
- Identify the steps to sizing, selecting, and installing regulators.
- Describe how to properly select and install a vapor meter.
- Discuss primary special installations that correspond with a vapor distribution system.

## CETP Placing Distribution Systems & Appliances into Operation 4.2

This class focuses on the *interior* portions of the piping system and on the checks and tests required when installing new piping and regulators or restoring service to an existing vapor distribution system.

Course objectives include:

- Identify the different vapor distribution systems and appliance checks and tests to recognize the steps to perform them.
- Explain the general procedure for placing a vapor distribution system into operation and when to make the final connection to turn on the system.
- Identify how to validate container, pipe and tubing, regulator, and vapor meter installations.
- Understand the importance of proper venting, combustion air, and purging.
- Identify appliance controls and safety devices and understand their purpose.
- Understand the basic characteristics of burning propane to include the components of a burner, air adjustments, and flame abnormalities.
- Understand the importance of communicating customer safety information.

## For the new PEP Courses On the Job Training (OTJ)

OTJ training has replaced the skills assessments. Most courses provide OTJ worksheets for students to keep and complete on the job.

Once a student completes a module and any OJT's available, their progress will be recorded in their online transcript with the Learning Center. This transcript replaces the CETP certificate.

***Students that enroll in PAPGA sponsored PEP training programs MUST not enroll and/or start a PEP pathway online.***

## Important CETP Certification Requirement

**Completion of Skills Assessment for CETP courses (Distribution Systems 4.1 & 4.2)**

\*In order **to receive certification**: CETP classes require the completion of the appropriate Skills Assessment with a CETP 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 are typically performed in the field or in a simulated environment with a Registered Skills Evaluator present to observe and evaluate performance ensuring proficiency in the required tasks. Candidates are permitted to practice as many times as needed to become confident and adept. The candidate must adhere to all safety precautions. If there is a safety violation, the demonstration shall be stopped, and the Registered Skills Evaluator must instruct on the applicable safety procedures before continuing.

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

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

**Skills Assessments can be found on the [Learning Center](#) and submitted online.**

## Become a CETP Skills Evaluator

CETP Skills Evaluators must complete online training and registration through the [Learning Center](#).

1. Registered Skills Evaluators are informed of CETP policy changes through their CETP Certification Database contact information and shall keep their contact information up to date at all times.
2. Registered Skills Evaluators must protect their Registered Skills Evaluator number to prevent unauthorized use of Registered Skills Evaluator credentials.
3. Registered Skill Evaluator privileges may be suspended immediately, or may be revoked, if unauthorized access to their Registered Skills Evaluator number is shared.
4. Under no circumstance may a Registered Skills Evaluator complete or sign a Skills Assessment or affidavit for themselves.

After successfully completing this course, you will be issued a unique Skill Evaluator ID within 24 business hours. This unique Skill Evaluator ID will be located on your certificate of completion that is available on your transcript page.

**Questions? Contact the Learning Center at 1-800-757-1554 or [learning@propane.com](mailto:learning@propane.com).**

