

Welcome to the Propane Training Institute
<u>Learning Platform</u>

TRAINEE/STUDENT: Guide to access and use the Learning Platform



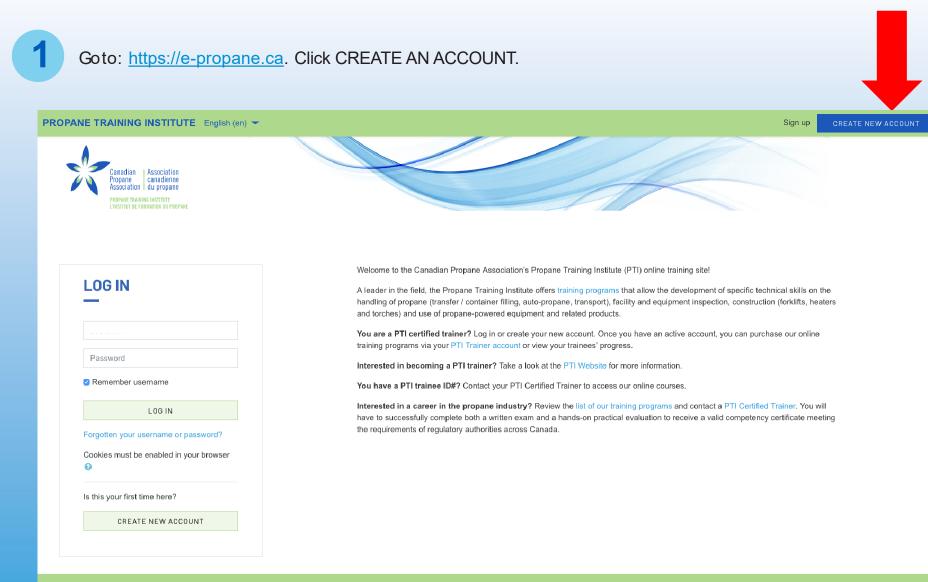
PROPANE TRAINING INSTITUTE L'INSTITUT DE FORMATION DU PROPANE



Learn and Perform Safely with A Trusted Partner

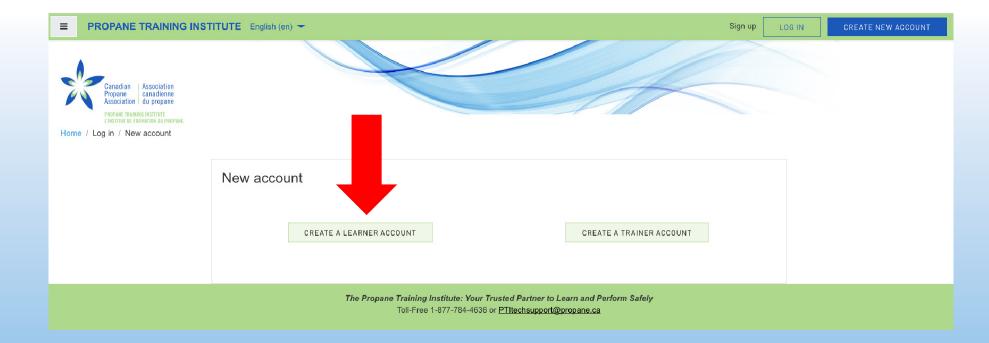
Propane Training Institute

Guide to access and use the Learning Platform



The Propane Training Institute: Your Trusted Partner to Learn and Perform Safely Toll-Free 1-877-784-4636 or <u>PTItechsupport@propane.ca</u>







Fill in the required information, taking into account the following constraints:

- Username must be in **lowercase** letters.
- Password must have at least 8 characters.

■ PROPANE TRAINING INST	TITUTE English (en) 🕶	Sign up	OG IN CREATE NEW ACCOUNT
Canadian Propane Association du propane PROPANE TRAINING INSTITUTE L'INSTITUT & FORMATION DU PROPANE Home / Log in / New account			
	New account For Learner Username Password Email address Email (confirm) First name Last name Province Country City/town Corpany	The password must have at least 8 characters, at least 1 lower case letter(s)	



By clicking CREATE MY ACCOUNT, you will be asked to consult the email sent to the address you have provided.



