



Iowa Propane Gas Association

2020 Training Descriptions

CETP Classes

BASIC PRINCIPLES & PRACTICES OF PROPANE - 2 days

Basic Principles and Practices of Propane offers an entry level course that provides prerequisite instruction about propane's physical and combustion properties, how propane is produced and transported and will aid in preparing for NPGA's CETP certification.

The topics covered are:

- Introduction to Basic Principles and Practices of Propane
- Propane Customer Applications and Customer Service
- Odorants and Service Interruptions
- Complete and Incomplete Combustion Characteristics
- Standards, Regulations, and Safety
- Bulk Plants
- DOT Cylinders, Propane Piping, and Residential System

This is the foundation course of the entire National Propane Gas Association/Propane Education & Research Council, "Certified Employee Training Program" (CETP) and is a prerequisite for certification in any of the other duty areas.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Class fee includes a copy of NFPA 54 and NFPA 58.

BOBTAIL DELIVERY OPERATIONS - 3 days

This course provides information for drivers who operate commercial motor vehicles to deliver propane. It provides practices and procedures that support many general delivery tasks. Primarily designed to train employees who operate a bobtail, the most common vehicle used for transporting and delivering propane to individual customers.

The topics covered are:

- DOT Licensing and Driving Requirements
- Vehicle Inspections, Identification, and documentation
- Safely handling hazardous materials
- Handling Out-Of-Gas Calls
- Driving defensively
- Vehicle parking, servicing and security
- Bobtail equipment and systems, including cargo tank, gauges, valves, pumps, meters, delivery hoses and emergency discharge control equipment.
- Procedures for safely loading a bobtail using the plant pump
- DOT requirements for bobtail inspections
- Reviews the features and installation requirements of ASME tanks at customer locations

Prerequisite – CETP Basic Principles & Practices 1.0

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

4.1 DESIGNING AND INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEMS – 3 days

This CETP training manual focuses on the design and installation of 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.

The topics covered are:

- Designing vapor systems: container and lines
- Designing vapor distribution systems: regulators and meters
- Preparing system components for transport
- Installing containers
- Installing lines
- How to analyze and prevent corrosion
- Installing regulators and meters
- Other installations
- System tests

Prerequisite – CETP Basic Principles & Practices 1.0

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Attendees Should Bring or Purchase: NFPA 54 & NFPA 58

REFRESHER TRAINING

NFPA 58 and Iowa Administrative Code states that “Refresher training shall be provided at least every 3 years”, and the Iowa Administrative Code [661-226] states refresher training shall include both a written qualification assessment (closed-book test) and a hands-on skills assessment.

BASIC PRINCIPLES & PRACTICES – REFRESHER TRAINING – 1/2 day

This course is designed for individuals who have completed the NPGA/PERC Basic Principles & Practices CETP course training, or other “initial” training, and are seeking additional training relative to propane. This course will provide “renewal” for those possessing a CETP certification for Basic Principles and Practices, as well as comply with the “refresher” training requirements within the Iowa Administrative Code, Chapter 226, “Liquefied Petroleum Gas”.

This training program is updated to the current editions of NFPA 54 and NFPA 58 and is designed to help keep employees and CETP certification holders up-to-date with new industry codes, safety procedures, and technology. The course utilizes PERC’s refresher training for the CETP certification area “Basic Principles and Practices” as the basis of the program, and includes pertinent code requirements and updates within the state of Iowa.

The CETP certification holder needs to complete the refresher training once every 3 years for each CETP certification they hold to remain current, and comply with Iowa Administrative Code qualification of personnel requirements [661—226.4(101)].

