



2019 EMPLOYEE TRAINING

CETP & Non-Certified





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The Indiana Propane Gas Association offers certified and non-certified employee training for those employed in the propane industry or looking to obtain propane training certification. To make training more accessible to everyone, classes are held in multiple locations. Classes are open to members and non-members and pre-registration is necessary. For more information or assistance, please contact the IPGA office at 317-655-4444 or ipga@kdafirm.com.

General Information

- Attendance at all training classes is by pre-registration only.
- The number of students is limited for each class. Register early to ensure your participation.
- IPGA reserves the right to cancel a class, if there is lack of participation.
- Classes are held from 8:00 a.m. to 5:00 p.m.
- Registration includes course materials, continental breakfast and lunch.
- Attendees are responsible for lodging costs. For hotel reservations, please contact the hotel directly and indicate you are with IPGA.

Course Locations

- **Fairfield Inn & Suites**
2820 Merchants Mile
Columbus, Indiana 47201
812-552-5333
- **Hampton Inn**
355 3rd Avenue
Jasper, Indiana 47546
812-481-1888
- **Courtyard Indianapolis Carmel**
37 W. 103rd Street
Indianapolis, Indiana 46290
317-571-1110
- **Hampton Inn & Suites**
2920 S. Reed Road
Kokomo, Indiana 46902
765-455-2900

Registration

The registration deadline is two weeks prior to the start of each class. A refund, less a \$25 administrative fee, will be provided for cancellations received at least 7 business days prior to the first day of class.

The NPGA's training is directed to assist in the education of service and delivery personnel in the LP gas industry. This training program is not intended to be an exhaustive treatment of the subject covered. It should not be interpreted as precluding the use of other procedures and/or compliance with more extensive federal, state, and local codes and/or regulations.

The NPGA, IPGA, and the training supervisor assume no liability for reliance on: (1) the material used; (2) the manner in which the training was conducted; (3) the knowledge gained or not gained by the employee. These courses are offered as assistance to help employers train personnel in their companies.

Registration Fees

Certified Courses	\$145
Certified Refresher Classes	\$70
Non-Certified Courses	\$70

Faculty

Forest Herron has been a part of the propane industry for more than 35 years. His retail experience includes management of a major retailer's largest location (in the U. S.) while also serving as Area Manager for several other locations in Kentucky, Indiana and Ohio.

Before moving to the supply side, Forest started and co-owned an independent propane company located in Kentucky. Shifting his career, he began working with Williams Energy, acquiring supply knowledge to round out his industry credentials. Eventually, he moved to Gas Supply Resources, later purchased by Duke Conoco Phillips. During this time, Forest began providing CETP instruction for the Kentucky Propane Gas Association as well as the Kentucky Community and Technical College System.

In 2013, Herron's Training and Consulting, LLC was formed to meet the training needs of the LP industry. As an instructor, he has served the Pennsylvania Propane Gas Association, West Virginia Propane Gas Association and Indiana Propane Gas Association, along with many propane companies, both large and small. Forest has also given back to the industry by serving as a director for Ohio, Kentucky and West Virginia. He is a past president for the West Virginia Propane Gas Association and has presided as chairman for the Kentucky Propane Education and Research Council.



CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP)

The 1.0 Basic Principles and Practices of Propane course is a prerequisite for all classes.

Refresher Training Classes are for students who have previously completed the certification process and need to complete the 3-year recertification.

1.0 Basic Principles and Practices of Propane

This entry level course is a prerequisite to the more advanced classes. It provides instruction about propane's physical combustion properties, and how propane is produced and transported. Other topics covered include the organizations that influence, publish or enforce codes and standards; how basic functions are performed in a bulk plant, including primary safety concerns and customer service; odorants and service interruptions; complete and incomplete combustion characteristics, and much more.

April 9-10..... Hampton Inn, Jasper
July 17 (Refresher) Fairfield Inn & Suites, Columbus
August 6-7..... Hampton Inn, Kokomo

2.2 Bobtail Delivery Operations

This course provides information for drivers who operate commercial motor vehicles to deliver propane. It also covers bobtail equipment and systems; explains a bobtail's basic equipment and systems, including the 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; and reviews the features and installation requirements of ASME tanks at customer locations.