5

In your inbox, open the email confirming your account creation. Depending on the safety parameters of your email account, it is possible that this email may be found in your spam or junk folder. In case of problems, please contact our Customer Service: info@sofad.qc.ca

By clicking the link provided in the email, you will be automatically redirected to the training portal.

Propane Training Institute: account confirmation

Admin Propane (via Propane Training Institute) <u>noreply@e-propane.ca</u> via <u>sofad.onmicrosoft.com</u>

Hi,

A new account has been requested at 'Propane Training Institute' using your email address.

To confirm your new account, please go to this web address:

https://e-propane.ca/login/confirm.php?data=bcH73xjJsijpfmr/william

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin Utilisateur

Congratulations! You are now ready to navigate.

English 100-00 - Product Knowledge - Propane/LPG Specific (ONLINE)

6

To access other PDF manuals or online courses, you must contact your trainer to obtain access keys



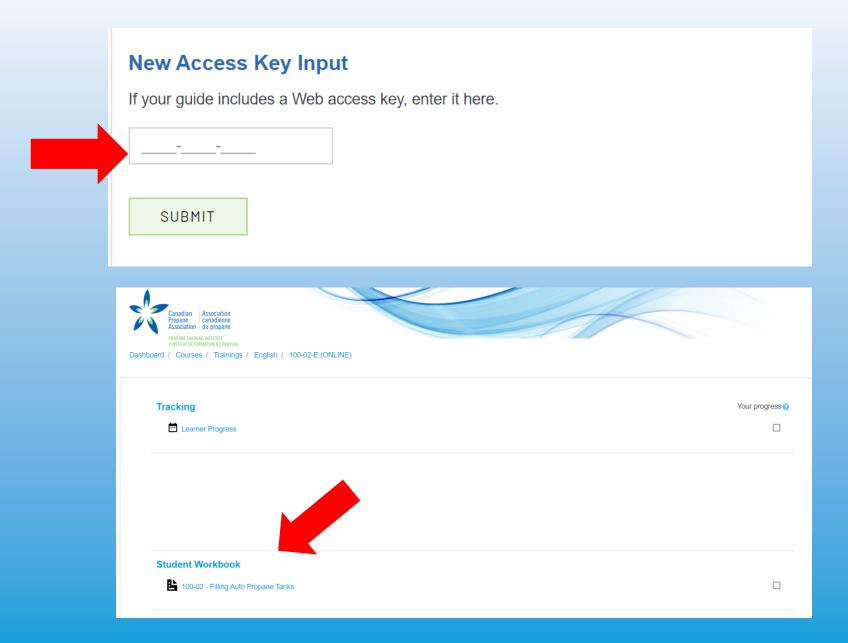
Toolbox

...



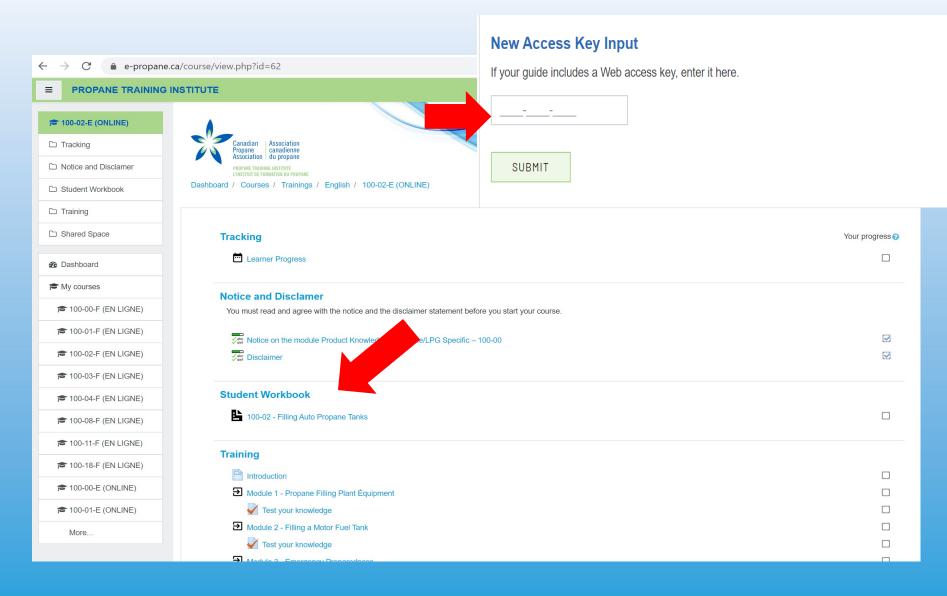
You received an access key to a PDF manual from your trainer?

