

VFDA offers the National Program Gas Association Certified Education and Training Program (NPGA CETP) as required by the Vermont Building and Fire Safety Code for propane drivers and technicians. However, VFDA does not provide the skills evaluation necessary to obtain a CETP Certificate.

Skill assessments must be completed within 1 year of class participation, including a passing grade, to obtain certification. More information on how someone at your company can become a Skill Evaluator/Assessor can be found in this compliance bulletin and online at [www.npga.org/cetp-skills-assessments/](http://www.npga.org/cetp-skills-assessments/)

*The Skill Evaluators/Assessors listed below may be available to perform certified skill assessments for your employees. These companies and individuals are not in any way affiliated with VFDA and charge a fee.*

**Norm Bellerive**

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**Silverback Consulting Group**

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**STS49.INC**

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## **CETP Skills Assessments**

The purpose of the Skills Assessment is to combine two important aspects of the CETP Certification process:

- Provide structured on-the-job training for the LP-Gas employee under the direction of an experienced and qualified skills evaluator
- Standardize conditions under which the employee demonstrates his/her performance of tasks that meet the requirements of the Certified Employee Training Program.

The Skills Assessment is designed to document the employee's on-the-job training experience and ability to perform job related tasks. Once the candidate has passed the CETP Certification exam, they should review the Skills Assessment instructions with a qualified skills evaluator.

## **Who is a Skills Evaluator?**

A Skills Evaluator may be a propane company manager or supervisor, or a contracted training consultant. All Skills Evaluators should meet the following criteria:

- Have an understanding of the CETP instructional material and the proper procedures for performing the tasks listed in the skills assessment evaluation packet
- Be familiar with the propane company's policies and procedures
- Have the ability to direct the candidate in describing each task as it is performed
- Have the ability to ask candidates leading questions involving difficult operating conditions or abnormal scenarios, and use methods to ensure the candidate can demonstrate required skills and applied knowledge criteria on the job
- Ensure the candidate properly applies company-required safety measures while performing the skills
- Understand which of the skills are designated as optional and which are not required (N/A) under the candidate's job description and duties
- Complete the documentation of the skills assessment, to include signing the affidavit form, making a copy of Section IV: CETP Performance Evaluation/ Employer Record for the employee file, and then mailing the originals to the testing center below – within 12 months of passing the exam.

All Skills Evaluators must complete the Skills Evaluator Training program and receive a registration number to be included on all Affidavits sent to Industrial Training Services. The fee for the training course and registration is \$75 and will cover the three (3) year period for which the evaluator's registration number will be valid.

The following Skills Assessments are available for download – *please discard older versions and ensure you are using the most up to date version:*

### **Current CETP Certification Skills Assessments**

- [1.0 Basic Principles and Practices of Propane](#) (2016)

### **Delivery Group**

- [2.2 Bobtail Delivery Operations](#) (2016)
- [2.4 Cylinder Delivery Operations](#) (2016)
- [2.2/2.4 Delivery Operations Combo](#) (2016)

### **Plant Operations**

- [3.0 Basic Plant Operations](#) (2016)
- [3.6 Performing Railcar Product Transfers](#) (2016)

### **Vapor Distribution Suite**

- [4.1 Design/Install Exterior VDS](#) (2016)
- [4.2 Placing VDS and Appliances into Operation](#) (2016)
- [4.3 Installing Appliances and Interior Vapor Distribution Systems](#) (2016)
- [4.4 Basic Electricity for Propane Appliance Service](#) (2016 – replaces 7.0)
- [4.5 Basic Propane Appliance Service and Troubleshooting](#) (2016)
- [4.6 Advanced Propane Appliance Service and Troubleshooting](#) (2016)

### **Additional Skills Assessments**

- [5.1 Transfer Systems Operations](#)

**\*2.3, 2.5, 3.7, and 7.0 were removed as CETP Certifications in 2014**

**Candidates who do not return completed Skills Assessments within 12 months of passing their exam must retake and pass the exam at full cost.** Notifications for new or revised Skill Assessments will be published on this website and candidates are encouraged to check the site frequently.

For employee certification, Section IV: CETP Performance Evaluation/Employee Record must be received at the testing center within 12 months of passing the certification exam.

Make a copy for the training records and send the original to the testing center below:

Industrial Training Services (ITS)

Janet Arnold

310 CC Lowry Drive

Murray, KY 42071

Email: [jarnold@its-training.com](mailto:jarnold@its-training.com) Phone: 270-753-2150, ext.2 Fax: 270-753-9807

More information at [npga.org/cetp-skills-assessments](http://npga.org/cetp-skills-assessments)



## **CETP SKILL EVALUATOR TRAINING AND REGISTRATION: FREQUENTLY ASKED QUESTIONS**

**What is it?** Skill Evaluator Training and Registration is a new component to the CETP Certification Program. It requires all skill evaluators to complete a training course and obtain a registration number that will be valid for three (3) years.

**Who needs to register?** Anyone who evaluates candidates planning to complete the skills assessment portion of the CETP certification process must complete the training and receive a registration number.

**Why is this being required?** Evaluators must understand the importance of their role and responsibilities in evaluating and attesting to a candidate's ability to satisfactorily complete the hands-on, job related tasks established as part of the requirements for achieving CETP certification.

**What does the training include?** The training focuses on the key concepts in preparing for the evaluation, identifies procedures to perform the evaluation and the correct procedures for completing and returning the candidate's record. There is also a brief exam that follows the training.

