

# MAPGA 2010 Training Calendar

May 2010			
Date	Class	Location	Hours
May 10-11	CETP 1.0 – Basic Principles & Practices	Tri-Gas & Oil 4948 Williamsburg Road Hurlock, MD 21643	8:30-5:00
May 12	CETP 2.1 – Delivery Basics		8:30-5:00
May 13-14	CETP 2.2 – Bobtail Delivery		8:30-5:00
June 2010			
June 7	Defensive Driving (Smith System)	Thompson Gas 6708 Old National Pike Boonsboro, MD 21713	8:30-12:30
June 8-9	CETP 1.0 – Basic Principles & Practices		8:30-5:00
June 10-11	CETP 4.1 – Vapor Distribution Systems		8:30-5:00
June 14-15	CETP 4.1 – Vapor Distribution Systems	Tri-Gas & Oil 4948 Williamsburg Road Hurlock, MD 21643	8:30-5:00
June 16-17	CETP 4.2 – Installation of Vapor System		8:30-5:00
June 18	GAS Check		8:30-5:00
June 29	Defensive Driving (Chesapeake Region Safety Council)	Best Western 451 WMC Drive Westminster, MD 21158	8:30-5:00
July 2010			
July 12-13	CETP 1.0 – Basic Principles & Practices	Southern MD Higher Ed. Center 44219 Airport Road California, MD 20619	8:30-5:00
July 14	CETP 2.1 – Delivery Basics		8:30-5:00
July 15-16	CETP 2.2 – Bobtail Delivery		8:30-5:00
July 19-20	CETP 4.1 – Vapor Distribution Systems	AmeriGas 1573 Tilco Drive Suite 3 Frederick, MD 21704	8:30-5:00
July 21-22	CETP 4.2 – Installation of Vapor System		8:30-5:00
July 23	Cylinder Recertification		8:30-5:00
August 2010			
Aug. 9-10	CETP 4.2 – Installation of Vapor System	Tom Foolery's Restaurant 714 Ash Blvd. Middletown, DE 19709	8:30-5:00
Aug. 11	GAS Check		8:30-5:00
Aug. 12	Cylinder Recertification		8:30-5:00
Aug. 13	Defensive Driving (Smith System)		8:30-12:30
Aug. 30-31	CETP 1.0 – Basic Principles & Practices	Tri-Gas Hurlock, MD	8:30-5:00
September 2010			
Sept. 1	GAS Check	Tri-Gas & Oil 4948 Williamsburg Road Hurlock, MD 21643	8:30-5:00
Sept. 2	Cylinder Recertification		8:30-5:00



## MAPGA 2010 Training: Course Guide

### CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP) COURSES

Course	Description	Date(s) & Location(s)
<b>1.0 - Basic Principles &amp; Practices of Propane</b>	Entry level course that serves as a prerequisite for all CETP modules except Transport Delivery (2.3); covers physical properties and combustion characteristics of propane; how propane is produced & transported; the organizations that influence, publish or enforce codes and standards; how basic functions are performed in a bulk plant; safety codes and regulations; maintaining a safe work environment and customer service.	May 10-11, Hurlock, MD June 8-9, Boonsboro, MD July 12-13, California, MD August 30-31, Hurlock, MD
<b>2.1 - Propane Delivery Basics</b>	<b>***Not a certification</b> , but a prerequisite for modules 2.2 -2.5. This course provides general information applicable to all drivers of cargo tank motor vehicles used to deliver propane, including DOT driver qualifications, personal protective equipment, pre-trip inspections, verifying markings and inspections, handling CMV accidents, breakdowns & emergencies and parking/garaging of vehicles.	May 12, Hurlock, MD July 14, California, MD
<b>2.2 - Operating a Bobtail to Deliver Propane</b>	Includes bobtail equipment identification & operating procedures; bobtail loading and unloading systems & procedures; purging propane containers prior to transferring product; handling out-of-gas calls & piping leak checks; required monthly & post-trip inspections; ASME tank evacuation and bobtail loading via compressor or auxiliary inlet.	June 13-14, Hurlock, MD July 15-16, California, MD
<b>4.1-Layout and Design of Vapor Distribution Systems</b>	Using architectural & construction drawings; determining system load & customer demand; designing DOT, aboveground & underground ASME installations; determining corrosion protection; selecting regulators, piping, tubing & vapor meters; estimating job costs.	June 10-11, Boonsboro, MD June 14-15, Hurlock, MD July 19-20, Frederick, MD
<b>4.2 - Preparing &amp; Installing Vapor Distribution System Components</b>	Preparing tanks & cylinders for transporting; locating underground utilities & services; preparing foundations; installing DOT, aboveground ASME & underground ASME containers; installing PE tubing & fittings; installing regulators, copper tubing, steel piping & corrugated stainless steel tubing; performing pressure tests on gas distribution lines; installing vapor meters; purging gas distribution lines; performing leak checks; placing appliances into service; documenting & recordkeeping; communicating safety to customers.	June 16-17, Hurlock, MD July 21-22, Frederick, MD August 9-10, Middletown, DE

