

CETP Certification Areas

1.0 Basic Principles and Practices (BP&P)

BP&P is the prerequisite for all subsequent certifications areas except for 2.3 Operating a Transport to Deliver Propane. BP&P includes modules covering the physical properties and combustion characteristics of propane, identifying the basic parts of tanks, cylinders and bulk storage installations, maintaining a safe working environment, identifying commonly used hand tools and supplies and serving the customer.

Requirement for Certification include the following

1.0 Passing score on exam

1.0 Completed Skills Assessment sent to testing facility within 12 months of passing exam.

2.0 The Propane Delivery Group

The Propane Delivery group of certifications covers the common methods of delivering propane to end-use customers.

2.1 Propane Delivery Operations (PDO)

Propane Delivery Operations (PDO) is **NOT** a certification. However, knowledge objectives from the PDO curriculum are included in each of the delivery certification exam question batteries.

Requirements include the following:

2.1 Send completed Skills Assessment to testing facility.

The Skills Assessment for 2.1 Propane Delivery Operations must be completed and returned to the testing facility in order for the candidate to become certified in the following areas for the Propane Delivery Group:

2.2 Bobtail Delivery Operations (BDO)

The Bobtail Delivery Operations (BDO) course provides information for drivers who operate commercial motor vehicles to deliver propane. The course also explains a bobtail's basic equipment and systems; 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; and recommends completing the appropriate Propane Delivery Operations and Cylinder Delivery modules for certification to Operate a Bobtail to Deliver Propane.

Requirements for Certification include the following:

1.0 Certification Completed

2.1 Completed Skills Assessment sent in to testing facility.

2.2 Passing score on exam

2.2 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

2.3 Operating a Transport to Deliver Propane

The Operating a Transport to Deliver Propane course primarily identifies characteristics and physical properties of propane, transport equipment, and components of terminal and bulk loading/unloading systems. Other topics include loading a transport using a plant pump, compressor or auxiliary inlet; walk-around inspection of a cargo tank motor vehicle (CTMV) after loading; safe driving techniques, emergency discharge, and delivery hose assembly inspections; purging propane containers, unloading a transport, and reducing vapor pressure using a plant compressor; unloading using a plant or CTMV pump; performing post-trip inspections, and monthly inspections and test on emergency discharge systems and delivery hose assemblies.

Requirements for Certification include the following:

2.3 Passing score on exam

2.3 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

2.4 Operating a Cylinder Delivery Vehicle

This course covers identifying features of cylinder delivery vehicles and preparing cylinders for storage & transportation; inspecting, evacuating and flaring cylinders, replacing valves & fitting on cylinders; re-qualifying cylinders, operating a dispenser, and identifying DOT marking/labeling requirements; transporting DOT cylinders, operating a dispenser to fill vehicle-mounted ASME tanks and driving techniques; examining customer cylinders & installations, handling out-of-gas calls & leak checking piping systems; DOT exchange and motor fuel cylinder cabinet installation requirements; performing post-trip inspections.

Requirements for Certification include the following:

1.0 Certification Completed

2.1 Completed Skills Assessment sent in to testing facility.

2.4 Passing score on exam

2.4 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

2.5 Operating a Truck, Tank, Trailer or Tractor/Trailer to Deliver or Relocate ASME tanks.

This course identifies equipment and operating procedures for examining, maintaining, and operating ASME tank-setting trailers. The course also covers verifying ASME tank condition; loading/securing ASME tanks using cranes, operating a dispenser to fill vehicle-mounted ASME tanks; transporting ASME and Intermodal tanks, identifying safe driving techniques and post-trip inspections.

Requirements for Certification include the following:

1.0 Certification Completed

2.1 Completed Skills Assessment sent in to testing facility.

2.5 Passing score on exam

2.5 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

3.0 Plant Operations

Plant Operations covers identifying and installing valves in propane storage containers, identifying and installing gauges in propane storage containers, removing propane from tanks and cylinders, and unloading propane transports and railcars.

Plant operations are more safely and efficiently completed by individuals who have a thorough knowledge of ASME and DOT container maintenance, proper dispenser equipment operation, plant equipment inspections and maintenance, and proper procedures for product transfer. This book contains four courses in one.

3.1 Maintaining AMSE Tanks: Includes personal protective equipment (PPE), combustible liquids, ammonia contamination, purging/evacuation and flaring; replacing valves/fittings, corrosion protection and protective coatings.

3.2 Maintaining DOT Cylinders: Includes examining, evacuating and purging cylinders; replacing valves/fittings, re-qualification and preparing for scrap.

3.3 Operating Dispensing Equipment to Fill Containers: by weight or volume. Preparing cylinders for transportation and filling vehicle mounted ASME tanks.

3.4 Maintaining Bulk Equipment

Requirements for Certification include the following:

1.0 Certification Completed

3.0 Passing score on exam

3.1, 3.2, 3.3, and 3.4 Completed Skills Assessments sent in to testing facility within 12 months of passing exam

3.5 Performing Cargo Tank Product Transfers

This course is designed for individual who have responsibilities in the propane plant such as inspecting, re-qualifying and filling small propane containers, unloading propane transports and tank cars, and preparing propane containers for transportation to and installation at customer sites.

Areas covered include personal protective equipment; loading/unloading systems; placarding, marking and testing delivery hose assemblies; verifying odorant and reducing vapor pressure.

