



REGISTERED APPRENTICESHIP PROGRAM APPLICATION
REQUEST FOR CREDIT
FORM A

Related Instruction Competencies Evaluation for

UTILITY SERVICE/DRIVER

Applicants for a Utility/Service Driver apprenticeship may request that credit be applied toward the completion of the program for related instruction.

To request credit for related instruction, an applicant must:

- Indicate with a checkmark below which competencies s/he seeks credit
- Sign and submit this form along with their *Individual Enrollment Form* to NPGA

Once an applicant has been hired by a participating company, NPGA will submit the request for credit form to the employer. The employer’s designated program contact person will be responsible for evaluating and verifying each of the applicant’s requested credits. The evaluation and verification must be done within an applicant’s employment probationary period (the first 500 hours).

APPLICANT REQUEST

I, _____, am requesting credit for the following related instruction competencies as part of NPGA’s Utility/Service Driver Registered Apprenticeship Program, in accordance with the NPGA Apprenticeship Standards. I understand that I must demonstrate mastery of the competencies noted below before credit may be awarded.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION *Upon completion of attached form*

I, _____, have assessed _____

Designated Employer Contact: _____ Date: _____

NPGA Approval: _____ Date: _____

UTILITY/SERVICE DRIVER Related Instruction Competencies	Credit Requested <i>(BY APPLICANT)</i> 	Verification (BY EMPLOYER)
BASIC PRINCIPLES AND PRACTICES OF PROPANE		
1. Organizations that Influence, Publish or Enforce Codes & Standards		Initial: _____ Date: _____
2. Introduction to Basic Principles and Practices of Propane		Initial: _____ Date: _____
3. Propane Customer Applications and Customer Service		Initial: _____ Date: _____
4. Sources and Physical Properties of Propane		Initial: _____ Date: _____
5. Odorants and Service Interruptions		Initial: _____ Date: _____
6. Complete and Incomplete Combustion Characteristics		Initial: _____ Date: _____
7. DOT Cylinders, Propane Piping, and Residential Systems		Initial: _____ Date: _____
8. National Fire Protection Association (NFPA) Regulations		Initial: _____ Date: _____
9. Updated or New Federal, State, and Local Regulations and Policies		Initial: _____ Date: _____
INITIAL OSHA/DOT TRAINING		
1. Introduction to OSHA and DOT Training		Initial: _____ Date: _____
2. OSHA Hazard Communication		Initial: _____ Date: _____
3. DOT General Awareness HAZMAT Training		Initial: _____ Date: _____
4. Emergency Response		Initial: _____ Date: _____
5. Loading and Unloading		Initial: _____ Date: _____
6. CMV Driver Requirements		Initial: _____ Date: _____
7. Vehicle Inspection		Initial: _____ Date: _____
8. Cylinder Safety		Initial: _____ Date: _____
9. Materials of Trade		Initial: _____ Date: _____
10. Security		Initial: _____ Date: _____
INTRODUCTION TO UTILITY DELIVERY OPERATIONS		
1. Safety		Initial: _____ Date: _____

DOT LICENSING AND DRIVING REQUIREMENTS		
1. DOT Driver Qualifications a. Commercial Motor Vehicle Definition b. Personal Qualifications c. Documentation Requirements d. Other Requirements		Initial: _____ Date: _____
2. Commercial Driver's License (CDL) Information a. Requirements b. CDL Classifications c. CDL Endorsements d. Hazardous Materials Endorsement		Initial: _____ Date: _____
3. Drug and Alcohol Awareness a. Drug and Alcohol Restrictions b. Testing c. Post-Accident Drug and Alcohol Testing		Initial: _____ Date: _____
VEHICLE INSPECTIONS, IDENTIFICATIONS, AND DOCUMENTATION		
1. Vehicle Inspections and Maintenance a. Importance of Vehicle Maintenance b. Preparing for Inspections c. Types of Inspections d. Types of Daily Inspections e. Pre- and Post-Trip Inspections f. Pre-Trip Inspection Requirements g. Post-Trip Inspection Requirements h. Annual/Periodic Inspections and Maintenance		Initial: _____ Date: _____
2. Vehicle Identification Requirements a. Verifying Proper Vehicle Identification b. Utility Delivery Vehicle Identification Requirements		Initial: _____ Date: _____
3. Vehicle Documentation Requirements a. Shipping Papers b. Emergency Response Information c. Complying with Emergency Response d. Information Requirements e. Hazmat Certification of Registration		Initial: _____ Date: _____
SAFELY HANDLING HAZARDOUS MATERIALS		
1. Methanol and Other Flammable Liquids a. Commonly Used Flammable Liquids b. Methanol c. Hazards of Methanol d. Personal Protective Equipment (PPE) e. Indoor Storage Requirements f. Outdoor Storage Requirements g. Labeling Storage Containers h. Transferring Flammable Liquids i. Transferring Flammable Liquids as Materials of Trade		Initial: _____ Date: _____

