

## **Important update about CPA's Propane Training Institute**

In the last few months, we have been working hard to update CPA's Propane Training Institute (PTI) courses. An assessment undertaken in 2017 by the Board of Directors and the management team identified gaps that required immediate attention to ensure CPA was delivering its training programs effectively while maintaining credibility with regulators and members.

To this end, the CPA undertook to update the manuals to ensure training material reflected new Codes and regulations. An ad-hoc committee of the Board has also been formed to support our future plans to ensure high-quality training.

### **ARE YOU A TRAINER? YOU NEED TO KNOW THIS:**

**Within the next few weeks, you will start receiving new formatted manuals and exams, also designed to support future online sales.**

**We are aware that successive changes to manuals and exams cause some issues when you are training with two different editions of the same manual. We are in the process of completing fact sheets for all trainers to describe the changes made. These will be ready within the next few weeks and will be distributed as soon as completed.**

**In the meantime, upon placing your order, please enquire which version you will be receiving to know in advance if it is a new edition of a manual. This will help you to manage your training sessions.**

**If you have issues with the training manuals you currently have in stock, please contact Sophie Léger Cormier at 403-543-6511.**

**The list of courses that have been updated can be found at the end of this memo.**

### **INTERESTED IN THESE CHANGES? READ ON TO FIND OUT MORE...**

The Board of Directors created an ad-hoc committee to look at, amongst other things:

- Improving leveraging members' expertise to ensure quality training
- Supporting the online offer and online trainer renewal
- Renewal of license agreements with the Business Partners
- Communications with members, business partners, trainers, Authorities Having Jurisdiction

Current work focuses on three areas:

## Quality of the material

Our first efforts focused on ensuring CPA's courses reflected current Codes and regulations changes. And although there are still some manuals that require updating, the majority have been reviewed to ensure compliance and are in the process of being presented to regulators, when required. This first step was necessary before we could move into a more thorough review with members in terms of updating the actual training component of the courses.

## Quality of the training programs

Second, considering we are required to review compliance of our training material with a multitude of administrative regulators/regulations, we will focus on working with members to update or develop training material to support the trainers as well as the Code of conduct. We will also work on establishing an audit system within the next two to three years to evaluate, objectively, if our courses and trainers are meeting members' expectations of quality, professional training programs and to issue recommendations to the Board to improve our services.

## Quality of our operational processes

Finally, we started examining our business model to plan for the future and to move into this century... to increase online access to training and to support members in attracting new talent to our industry.

If you have any questions, please do not hesitate to contact me.

Regards,

Nathalie St-Pierre

| Course number | Title  | Status                | Ready for online |
|---------------|--|-----------------------|------------------|
| 100-01        | Propane Pump Attendant                                 | Completed - EN and FR | Yes              |
| 100-02        | Filling Auto Propane Tanks                             | Completed - EN and FR | Yes              |
| 100-03        | Transportation of Dangerous Goods                      | Completed - EN and FR | Yes              |
| 100-04        | Cylinder Inspection & Re-Qualification                 | Completed - EN and FR | Yes              |
| 100-08        | Filling Propane Cylinders                              | Completed - EN and FR | Yes              |
| 100-09        | Inspection of Propane Tanks and Pressure Relief Valves | Completed - EN and FR | Yes              |
| 100-11        | Propane Pump Attendant: TDG Enhanced                   | Completed - EN and FR | No               |

|                              |   |                                    |     |
|------------------------------|---|------------------------------------|-----|
| 100-15                       | Evacuation of Propane/LPG from Horizontal ASME Tanks  | Completed - EN and FR              | No  |
| 200-02                       | Visual Inspection of ASME Containers on Highway Vehicles  | Completed - EN and FR              | No  |
| 200-11                       | Auto Propane Conversion and Inspection  | Completed - EN and FR              | No  |
| 300-01                       | Bulk Truck Propane Delivery   | Completed - EN<br>In progress - FR | No  |
| 300-02                       | Propane Rail Car Unloading  | Completed - EN<br>In progress - FR | No  |
| 300-05                       | Cargo Loading and Securement: Propane Tanks, Cylinders & Equipment  | Completed - EN and FR              | No  |
| 400-01                       | Connection & Use of Construction Heaters up to 400,000 BTUH   | Completed - EN and FR              | Yes |
| 400-04                       | Filling Forklift Cylinders by Volume  | Completed - EN and FR              | Yes |
| 600-03                       | Bulk Plant Operations   | Completed - EN and FR              | No  |
| 800 series Awareness Program | 800-01: Working with Propane<br>800-02: Propane Container Location<br>800-03: Propane Use at Construction Sites | Completed - EN and FR              | No  |
| <b>NEW</b>                   |   |                                    |     |
| 100-18                       | Filling Propane Cylinders - TDG Enhanced  | Completed - EN and FR              | No  |