



700-00

ELIGIBILITY PROCESS

**Master Trainers,
Senior Trainers,
Trainers and Examiners**

VERSION 1.0



Canadian Propane Association | Association canadienne du propane

PROPANE TRAINING INSTITUTE
L'INSTITUT DE FORMATION DU PROPANE

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ELIGIBILITY PROCESS FOR MASTER TRAINERS, SENIOR TRAINERS, TRAINERS AND EXAMINERS / 700-00 · VERSION 1.0

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PROPANE TRAINING INSTITUTE
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ELIGIBILITY PROCESS

Please fill this application form and include all the required documents. The Manager, Training Operations will contact you within 2 weeks, to finalize the process.

NEED HELP OR INFORMATION?

Please contact the Manager, Training Operations:

E-mail: training@propane.ca

Phone: 403 543-6518 – Toll Free: 1 877 784-4636

1. Eligibility Process

All new applications must be submitted and approved by the CPA using the *Trainer/Examiner Application* form below.

Senior Trainer: to obtain senior trainer status, the applicant must require their employer to submit the application on their behalf.

Examiner: Applications for examiners must be sponsored by master trainers or senior trainers.

Here are the only authorized training programs that can be delivered by examiners, as determined by the CPA/PTI:

- Propane Pump Attendant – 100-01
- Propane Pump Attendant – Transportation of Dangerous Goods Enhanced – 100-11
- Filling Auto Propane Tanks – 100-02
- Filling Propane Cylinders – 100-08
- Filling Propane Cylinders – Transportation of Dangerous Goods Enhanced – 100-18

All trainers and examiners are responsible for the maintenance of their status at all times by meeting the required conditions.

2. Category of Trainer and Proof of Insurance

The CPA/PTI recognizes two (2) categories of trainers:

Category A - CPA Member Trainer - an employee of a CPA Member either an ERAC Plan Participant or not. Member is understood as: producers, wholesalers, transporters, retailers, manufacturers of appliances, equipment and cylinders.

Category B - Independent Trainer - an individual, a registered or incorporated company and also including an employee of a College, a schooling/trade institution or affiliated to the government. This category has two sub-categories:

- a) **B-1: In-House Independent Trainer** - a salaried working for an Independent Trainer
- b) **B-2: Affiliate Independent Trainer** - a self-employed trainer who provides training for one or more Independent Trainers

Except for CPA member also an ERAC Plan Participant, all trainers and examiners must provide proof of coverage of at least \$2 million dollars per incident of general liability insurance.

The insurance may be held by the company for which the Independent trainer works for or by an individual as *Named Insured*.

To determine the category of trainer and proof of Insurance you require, please review the following:

Category A: CPA Member Trainer	ARE YOU: an employee of a CPA Member also an ERAC Plan Participant?	IF YES: Proof of liability insurance is not required as this proof is on file with the CPA and the LPG Emergency Response Corporation, ERAC.
	ARE YOU: an employee of a CPA Member not an ERAC Plan Participant?	IF YES: Proof of two million dollars per incident of Comprehensive General Liability insurance must be provided at time of trainer set-up.

Category B: Independent Trainer	B: ARE YOU: an individual, a registered or incorporated company?		IF YES: Proof of two million dollars per incident of Comprehensive General Liability insurance must be provided at time of trainer set-up.
	B: ARE YOU: an employee of a College, a schooling institution or affiliated to the government		IF YES: Proof of two million dollars per incident of Comprehensive General Liability insurance must be provided at time of trainer set-up which indicates that you are a "Named Insured" on the insurance document of the College, Institution or government.
	B-1: In-House Independent Trainer <u>for</u> an Independent Trainer	ARE YOU: an employee of an Independent Trainer who provides training?	IF YES: Proof of liability insurance is not required if you are a "Named Insured" on the insurance document of the company and the document is on file and current.
	B-2: Affiliate Independent Trainer <u>to</u> an Independent Trainer	ARE YOU: A self-employed trainer who provides training for one or more Independent Trainers?	IF YES: Proof of two million dollars per incident of Comprehensive General Liability insurance must be provided at time of trainer set-up UNLESS you are a "Named Insured" on the insurance document of the company or companies you provide training to, and the document is on file and current.