<p>2. Verifying Propane Odorization</p> <ul style="list-style-type: none"> a. Propane Odorization Requirements b. The Sniff Test c. Handling Unodorized Propane 		<p>Initial: _____ Date: _____</p>
<p>3. Out-of-Gas Calls and Leak Checks</p> <ul style="list-style-type: none"> a. Potential Causes of an Interruption of Service b. Minimizing Out-of-Gas Calls c. Handling Out-of-Gas Situations d. Handling Out-of-Gas Situations: Appliance Access e. Handling Out-of-Gas Situations: No Appliance Access f. Leak Check g. Performing a Leak Check h. Appliances with 100% Safety Shutoff Valves i. Appliances Without 100% Safety Shutoff Valves j. Leak Check Instruments k. Leak Check Methods l. Using a Manometer m. Performing a Leak Check Using a Manometer n. Using a Test-Block Gauge o. Performing a Leak Check Using a Test-Block Gauge p. Using a High-Pressure Gauge q. Performing a Leak Check Using a High-Pressure Gauge r. Discovering a Leak s. Restoring Gas Appliance to Service 		<p>Initial: _____ Date: _____</p>
<p>4. Restoring Service</p> <ul style="list-style-type: none"> a. Lighting Appliance Pilots b. Lighting a Standing Pilot c. Lighting Pilots Without Pilot Safety Devices d. Starting Up Electronic Control Ignitions Systems 		<p>Initial: _____ Date: _____</p>
DRIVING DEFENSIVELY AND HANDLING ACCIDENTS AND EMERGENCIES		
<p>1. Maintaining Control of Your Vehicle</p> <ul style="list-style-type: none"> a. Safe Driving Practices b. Defensive Driving Tips c. Maintaining Vehicle Control d. High Center of Gravity e. Load and Suspension Shifts f. Tire Condition g. Re-inflating Tires h. Blowouts i. Blind Spots j. Weather and Road Conditions k. Skids l. Preventing Collisions m. Control of Your Vehicle/Rollover Awareness 		<p>Initial: _____ Date: _____</p>
<p>2. Selecting the Safest Delivery Route and Protecting Property</p> <ul style="list-style-type: none"> a. Routing CMVs and Protecting Property b. Routing Utility Delivery Vehicles c. Railroad Crossings d. Bridges and Culvert Crossings on Customer Property e. Protecting Landscaping and Structures 		<p>Initial: _____ Date: _____</p>

