



REGISTERED APPRENTICESHIP PROGRAM APPLICATION
REQUEST FOR CREDIT
FORM B

Experience Competencies Evaluation for

SERVICE TECHNICIAN

Applicants for a propane Service Technician apprenticeship may request that credit be applied toward the completion of the program for prior experience.

To request credit for prior experience, 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 experience competencies as part of NPGA’s Service Technician 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 _____ and verify that s/he has mastered the required competencies through prior experience. There may be continued related instruction in these competencies as appropriate as part of the overall program.

Designated Employer Contact: _____ Date: _____

NPGA Approval: _____ Date: _____

SERVICE TECHNICIAN EXPERIENCE COMPETENCIES	Credit Requested (BY APPLICANT) ✓	Competency Observation (3x) (BY EVALUATOR)			Verification (BY EVALUATOR)
1. Follow all safety policies and regulations.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
2. Obtain the necessary license and meet DOT requirements necessary to operate a commercial vehicle with a tanker and hazmat endorsement.	Pass CDL test and receive license				
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: _____	Initial: _____	Initial: _____	Initial: _____
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: _____	Initial: _____	Initial: _____	Initial: _____
5. Test piping or tubing joints or connections for leaks, using acceptable methods including gauges, combustible gas detector or leak detector solution.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
6. Repair or replace piping or tubing as necessary.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
7. Install propane containers, exterior piping, regulators, interior piping, appliances, and venting systems.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
8. Perform inspections, tests, and procedures to address gas odors and gas leaks.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
9. Test electrical circuits or components for continuity, using electrical test equipment.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
10. Repair or replace defective equipment, components, or wiring.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	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: _____	Initial: _____ Date: _____
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: _____	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: _____	Initial: _____ Date: _____
14. Install heating, water heating, other propane appliances, and associated equipment.	Initial: _____ Date: _____	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: _____	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: _____	Initial: _____ Date: _____
17. Comply with all applicable standards, policies, or procedures that apply to the appliance system.	Initial: _____ Date: _____	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: _____	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: _____	Initial: _____ Date: _____
20. Record and report time, materials, faults, deficiencies, or other unusual occurrences on service work orders.	Initial: _____ Date: _____	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: _____	Initial: _____ Date: _____

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