The topics covered are:

- Recent Code Updates and Content Clarifications
- Important Concepts, Tasks, and Added Content
- Sources and Physical Properties of Propane
- Odorants and Service Interruptions
- Safe Working Practices and Protective Equipment
- Fire Prevention Rules and Procedures, and Uncontrolled Propane Release
- Receiving Propane at a Bulk Plant, and Delivering Propane to Customers
- DOT/ICC Cylinders: Construction and Features

- State of Iowa Specific Policy (and Updates)

Who Should Attend: Propane plant office personnel, delivery drivers, installation & service technicians, or any individual expected to work in the propane industry seeking additional information.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Attendees should bring or purchase:

- NFPA 54
- NFPA 58

BOBTAIL DELIVERY OPERATIONS – REFRESHER TRAINING - 1 day

This course is designed for individuals who have completed the NPGA/PERC Bobtail Delivery Operations CETP course training, or other “initial” propane delivery training, and are seeking additional training relative to propane. This course will provide “renewal” for those possessing a CETP certification for Bobtail Delivery Operations, as well as comply with the “refresher” training requirements within the Iowa Administrative Code, Chapter 226, “Liquefied Petroleum Gas”.

This training program is updated to the current editions of NFPA 54 and NFPA 58 and is designed to help keep employees and CETP certification holders up-to-date with new industry codes, safety procedures, and technology. The course utilizes PERC’s refresher training for the CETP certification area “Bobtail Delivery Operations” as the basis of the program, and includes pertinent code requirements and updates within the state of Iowa.

The CETP certification holder needs to complete the refresher training once every 3 years for each CETP certification they hold to remain current, and comply with Iowa Administrative Code qualification of personnel requirements [661—226.4(101)].

The topics covered are:

- Recent Code Updates and Content Clarifications
- Important Concepts, Tasks, and Added Content
- DOT Licensing and Driving Requirements
- Vehicle Inspections, Identification, and Documentation
- Safely Handling Hazardous Materials
 - Methanol
 - Leak Check
 - Restoration of Service
- Driving Defensively and Handling Accidents and Emergencies
- Vehicle Parking, Servicing, and Security
- Bobtail Equipment and Systems
- Bobtail Inspections
- Loading & Unloading Bobtails
- Injecting Methanol and Evacuating Containers
- State of Iowa Specific Policy (and Updates)

Who Should Attend: Propane delivery drivers, tank setting technicians, service technicians, management, or any individual expected to deliver propane.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Attendees should bring or purchase:

- NFPA 54
- NFPA 58

SMALL PROPANE CONTAINERS/INSPECTING, FILLING & TRANSPORTING (CYLINDER SCHOOL) - 1 day

This session is designed to guide propane company employees, dispenser operators, or other individuals who desire to inspect, requalify, and fill propane containers of less than 1000 pounds, water capacity, in the proper procedures to promote safe filling and transportation of small propane containers. Safe and efficient inspection, requalifying and filling of propane containers are more effectively accomplished if individuals have been instructed in the proper procedures.

Attendees Should Bring or Purchase: NFPA 58

NOTE: Federal law requires the following pamphlets at your facility if your company is re-qualifying cylinders: CGA C6 Pamphlet and CGA C6.3 Pamphlet. They can be ordered directly by calling Compressed Gas Association, Inc @ 703-788-2700 or order through the web site at www.cganet.com. We do not carry these at IPGA.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

CYLINDER REQUALIFICATION SCHOOL – 1 day

The program provides information about the properties and characteristics of propane, the different types of DOT cylinders requiring periodic requalification, and in-depth procedures for requalifying DOT cylinders using the external visual inspection method. A textbook is included to provide information on:

- **CYLINDER REQUALIFICATION**
- **PROPERTIES AND CHARACTERISTICS OF PROPANE**
- **DOT CYLINDERS AND DOT REQUALIFICATION REQUIREMENTS**
 - **REQUALIFICATION PROCESS OVERVIEW**
- **SPECIAL REQUALIFICATION CONSIDERATIONS FOR CERTAIN CYLINDER MATERIALS AND TYPES**

Attendees Should Bring or Purchase: NFPA 58 & NFPA 54

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

AG PIPING – 1 day

Propane piping systems are covered by certain codes which include specific requirements relative to acceptable materials for use in propane piping systems, acceptable system designs, allowable pressures, the location of system components relative to exposures, pressure testing procedures for new or repaired piping, recommended methods for leakage testing new piping and existing piping systems when service is restored after an interruption occurs, and proper procedures to follow when placing gas utilization equipment into operation.

This class instructs individuals in safe and proper methods of designing, installing, and placing LP-Gas systems into operation in vapor service with the emphasis on Agricultural applications within the state of Iowa.

