



## REGISTERED APPRENTICESHIP PROGRAM

### *Related Instruction Competencies Evaluation for*

### SERVICE TECHNICIAN

NPGA Registered Apprenticeship Program participants are expected to master all of the related instruction 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.

Related instruction competencies for Service Technician apprentices are broken down into eight course areas. Each course includes a series of lessons designed to help the apprentice learn and master the competencies required by the program. Most lesson information can be found in PERC’s Certified Employee Training Program (CETP).

**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 instruction 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 instruction 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: \_\_\_\_\_

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

<b>DESIGNING AND INSTALLING EXTERIOR VAPOR DISTRIBUTION SYSTEM OPERATIONS</b>		
<b>1. Basic Designing Vapor Distribution Systems</b>	Date: _____	Initial: _____
<b>2. Designing Vapor Systems: Container and Lines</b>	Date: _____	Initial: _____
<b>3. Designing Vapor Distribution Systems: Regulators and Meters</b>	Date: _____	Initial: _____
<b>4. Preparing System Components for Transport</b>	Date: _____	Initial: _____
<b>5. Installing Containers</b>	Date: _____	Initial: _____
<b>6. Installing Lines</b>	Date: _____	Initial: _____
<b>7. Installing Regulators and Meters</b>	Date: _____	Initial: _____
<b>8. Tank-to-Tank Transfer</b>	Date: _____	Initial: _____
<b>9. Other Installations</b>	Date: _____	Initial: _____
<b>10. System Tests</b>	Date: _____	Initial: _____
<b>11. Safety Information</b>	Date: _____	Initial: _____
<b>12. National Fire Protection Association (NFPA) Regulations</b>	Date: _____	Initial: _____
<b>13. Updated or New Federal, State, and Local Regulations and Policies</b>	Date: _____	Initial: _____
<b>PLACING VAPOR DISTRIBUTION SYSTEMS AND APPLIANCES INTO OPERATION</b>		
<b>1. Vapor Distribution System Tests</b>	Date: _____	Initial: _____
<b>2. Validating Vapor Distribution Systems</b>	Date: _____	Initial: _____
<b>3. Identifying Venting Requirements and Characteristics</b>	Date: _____	Initial: _____
<b>4. Validating Combustion Air</b>	Date: _____	Initial: _____
<b>5. Leak Check Procedures</b>	Date: _____	Initial: _____
<b>6. Purging Air from a Piping System</b>	Date: _____	Initial: _____
<b>7. Placing Appliances into Operation</b>	Date: _____	Initial: _____
<b>8. Appliance Controls and Safety Devices</b>	Date: _____	Initial: _____
<b>9. Spillage Test</b>	Date: _____	Initial: _____
<b>10. Identifying Burning Characteristics of Propane</b>	Date: _____	Initial: _____
<b>11. Safety Information</b>	Date: _____	Initial: _____
<b>12. National Fire Protection Association (NFPA) Regulations</b>	Date: _____	Initial: _____
<b>13. Updated or New Federal, State, and Local Regulations and Policies</b>	Date: _____	Initial: _____