- Enter the access code here
- Click ACCESS.
- Click on **Student Workbook**. It will download on your computer automatically. This manual is earmarked to your name. You have access to the manual for 6 months, including updates.



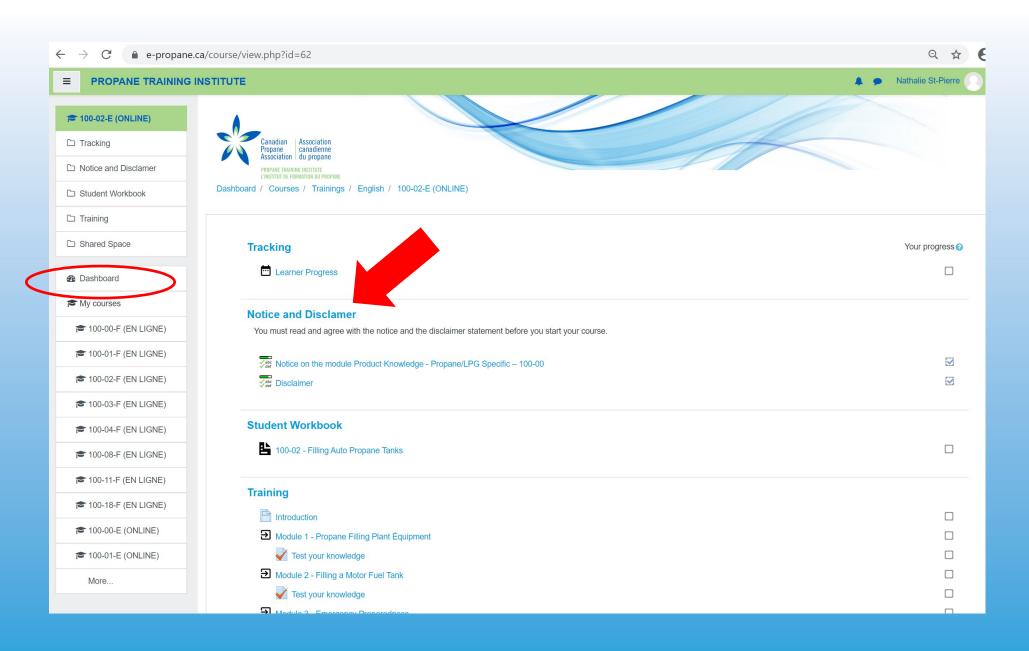
You received an access key to an online course from your trainer?

- Enter the access code provided by your trainer and click ACCESS.
- You will automatically have access to the PDF **Student Workbook**. It will download on your computer if you click on the link. This manual is earmarked to your name. You have access to the manual for 6 months, including updates. NOTE: If you have not completed your online training within **6 months**, your access will be lost.



8

You are now on the homepage of the training site. You can access all the modules for the online course you trainer asked you to complete. Before proceeding to the course modules, you must consult the **Notice and Disclaimer**.









Course 100-00: You are first required to complete the course Product Knowledge – Propane/LPG Specific – 100-00

Once done, and for your subsequent visits, you will be required to check the box to confirm you have already completed this course before accessing other courses. You don't have to redo this module until you have to recertify in 3 years.

