

Canadian Propane Association Propane Training Institute

Learn and Perform Safely with A Trusted Partner

**TRAINEE: Guide to obtain your PTI
identification number
September 2020**



Canadian
Propane
Association | Association
canadienne
du propane

PROPANE TRAINING INSTITUTE
L'INSTITUT DE FORMATION DU PROPANE

▶ STEP ONE – Register

- ▶ Click here to access the [registration form](#) and provide the required information and click “SUBMIT”
- ▶ You will see a message with a link. Click on it.
- ▶ You will be redirected to your profile on our online system.



Student Sign Up

Personal Information

First name *	<input type="text"/>	Last name *	<input type="text"/>
Title	<input type="text"/>	Primary e-mail (Login ID) *	<input type="text"/>
		Preferred language *	English <input type="text"/>

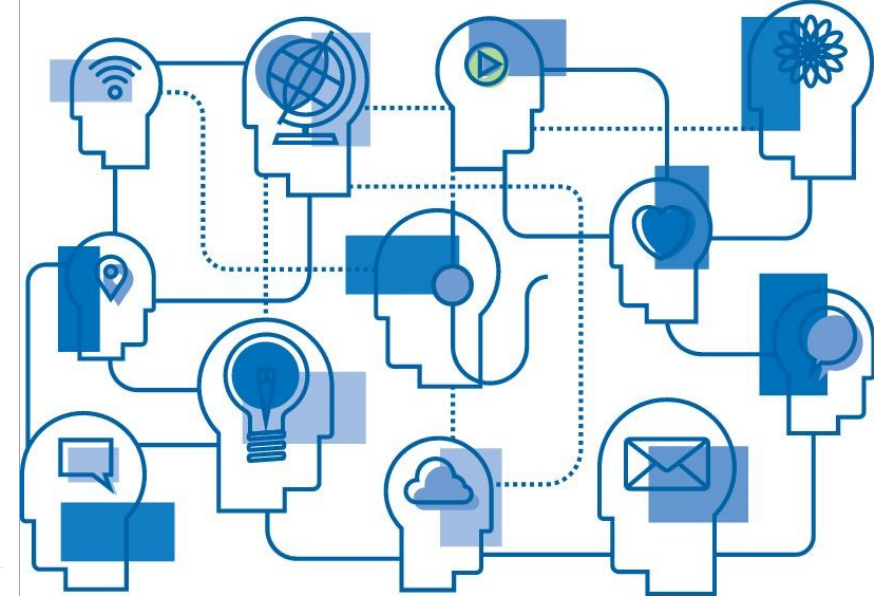
Business Address

Company Name *	<input type="text"/>	City *	<input type="text"/>
Address *	<input type="text"/>	Province/State *	<input type="text"/>
Suite/Floor/Office	<input type="text"/>	Country *	<input type="text"/>
Phone *	<input type="text"/>	Postal/Zip Code *	<input type="text"/>

Set Password

To set your password, please populate both fields.

New password *	<input type="text"/>
Confirm new password *	<input type="text"/>



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- ▶ STEP TWO – Remember your PTI Student ID number
 - ▶ This ID# will be mandatory and will be required by your trainers

HOME > ONLINE PROFILE

Online Profile

Navigation

- ▶ Online Profile
 - ▶ My profile
 - ▶ My certifications to work
 - ▶ Document centre