Requirements for Certification include the following:

1.0 Certification Completed

3.5 Passing score on exam

3.5 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

3.6 Performing Railcar Product Transfers

Areas covered include personal protective equipment (PPE); railcar documentation; condition and spotting procedures; unloading systems; and verifying odorant and security

Requirements for Certification include the following:

- 1.0 Certification Completed
- 3.6 Passing score on exam
- 3.6 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

3.7 Maintaining DOT Intermodal (IM) Tanks

Areas covered include personal protective equipment (PPE); testing and inspection requirements; safe handling of flammables/combustibles; ammonia contamination testing and evacuation procedures; flaring, replacing valves/fittings, and purging methanol injection; protective coatings and preparing for transportation.

Requirements for Certification include the following:

- 1.0 Certification Completed
- 3.7 Passing score on exam
- 3.7 Completed Skills Assessment sent in to testing facility within 12 months of passing exam

4.0 Vapor Distribution Systems Operations

The Distribution Systems Operations covers installing propane tanks and cylinders, vapor regulation and metering systems, vapor distribution systems, liquid distribution and vaporizer systems, inspecting and pressure testing propane piping systems, and installing and testing cathodic protection systems.

The Certification Areas in Vapor Distribution Systems Operations are:

4.1 Layout, Design and Selection of a Vapor Distribution System

Areas covered include using architectural and construction drawings; determining system load and customer demand; designing DOT (exchange and stationary) aboveground ASME and underground ASME installations; determining proper corrosion protection for tanks/piping; selecting regulators, piping tubing, vapor meters, and estimating job costs.

Requirements for Certification include the following:

- 1.0 Certification Completed
- 4.1 Passing score on exam
- 4.1 Completed Skills Assessment sent in to testing facility within 12 months of passing exam.

4.2 Preparing and Installing Vapor Distribution Systems

Areas covered include preparing tanks and cylinders for transporting; locating underground utilities and services; preparing foundations, installing DOT (exchange and stationary) aboveground ASME and underground ASME containers; manifolding, installing PE tubing and fittings, installing regulators, copper tubing, steel piping, and corrugated stainless steel tubing; performing pressure tests on gas distribution lines, installing vapor meters, purging gas distribution lines, and performing leak checks; placing appliances into service, documenting and recordkeeping, communicating safety information to customers.

Requirements for Certification include the following:

1.0 Certification Completed

4.2 Passing score on exam

4.2 Completed Skills Assessment sent in to testing facility within 12 months of passing exam.

5.1 Designing and Installing Dispenser Transfer Systems

Designing and Installing Dispenser Transfer Systems covers identifying the proper container and location for a dispenser; identifying required tank valves and fitting and verifying that all required components are present; identifying dispenser electrical system requirements; selecting the appropriate dispenser pump; indentifying dispenser shutdown systems and fire extinguisher requirements; selecting dispenser transfer hoses, hose end valves, hose safety devices and adapters; identifying requirements for metered equipment used with dispensers; installing propane dispensers; and identifying special requirements for dispensers using containers over 4001 wc.

Requirements for Certification include the following:

1.0 Certification Completed

5.1 Passing score on exam

5.1 Completed Skills Assessment sent in to testing facility within 12 months of passing exam.

6.0 Appliance Installation

Appliance Installation covers placing propane utilization equipment into service, identifying the fundamental principles of venting and ventilation, pressure testing and leak checking propane piping systems, controlling propane/air mixtures for proper combustion, and sizing and installing natural draft venting systems. The installation and initial setup of gas utilization equipment is critical to proper operation and safety for the user. Manufacturers have designed equipment with specific requirements to be adhered to during the installation process. In addition, more precise analysis and adjustment is necessary for the appliance to achieve maximum efficiency.

Considerable attention is devoted to combustion analysis, as well as, venting and ventilation requirements for proper combustion. Carbon monoxide production is also discussed. Venting problems, as well as, proper vent sizing methods are defined and explained. Current codes covering pressure and leak testing adjustment are taught in

this course. The Appliance Installation course is specifically designed to provide the minimum training to certify the appliance installer/service person.

Requirements for Certification include the following:

- 1.0 Certification Completed
- 6.0 Passing score on exam
- 6.0 Completed Skills Assessment sent in to testing facility within 12 months of passing exam.

7.0 Basic Electricity for Propane Appliances

Basic Electricity (formerly known as Appliance Service) covers identifying troubleshooting skills in electrical circuits/systems, measuring electrical quantities identifying operating characteristics and components of common sensing devices, and troubleshooting control devices basic to gas operated equipment.

The course emphasizes electrical troubleshooting of conventional and high-efficiency appliances. Students are taught to read and understand electrical schematics, as well as how to use various electrical testing devices.

Areas covered in this course include identifying basic troubleshooting principles; identifying the properties of electrical circuits; applying a systems approach to gas appliance troubleshooting; identifying the components and operating characteristics of electronic ignition systems; identifying the operating characteristics of circuit control devices, electromagnetic devices, and transformers.

Requirements for Certification include the following:

- 1.0 Certification Completed
- 6.0 Certification Completed
- 7.0 Passing score on exam
- 7.0 Completed Skills Assessment sent in to testing facility within 12 months of passing exam.

8.0 Large Industrial/Commercial Gas-Fired Equipment

This course covers determining gas supply requirements for large industrial gas-fired equipment; identifying characteristics and function of valve trains and ignition safety systems used with large gas fired equipment; identifying characteristics and functions of safety controls and burner designs used with large gas fired equipment; and identifying system testing and start up procedures that apply to large gas fired equipment.

Requirements for Certification include the following:

- 1.0 Certification Completed
- 8.0 Passing score on exam