



REGISTERED APPRENTICESHIP PROGRAM

Experience Competencies Evaluation for

SERVICE TECHNICIAN

NPGA Registered Apprenticeship Program participants are expected to master all of the experience competencies listed below. The participant will earn credit by demonstrating a thorough and complete mastery of each competency through evaluation by the company's designated employer contact.

Experience competencies for Service Technician apprentices are broken down into 27 work areas. Each work area requires the designated employer contact to evaluate and affirm the progress of the apprentice over three periods, beginning with baseline training, followed by intermediate training, and finally completion.

Name of Apprentice _____

Program Start Date* _____

**Apprentice must complete all program competencies within 12 months from the start of the program.*

Form to be submitted to NPGA at least monthly or more often as requested by NPGA.

APPRENTICE CONFIRMATION

I, _____, attest that I have truthfully and completely mastered all the required related experience competencies for NPGA's Registered Apprenticeship Program for a Service Technician.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION

I, _____, have evaluated _____ and verify that s/he has completed all the related experience components and mastered the required competencies for NPGA's Registered Apprenticeship Program for a Service Technician.

Designated Employer Contact Signature: _____ Date: _____

Designated Employer Contact (Printed:) _____ Date: _____

NPGA Approval: _____ Date: _____

Service Technician Experience Competencies	Competency Progress (BY EMPLOYER)		Verification (BY EMPLOYER)
	BASELINE	INTERMEDIATE	
1. Follow all safety policies and regulations.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
2. Obtain the necessary license and meet DOT requirements necessary to operate a commercial vehicle with a tanker and hazmat endorsement.	<i>Pass CDL test and receive license</i>		
3. Safely operate commercial vehicles and propane related equipment associated with the installation of propane containers and systems; such as tank trailers, trenchers, backhoes, liftgates, and vehicle mounted cranes.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
4. Safely operate trucks and equipment associated with the installation of propane tanks; such as tank trailers, trenchers, backhoes, liftgates, and vehicle mounted cranes.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
5. Test piping or tubing joints or connections for leaks, using acceptable methods including gauges, combustible gas detector or leak detector solution.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
6. Repair or replace piping or tubing as necessary.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
7. Install propane containers, exterior piping, regulators, interior piping, appliances, and venting systems.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
8. Perform inspections, tests, and procedures to address gas odors and gas leaks.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
9. Test electrical circuits or components for continuity, using electrical test equipment.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
10. Repair or replace defective equipment, components, or wiring.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
11. Troubleshoot heating or water heating systems with users to isolate problems or to verify that repairs have been completed.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

Service Technician Experience Competencies	<i>BASELINE</i>	<i>INTERMEDIATE</i>	Verification
12. Repair or service heating, water heating, and other propane appliances to improve efficiency, such as by changing filters, cleaning ducts, flues or making necessary adjustments.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
13. Install, connect, or adjust thermostats, humidistats, timers, or other control equipment associated with heating, hot water, and other propane appliances.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
14. Install heating, water heating, other propane appliances, and associated equipment.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
15. Connect heating, water heating, and other propane appliances to gas and water sources to form complete system.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
16. Study blueprints, design specifications, or manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
17. Comply with all applicable standards, policies, or procedures that apply to the appliance system.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
18. Test electrical wiring between controls and equipment, according to wiring diagrams, using the appropriate electrician's testing tools.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
19. Diagnose and inspect systems to verify compliance with plans and specifications or to identify defects or locate malfunctions.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
20. Record and report time, materials, faults, deficiencies, or other unusual occurrences on service work orders.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
21. Install and test automatic, programmable, or wireless thermostats in residential or commercial buildings to minimize energy usage for heating or cooling.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
22. Adjust system controls to settings recommended by manufacturer.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

Service Technician Experience Competencies	<i>BASELINE</i>	<i>INTERMEDIATE</i>	Verification
<p>23. Recommend, develop, or perform preventive or general maintenance procedures, such as cleaning, power-washing, or vacuuming equipment, oiling parts, or changing filters.</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>
<p>24. Cut or drill holes in floors, walls, or roof to install equipment, using power tools such as saws or drills.</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>
<p>25. Measure, cut, thread, or bend piping or tubing, using the appropriate pipe fitter's tools.</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>
<p>26. Install heating, water heating, or other propane appliances, following blueprints or manufacturer's installation specifications.</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>
<p>27. Identify and inspect all components of ASME and DOT containers following regulations pertaining to each.</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>	<p>Initial: _____</p> <p>Date: _____</p>