

VFDA offers the National Program Gas Association Certified Education and Training Program (NPGA CETP) as required by the Vermont Building and Fire Safety Code for propane drivers and technicians. However, VFDA does not provide the skills evaluation necessary to obtain a CETP Certificate.

Skill assessments must be completed within 1 year of class participation, including a passing grade, to obtain certification. More information on how someone at your company can become a Skill Evaluator/Assessor can be found in this compliance bulletin and online at training.propane.com.

The Skill Evaluators/Assessors listed below may be available to perform certified skill assessments for your employees. These companies and individuals are not in any way affiliated with VFDA and charge a fee.

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CETP SKILL EVALUATOR TRAINING AND REGISTRATION: FREQUENTLY ASKED QUESTIONS

What is it? Skill Evaluator Training and Registration requires all skills evaluators to complete a training course and obtain a registration number that will be valid for three (3) years.

Who needs to register? Anyone who evaluates candidates planning to complete the skills assessment portion of the CETP certification process must complete the training and receive a registration number.

Why is this being required? Evaluators must understand the importance of their role and responsibilities in evaluating and attesting to a candidate's ability to satisfactorily complete the hands-on, job related tasks established as part of the requirements for achieving CETP certification.

What does the training include? The training focuses on the key concepts in preparing for the evaluation, identifies procedures to perform the evaluation and the correct procedures for completing and returning the candidates record. There is also a brief exam that follows the training.

How does a skill evaluator complete the training? The training is administered online only through training.propane.com. The direct link to become/renew the CETP Skill Evaluator credentials is found here: [CETP Skill Evaluator Course](#). Once the training is completed, the skill evaluator will receive a registration number that must be included on all skills assessments submitted to ITS.

What does it cost? There is no fee for this training.

If you need help accessing the training site please call customer service at 1-800-757-1554.

CETP Skills Assessments

The purpose of the Skills Assessment is to combine two important aspects of the CETP Certification process:

- Provide structured on-the-job training for the LP-Gas employee under the direction of an experienced and qualified skills evaluator
- Standardize conditions under which the employee demonstrates his/her performance of tasks that meet the requirements of the Certified Employee Training Program.

The Skills Assessment is designed to document the employee's on-the-job training experience and ability to perform job related tasks. Once the candidate has passed the CETP Certification exam, they should review the Skills Assessment instructions with a qualified skills evaluator.

Who is a Skills Evaluator?

A Skills Evaluator may be a propane company manager or supervisor, or a contracted training consultant. All Skills Evaluators should meet the following criteria:

- Have an understanding of the CETP instructional material and the proper procedures for performing the tasks listed in the skills assessment evaluation packet
- Be familiar with the propane company's policies and procedures
- Have the ability to direct the candidate in describing each task as it is performed
- Have the ability to ask candidates leading questions involving difficult operating conditions or abnormal scenarios, and use methods to ensure the candidate can demonstrate required skills and applied knowledge criteria on the job
- Ensure the candidate properly applies company-required safety measures while performing the skills
- Understand which of the skills are designated as optional and which are not required (N/A) under the candidate's job description and duties
- Complete the documentation of the skills assessment, to include signing the affidavit form, making a copy of Section IV: CETP Performance Evaluation/ Employer Record for the employee file, and then mailing the originals to the testing center below – within 12 months of passing the exam.

All Skills Evaluators must complete the Skills Evaluator Training program and receive a registration number to be included on all Affidavits sent to Industrial Training Services. There is no fee for the training course. The certification is valid for 3 years and to renew you would have to retake the course again.

The following Skills Assessments are available for download – *please discard older versions and ensure you are using the most up to date version:*

- [1.0 Basic Principles and Practices of Propane](#) (2019)

Delivery Group

- [2.2 Bobtail Delivery Operations](#) (2019)
- [2.4 Cylinder Delivery Operations](#) (2019)
- [2.2/2.4 Delivery Operations Combo](#) (2019)

Plant Operations

- [3.0 Basic Plant Operations](#) (2019)
- [3.6 Performing Railcar Product Transfers](#) (2019)

Vapor Distribution Suite

- [4.1 Design/Install Exterior VDS](#) (2019)
- [4.2 Placing VDS and Appliances into Operation](#) (2019)
- [4.3 Installing Appliances and Interior Vapor Distribution Systems](#) (2019)
- [4.4 Basic Electricity for Propane Appliance Service](#) (2019)
- [4.5 Basic Propane Appliance Service and Troubleshooting](#) (2019)
- [4.6 Advanced Propane Appliance Service and Troubleshooting](#) (2019)

Additional Skills Assessments

- [5.1 Transfer Systems Operations](#) (2019)

***2.3, 2.5, 3.7, and 7.0 were removed as CETP Certifications in 2014**

Candidates who do not return completed Skills Assessments within 12 months of passing their exam must retake and pass the exam at full cost. Notifications for new or revised Skill Assessments will be published on this website and candidates are encouraged to check the site frequently.

For employee certification, Section IV: CETP Performance Evaluation/Employee Record must be received at the testing center within 12 months of passing the certification exam.

Make a copy for the training records and send the original to the testing center below:

Industrial Training Services (ITS)

Janet Arnold

120 Max Hurt Drive

Murray, KY 42071

Email: jarnold@its-training.com Phone: 270-753-2150, ext.2 Fax: 270-753-9807

More information at npga.org/cetp-skills-assessments