

Georgia Propane Gas Continuing Education

Purpose: To provide propane gas employees through-out Georgia with continuing education training as outlined in the Rules of Safety Fire Commissioner, Chapter 120-3-16-.04. To outline the criteria for establishing what constitutes a Continuing Education "training hour", as well as, the method of delivering the training necessary.

What constitutes a Training Hour? For every two hours of approved training the propane gas employee will receive ONE hour of continuing education credit (CEU).

Who can provide the training? The training will be provided by only individuals who have been approved by the Georgia State Fires Marshal's Office. They can seek approval for training by submitting their qualifications in writing stating their qualifications for being competent to train on the material the trainer has selected. Only individuals can be granted training status not organizations.

Approval Process:

1. The subject matter to be presented for CEU credit must relate directly to the certification standards.
2. The trainer or presenter must possess the expertise required to impart the specified information to the attendees.
3. The Record of Attendance must show the names, employees id number, date and sign-in and sign-out times for each attendee desiring CEU credit.
4. For each session for which approval is requested, the trainer or presenter will specify the duration (time) and corresponding CEU credit.
5. The trainer or presenter must submit each of the following:
 - a. Program agenda including a list of the contact hours of instruction.
 - b. Brief description of the specific program contents
 - c. Documentation that attests to the expertise of each presenter.
 - d. A blank copy of the training certificate to be issued upon completion.
6. Forms and information should be submitted prior to class. All training programs must be approved before the presentation.

What type of training will be done? The training will be mostly but not limited to class room style training . The subject material used for the training session will be either selected from the list of topics attached to this memorandum or one that is developed by one of the approved trainers. Chris Stephens will approve all new training topics before any credit for training can be given.

Where will the training take place? Various locations

When will the training take place? During the months of April through September.

What will the cost be per training session? Association fees will vary based on the length of the class on the rate an instructor charges.

Who is responsible for tracking and keeping individual training performance records? Each employee is responsible for his or her training performance records. The State Fire Marshal's Office will track everyone's certification and CEU hours, but it is not their responsibility to inform you as to your current CEU credit status. When a student completes a CEU course the instructor will notify the State Fire Marshal's Office, and a certificate of completion will be mailed to the person taking the course.

Can I count other types of training required by other agencies as CEU training? Yes if it is approved by the State Fire Marshal's office

Can I have certified trainers come to my company and just train my employees and receive credit for the CEU program? Yes, as long as the training is approved by Chris Stephens, and the CEU for the program follows the 2 hours of training for 1 CEU given.

How many courses will be offered each year? The Fire Marshal's Advisory Board will select the courses that will be taught every year and instructors secured for the training. Times and dates for the training will be sent out and placed on the Georgia Propane Gas Association's Website. Not all courses will be offered every summer.

The CEU program is designed to work alongside the Certification program. **They should be considered two distinct programs.** In all cases the State Fire Marshal's Office has the presiding authority in resolving all matters pertaining to this program. The State Fire Marshal's Office reserves the right to cancel or change any part of this program without notice.

**State of Georgia
Fire Marshal's Office
List of Approved Continuing Education Course List
As of 3/25/13**

Title of Course	Course Number	CEU Hrs.
1. Gas piping systems & sizing	001	2.0
2. LP Gas Container, Valves & Fittings	002	2.0
3. Dispensing Propane Safely	003	2.0
4. Installing & Troubling Shooting Gas Logs	004	2.0
5. Cathodic Protection	005	3.0
6. Basic Course on Pumps & Meters	006	2.0
7. Gas Controls	007	2.0
8. Regulator & Line Sizing	008	2.0
9. Water Heater, Range & Venting	009	3.0
10. Noritz Installation	010	2.0
11. Rinnai installation	011	2.0
12. Dispenser repair & maintenance	012	2.0
13. Repair & Trouble Shooting Pumping Systems	013	2.0
14. Bobtail Maintenance	014	2.0
15. Bulk Plant Design & Components	015	2.0
16. HM126/ Security Planning	016	3.0
17. DOT Audits	017	1.0
18. Vaporizers Installation & Trouble Shooting	018	2.0
19. Defensive Driving	019	3.0
20. NFPA 58/ 54 Updates	020	2.0