*\*\*\*All of the above courses are CETP certification courses with the exception of 2.1 Propane Delivery Basics.\*\*\**

### Additional Classes (non-CETP)

Course	Description	Date(s) & Location(s)
<b>Gas Check</b>	Program for experienced industry service personnel who have had previous CETP training, directed at appliance safety 'from the container to the burner tip.'	June 18, Hurlock, MD August 11, Middletown, DE September 1, Hurlock, MD
<b>Cylinder Recertification/ Tank Evacuation</b>	ID types of cylinders and common fittings, understand the DOT Visual Inspection requirements including CGA 6 & 6A RIN information as well as be able to explain the NFPA 58 Inspection requirements and when to use each method. Tank Evacuation training will include reasons for injecting methanol and the safety precautions for that material, ID the various equipment used to evacuate a container, ID procedures for evacuation using a compressor and a bobtail pump or a small portable pump. Understand transportation requirements of the DOT and the NPGA exception to that rule.	July 23, Frederick, MD August 12, Middletown, DE September 2, Hurlock, MD
<b>Defensive Driving</b>	<u>Smith System</u> : This nationally recognized system offers a 4-hour classroom training session focuses on safe driving techniques and accident reduction.	June 7, Boonsboro, MD August 13, Middletown, DE
<b>Defensive Driving</b>	<u>Chesapeake Region Safety System</u> : 6-hour defensive driving training course focused on CDL licensed drivers.	June 29, Westminster, MD

# MAPGA 2010 Safety Schools-Additional Information

## Locations:

- **AmeriGas**  
1573 Tilco Drive, Suite 3, Frederick, Maryland, 21704
- **Best Western-**  
451 WMC Drive, Westminster, Maryland 21158
- **Southern Maryland Higher Education Center-**  
44219 Airport Road, California, Maryland 20619
- **Thompson Gas-**  
6708 Old National Pike, Boonsboro, Maryland 21713
- **Tom Foolery's Restaurant-**  
714 Ash Blvd., Middletown, DE 19709
- **Tri-Gas & Oil-**  
4948 Williamsburg Road, Hurlock, Maryland 21643

\*Companies are responsible for making all travel arrangements for attendees prior to arrival.

## Important Information for Registrants

- When registering for classes, keep in mind that 1.0 Basic Principles & Practices is a prerequisite for **all** CETP classes except 2.3 Operating a Transport to Deliver Propane.
- **Prepayment required** (no invoicing). Only written registrations with payment accepted or online registrations with payment. **No refunds after registration is received**, but substitutions are allowed.
- Classes are limited in size, register for a given class no later than 10 days before the class. Registration closes when a class is filled. To check availability, call 434-977-3716 or email [nikki.haffey@easterassociates.com](mailto:nikki.haffey@easterassociates.com).
- Classes fill quickly, particularly the Basic Practices and Principles course. Priority will be given to current MAPGA members. Send in your registration **today** to ensure placement!
- **All classes begin promptly at 8:30 AM and will conclude by 5 PM.** The Smith-System Defensive Driving class is a ½ day class and will let out around 12:30pm.
- Fees include tests, books, breaks and lunch each day. Overnight lodging and any other meals are the responsibility of attendees.
- Materials will be distributed on the first day of each session. Registrants should bring paper and pencil to class each day.
- Additional classes may be added to the calendar through the year based on need/demand. A notice will be sent out and new class information will be posted on the MAPGA website.
- Anyone wishing to purchase training materials can do so through the PERC Propane Catalog at [www.propanemarc.com](http://www.propanemarc.com) or by contacting Nikki Haffey at 434-977-3716 or [nikki.haffey@easterassociates.com](mailto:nikki.haffey@easterassociates.com).