The objectives of this course are to identify:

1. Sources and Physical Properties of Propane
2. Standards, codes and regulations within the state of Iowa,
3. Acceptable materials for use in propane vapor distribution systems,
4. Key requirements for the installation of gas piping and pressure regulators,
5. Vapor distribution-testing requirements,

6. Propane industry standards, regulations, and organizations
7. Basic Safety considerations

Those attending should bring or purchase NFPA 58

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

UNDERGROUND TANK INSTALLATION, TESTING & MAINTENANCE - 1 day

Corrosion is the single most important consideration when installing ASME tanks, underground or mounded. There is more to it than relying on the manufacturer's special coating to protect the UG or mounded tank and appurtenances.

The topics covered are:

- Identify personal protective equipment necessary for the safe preparation of underground ASME tanks,
- Identify necessary tools and test equipment to install, inspect, test and maintain underground tank systems,
- Identify ASME underground tank design and marking requirements,
- Identify required appurtenances for underground ASME tanks,
- Identify installation requirements for underground ASME tanks,
- Size and select cathodic protection systems for underground ASME tanks,
- Identify procedures to install cathodic protection systems on underground ASME tanks,
- Identify tank-purging procedures,
- Identify procedures for injecting methanol into tanks,
- Identify procedures for placing propane tanks into service,
- Identify procedures to test and maintain cathodic protection systems on underground ASME tanks,
- Identify procedures to test for propane leakage around underground ASME tanks, and
- Identify tank evacuation procedures.

Who Should Attend Tank setting technicians, service technicians, propane delivery drivers, or any other individual who will be expected to install, inspect, test, maintain, or verify adequate corrosion protection.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card).**

Attendees Should Bring or Purchase: NFPA 58

PROPANE PIPING SYSTEMS – A to Z - (4 Hour Class):

Propane piping systems are covered by certain codes, which include specific requirements relative to acceptable materials, allowable pressures, the location of components, pressure-testing procedures for new piping, and recommended methods for leakage testing every time an interruption of service occurs.

Course Content: Individuals attending this session will be expected to identify in current applicable codes the following:

- Propane industry standards, codes and regulations within the State of Iowa,
- Acceptable materials for use in propane gas piping systems,
- Acceptable pressures (by code and by manufacturer's guidelines) for –
 - Single Stage Regulator Systems
 - Two-Stage Regulator Systems
 - Integral Two-Stage Regulator Systems
 - Elevated (Three-Stage) Pressure Regulator Systems,
- Installation, adjustment and maintenance requirements of pressure regulators including positioning or protection, distances to exposures, testing and replacement,
- Requirements for testing of new piping prior to acceptance and initial operation,

- Requirements for leakage testing on piping systems and connected equipment immediately after service is initiated or immediately after a service interruption, and,
- Customer education and documentation of all work performed.

Who Should Attend: Plumbers, heating & cooling contractors, architects, management, or any individual expected to design propane-piping systems, perform work on propane piping systems, or initiate or restore gas service in gas piping systems & connected equipment for new & existing customer's.

***Prior to any test, the instructor must see photo ID and you will need to provide the last four digits of your Social Security Number (not the card). Please provide your PMSB license number if applicable.**

Class fee includes a copy of NFPA 54 and NFPA 58.

*An optional closed book test will be available to all participants. To attain CEU credits the test is not required, however, to meet the "Qualifications of Personnel" as detailed in IAC 661-226.4(101) the successful completion of the test is required. The test will be retained by the Iowa Propane Gas Association, for evaluation and record keeping. Upon course completion, a certificate will be provided by mail for you to submit to Iowa Department of Public Health for CEU's. [For those taking the test, upon successful completion of the written assessment and skills assessment, a certificate will be provided by mail.] **Propane Piping Systems – A to Z provides 4 hours of continuing education in all four Disciplines for the Plumbing & Mechanical Systems Board.** (Plumbing, HVAC, Refrigeration & Hydronics)*

The Iowa Propane Gas Association recommends the participating employee keep a copy for their records also.

Prior to any test, the instructor must see Photo ID & a Social Security Number must be provided (card not required).

***Fees are non-refundable without prior cancellation notice.**