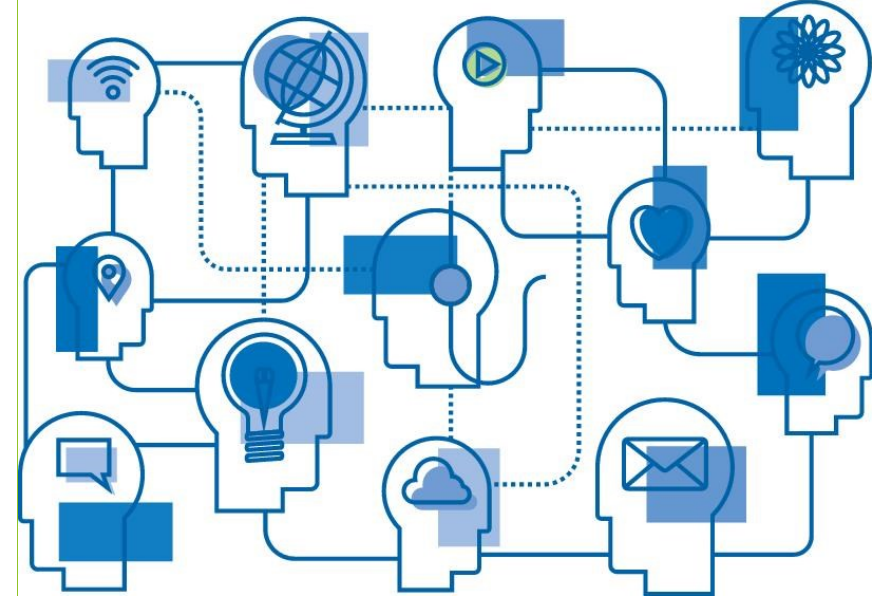
Welcome to your online profile, **TEST**

Individual Information

ID: 867486 (also Trainee ID number)

Company Name: TEST

Contact Type: Student



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- ▶ **STEP TWO (next) – Remember your PTI Student ID number**
 - ▶ You will be required to use it on all your exams



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Association canadienne du propane

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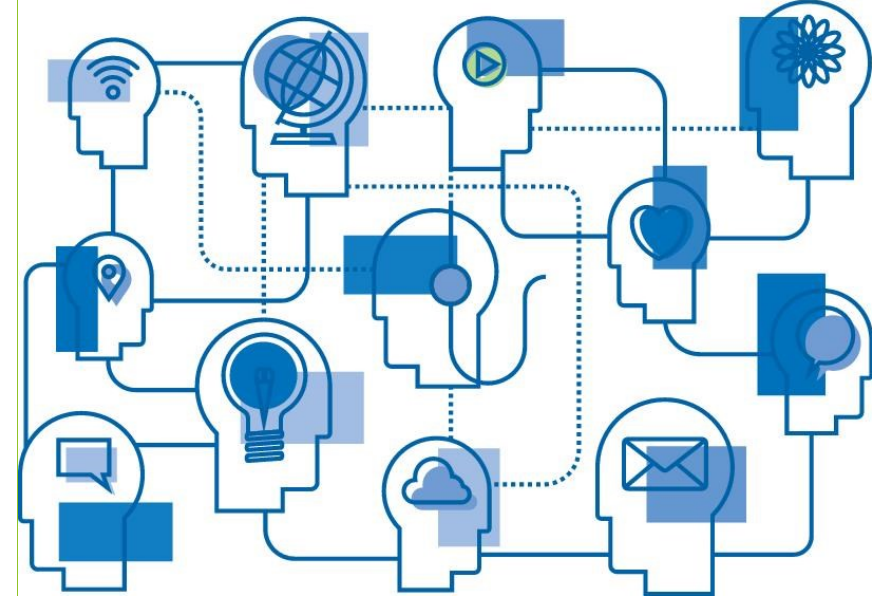
PROPANE TRAINING INSTITUTE

training@propane.ca
www.propane.ca
1.877.784.4636

100-01

PROPANE PUMP ATTENDANT

WRITTEN EXAM & PRACTICAL EVALUATION — VERSION 4.1



TO BE COMPLETED BY THE STUDENT

DATE:

