



**2022 EMPLOYEE TRAINING**  
CETP, Non-Certified & Cathodic Protection  
Register online at [www.mipga.org](http://www.mipga.org).



## 2022 EMPLOYEE TRAINING

The Michigan 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 MPGA office at 517.487.2021 or [mpga@kdafirm.com](mailto:mpga@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.
- MPGA reserves the right to cancel a class, if there is lack of participation.
- Class times vary. Please refer to the schedule for class times for each course.
- 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 MPGA.

### Course Locations

- **Bavarian Inn Restaurant**  
713 S. Main Street  
Frankenmuth, Michigan  
800-228-2742
- **Comfort Inn**  
607 E. Lakeshore Drive  
Manistique, Michigan  
906-341-6981
- **Doherty Hotel**  
604 N. McEwan  
Clare, Michigan  
989-386-3441
- **Stanford's Training Center**  
3611 N. Eastman Road  
Midland, Michigan

**Register online at [mipga.org](http://mipga.org).**

### 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. Register online at [mipga.org](http://mipga.org). Select events from the home page.

### Registration Fees

Certified Courses .....	\$125
Non-Certified Courses .....	\$60
Cathodic Protection Certification .....	\$125
Cathodic Protection Compliance Refresher.....	\$60

### Faculty

The instructor for all certified and non-certified classes is Roger Dahn. Mr. Dahn has worked in the retail propane industry for most of his career. He has years of experience as a cylinder delivery driver, as a service technician and installer, and as a district manager. He carries all current CETP certifications, as well as a State of Michigan mechanical license. He has been an instructor for CETP and other industry classes for more than 20 years.

Keith Boswell from National Pipeline Services will be the instructor for cathodic protection certification and compliance refresher courses. Successful completion of both a written and practical examination will enable each student to receive a training certificate as a qualified cathodic protection tester of underground propane tanks.

### COVID-19 Safety

The safety for all students is of the highest priority. We are making arrangements that are consistent with physical distancing and sanitary requirements, utilizing the best meeting practices for COVID-19, and adhering to all restrictions. We continue to closely monitor the pandemic to determine if any changes to plans are necessary.

*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, MPGA, 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.*



# 2022 EMPLOYEE TRAINING

## CETP, Non-Certified & Cathodic Protection

### CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP)

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

#### Certification Classes

These classes are 2 to 3 days in length and include certification testing.

#### Refresher Training 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

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**Classes are held from 8:00 a.m. to 4:00 p.m. each day.**

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 12-13 .....Doherty Hotel, Clare
- May 10-11..... Bavarian Inn Restaurant, Frankenmuth
- August 3-4..... Comfort Inn, Manistique
- August 23-24.....Doherty Hotel, Clare
- September 7-8 ..... Bavarian Inn Restaurant, Frankenmuth
- October 4-5 .....Doherty Hotel, Clare

#### 1.0 Basic Principles and Practices of Propane – Refresher

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**Classes are held from 8:00 a.m. to 4:00 p.m. each day.**

- May 12 ..... Bavarian Inn Restaurant, Frankenmuth
- August 5 ..... Comfort Inn, Manistique
- October 6 .....Doherty Hotel, Clare

#### 2.2 Bobtail Delivery Operations

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**Classes are held from 8:00 a.m. to 4:00 p.m. each day.**

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 26-27 .....Doherty Hotel, Clare
- May 24-25 ..... Bavarian Inn Restaurant, Frankenmuth
- August 9-10 ..... Comfort Inn, Manistique
- September 20-21..... Bavarian Inn Restaurant, Frankenmuth
- October 11-12.....Doherty Hotel, Clare

#### 2.2 Bobtail Delivery Operations – Refresher

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**Classes are held from 8:00 a.m. to 4:00 p.m. each day.**

- May 26 ..... Bavarian Inn Restaurant, Frankenmuth
- August 11 ..... Comfort Inn, Manistique
- October 13.....Doherty Hotel, Clare



## CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP)

### 2.4 Cylinder Delivery Operations

**Class is held from 8:00 a.m. to 4:00 p.m.**

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 7-8 .....Doherty Hotel, Clare

### 2.4 Cylinder Delivery Operations – Refresher

**Class is held from 8:00 a.m. to 4:00 p.m.**

June 9.....Doherty Hotel, Clare

### 3.1 Plant Operations

**Class is held from 8:00 a.m. to 4:00 p.m.**

Provides information, practices, and procedures that support many general plant operations tasks. This course is primarily designed to train employees who inspect and fill DOT cylinders and ASME tanks at the bulk plant; requalify DOT cylinders; maintain cylinders, tanks, and bulk plant equipment systems; and other propane employees who could benefit from sections of this course, including plant managers and plant office personnel.

July 19-21 .....Doherty Hotel, Clare

### 3.1 Plant Operations – Refresher

**Class is held from 8:00 a.m. to 4:00 p.m.**

July 22.....Doherty Hotel, Clare

### 3.6 Performing Railcar Product Transfer

**Class is held from 8:00 a.m. to 4:00 p.m.**

This course provides an overview of the key concepts and strategies for field personnel, primarily on safely loading and unloading railcars. It provides information, practices, and procedures that support employees working in propane bulk plants that accept and dispatch railcar deliveries. Topics include identifying the hazards associated with handling and transferring propane and the appropriate personal protective equipment (PPE); railcar documentation, condition requirements and spotting procedures; bulk plant railcar loading/unloading systems and components, verifying the presence of odorant; and loading and unloading railcar procedures.

