

Propane Certified Employee Training Program (CETP)

Books 1 & 2 – AGC Building - 1 Graves Street - Montpelier, VT
September 2017 – 8:00am – 4:00pm – Book 1 starts September 5

PLEASE NOTE: Testing on each book is conducted as required by the State of Vermont. **Book 1 is required for certification in any other book.** These seminars are for delivery drivers, service technicians, service managers, dispatchers, apprentices, office personnel, plumbers and service technicians that install gas equipment. More information can be found at www.npga.org.

THE DETAILS:

Attendance Policy: Students must complete the total hours for each Book. Each class is limited to 20 students.

Pre-Register: Pre-registration for each Book is due at least 10 days prior to the beginning of each Book. See registration form for specific registration deadline dates. We cannot guarantee that books and/or tests for late registrants will arrive on time. Manuals will be given to students in the order that registrations were received at VFDA.

Students must bring the current version of NFPA 54 (2015) and NFPA 58 (2014). See registration form for referenced publication details. ***Students who come to the class without the correct version will not be able to take the course.*** If the VFDA instructor has available copies of the NFPA codes required to take the CETP Module, any student showing for a CETP course without the correct version of NFPA 54 or NFPA 58 will be given a copy from VFDA stock and billed \$60 per book. VFDA will not loan NFPA Code Books to students.

RETESTS: If you need to retest for a book, there is a \$100 fee per test. This does not include the instructor's time and travel fees if the test is administered separate from the VFDA CETP Series. If you would like more information about these fees, please contact Stephanie at 802-230-4722 or email steph@vermontfuel.com.

Cancellation: VFDA reserves the right to cancel any and all seminars for lack of student registrations. Pre-registered students will be notified of cancellation using the contact information provided on the completed registration form. Firms that prepaid for cancelled seminars will receive a full refund. Decisions concerning cancellation of seminars are made at the end of the day on the registration deadline date for each Book/Class.

Certificates: Suitable for framing, will be sent to all students successfully completing this seminar.

Dates: See registration form for specific dates. Actual session dates may change, due to unforeseen factors.

NPGA: This program is taught by an NPGA-approved instructor, using NPGA curriculum.

Skill Assessments: The Skill Assessment Forms must be signed and **returned to ITS within one year** of the date of the test for each book. If this does not happen, **you will have to take the books over again.**

Knowledge Assessments: Knowledge Assessment Forms must be completed and retained in the employee file at the company location.

Late Registrations: VFDA will do its best to accommodate registrations received after the deadlines, but late registrants will be assessed additional costs incurred by VFDA for express shipment of additional orders of Books and Exams from NPGA and ITS.

Lunch: Students are on their own for lunch (30 minutes). Available locally.

Student Cancellation: All cancellations must be made in writing to VFDA on or before the Registration Deadline. *Firms registering students and failing to attend without written notice to VFDA will be liable for the full tuition. Cancellation by registrant after the registration deadline, leaves the registrant liable for 50% of the tuition.*

Instructor – Ken Taylor: Ken Taylor has over 35 years of dedicated experience in the propane industry. Ken is a well known consultant for the industry and provides training in CETP, propane emergencies, NFPA #54 and #58 licensing, and legal and insurance company counseling. Ken was Vice President of White Mountain Oil & Propane for 18 years where he was responsible for the management and day to day operations of this 52-person workforce serving the propane and oil industry in New Hampshire and Maine. Prior to that, he was Sr. Vice President for Colonial Gas Company, in Lowell, Massachusetts, the world's largest liquefied gas natural gas truck transportation fleet, where he oversaw the operation of over 60 propane transports throughout the Northeast.

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CETP REGISTRATION FORM

1. Student **must** bring the specific referenced NFPA publications to class.
2. Enter student names and circle appropriate amounts for the dates needed for **each** student.
3. Complete the company information, address, etc.
4. Indicate your payment choice: prepaid, credit card or billing (members only)
5. Return **this** page to VFDA by fax or mail. Registration deadline is August 15, 2017.

IMPORTANT:

FAX this page to VFDA.
Circle each Book for each student you are registering.

Each student **MUST HAVE** the NFPA Code publication referenced for this CETP Book.

Please ensure that students arrive at class with the necessary and correct year's copy of **NFPA 54** (2015) and **NFPA 58** (2014).
If your student does not bring the proper code books to class, they will be provided, if available. Students will be charged \$60 per book.

Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please circle for EACH student which books they are taking. If you have questions, contact VFDA.	Book 1	Book 2 - Delivery (2.1/2.4 combined, 2.2)
	September 5, 6, 7	September 11, 12, 13, 14
STUDENT NAME	\$450 member \$575 non-member	\$600 member \$775 non-member
STUDENT NAME	\$450 member \$575 non-member	\$600 member \$775 non-member
STUDENT NAME	\$450 member \$575 non-member	\$600 member \$775 non-member
STUDENT NAME	\$450 member \$575 non-member	\$600 member \$775 non-member
Not a VFDA member? Call 802-230-4722 or go to www.vermontfuel.com	\$	\$

Add total for all cells in rows above and enter here Total \$ _____

PAYMENT:

- Check Enclosed
- Payment to Follow
- Bill Us (*members only*)
- Credit Card

Payment by Credit Card:

Name _____

Card # _____

Exp. Date _____ CVV _____ Billing Zip Code _____

FAX TO VFDA: 802-419-3313

or mail to VFDA, 963 Paine Turnpike North, Berlin, VT 05602