3. Eligibility Requirements for Trainers/Examiners

	SKILLS	TRAINER TYPE	EXPERIENCE / REQUIREMENTS*	REQUIRED PROOF
QUALIFICATIONS	Hold previous experience	Master Trainers	Ten years of experience in the propane industry	Curriculum vitae References attesting to the number of years of experience required
			Five years of training experience	
			Demonstrate industry-recognized skills	
			Having obtained the majority of certificates or equivalent	
		Senior Trainers	Five years of experience in the propane industry	
			Three years of training experience	
		Trainers	Three years of experience in the propane industry	
			Demonstrate ability to become a trainer	
	Examiners	Three years of experience in the propane industry		
		Demonstrate technical skills on hands-on practical training in the workplace		
Successfully complete the CPA/PTI TRAINING PROGRAMS	Senior Trainers/ Trainers / Examiners	Having personal certification for each of the courses they wish to teach and having obtained a mark of at least 85%	Personal certification Proof of successful exam completion Authorized master trainer certificate	
		Request certification for each course they wish to teach	Proof of certification	
	Senior Trainers/ Trainers	Successfully complete the <i>700-01 / Train-the-Trainer course</i>	Attestation from the Master trainer	

	SKILLS	TRAINER TYPE	EXPERIENCE / REQUIREMENTS*	REQUIRED PROOF
QUALIFICATIONS (SUITE)	Have their application approved by the CPA	All	Provide all required information for the review of the application	<i>Trainer / Examiner Application form</i>
	Comply with the <i>Code of Conduct and Practice for Master Trainers, Senior Trainers, Trainers and Examiners</i>	All	Sign the Declaration of Compliance with the Code of Conduct and Practice	Signed Declaration of Compliance form
	Demonstrate proof of liability insurance	All	Have two million dollars per incident of liability insurance The insurance may be held by the company or by an individual as <i>Named Insured</i>	Copy of insurance contract
TECHNICAL SKILLS	Knowledge of the properties of propane	All	Demonstrate knowledge of propane and its main properties	Master trainer evaluation and attestation Internal audit
	Proficiency in health and safety principles		Knowledge and ability to apply at all times the principles of safety, prevention and first aid related to propane	
	Knowledge of the requirements of regulatory authorities	All	Knowledge of regulations and standards applicable in the master trainer's jurisdiction	Evaluation Internal audit
TRAINING SKILLS	Provide a positive learning environment	All	Establish a climate that promotes trust and discussion Plan and adapt the course sequences to the teaching material	Master trainer evaluation and attestation Internal audit
	Clearly communicate the learning objectives		Be capable of presenting the material effectively, using appropriate language for learning	
	Adapt the interventions to the students		Consider student interests and experience Demonstrate an inclusive, respectful approach to diversity	
	Evaluate skills		Determine the level student mastery of learning outcomes	
	Serve as a consultant to trainers	Master Trainers	Be capable of preparing and coaching trainers	Evaluation Internal audit

	SKILLS	TRAINER TYPE	EXPERIENCE / REQUIREMENTS*	REQUIRED PROOF
MAINTAINING STATUS	Demonstrate the qualifications to maintain training certification	All	<p>To maintain their certification, trainers / examiners must:</p> <ol style="list-style-type: none"> 1) For each course for which they are qualified, having conducted training a minimum of three times in the last three years, one of which was in the last twelve months* <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2) Repeat the entire certification process 3) Maintain a valid proof of insurance at all times and provide annually 4) Fully cooperate with the evaluation and internal audit processes prescribed by the CPA/PTI 5) Sign the Declaration of Compliance with the <i>Code of Conduct and Practice form</i> 	<p>Record of training</p> <p>Proof of insurance renewal sent annually</p> <p>Signed Declaration of Compliance form</p> <p>Evaluation</p> <p>Internal audit</p>

* Ontario trainers must rewrite courses with another certified trainer every 3 years as a provincial requirement by the Technical Standards and Safety Authority (TSSA).

Making a false statement may result in a fine and / or revocation of authorization. Failure to provide required information will result in delayed processing.