

## ENHANCED HANDS-ON PROPANE TRAINING

### OVERVIEW:

These full-time intensive programs are *enhanced* versions of the National Propane Gas Association's **Certified Employee Training Program (CETP)**. Successful completion of each course, passage of the included test and submission of the related *skills assessment verification\**, will earn NPGA certification. Achievement of NPGA certification is the requirement for a person to qualify for state licensing endorsements. Once certification is achieved, the initial state license and/or endorsements will be issued according to the licensing law. Under both CETP rules and state requirements, all must pass, and become certified in the course known as *Basic Principals and Practices* in order to receive certification in any other segment of CETP or qualify for any state license endorsements. Call the MEMA office at 729-5298 if you have any questions.

Below is a chart that outlines the state license endorsement names (**in bold**) and the CETP certifications needed to qualify for those endorsements. Maine law requires that those who work with propane be trained and licensed to do so.

*\*Skill Assessment Verification refers to a process that must occur from the technician's company. CETP forms are provided so the student's on the job supervisor or other qualified individual can validate that job involvement corresponds with aspects of the course subjects covered.*

<b>Basic Principals &amp; Practices</b>		
1.0 Prerequisite Certificate to all Others		
<p><b>Delivery Technician</b></p> <p>2.1 Propane Delivery Operations &amp; Cylinder Delivery</p> <p>2.2 Bobtail Delivery Operations</p>	<p><b>Plant Operator</b></p> <p>3.1-3.4 Plant Operations</p> <p>3.5 Performing Cargo Tank Product Transfers</p> <p>3.6 Performing Railcar Product Transfers</p> <p>3.7 Maintaining DOT Intermodal (IM) Tanks</p>	<p><b>Tank Setter &amp; Outside Piping</b></p> <p>4.1 Layout Design &amp; Selection of a Vapor Distribution System</p> <p>4.2 Preparing &amp; Installing Vapor Distribution System Components</p> <p>5.1 Designing &amp; Installing Dispenser Transfer Systems</p>
<p><b>Appliance Connection &amp; Service</b></p> <p>6.0 Appliance Installation <i>1.0 Fuel Gas Training</i></p> <p>7.0 Appliance Service</p>	<p><b>Large Equipment</b></p> <p>8.0 Large Industrial/Commercial Gas Fired Equipment Connection &amp; Service</p>	

These courses are recommended for those who need to be licensed in propane and natural gas handling, delivery, or service. It is also recommended for those who manage workers in gas handling and gas systems service.

### LICENSING MUST BE COMPLETED WITHIN 90 DAYS OF NEW EMPLOYEE HIRE.

See Propane Board Licensing Rules and Regulations for more information. You can obtain the complete board licensing package by calling 207-624-8603.

**TRADE SPECIFIC TOOLS ARE REQUIRED FOR THIS COURSE  
AND ARE NOT PROVIDED BY MEMA**

**EACH REGISTRANT WILL NEED:**

- Tool Box or Bag
- Safety Glasses
- Flashlight
- Grill Lighter
- Wire Strippers
- 5/16 Nut Driver
- Wrenches: 5/16" to 9/16"
- Needle Nose Pliers
- Flaring Tool
- (2) 10" Pipe Wrenches
- Tubing Cutter 1/8" to 1 1/8"
- 10" Water Pump Pliers (Channel Lock)
- Set of Allen Wrenches (SAE) 6 x 5/32", 1/8", 9/64", 3/16", 7/32", 1/4", 5/16"
- 4 in 1 Screwdriver
- 1/4" Nut Driver
- Tape Measure
- Clamp on Amp Meter
- Multi-Meter (Category III)
- Inches Water Column Gauge
- (2) 10" Adjustable Wrenches

**2012 COURSE SCHEDULE - DAYS**

**Basic Principals & Practices**

**April 9<sup>th</sup> & 10<sup>th</sup>**

**May 29<sup>th</sup> – 30<sup>th</sup>**

**July 9<sup>th</sup> – 10<sup>th</sup>**

**September 17<sup>th</sup>-18<sup>th</sup>**

**\$500.00 Member / \$600.00 Non-Member**

**Appliance Installation**

**April 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup>**

**May 31<sup>st</sup>, June 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>**

**July 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup>**

**September 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>**

**\$700.00 Member / \$800.00 Non-Member**

**Appliance Service**

**April 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>**

**June 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>**

**July 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>**

**September 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>**

**\$575.00 Member / \$675.00 Non-Member**

**Tank Setter & Outside Piping**

**April 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>**

**June 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>**

**July 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>**

**October 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>**

**\$950.00 Member / \$1,050.00 Non-Member**

**COURSES RUN FROM 8:30AM – 4:00PM**

Please see [www.MaineEnergyMarketers.com](http://www.MaineEnergyMarketers.com) for course dates for the following certifications:  
Delivery Technician, Plant Operator, and Large Equipment Connection & Service

# REGISTRATION FORM

MEMA Technical Education Center

## Hands-On Propane Training – (DAY)

### Enhanced Version of the NPGA Certified Employee Training Program (CETP)

**Maine Energy Marketers Association**  
25 Greenwood Road – Brunswick, Maine 04011  
Tele: (207) 729-5298 Fax: (207) 721-9227  
[www.MaineEnergyMarketers.com](http://www.MaineEnergyMarketers.com)



#### TUITION INCLUDES ALL COURSE MATERIALS & REGISTRATION FEE

Total Amount Includes the \$50 Non-Refundable Registration Fee

Registration/ Refund Policy

MEMA Technical Education Center has a maximum and minimum number of students it will serve per class. If the minimum is not achieved, all funds paid will be refunded. If the maximum number is achieved, no further registrants will be accepted. All registrations are on a first-come first-serve basis.

**Payment, in full, must be received by MEMA (5) business days PRIOR to the first day of the class for the registrant to be admitted to the class.**

All funds paid, except the \$50 Registration Fee, can be refunded if such is requested no later than (5) business days prior to the first day of the course. Requests for refunds made within (5) days before the class **WILL NOT BE HONORED.**

Transfers requested prior to (5) business days of the first day of the course will be permitted with no penalty. If a transfer is requested within (5) business days of the first day of class, a **\$100 transfer fee** will be charged.

**A**

#### TO REGISTER: COMPLETE SECTIONS A, B, AND C, & REMIT WITH PAYMENT

*(If you are not being sponsored by a company, enter your personal information)*

Student Name \_\_\_\_\_

Sponsor Name & Contact *(if applicable)* \_\_\_\_\_

Student Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### Who May We Contact in Case of an Emergency?

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

**B**

#### PAYMENT INFORMATION

Enclosed Please Find: \_\_\_ Check \_\_\_ Money Order \_\_\_ Credit Card (Visa, MasterCard)

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature Required:**

**I have read and acknowledge the Registration/Refund Policy as stated:**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE REMIT TO:**

**Maine Energy Marketers Association P.O. BOX 249, Brunswick, Maine 04011-0249**

C

## MTEC PROPANE COURSE SELECTION

Please Print Clearly

### Basic Principals & Practices

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Appliance Installation (w/ Natural Gas)

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Appliance Service

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Tank Setter & Outside Piping

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_