FIRST NAME

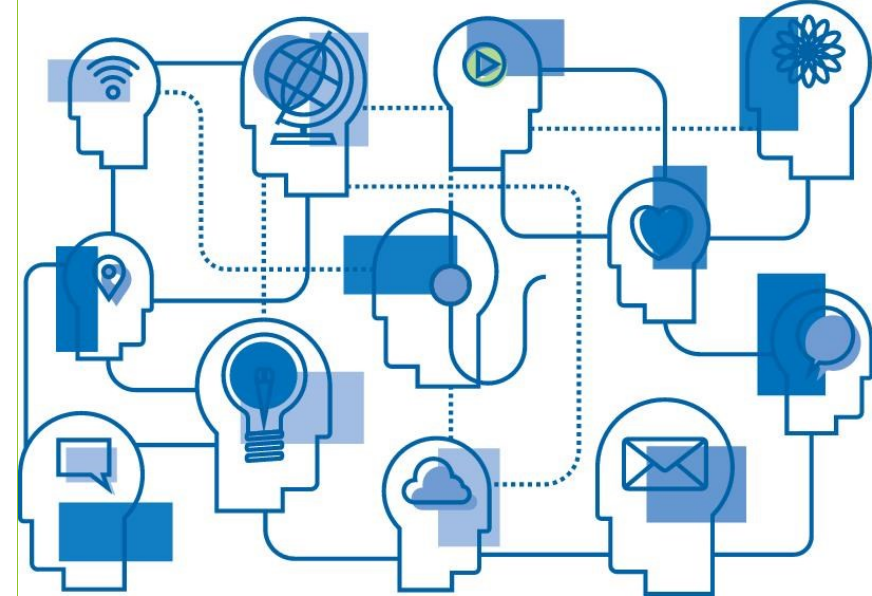
LAST NAME

PTI STUDENT ID#

I have taken this course before: YES NO I am a Canadian Propane Association / Propane Training Institute Trainer or Examiner: YES NO

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- ▶ STEP THREE - Complete your profile
 - ▶ Click on “Profile” and customize your preferences for receiving email communications. We strongly encourage you to at least select to receive updates from the CPA and PTI.



HOME > ONLINE PROFILE > MY PROFILE

My profile

Navigation

- ▶ Online Profile
 - ▶ **My profile**
 - ▶ My certifications to work
 - ▶ Document centre

My Profile

* Required Field.

Personal Information

First name *	<input type="text" value="Jacob"/>	Last name *	<input type="text"/>
Title	<input type="text"/>	Primary e-mail (Login ID) *	<input type="text"/>
Organization	<input type="text" value="TEST"/>	Preferred language *	<input type="text" value="English"/>

