



Book 7 Performance-Based Skill Assessment Evaluation Packet

Task 7.2.2 Identifying Procedures for Measuring Voltage Between Two Given Points in an Electrical Circuit.

Task 7.2.3 Identifying Procedures for Measuring Resistance Between Two Given Points in an Electrical Circuit.

Task 7.2.4 Identifying Procedures for Measuring Current Between Two Given Points in an Electrical Circuit.

Task 7.4.3 Identifying Systematic Troubleshooting Techniques and Guides for Gas Operated Equipment.

Employee's Name (Please Print)

Date of Skills Evaluation

Skills Evaluator Name (Please Print)

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NOTICE: THE SKILLS EVALUATOR MUST BE THE EMPLOYEE'S SUPERVISOR OR SOME OTHER QUALIFIED PERSON WHO HAS COMPLETED CETP "BASIC PRINCIPLES AND PRACTICES" OR IS FAMILIAR WITH THE SUBJECT MATTER. CETP CERTIFICATION REQUIRES THAT THE EMPLOYEE SEEKING CERTIFICATION CANNOT ACT AS HIS/HER OWN EVALUATOR.

I. General Instructions

Instructions for Use

This **Performance-Based Skill Assessment Evaluation Packet** is designed to:

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

Each task is divided into one or more operations on which the employee's performance is evaluated. Each operation is designated by the following symbol: . Also, under each operation is a performance guide that establishes the standard used by the skills evaluator.

When an operation within a task is successfully performed by the employee according to the criteria listed in the performance guide, a check (✓) is placed in the .

After completing the checklist for those operations required in the employee's job duties, the skills evaluator and employee must sign their respective affidavits. Section IV (pages 7 and page 8) is photocopied for the company's personnel training record files. **The original of Section IV, pages 7 and 8, is then forwarded to:**

On-line Test Candidates:
CASTLE Worldwide
900 Perimeter Park Drive, Suite G
Morrisville, NC 27560

Paper test Candidates:
Industrial Training Services, Inc
310 C.C. Lowry Drive
Murray, KY 42071

Instructions to the Employee

The Performance Based Skill Assessment Evaluation Packet is designed as a training guide to assist you and your evaluator in performing the tasks listed on the front cover. Practice the tasks as many times as needed to become confident and proficient with the documents or equipment. Your skills evaluator will check and observe your performance using the checklist included in each hands-on task assignment.

The employee must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and the skills evaluator must instruct the employee on the proper safety procedures that apply before allowing the employee to continue.

The packet is designed to establish the basic conditions under which the employee demonstrated his/her level of knowledge and proficiency.

Instructions to the Skills Evaluator

Review Section II, "Task Information."

Conduct the training as follows:

- Give a copy of the Performance Based Skill Assessment Evaluation Packet to the employee.
- Review all of the instructions with the employee and answer any questions or concerns about how it will be used.
- Demonstrate and/or talk the employee through each of the steps required to do the task.
- Allow the employee time to ask questions and/or study the steps.
- Observe the employee performing the required steps; correct him/her as needed.
- Allow the employee to practice until he/she is confident.
- Evaluate the employee at his/her request.
- Complete Section III, "Employee Performance Checklist," beginning on page 4.
- Complete **both** pages of Section IV, "Employer Record," which **must be signed and dated by both the Skills Evaluator and employee** on page 7.
- Remove Section IV (pages 7 and 8) from the packet and photocopy. Retain photocopy for your files. **For employee certification this form must be received within 12 months of the Certifying Examination date.** Mail original to:

On-line Test Candidates:
CASTLE Worldwide
900 Perimeter Park Drive, Suite G
Morrisville, NC 27560

Paper test Candidates:
Industrial Training Services, Inc
310 C.C. Lowry Drive
Murray, KY 42071

- This Evaluation Packet and the photocopy of Section IV (pages 7 and 8) should be retained in the Company's employee training files.

II. Task Information

Certification Standard: The employee's certification is based on satisfactory completion of the operations listed under each task in the Performance Based Skill Assessment Evaluation Packet.

Prerequisites: Successful completion of CETP Book 7 "Appliance Service."

References: Applicable LP-Gas Codes and company policies.

Evaluation: The skills evaluator must be the employee's supervisor or some other qualified person who has completed CETP "Appliance Service" or is familiar with the subject matter. CETP certification requires that the employee seeking certification cannot act as his/her own evaluator.

III. Employee Performance Checklist

Print or type all entries except signatures and initials.