≡	PROPANE TRAINING	INSTITUTE A Nathalie St-Pierre			
	100-01-E (ONLINE) Tracking Notice and Disclaimer Student Workbook	Canadian Propane Pr			
	Training Shared Space	NOTICE ON THE MODULE PRODUCT KNOWLEDGE - PROPANE/LPG SPECIFIC – 100-00			
2	Dashboard	The learning related to the properties and characteristics of propane, which is found in the course Product Knowledge - Propane/LPG Specific – 100-00, is the same for most courses at the Propane Training Institute.			
	My courses	You must complete this module at least once before you can access the online courses we offer.			
F	► 100-00-F (EN LIGNE)	Once this module is completed, you can access it at any time to review its content.			
	100-01-F (EN LIGNE)	Remember that in all exams, no matter the course, there are questions about the properties and characteristics of propane.			
	► 100-02-F (EN LIGNE)	If you have already completed this course, please confirm here If you have any questions, please contact us at training@propane.ca			
F	100-03-F (EN LIGNE)				
F	100-04-F (EN LIGNE)	100%			
P	100-08-F (EN LIGNE)				
F	▶ 100-11-F (EN LIGNE)				
	► 100-18-F (EN LIGNE)	▲ Learner Progress Jump to Disclaimer >			
F	► 100-00-E (ONLINE)	The Propane Training Institute: Your Trusted Partner to Learn and Perform Safely Toll-Free 1-877-784-4636 or <u>PTItechsupport@propane.ca</u>			
F	► 100-01-E (ONLINE)				
	More				

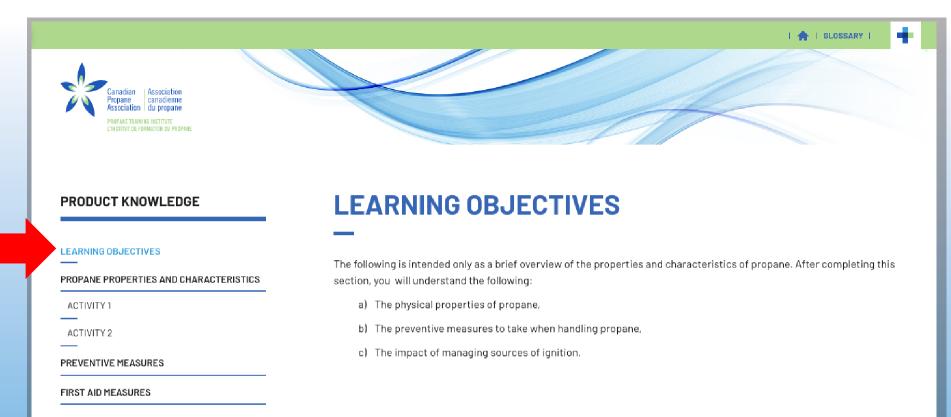


After going over the introduction, access the course modules by clicking either **TRAINING** or the next module title, located at the bottom right of the screen.

	IATION DU PROPANE Français (fr) - Juila Roberts 💽 -				
100-02 - Filling Auto Propane Tanks	PROPARE TRAINING INSTITUTE L'INSTITUT DE FORMATION DU PROFARE Tableau de bord / Mes cours / 100-02 - Filling Auto Propane Tanks / Training / Introduction				
 Participants Badges Compétences 	INTRODUCTION The CAN/CSA-B149.2 Propane Storage and Handling Code and provincial regulations require that a person who fills auto propane tanks must be properly trained in that function. This course is designed to train individuals in the fuelling of propane motor fuel tanks in accordance with the requirements of the CAN/CSA-B149.2 Propane Storage and Handling Code and provincial regulations. The course includes safety procedures in the handling and fuelling of propane motor fuel tanks.				
Competences					
Disclaimer	The course includes both a multiple-choice examination and a practical exam. A passing grade of 75% on both examinations is required to qualify the student for a certificate from the Canadian Propane Association / Propane Training Institute.				
🗅 Training	portant to remember that the certificate from this course is valid only for a period of 36 months after you have completed the training or retraining.				
🍘 Tableau de bord	Retraining must start at the beginning of the calendar month before the certificate expires and must be completed by the end of the calendar month immediately following the calendar month of the expiration.				
😤 Mes cours					
☞ 100-02 - Filling Auto Propane Tanks	WARNING It is the responsibility of the person working with propane and associated equipment to satisfy all additional training requirements or to obtain any and all mandatory permits required by the jurisdiction he or she is working in.				
	▲ Disclaimer Aller à Module 1 - Product Knowledge				



At the start of each module, you are expected to consult the learning objectives.



NEXT

SOURCES OF IGNITION AND EXTINGUISHING FIRES

CARBON MONOXIDE (CO)

ACTIVITY 3

MODULE COMPLETED



Each module contains theoretical notions.