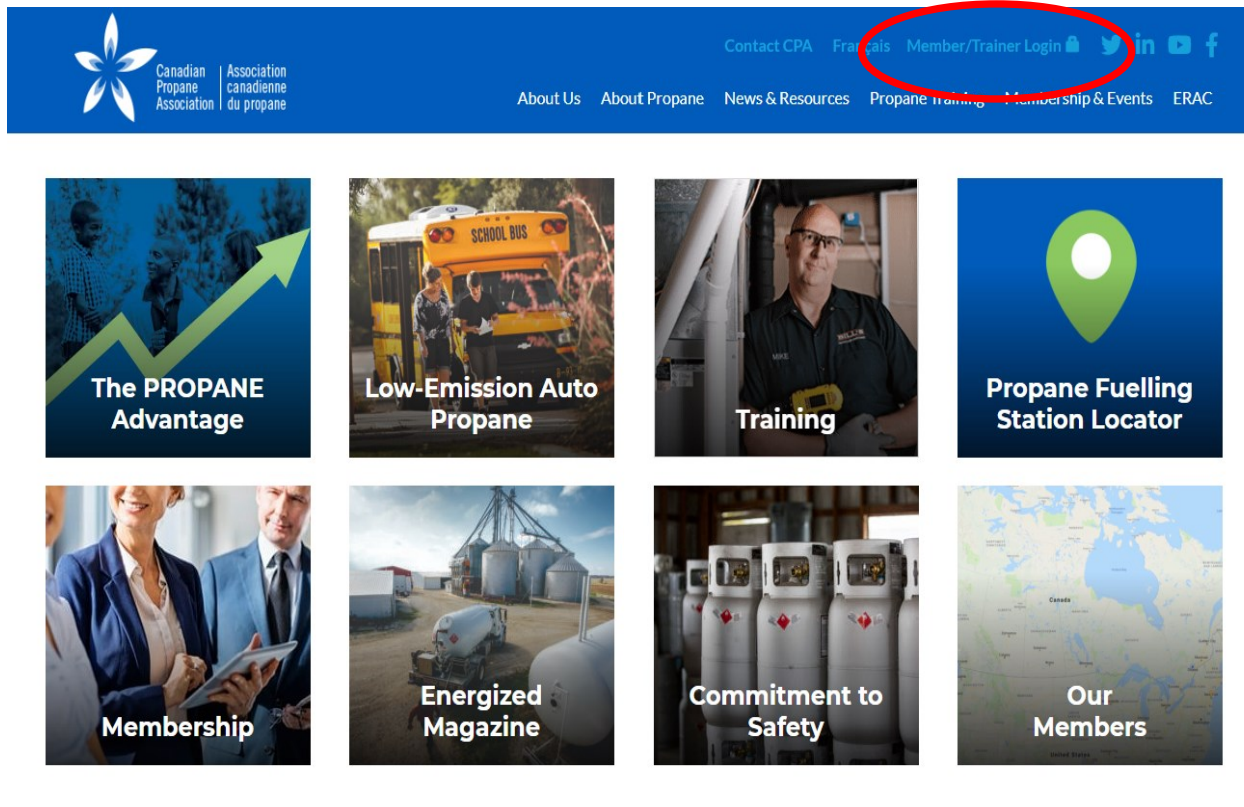
Primary Address

Address *	<input type="text" value="TEST"/>	Suite/Floor/Office	<input type="text" value="TEST"/>
City *	<input type="text" value="TEST"/>	Postal/Zip Code *	<input type="text" value="TEST"/>
Province/State *	<input type="text" value="Ontario"/>	Phone *	<input type="text" value="TES"/>
Country *	<input type="text" value="Canada"/>		

[Change Password](#)

