



# 700-00

## ELIGIBILITY PROCESS

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

VERSION 2.0



Canadian Propane Association | Association canadienne du propane

PROPANE TRAINING INSTITUTE  
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**ELIGIBILITY PROCESS FOR MASTER TRAINERS, SENIOR TRAINERS, TRAINERS AND EXAMINERS / 700-00 · VERSION 2.0**

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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

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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

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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.

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:

|  |  |  |
|--|--|--|
| <b>Category A<br/>CPA Member<br/>Trainer</b> | <b>ARE YOU:</b><br>an employee of a CPA Member<br>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. |
|  | <b>ARE YOU:</b><br>an employee of a CPA Member<br>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.   |

|   |  |   |
|---|--|---|
| <b>Category B<br/>Independent<br/>Trainer</b>   | <b>ARE YOU:</b><br>an individual, a registered<br>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:</b><br>an employee of a College,<br>a schooling institution or<br>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>ARE YOU:</b><br>an employee of an Independent<br>Trainer who provides training?                         | IF YES: Proof of liability insurance is not required <b>if you are a "Named Insured"</b> on the insurance document of the company and the document is on file and current.  |
| IF NO: Proof of two million dollars per incident of Comprehensive General Liability insurance must be provided at time of trainer set-up. |  |   |

### 3. Eligibility Requirements for Trainers/Examiners

|   | SKILLS                                | TRAINER TYPE  | EXPERIENCE / REQUIREMENTS*   | REQUIRED PROOF   |
|---|---------------------------------------|---|--|--|
| <b>QUALIFICATIONS</b>                               | Hold previous experience              | Master Trainers   | Ten years of experience in the propane industry  | Curriculum vitae<br>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<br>Proof of successful exam completion<br>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</i> course  | Attestation from the Master trainer  |  |

|                               | SKILLS   | TRAINER TYPE    | EXPERIENCE / REQUIREMENTS*   | REQUIRED PROOF  |
|-------------------------------|--|-----------------|--|---|
| <b>QUALIFICATIONS (SUITE)</b> | 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<br>The insurance may be held by the company or by an individual as <i>Named Insured</i> | Copy of insurance contract                                  |
| <b>TECHNICAL SKILLS</b>       | Knowledge of the properties of propane   | All             | Demonstrate knowledge of propane and its main properties   | Master trainer evaluation and attestation<br>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<br>Internal audit                                |
| <b>TRAINING SKILLS</b>        | Provide a positive learning environment  | All             | Establish a climate that promotes trust and discussion<br>Plan and adapt the course sequences to the teaching material                               | Master trainer evaluation and attestation<br>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<br>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<br>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"> <li>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*</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2) Repeat the entire certification process</li> <li>3) Maintain a valid proof of insurance at all times and provide annually</li> <li>4) Fully cooperate with the evaluation and internal audit processes prescribed by the CPA/PTI</li> <li>5) Sign the Declaration of Compliance with the <i>Code of Conduct and Practice form</i></li> </ol> | <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.**