

North Dakota Propane Gas Association  
PO Box 1956 - Bismarck ND 58502  
701-223-3370



## Certified Employee Training Program Registration Form

### Basic Principles & Practices of Propane Book 1

See reverse for course description

Names \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City-ST \_\_\_\_\_ Email \_\_\_\_\_

Location: **September 11 & 12, 2017 8:00 am – 5:00 pm each day**  
**Ramada Bismarck Hotel**  
**1400 E Interchange Ave**  
**Bismarck, ND 701-258-7000**

Basic Principles & Practices Registration Fee:

- Members \$485 x \_\_\_\_\_ = \$ \_\_\_\_\_

- Non-members \$550 x \_\_\_\_\_ = \$ \_\_\_\_\_

- **NFPA 58 – 2017 Edition** \$60 x \_\_\_\_\_ = \$ \_\_\_\_\_  
**Required for class**

Total Registration \$ \_\_\_\_\_

PERC Rebate **Fee Reduction** – ND Marketers Only \_\_\_\_\_ x **-\$360.00** = ( \$ \_\_\_\_\_ )

Total Registration Fee **less** PERC Rebate \$ \_\_\_\_\_

**Late registrations will incur a \$25 materials fee and \$50 late fee.**

Registration includes a manual, testing fee, luncheons and instructor fees.

NDPGA has a block of sleeping rooms that will be released August 25. When reserving your room ask for the ND Propane block to receive your discounted rate of \$85 queen \$95 king. You are responsible for reserving and paying for your hotel room.

Please return registration form with your check, made payable to NDPGA, by **August 28** to insure the availability of materials. Class registration fee is reduced to all ND attendees with a rebate from the Propane Education and Research Council. Class size is limited – first to sign up – first accommodated.

Classes begin at 8:00 a.m. with registration at 7:30 a.m. on Monday September 11.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Course description

### **CETP Book 1 - Basic Principles and Practices of Propane**

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

Basic Principles and Practices of Propane is an essential tool for ensuring employee safety and continuing success.

The topics covered are:

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

**NFPA #58 – 2017 edition is required for this course.**

**Prerequisites:** None

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701-223-3370



**Certified Employee Training Program Registration Form**

**Bobtail Delivery Operations – Book 2.2**

Names \_\_\_\_\_

Company \_\_\_\_\_

Co. Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, St., Zip \_\_\_\_\_ Email \_\_\_\_\_

Location: **September 13 & 14, 2017 8:00 am – 5:00 pm each day**  
**Ramada Bismarck Hotel**  
**1400 E Interchange Ave**  
**Bismarck, ND 701-258-7000**

Bobtail Delivery Operations Registration Fee:

- Members \$525 x \_\_\_\_\_ = \$ \_\_\_\_\_

- Non-members \$625 x \_\_\_\_\_ = \$ \_\_\_\_\_

- **NFPA 58 – 2017 Edition** \$60 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Required for class – save money and bring your copy with you to class**

Total Registration \$ \_\_\_\_\_

PERC Rebate **Fee Reduction** – ND Marketers Only \_\_\_\_\_ x **-\$400.00** = ( \$ \_\_\_\_\_ )

Total Registration Fee **less** PERC Rebate \$ \_\_\_\_\_

**Late registrations will incur a \$25 materials fee and \$50 late fee.**

Registration includes manuals, testing fee and instructor fees.

NDPGA has a block of sleeping rooms that will released August 25. When reserving your room ask for the ND Propane block to receive your discounted rate of \$85 queen \$95 king. You are responsible for reserving and paying for your hotel room.

Please return registration form with your check, made payable to NDPGA, by **August 28** to insure the availability of materials. Class registration fee is reduced to all ND attendees with a rebate from the Propane Education and Research Council. Class size is limited – first to sign up – first accommodated.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Course Description



## **Bobtail Delivery Operations** Book 2.2

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 course is updated to NFPA 54, 2015 edition and NFPA 58, 2014 edition. The course includes propane delivery basics (2.1) information and bobtail delivery driver information (2.2).

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.
- Presents detailed procedures for safely loading a bobtail using the plant pump.
- Discusses DOT requirements for bobtail inspections.
- Reviews the features and installation requirements of ASME tanks at customer locations.

*NFPA #58 2017 edition is required for this course*

**Prerequisites:** Basic Principles and Practices