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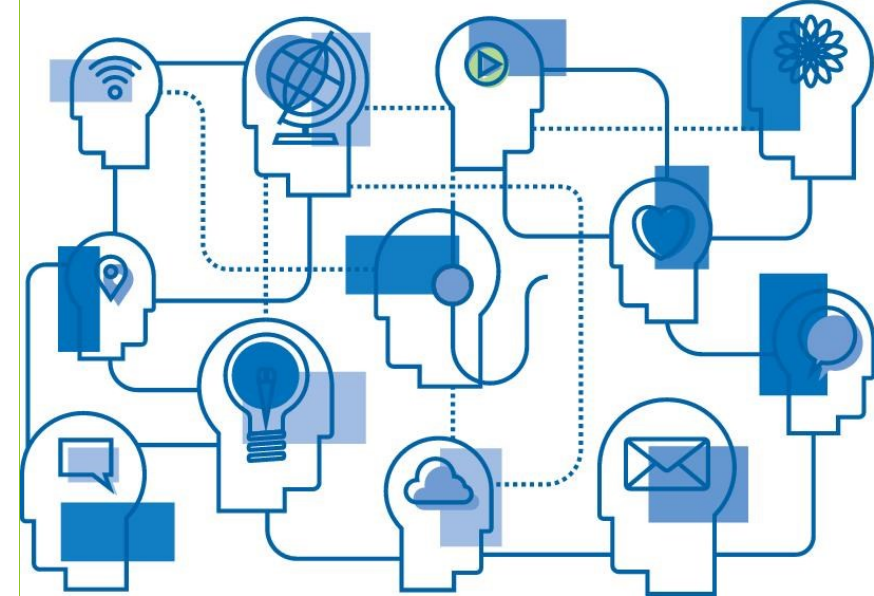
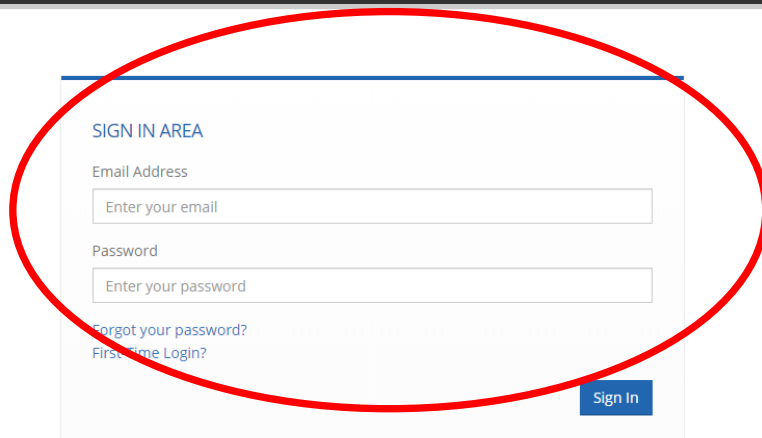
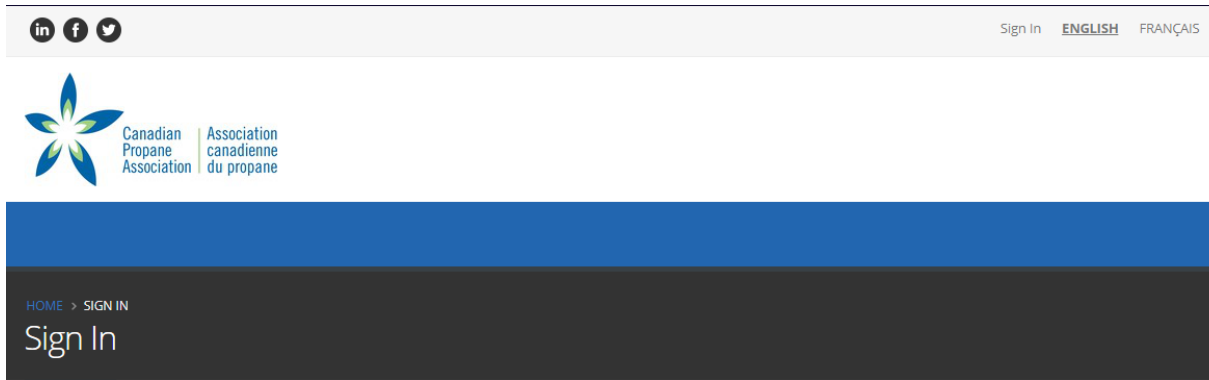
- ▶ STEP FOUR - Open a session
- ▶ Next time you want to log in please access the Canadian Propane Association website: <https://propane.ca/>
 - ▶ In the top right corner click on “Member/Trainer Login”



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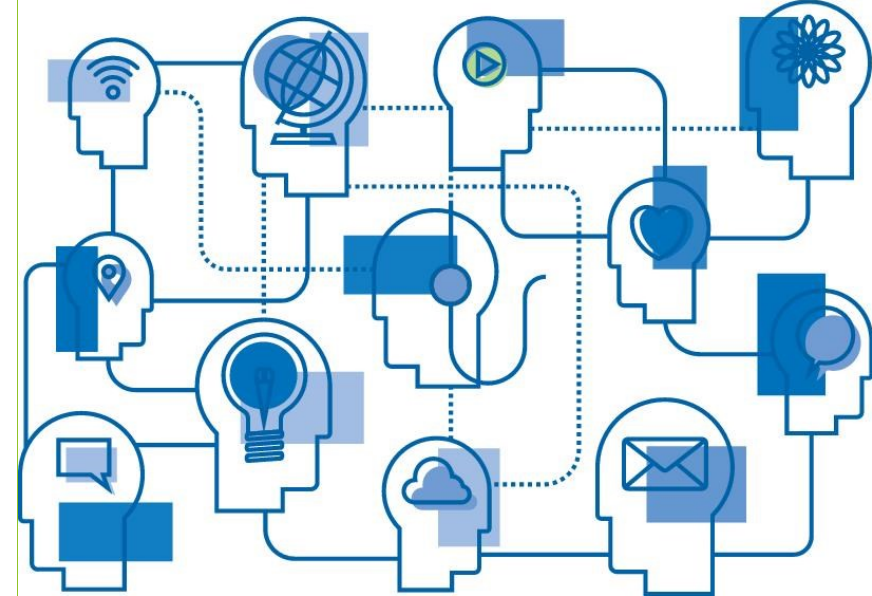
▶ STEP FOUR (next) - Open a session