April 11-12 Hampton Inn, Jasper
July 18 (Refresher) Fairfield Inn & Suites, Columbus
August 8-9..... Hampton Inn, Kokomo

2.4 Cylinder Delivery Operations

This course is primarily designed to train propane delivery personnel who operate cylinder delivery vehicles. The course provides information, practices, and procedures that support many general delivery tasks.

Topics include DOT licensing and driving requirements; driving requirements and restrictions for drivers who operate commercial motor vehicles (CMVs) to deliver propane; vehicle inspections; identification, and documentation highlights; safely handling hazardous materials, the hazards of handling a variety of flammable and combustible liquids; and the associated safety measures. In addition, driving defensively and handling accidents and emergencies; vehicle parking, servicing, and security; preparing cylinders for filling; and filling cylinders and delivering cylinders.

June 12-13..... Courtyard Indianapolis Carmel

4.1 Designing and Installing Exterior Vapor Distribution Systems

Focuses on designing and installing the exterior portions of a vapor distribution system for both residential and small commercial markets. It addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing. In addition, designing vapor systems (container and lines); designing vapor distribution systems (regulators and meters); preparing system components for transport; installing containers, lines, regulators and meters; system tests; and safety information.

June 4-6..... Courtyard Indianapolis Carmel



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NON-CERTIFIED COURSES

Cylinder Recertification

This course provides information about the properties and characteristics of propane, the different types of DOT cylinders requiring periodic requalification, and in-depth procedures for requalifying DOT cylinders using external visual inspection method.

June 11 Courtyard Indianapolis Carmel

OSHA & DOT First 90-Day HAZMAT Training

This is a very important new employee 90-day compliance opportunity. USDOT HAZMAT Transportation Safety will touch upon the requirements, but not the details of specific individual company's written Emergency Action Plan and Security Awareness Action Plan. Other HAZMAT training will focus on the employee's "Right to Know;" the risk associated with the hazardous material they work with; and the suggested safe handling procedures and personal protective equipment that are recommended as risk mitigation tools. In addition, proper labeling and inspections of containers and trucks; what to do when involved in a motor vehicle accident; drug and alcohol testing and reporting requirements; CMV (Commercial Motor Vehicle) Driver requirements, inspections and cylinder inspections. This training, when combined with an effective on-the-job training program and ongoing safety training regiment, will assist with meeting the training requirements of the Hazardous Materials Regulation.

July 19 Fairfield Inn & Suites, Columbus





EMPLOYEE TRAINING REGISTRATION 2019

COURSE SELECTION

1.0 Basic Principles and Practices of Propane (\$145)

- April 9-10 Jasper
- August 6-7 Kokomo

1.0 Basic Principles and Practices of Propane Refresher (\$70)

- July 17 Columbus

2.2 Bobtail Delivery Operations (\$145)

- April 11-12 Jasper
- August 8-9 Kokomo

2.2 Bobtail Delivery Operations Refresher (\$70)

- July 18 Columbus

2.4 Cylinder Delivery Operations (\$145)

- June 12-13 Indianapolis

4.1 Designing and Installing Exterior Vapor Distribution Systems (\$145)

- June 4-6 Indianapolis

Cylinder Recertification (\$70)

- June 11 Indianapolis

OSHA & DOT First 90-Day HAZMAT Training (\$70)

- July 19 Columbus

Class size is limited. Attendance at all training classes are by PRE-REGISTRATION ONLY. Please complete a separate registration form for each participant.

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____ Fax _____

PAYMENT

Amount Due \$ _____ Check No. _____ (enter N/A if unknown)

Visa MasterCard American Express

Card Number _____ Exp _____

Name on Card _____ CVV _____

Billing Address _____

City _____

State _____ Zip _____

Signature _____

CLASS LOCATIONS

For hotel reservations, please call the hotel directly and indicate that you are with IPGA.

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2920 S. Reed Road
Kokomo, Indiana 46902

Hampton Inn
355 3rd Avenue
Jasper, Indiana 47546

Cancellations: Registration fees will be refunded for cancellations made 7 business days prior to the start of class, minus a \$25 handling fee.

Please make checks payable to: Indiana Propane Gas Association
5325 E. 82nd Street, #243 | Indianapolis, IN 46250
www.indianapropane.org



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