

# Propane Certified Employee Training Program (CETP)

Books 1, 4.1, 4.2, 4.3, 4.4, 4.5 — Rutland Country Club - 275 Grove Street - Rutland, VT  
Summer 2021 — Book 1 starts June 8 - 8:00am – 4:00pm

---

**Book 1 — Basic Principles & Practices of Propane**

**Book 4.1 — Designing and Installing Exterior Vapor Distribution Systems**

**Book 4.2 — Placing Vapor Distribution Systems and Appliances into Operation**

**Book 4.3 — Installing Appliances and Interior Vapor Distribution Systems**

**Book 4.4 — Basic Electricity for Propane Appliance Service**

**Book 4.5 — Basic Propane Appliance Service & Troubleshooting**

*This program is taught by an NPGA-approved instructor, using NPGA curriculum  
More information about CETP can be found at [www.npga.org](http://www.npga.org).*

---

## ***What CETP Books are required to install, inspect and service propane equipment in Vermont?***

In order to earn a Vermont Propane Certificate of Fitness, the 2015 Vermont Fire and Building Safety Code requires anyone that installs, inspects or services LP gas appliances to successfully complete Books 1, 4.1, 4.2, 4.3, and 4.4.

For LIMITED interior certification (installation, inspection, and service of interior or rooftop LP gas equipment) by HVAC Technicians, the Fire and Building Safety Code requires successful completion of CETP Books 1, 4.2, 4.3, 4.4, and 4.5.

For installation inspection and service of both natural gas and LP gas systems and equipment, the Fire and Building Safety Code requires successful completion of the AGA Fundamentals Course and CETP Books 1, 4.1 and 4.2.

---

**Each class is limited to 20 students.** Pre-registration is required. Late registrants may incur additional fees for express shipment of Books and Exams from NPGA and ITS.

**Students must bring** the current version of NFPA 54 (2015) and NFPA 58 (2014). ***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 \$70 per book. VFDA does not loan NFPA Code Books to students.

The Skill Assessment Forms must be signed and sent to Industrial Training Services (ITS). If the Skills Assessment Forms are not sent to ITS within one year of test completion, the student will not receive a certificate and will have to take the class again.

**All Skills Evaluators must complete the Skills Evaluator Training program and receive a registration number to be included on all Affidavits sent to ITS. The fee for the training course and registration is \$75 and will cover the three (3) year period for which the evaluator's registration number will be valid. Go to [vermontfuel.com/lpskills](http://vermontfuel.com/lpskills) to learn more about the NPGA CETP Training and Evaluation.**

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 802-223-7750 ext. 2 or email [steph@vermontfuel.com](mailto:steph@vermontfuel.com).

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. 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.

*Questions? – Contact VFDA at 802-223-7750 or email [steph@vermontfuel.com](mailto:steph@vermontfuel.com)*

# Propane Certified Employee Training Program (CETP)

**Books 1, 4.1, 4.2, 4.3, 4.4, 4.5 — Rutland Country Club - 275 Grove Street - Rutland, VT  
Summer 2021 — Book 1 starts June 8 - 8:00am — 4:00pm**

## 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.
6. Register by **05/01/2021**

**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 \$70 per book.*

Company \_\_\_\_\_ Contact \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

	Book 1	Book 4.1	Book 4.2	Book 4.3	Book 4.4	Book 4.5
Please circle for EACH student which books they are taking. If you have questions, contact VFDA.	June 8, 9, 10	June 15, 16, 17	June/July 29, 30, 1	July 6, 7, 8	July 13, 14, 15	July 20, 21, 22, 23
STUDENT NAME	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$600 VFDA Member \$775 non-member
STUDENT NAME	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$600 VFDA Member \$775 non-member
STUDENT NAME	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$600 VFDA Member \$775 non-member
STUDENT NAME	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$450 VFDA Member \$575 non-member	\$600 VFDA Member \$775 non-member
Not a VFDA member? Call 802-223-7750 or go to <a href="http://vermontfuel.com/membership">vermontfuel.com/membership</a>	\$	\$	\$	\$	\$	\$

**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 \_\_\_\_\_

**FAX TO VFDA: 802-419-3313**

or mail to VFDA - PO Box 1370 - Montpelier, VT 05601