PRODUCT KNOWLEDGE

LEARNING OBJECTIVES

PROPANE PROPERTIES AND CHARACTERISTICS

ACTIVITY 1

ACTIVITY 2

PREVENTIVE MEASURES

FIRST AID MEASURES

SOURCES OF IGNITION AND EXTINGUISHING FIRES

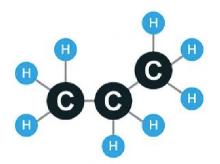
CARBON MONOXIDE (CO)

ACTIVITY 3

MODULE COMPLETED

PROPANE PROPERTIES AND CHARACTERISTICS

Propane is a hydrocarbon and is commonly referred to as Liquefied Petroleum Gas or LPG. LPG is comprised mainly of propane, butane or mixtures of both. At atmospheric pressure, LPG exists as a gas. Increasing the pressure on LPG will cause the gas to condense and liquefy. Propane is kept under moderate pressure and is stored and transported as a compressed liquid.



In its natural state, propane is colourless and odourless. As a safety measure, an odorant is added to propane to help detect any potential propane leaks. The odorant in propane, ethyl mercaptan, a sulphur-based compound, smells like boiling cabbage or rotten eggs.

Propane is non-toxic. If propane is released in a confined space it will displace air. Avoid inhaling propane in large quantities in a confined space.



Propane Molecule: C₃H₈



Theoretical notions are followed by interactive activities.



PRODUCT KNOWLEDGE

LEARNING OBJECTIVES

PROPANE PROPERTIES AND CHARACTERISTICS

ACTIVITY 1

ACTIVITY 2

PREVENTIVE MEASURES

FIRST AID MEASURES

SOURCES OF IGNITION AND EXTINGUISHING FIRES

CARBON MONOXIDE (CO)

ACTIVITY 3

MODULE COMPLETED

PROPANE PROPERTIES AND CHARACTERISTICS

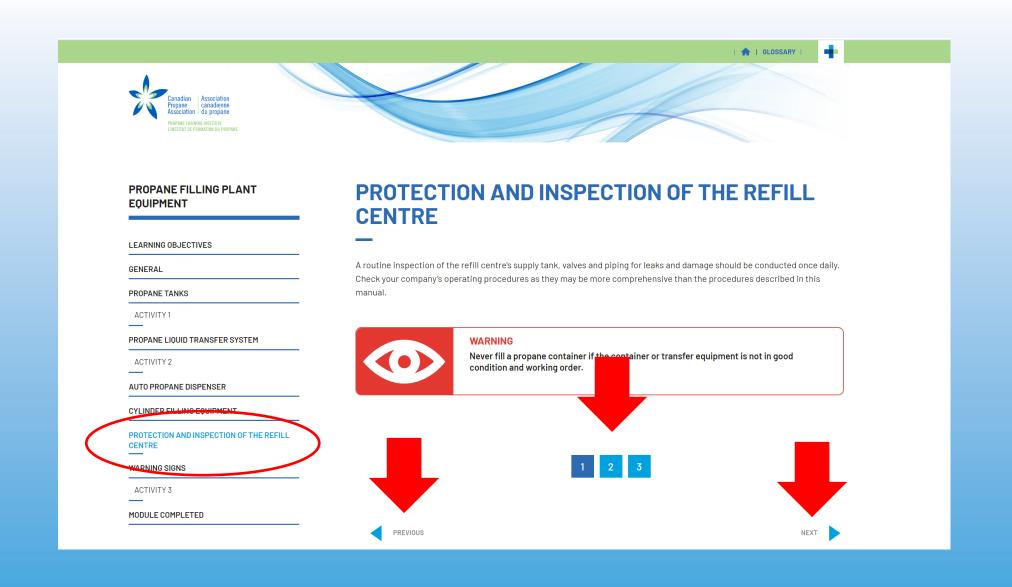
ACTIVITY 1 - WHICH CHARACTERISTICS?

The following are true/false questions about the characteristics of propane. Check the right answer.