- You can register and pay for classes with a credit card online at [www.mapga.org](http://www.mapga.org). If you have any issues or questions about registering online, please call Nikki Haffey at 434-977-3716. Please note, when using a credit card to pay for classes, the billing address for the card must be the same as the billing address on the online registration or the card will not process.
- **Complete registration form and mail with payment to: MAPGA Safety Schools, 600 Peter Jefferson Parkway, Suite #300, Charlottesville, Virginia 22911. Checks should be made payable to MAPGA-Safety Schools.**

**Registration Forms are available on the MAPGA website;  
follow the link from the main page:  
[www.mapga.org](http://www.mapga.org)**

### Frequently Asked Questions

**Q.** Do I need to take 1.0 before I take any other class being offered?

**A.** No, however, you must take and pass 1.0 within one year of taking any other CETP classes or certification will not be issued; more advance concepts may be difficult to understand for new students if 1.0 is taken out of order.

**Q.** What other classes have **prerequisites**?

**A.** 1.0 is a prerequisite for all CETP classes (except for 2.3-Operating a Transport to Deliver Propane.) 2.1-Delivery Basics is a prerequisite for all delivery classes; since the information in 2.1 makes up approximately 20 % of the test for each delivery class, going out of order or waiting too long between taking delivery classes puts the student at a significant disadvantage. Please read the course descriptions provided in the VAPGA CETP packet for a list. **If classes are taken out of order or without fulfilling the mandatory prerequisites within 12 months of taking more advance classes, you will not receive credit or certification for any of the classes you have taken.**

**Q.** How do I obtain **transcripts** for the classes I've completed?

**A.** VAPGA proctors select classes each year but we do not score any tests. Independent testing company, Industrial Training Services, not only provides the tests for each CETP class but also scores the exams and maintains all records. For a small nominal fee, you can request a full copy of your transcript by calling Janet Arnold at 1-270-753-2150 ext. 107.

# MAPGA 2010 Safety Schools

## Registration Form

CETP Training Program and Additional Classes

MAPGA Safety School Registration			
Name:			
Company:			
Address:			
City/State/Zip:			
Phone/Fax:			
Contact Email*:			
* Information and reminders about CETP classes will be sent via email to all addresses listed above.			

School Date	Class	Cost Per Person:	Total Cost=
May 10-11	1.0-Basic Principles	\$175	
May 12-14	2.1- Delivery Basics 2.2- Bobtail Delivery	\$250	
June 7	Defensive Driving (Smith System)	\$55	
June 8-9	1.0-Basic Principles	\$175	
June 10-11	4.1- Vapor Distribution Systems	\$200	
June 14-15	4.1- Vapor Distribution Systems	\$200	
June 16-17	4.2- Installation of Vapor Systems	\$200	
June 18	Gas Check	\$125	
June 29	Defensive Driving (Chesapeake Region Safety Council)	\$55	
July 12-13	1.0-Basic Principles	\$175	
July 14-16	2.1- Delivery Basics & 2.2- Bobtail Delivery	\$250	
July 19-20	4.1- Vapor Distribution Systems	\$200	
July 21-22	4.2- Installation of Vapor Systems	\$200	
July 23	Cylinder Recertification	\$125	
Aug. 9-10	4.2- Installation of Vapor Systems	\$200	
Aug. 11	Gas Check	\$125	
Aug. 12	Cylinder Recertification	\$125	
August 13	Defensive Driving (Smith System)	\$55	
Aug. 30-31	1.0-Basic Principles	\$175	
Sept. 1	Gas Check	\$125	
Sept. 2	Cylinder Recertification	\$125	
		<b>TOTAL:</b>	

Make checks payable to MAPGA or Mid-Atlantic Propane Gas Association. Please enclose full total, covering all registrants for all classes. Complete registration form and mail payment with form to: **MAPGA Safety Schools, 600 Peter Jefferson Parkway, Suite 300, Charlottesville, VA 22911** or fax to 434-979-2439 and mail payment prior to class date.