**How does a skill evaluator complete the training?** The training is administered online only through Industrial Training Services' (ITS) OnBoard System and can be found at [www.cetpcertification.org](http://www.cetpcertification.org). Once the training is completed, the skill evaluator will receive a registration number that must be included on all skills assessments submitted to ITS beginning October 1, 2016.

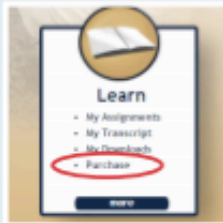
**How much does it cost?** The fee for the training course and registration is \$75 and will cover the three (3) year period for which the evaluator's registration number will be valid.

**What is the deadline to register?** Skill evaluators must complete the training by October 1, 2016. After this date, any skills assessments submitted must include the evaluator's registration number in order for them to be processed. The new skill evaluator training program is available now, though, at [www.cetpcertification.org](http://www.cetpcertification.org).

For more information, contact NPGA at (202) 466-7200 or Industrial Training Services at (270) 753-2150.

## Purchasing Skills Evaluator Training Online

## Taking the Skills Evaluator Training Online



1. Go to [CETPCertification.org](http://CETPCertification.org) and login by entering your username and password.
2. Under the **Learn** column on the home page, click **Purchase**.

3. From the **Purchase** page, type the number of skill evaluator training programs you would like to purchase in the appropriate box, and click **Add to Cart**. If there is no box to type the quantity, simply click **Add to Cart**.

VERSION)	<input type="text"/>	<b>Add to Cart</b>
VERSION)	<input type="text"/>	<b>Add to Cart</b>
VERSION)	<input type="text"/>	<b>Add to Cart</b>
price (\$ 0)	<input type="text"/>	<b>Add to Cart</b>
	<input type="text" value="1"/>	<b>Add to Cart</b>
	<input type="text"/>	<b>Add to Cart</b>

Product	Quantity	Price	SubTotal
<input type="checkbox"/> NPGA Skills Evaluator Training Program	<input type="text" value="1"/>	\$75.00	\$75.00
<b>Total</b>			\$75.00

4. Click **Add to Cart** to go to the **Shopping Cart**. Make sure the item in your cart is correct, and click **Checkout**.

Success! Thank you for your purchase! Your order number is 83618.

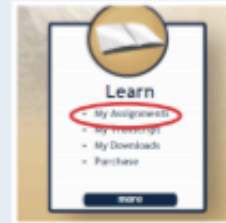
[View purchased Exams Now](#) To begin using your purchased exams, click on the "View purchased Exams Now" link.

\*\* A confirmation email could not be sent because the email address [reply@PROFANE.COM](mailto:reply@PROFANE.COM) is invalid

Purchased by: Tom Smith  
 Date: 2/23/2017 9:34:00 PM  
 Order number: 83618  
 Transaction ID: NFG586495P273183E  
 Company: BluJay Pipeline Services

Product	Quantity	Price	SubTotal
<input type="checkbox"/> NPGA Skills Evaluator Training Program	<input type="text" value="1"/>	\$75.00	\$75.00
<b>Total</b>			\$75.00

5. After completing the purchase, you will see a confirmation screen.



1. From the home page, click **My Assignments** in the **Learn** column.

**My Assignments**  
Please choose one of the exams

Pending  Finished

2. You can then choose the **NPGA Skills Evaluator Training Program** from the assignments listed in the **Pending** tab.

**INDUSTRIAL** NPGA CETP Skills Evaluator Training Program

Learning Objectives

- Prepare for the NPGA CETP Certification Performance-Based Skills Assessment Evaluation
- Identify procedures to perform the evaluation
- Identify correct procedures for completing and returning the Candidate Record



3. The **NPGA Skills Evaluator Training Program** will begin immediately. The **NPGA Skills Evaluator Exam** will begin at the conclusion of the training material.

### NPGA Skills Evaluator Training Program Details

**Cost:** \$75  
**Registration Expires:** After 3 years

Access the training program through **Industrial Training Services** at [CETPCertification.org](http://CETPCertification.org).

## Retrieving, Viewing, and Printing Your Evaluator Credentials

1. From any page within OnBoard, click on your name in the top right corner of the screen to go to your profile.

2. Click **View Proctor/Evaluator Credentials** in the gray options bar to view your Evaluator ID.

3. Make sure you are viewing the **Evaluator** tab to see your evaluator credentials.

Service Name	Expiration	View Certificate
CETP	2/17/2020	<a href="#">View Certificate</a>

4. The table in the **Evaluator** tab will show your credentials. Click **View Certificate** to see your Evaluator Certificate. Your Evaluator Certificate will include your Evaluator ID. You may print these for your records.

**NPGA CETP Skills Evaluator**

Skill Evaluator Number  
**22782**

Expires: 2/17/2020

**Make sure you ALWAYS keep your Skills Evaluator number confidential to prevent unauthorized use. The NPGA CETP Skills Evaluator Training is on a 3-year cycle.**

## Additional Tips

### Logging In

Having trouble logging in?

Click **I forgot my password** and fill in the fields on the next page to get an email with a new temporary password.

### Email Notifications

Missing email notifications?

Make sure the email listed in your profile is accurate and up to date. This is where you will receive notifications, including password resets.

### Contact Us

If you have any questions about the NPGA Skills Evaluator Training Program, you can reach **Industrial Training Services** using the information below.

☎ 270-753-2150 ext. 2  
✉ [cetp@its-training.com](mailto:cetp@its-training.com)