TRUE	FALSE
answers.	
	VALIDATE
	ick VALIDATE correct your

16

To facilitate navigation, use either the **PREVIOUS** or **NEXT** buttons at the bottom of the page, or the 1, 2, 3 buttons in the centre of the screen display. To know where you are in the module, check the blue text in the left-hand menu.



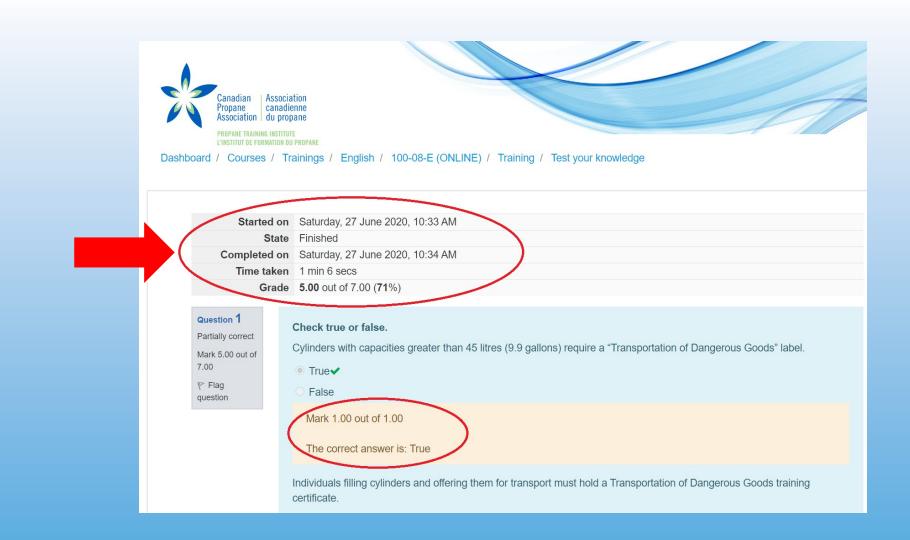


At the end of each module, you will be asked to test your understanding with the activities included in the "Test Your Knowledge" section. Once completed, you are invited to SUBMIT your answers. This will give you access to your results and the answers.

Canadian Propane Association Association canadienne du propane PROPANE TRAINING INSTITUTE LINSTITUT DE FORMATION DU PROPANE Dashboard / My courses / 100-02 - Filling Auto Prop	opane Tanks / Training / Test your knowledge	
TEST YOUR KNOWLE		
▲ Module 1 - Product Knowledge	Jump to ¢	Module 2 - Propane Filling Plant Équipment 🕨
	The Propane Training Institute: Your Trusted Partner to Learn and Perform Toll-Free 1-877-784-4636 or <u>PTItechsupport@propane.ca</u>	Safely

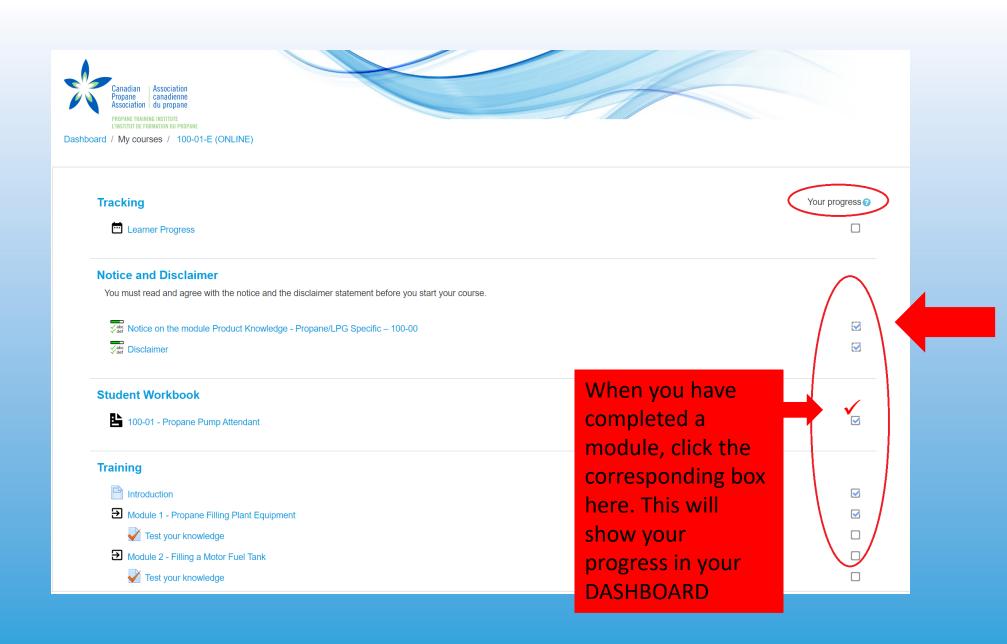


Once completed, you are invited to SUBMIT your answers. This will give you access to your results and the correct answers.