<b>INSTALLING APPLIANCES AND INTERIOR VAPOR DISTRIBUTION SYSTEMS</b>		
<b>1. Introduction to Installing Appliances &amp; Interior Vapor Distribution</b>	Date: _____	Initial: _____
<b>2. Design Consideration for Gas Appliances</b>	Date: _____	Initial: _____
<b>3. Designing Venting Systems</b>	Date: _____	Initial: _____
<b>4. Design of Interior Vapor Distribution Systems</b>	Date: _____	Initial: _____
<b>5. Installing Appliances</b>	Date: _____	Initial: _____
<b>6. Installing Venting Systems</b>	Date: _____	Initial: _____
<b>7. Installation of Interior Vapor Distribution System</b>	Date: _____	Initial: _____
<b>8. Safety Information</b>	Date: _____	Initial: _____
<b>9. National Fire Protection Association (NFPA) Regulations</b>	Date: _____	Initial: _____
<b>10. Updated or New Federal, State, and Local Regulations and Policies</b>	Date: _____	Initial: _____
<b>BASIC ELECTRICITY FOR PROPANE APPLICATIONS</b>		
<b>1. Overview of Basic Electricity for Propane Appliances</b>	Date: _____	Initial: _____
<b>2. Follow Safety Procedures</b>	Date: _____	Initial: _____
<b>3. Electrical Circuits</b>	Date: _____	Initial: _____
<b>4. Interpret Electrical Control Circuit Diagrams for Basic Appliances</b>	Date: _____	Initial: _____
<b>5. Measuring Electrical Quantities</b>	Date: _____	Initial: _____
<b>6. Use a Digital Multimeter</b>	Date: _____	Initial: _____
<b>7. Measure Voltage, Resistance &amp; Current at any Point in an Electrical Circuit</b>	Date: _____	Initial: _____
<b>8. Identify Function in Common Sensing Devices in Basic Appliances</b>	Date: _____	Initial: _____
<b>9. Identify Function of Common Controls and Components in Basic Propane Appliances, including:</b> a. Transformers b. Relays and Contactors c. Motors and Capacitors d. Wall Thermostats e. Limit and Fan Controls f. Ignition Systems g. Gas Control Valves	Date: _____	Initial: _____
<b>10. Troubleshoot Electrical Circuits</b>	Date: _____	Initial: _____

<b>BASIC PROPANE APPLIANCE SERVICE AND TROUBLESHOOTING</b>		
<b>1. Basic Propane Appliance Service and Troubleshooting</b>	Date: _____	Initial: _____
<b>2. Measuring Temperature, Pressure, and Gas Concentration</b>	Date: _____	Initial: _____
<b>3. Common Sensing Devices in Propane Appliances</b>	Date: _____	Initial: _____
<b>4. Electrical Components in Propane Appliance Systems</b>	Date: _____	Initial: _____
<b>5. Wall Thermostats and Wireless Controls</b>	Date: _____	Initial: _____
<b>6. Limit and Fan Controls</b>	Date: _____	Initial: _____
<b>7. Ignition Systems for Basic Propane Appliances</b>	Date: _____	Initial: _____
<b>8. Pressure-Regulated Gas Control Valves</b>	Date: _____	Initial: _____
<b>9. Burners and Orifices</b>	Date: _____	Initial: _____
<b>10. Electrical Control Circuit Diagrams and Troubleshooting</b>	Date: _____	Initial: _____
<b>11. Appliance Service Tools and Techniques</b>	Date: _____	Initial: _____
<b>12. Troubleshooting Basic Propane Appliance Systems</b>	Date: _____	Initial: _____
<b>13. Leak, Odor and Carbon Monoxide Complaints</b>	Date: _____	Initial: _____
<b>ADVANCED PROPANE APPLICANCE SERVICE AND TROUBLESHOOTING</b>		
<b>1. Systematic Approach to Troubleshooting Propane Appliances</b>	Date: _____	Initial: _____
<b>2. Advanced Electrical Circuits and Electrical Safety</b>	Date: _____	Initial: _____
<b>3. Measuring Differential Temperature, Pressure and other Key Tests</b>	Date: _____	Initial: _____
<b>4. Common Components in Propane Appliance Systems</b>	Date: _____	Initial: _____
<b>5. Advance Ignition Systems and Gas Control Valves</b>	Date: _____	Initial: _____
<b>6. Electrical Control Circuit Diagrams and Troubleshooting</b>	Date: _____	Initial: _____
<b>7. Typical Propane Appliance Distribution Systems</b>	Date: _____	Initial: _____
<b>8. Appliance Service Tools and Techniques</b>	Date: _____	Initial: _____
<b>9. Troubleshooting Advanced Appliance Systems</b>	Date: _____	Initial: _____
<b>10. Leaks, Odor and Carbon Monoxide Complaints</b>	Date: _____	Initial: _____