Employee Name _____

Social Security No. _____ Date _____

Skill Evaluator (Please Print) _____

I, _____, hereby attest the employee named on the
(Skill Evaluator's Signature)

top line of this section has demonstrated the correct performance of the tasks listed below and on following pages.

<p style="text-align: center;">Task 7.2.2 Identifying procedures for measuring voltage between two given points in an electrical circuit.</p>

The employee is qualified to perform Task 7.2.2 at the following level:

Satisfactory

- The student connected a multimeter into an electrical circuit, energized the circuit, and correctly measured the voltage between specified points in the circuit. (7.2.2.4)

Task 7.2.3
Identifying procedures for measuring resistance between two given points in an electrical circuit.

The employee is qualified to perform Task 7.2.3 at the following level:

Satisfactory

- The student connected a multimeter into a de-energized electrical circuit, and correctly measured the resistance between the specified points in the circuit. (7.2.3.2)

Task 7.2.4
Identifying procedures for measuring current between two given points in an electrical circuit.

The employee is qualified to perform Task 7.2.4 at the following level:

Satisfactory

With Power Disconnected

- The student connected a multimeter into an electrical circuit or connected a clamp type meter, energized the circuit, and correctly measured the current between specified points in the circuit. (7.2.4.2)

Task 7.4.3
Identifying Systematic Troubleshooting Techniques and Guides for Gas Operated Equipment

The employee is qualified to perform Task 7.4.3 at the following level:

Satisfactory

- The student checked the input/output voltage and the resistance in the windings on a step down transformer. (7.4.3.2)

Performance Guide:

- a. identified the primary and secondary windings of a step down transformer.
- b. measured the secondary voltage across the windings of a step down voltage transformer
- c. measured the primary voltage across the windings of a step down transformer.

WITH POWER DISCONNECTED

- d. measured and recorded the ohms resistance in the primary and secondary windings of a step-down transformer.

Satisfactory

- The student checked the operating condition of the interlock switch on an appliance. (7.4.3.9)**
- The student checked limit/fan controls and gas valve operation on an operating furnace control circuit. (7.4.3.6)**
Performance Guide:
 - a. checked the operating condition of the fan/limit switch.
 - b. checked the operating condition of a gas valve.
- The student measured the output voltage of a thermopile. (7.4.3.10)**
- With the circuit de-energized, the student checked for continuity in a relay coil. (7.4.3.11)**
- The student correctly measured the open circuit voltage output of a thermocouple. (7.4.3.12)**
- The student correctly measured the closed circuit voltage output of a thermocouple. (7.4.3.13)**
- The student correctly measured the heat anticipator current draw. (7.4.3.14)**
- The student correctly measured current flow in a "W" thermostat circuit. (7.4.3.15)**
- The student correctly measured the voltage at the main gas valve with the system in lock-out. (7.4.3.16)**

IV. CETP Performance Evaluation / Employer Record for "Appliance Service"

Employee Information: (print or type) Test Group Number (if known): _____

Name _____ Social Security Number _____

Employer _____

Address _____

City, State: _____ Zip Code _____

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature _____

Date _____

Skills Evaluator Information: (print or type)

Name _____

Organization/Employer _____

Telephone Number _____

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature _____

Date _____

The employee is qualified to perform the listed operations at the following level:

**Without
Direct
Supervision**

- The student connected a multimeter into an electrical circuit, energized the circuit, and correctly measured the voltage between specified points in the circuit. (7.2.2.4)
- The student connected a multimeter into an electrical circuit, energized the circuit, and correctly measured the resistance between the specified points in the circuit. (7.2.3.2)
- The student connected a multimeter into an electrical circuit, energized the circuit, and correctly measured the current between specified points in the circuit. (7.2.4.2)
- The student checked the input/output voltage and the resistance in the windings on a step down transformer. (7.4.3.2)
- The student checked limit/fan controls and gas valve operation on an operating furnace control circuit. (7.4.3.6)
- The student checked the operating condition of the interlock switch on an appliance. (7.4.3.9)
- The student measured the output voltage of a thermopile. (7.4.3.10)
- The student checked for continuity in a relay coil. (7.4.3.11)
- The student correctly measured the open circuit voltage output of a thermocouple. (7.4.3.12)
- The student correctly measured the closed circuit voltage output of a thermocouple. (7.4.3.13)
- The student correctly measured the heat anticipator current draw. (7.4.3.14)
- The student correctly measured current flow in a "W" thermostat circuit. (7.4.3.15)
- The student correctly measured the voltage at the main gas valve with the system in lock-out. (7.4.3.16)

**THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER
THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE
TEST PROCESSING CENTER
ADDRESS SHOWN ON
PAGE 3.**