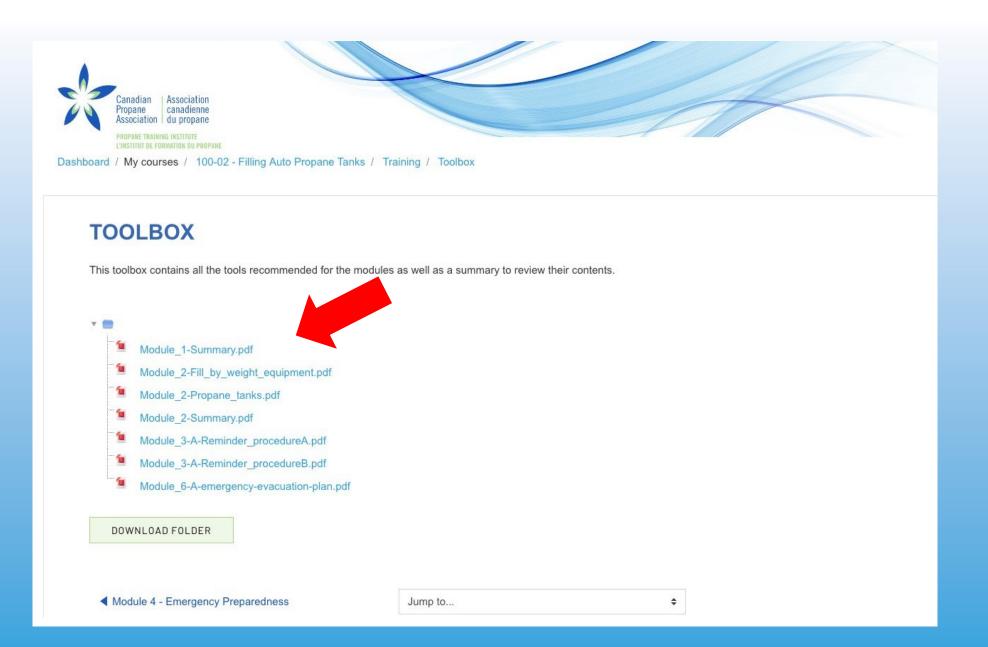


Remember, you manage your training. Once you are satisfied with your results, you click the box of the module you have completed.



20

The toolbox contains all the tools recommended for the module such as memory aids, checklists, procedures) as well as a summary for reviewing the content.





Click the **PLUS** to access the list of useful references and numbers to call in case of environmental emergencies and other useful references. You can also access the **GLOSSARY**.

anadian Association canadienne nane ssociation du propane ANE TRAINING INSTITUTE **ENVIRONMENTAL EMERGENCIES** AND USEFUL REFERENCES Emergency Response: Emergency Response Assistance Canada (ERAC) Spills Action Contacts Across Canada: PROVINCE AUTHORITY Alberta The local Police and the Alberta Ministry of Environment and Parks at 780-422-4505 / 1-800-222-6514, (only in Alberta) British The local Police and the Emergency Management British Columbia, Columbia Ministry of Justice at 1-800-663-3456 Manitoba Either the local police or fire department **AND** the local Police and Manitoba Ministry of Sustainable Development at 204-945-4888 New The local Police and Maritimes Regional Office Canadian Coast Guard,

1

-

 Brunswick
 Fisheries and Oceans Canada at 902-426-6030 / 1-800-565-1633

 Newfoundland and Labrador
 The local Police and the Newfoundland and Labrador Regional Office Canadian Coast Guard, Fisheries and Oceans Canada at 709-772-2083 / 1-800-563-9089