May 17-18 .....Doherty Hotel, Clare

### 4.1 Designing and Installing Exterior Vapor Distribution Systems

**Class is held from 8:00 a.m. to 4:00 p.m.**

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 14-16 .....Doherty Hotel, Clare

### 4.1 Designing and Installing Exterior Vapor Distribution Systems – Refresher

**Class is held from 8:00 a.m. to 4:00 p.m.**

June 17 .....Doherty Hotel, Clare





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### 4.2 Placing Vapor Distribution Systems and Appliances into Operation

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**Class is held from 8:00 a.m. to 4:00 p.m.**

Focuses primarily on the procedure of placing a vapor distribution system into operation. This course addresses the different system tests required for vapor distribution systems and appliances; validating the container, piping, and regulator; how and when to make the final connections; how to purge the system of air, appliance controls and safety devices; and how to adjust the burner.

July 12-14.....Doherty Hotel, Clare

### 4.2 Placing Vapor Distribution Systems and Appliances into Operation – Refresher

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**Class is held from 8:00 a.m. to 4:00 p.m. each day.**

July 15.....Doherty Hotel, Clare

### 5.1 Designing and Installing Dispenser Transfer Systems

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**Class is held from 8:00 a.m. to 4:00 p.m. each day.**

Covers all general knowledge that a propane employee would need to use and operate a dispenser. The book includes information on dispenser tank valves, fittings and locations; and installing, start up and, shut down procedures of a dispenser transfer system. In addition, this course will cover the following: maintain and troubleshoot propane pumps and propane compressors; inspect and maintain propane liquid meters; maintain propane valves, flow monitors, and hoses; and inspect and maintain liquid transfer systems.

June 21-22.....Doherty Hotel, Clare

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## NON-CERTIFIED COURSES

### Gas Check

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**Class is held 8:00 a.m.-4:00 p.m.**

The Gas Check program offers two types of inspections, depending upon your company’s gas check inspection policies:

1. “Gas System Check” which can be completed on the gas delivery system, including containers and regulators
2. “Gas Appliance System Check” which is completed on both the delivery system and all propane burning appliances

July 7.....Doherty Hotel, Clare

### OSHA & DOT First 90-Day HAZMAT Training

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**Classes are held 8:00 a.m.-4:00 p.m.**

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 6 .....Doherty Hotel, Clare

August 2 ..... Comfort Inn, Manistique

August 25..... Bavarian Inn Restaurant, Frankenmuth



## CATHODIC PROTECTION

### Cathodic Protection Certification

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**Class is held from 8:30 a.m. to 5:00 p.m.**

For those not already certified and are seeking certification, the MPGA offers a full two-day class. The course will conclude with a written and practical examination. Each student must pass with a minimum score of 70 percent to receive a Cathodic Protection Certification showing competence and qualification. You may bring your own testing equipment, if desired.

June 14-15..... Stanford’s Training Center, Midland  
August 9-10..... Stanford’s Training Center, Midland

### Compliance Training Refresher Course

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**These half-day sessions will be held from 10:00 a.m. to 3:00 p.m.**

Recertification may be accomplished by either satisfying the work experience requirements or by passing the half-day cathodic protection (CP) tester refresher class. Neither of these options can be used without submitting a copy of your original signed certification paper from National Pipeline Services. If you do not have the original certificate, then you must retake the regular two-day class to receive certification.

For your certification to remain current, you must complete at least five documented CP tests and submit the MPGA CP Tester Recertification Application, available on the MPGA website at [mipga.org](http://mipga.org), for approval every three years.

If you are unable to document a minimum of five specific cathodic protection tests on five different tanks over the last three years and provide a copy of the actual test data sheets, you are required to attend a half-day refresher course. A certificate of completion will be provided.

July 12..... Stanford’s Training Center, Midland  
September 13..... Stanford’s Training Center, Midland

## Applying for Recertification

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If you have satisfied the work experience requirements (all work experience must be since the original certification or the last certification), you may submit your MPGA CP Tester Recertification Application. To obtain your recertification, you must submit the following documentation:

- Completed Recertification Application ([www.mipga.org](http://www.mipga.org))
- \$60 application fee (payable to MPGA)
- Copy of your original signed certification from National Pipeline Services

**Send all documents to:**  
**Michigan Propane Gas Association**  
**629 W. Hillsdale Street**  
**Lansing, MI 48933**  
**Email [mpga@kdafirm.com](mailto:mpga@kdafirm.com)**  
**Fax 517.485.9408**

Please make a copy of the application for your records. For assistance with completing the application, contact Keith Boswell at [kboswell@nationalpipelineservices.com](mailto:kboswell@nationalpipelineservices.com).

*great lakes*  
**PROPANE**  
CONVENTION 

*collaborate*

**JULY**  
**26-28**  
**2022**  
GRAND RAPIDS  
MICHIGAN

**Education for:**

- Owners
- Managers
- Customer Service Representatives
- Drivers
- Technicians





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