- ▶ To access to your profile, enter your email address and password you choose



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- ▶ **STEP FIVE – Consult your sessions and certificates**
 - ▶ **NOTE:** Once you will have completed **your next training session using your Trainee ID#**, your certificate will be available under “My certifications to work”
 - ▶ They are in a PDF format, to the right and available in English and French



HOME > ONLINE PROFILE > MY CERTIFICATIONS TO WORK

My certifications to work

Navigation

▶ Online Profile

▶ My profile

▶ **My certifications to work**

▶ Document centre

My Sessions

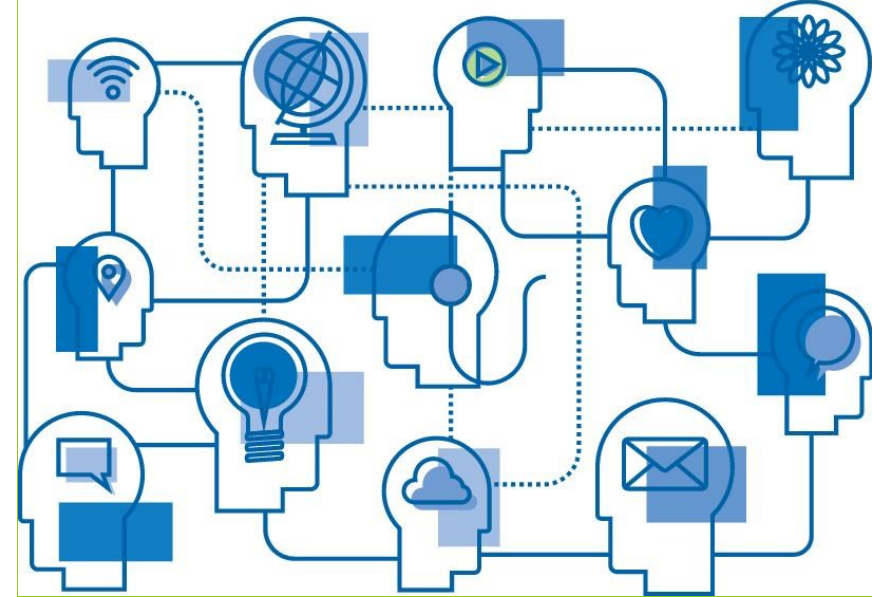
Course Code	Course name	Session Date	Certification Expiry Date	Trainer Name	Trainer Email	Grade	
100-01	Propane Pump Attendant	May 7, 2020	May 7, 2023	Melissa Michaud	melissamichaud@propane.ca	91	 
300-01	Bulk Truck Propane Delivery	Jun 10, 2020	Jun 10, 2023	Sophie Léger Cormier	sophielegercormier@propane.ca	100	 
200-02	Visual Re-Inspection of ASME Containers on Highway Vehicles	Jun 1, 2020	Jun 1, 2023	Nathalie St-Pierre	nathaliestpierre@propane.ca	90	 

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Please provide
feedback regarding this
new process at:
training@propane.ca



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