



IT'S TIME FOR TRAINING & EDUCATION

Check out this year's schedule of training sessions and topics.
Make sure all your employees are certified.

THIS YEAR'S TRAINING WILL BE A COMBINATION OF E-LEARNING AND IN-PERSON TRAINING.

WHO SHOULD ATTEND?

Customer relations &
office personnel;

Management & sales
persons;

Drivers and delivery
personnel;

Field techs & service
persons;

Others who handle,
transport, store and
use propane.

WHERE

Days Inn & Suites
112 Tolley Drive
Bridgeport, WV
26330
304-842-7371

SPONSORED BY

West Virginia
Propane Gas Assn
107 S. West St #825
Alexandria, VA
22314

888.441-5454

wwpropanegas.org

SCHEDULE:

- ◆ **Basic Principles & Practices 1.0** (pre-requisite to all other modules) will be offered so each registrant studies at home or office. Then s/he will come in on June 12, 2018 for a 1/2 day review followed by lunch and testing.

Sign up your employees by **April 18, 2018** and they will start their learning online through PERC using the appropriate module. Their progress will be monitored and employees reminded to continue studying.

Then each registrant will attend a one day session in person where they will spend a half day reviewing the module and quizzes with a qualified instructor. After lunch, the test will be given and proctored.

PLEASE NOTE: Each applicant for this class must have access to an online computer and an individual email address. This email address **MUST** be provided when completing the registration form.

- ◆ **Installing Appliances & Interior Vapor Distribution systems 4.3.** One of the modules required by WV Fire Marshal, this class will be a 3-day in-person class which includes lunch each day and the test on the final afternoon. This class will be held June 13-15, 2018.

Class will be from 8 am - 5 pm each day. Breaks, lunches and test are included in the price. Registration for this course closes on **May 16, 2018**

ONSITE LOCATION:

The Days Inn & Suites,
112 Tolley Drive,
Bridgeport, WV 26330
(304) 842-7371

will be the site of the in-person training on June 12-15, 2018. The hotel is offering a special room rate of \$70/night for those who need overnight accommodations.

Registration and payment must be received NO LATER THAN
April 18, 2018 - Basic Principles & Practices 1.0;
May 16, 2018 - Installing Appliances & Vapor Distribution 4.3



BASIC PRINCIPLES 1.0

Online Study

Onsite Review & Test: June 12, 2018

Days Inn & Suites

Bridgeport, WV

REGISTRATION INFORMATION

*Deadline to register is April 18, 2018 * If registering after this date, call 888-441-5454*

Name: _____ Last 4 digits _____
of SS # _____

Email: _____

Name: _____ Last 4 digits _____
of SS # _____

Email: _____

Company: _____

Address: _____

C/S/Z: _____

Telephone: ____ / _____ Person Completing Form: _____

No. of Basic Principles Registrants: _____ x \$150.00 = \$ _____

Special Needs: _____

PAYMENT OPTIONS

_____ **Check Enclosed.** If paying by check mail to WVPGA, 107 S West St. #825 Alexandria, VA 22314

_____ **Paid Online.** Visit www.wvpropanegas.org to pay for registration online.

_____ **Credit Card** *WVPGA only accepts VISA/MasterCard.* Fax form to 703-530-9653 or email to wvpga@aol.com

Name on Credit Card: _____

Card Number _____ Exp Date _____ CVS _____

Billing Address _____

C/S/Z _____ Signature _____



INSTALLING APPLIANCES & VAPOR DISTRIBUTION 4.3

Onsite Class & Test: June 13-15, 2018
Days Inn & Suites, Bridgeport, WV

REGISTRATION INFORMATION

*Deadline to register is May 16, 2018 * If registering after this date, call 888-441-5454*

Name: _____ Last 4 digits _____
of SS # _____

Email: _____

Name: _____ Last 4 digits _____
of SS # _____

Email: _____

Company: _____

Address: _____

C/S/Z: _____

Telephone: ____ / _____ Person Completing Form: _____

No. of Vapor Distribution 4.3 Registrants: _____ x \$300.00 = \$ _____

Special Needs: _____

PAYMENT OPTIONS

_____ **Check Enclosed.** If paying by check mail to WVPGA, 107 S West St. #825 Alexandria, VA 22314

_____ **Paid Online.** Visit www.wvpropanegas.org to pay for registration online.

_____ **Credit Card** *WVPGA only accepts VISA/MasterCard.* Fax form to 703-530-9653 or
email to wvpga@aol.com

Name on Credit Card: _____

Card Number _____ Exp Date _____ CVS _____

Billing Address _____

C/S/Z _____ Signature _____

FOLLOW THESE RULES TO GET SUCCESSFULLY REGISTERED FOR CLASSES

Timely registration and payment rules will be in effect. Please note the following:

1. Registration is on a **first-come, first paid basis**. This is due to the fact that WVPGA has to pre-pay for books, tests, and food. Because of the large number of students who participate, WVPGA **cannot** bill or invoice any company or individual.
2. Payment may be made by check or money order, credit card (**Visa or MasterCard**) or via our **ONLINE PAYMENT PAGE!**
3. Sign up for all the classes you want in advance. There are space limitations for class scheduled.
4. Registration forms may be found on the website, **www.wvpropanegas.org**. Registrations will be accepted by fax (703) 530-9653 or email (wvpga@aol.com) if paying by credit card. If using USPS, make sure a check/money order covering payment is enclosed.
5. Registrations received without any form of payment will be put on a "waiting list" until payment is made. Paid registrations take precedence over waiting list registrations.
6. Make sure you include a legibly written/typed email address so that acknowledgements and important information may be provided.
7. **No refunds will be made once the registration is submitted. Again, NO REFUNDS. Please do not ask.**
8. All students are required to bring pencils, paper, and a government-issued ID card to each class.
9. Note that the onsite classes begin at 8 am. A morning break and lunch is included in the registration price.
10. The instructor WVPGA has engaged to teach want a positive and informative experience for everyone in the classes. Students who are disruptive, belligerent or in any way interfere with the learning process will be excused from the class at the instructor's discretion. No refund will be made in these cases.

**OPEN PROMPTLY
TRAINING
OPPORTUNITIES
INSIDE**