<p>3. Handling Accidents and Emergencies</p> <ul style="list-style-type: none"> a. When Accidents and Emergencies Happen b. Handling Accidents with No Propane Leak: Take Initial Precautions c. Handling Accidents with No Propane Leak: Ensure Safe Conditions d. Handling Accidents with a Propane Leak e. Utility Delivery Vehicle Emergencies: Accidents f. Utility Delivery Vehicle Emergencies: Leaking Container g. Fire Extinguishers h. Non-Propane Fire Control Actions i. Hazard Warning Signal Flashers j. Warning Devices k. Warning Devices: Additional Guidelines l. DOT Notification Requirements m. Reporting Accident/Incident Details to Your Company 		<p>Initial: _____ Date: _____</p>
PARKING, SERVICING, AND SECURITY		
<p>1. Parking and Servicing Requirements</p> <ul style="list-style-type: none"> a. Parking Indoors at Public Garages or Buildings b. Parking Indoors at Non-Public Buildings c. Parking Outdoors d. Servicing the Engine/Chassis in a Public Garage—Vehicle Attended e. Servicing the Engine/Chassis in a Public Garage—Vehicle Unattended f. Servicing the Engine/Chassis in a Non-Public Building 		<p>Initial: _____ Date: _____</p>
<p>2. Security of Propane Delivery Vehicles</p> <ul style="list-style-type: none"> a. Importance of Vehicle Security b. Attending Your Vehicle c. Security Training and Communications 		<p>Initial: _____ Date: _____</p>
PREPARING CYLINDERS FOR FILLING		
<p>1. Types and Features of Cylinders, Valves, and Gauges</p> <ul style="list-style-type: none"> a. Cylinder Types b. Liquid and Vapor Service c. Valve Overview d. Cylinder Valves e. Cylinder Multivalve f. Types of Cylinder Gauges g. Overfilling Prevention Devices 		<p>Initial: _____ Date: _____</p>
<p>2. Inspecting Cylinders</p> <ul style="list-style-type: none"> a. Steps for Inspecting DOT/ICC Cylinders b. Requalification Methods c. Important DOT Requalification Terms d. Inspecting Cylinder Valves 		<p>Initial: _____ Date: _____</p>
<p>3. Purging Cylinders of Air</p> <ul style="list-style-type: none"> a. Importance of Purging Cylinders b. Steps for Purging Cylinders with Propane Vapor c. Steps for Purging Cylinders with a Vacuum Pump 		<p>Initial: _____ Date: _____</p>

<p>4. Replacing Cylinder Valves</p> <ul style="list-style-type: none"> a. Common Problems with Cylinder Valves b. Valve Exposure to Anhydrous Ammonia c. Inspecting Pressure Relief Valves d. Replacing Pressure Relief Valves e. Inspecting Service Valves f. Inspecting Filler Valves g. Safety Precautions for Valve Replacement h. Cylinder Evacuation and Vapor Flaring i. Procedures for Valve Replacement j. Servicing Float Gauges k. Installing Dip Tubes 		<p>Initial: _____ Date: _____</p>
FILLING CONTAINERS		
<p>1. Filling Cylinders</p> <ul style="list-style-type: none"> a. Characteristics of Cylinder Filling Stations b. Types of Cylinder Filling Stations c. Characteristics of Platform Scales d. Single and Double Beam Platform Scales e. Setting Scale Weight f. Cylinder Filling Precautions g. Filling Cylinders: Connections h. Automatic versus Manual Shutdown Systems i. Filling Cylinders by Volume J. Post-Filling Procedures 		<p>Initial: _____ Date: _____</p>
<p>2. Filling Vehicle-Mounted ASME Tanks</p> <ul style="list-style-type: none"> a. Propane Filling Operation Responsibilities b. Features of Vehicle-Mounted ASME Tanks c. Preparing to Fill Vehicle-Mounted ASME Tanks d. Tank Decals 		<p>Initial: _____ Date: _____</p>
DELIVERING CONTAINERS		
<p>1. Features and Equipment of Utility Delivery Vehicles</p> <ul style="list-style-type: none"> a. Types of Utility Delivery Vehicles b. Common Features of Utility Delivery Vehicles c. Service Beds d. Container Securing Devices e. Container Dollies f. Safely Using Container Dollies g. Lift Gates h. Safely Using Lift Gates 		<p>Initial: _____ Date: _____</p>
<p>2. Delivering Containers to Residential Customers</p> <ul style="list-style-type: none"> a. Loading and Securing Containers b. Delivering Containers to Residential Customers 		<p>Initial: _____ Date: _____</p>
<p>3. Delivering Containers to Commercial Customers</p> <ul style="list-style-type: none"> a. Inspecting Indoor Storage Facilities b. Inspecting Outdoor Storage Facilities c. Delivering Containers to Commercial Customers 		<p>Initial: _____ Date: _____</p>

