

STATE OF NEVADA



BOARD FOR THE REGULATION OF LIQUEFIED PETROLEUM GAS

How to Obtain a Certificate of Competency Guidebook



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Introduction

The Nevada Board for the Regulation of Liquefied Petroleum Gas (LP-Gas Board) requires all licensees who hold a class 1A, 1B, 2A, 3A, 3B, 3C, 3D, or 3E license to allow only a **qualified person** in their employ to perform **safety sensitive functions**.

- A *qualified person* is defined as a person who holds a Certificate of Competency which corresponds to the type of work performed by the person.
- A *safety sensitive function* is defined as the delivery of LP-Gas to a container or the manufacture, fabrication, assembly, installation or repair of any system, container, apparatus or appliance for the storage, transportation, dispensation or utilization of LP-Gas.

Depending on your job duties, you may be required to hold more than one type of COC.

PLEASE NOTE: Any person performing a safety sensitive function without holding a COC that corresponds to the type of work being performed is guilty of a misdemeanor and subject to criminal prosecution. Any person or business that allows a person in their employ to perform a safety sensitive function without holding a COC that corresponds to the type of work being performed is subject to disciplinary action being taken against their license, is guilty of a misdemeanor and is subject to criminal prosecution.

1. Application

A *Certificate of Competency (COC) Application* must be submitted to the Board office with the required fees and documentation to obtain a COC.

The application is located in the Annex.

2. Fees

The fee for obtaining an original COC is:

\$70.00	Application Fee
\$35.00	Certificate Fee
\$105.00	TOTAL

The fee covers up to 12 COC types per applicant and, if necessary, you may re-take the exam(s) two additional times within 90 days of the original examination without paying any additional fees.

3. Requirements

There are two ways to obtain an original COC:

- 1) Meet the eligibility requirements for reciprocity.
- 2) Successfully complete an examination for each type of COC you require.

4. COC Certification Categories

There are currently 12 COC *types*:

TYPE	DESCRIPTION
Legal	A person who is engaged in the management of a business with a classification of 1A, 1B, or 2A.
Cylinder	A person who is engaged in the repair, installation, filling and delivery of LP-Gas exchange cylinders.
Piping	A person who is engaged in the installation or repair of LP-Gas piping
Recreational Vehicle	A person who is engaged in the installation or repair of LP-Gas systems on recreational vehicles
Industrial	A person who is engaged in the installation or repair of LP-Gas industrial facilities, bulk plants, vaporizers and dispensers.
Carburetion	A person who is engaged in the installation or repair of LP-Gas fuel systems.
Install	A person who is engaged in the installation or repair of LP-Gas containers, the installation of regulators, the performance of leak checks and the placement of appliances back into service.
Bulk	A person who is engaged in the bulk delivery of LP-Gas, the performance of leak checks and the placement of appliances back into service.
Rail	A person who is engaged in the unloading of LP-Gas railroad tank cars and the loading and unloading of LP-Gas cargo tanks.
Appliance	A person who is engaged in the installation or repair of LP-Gas appliances.
Venting	A person who is engaged in the installation or repair of LP-Gas venting
Flame Effects	A person who is engaged in the installation or operation of LP-Gas flame effects.

5. Reciprocity

To obtain an original COC by reciprocity you must provide proof to the Board Staff that you are certified by a public agency or private entity that has been approved by the Board.

Below is a list of certifications that have been approved for each type of COC issued by the Board:

COC TYPE	CETP*	OTHER
LEGAL	N/A	N/A
CYLINDER	2.0, 2.4	Ferrellgas – RTT Level 1 Ferrellgas – RTT Level 2 AmeriGas – Entry Level Utility/Dock/Driver AmeriGas - #20 Production Training
PIPING	4.3	N/A
RECREATIONAL VEHICLE	N/A	RVDA-RVIA Service Technician Certification
INDUSTRIAL	N/A	N/A
CARBURETION	N/A	N/A
INSTALL	2.5, 4.1 & 4.2	Ferrellgas – RTT Level 3 AmeriGas – Service Technician
BULK	2.0, 2.2	Ferrellgas – RTT Level 2 AmeriGas – Entry Level Driver
RAIL	3.6	Ferrellgas – Rail Tank Car AmeriGas Rail Car
APPLIANCE	4.4 & 4.5	N/A
VENTING	4.3, 6.0	N/A
FLAME EFFECTS	N/A	N/A

* CETP = Certified Employee Training Program administered by the National Propane Gas Association (NPGA)

Anyone wishing to utilize Board approved CETP training for reciprocity must provide an official transcript of their CETP training with their application. Transcripts can be obtained from Industrial Training Services, Inc. (ITS). Instructions on how to obtain a transcript can be found in the Annex.

Anyone wishing to utilize other Board approved certificates must provide an official transcript of the certifications with their application.

If you would like the Board to review and consider a certification from a public agency or private entity for reciprocity that is not listed above, you can contact the Board office for assistance.

6. Examinations

- Passing score for all exams is 85%.
- There is a time limit on each exam.
- Exam questions are multiple choice.
- Exams are open book utilizing the following documents:
 - Nevada Administrative Code (NAC)
 - Nevada Revised Statutes (NRS)
 - NFPA 54
 - NFPA 58
 - NFPA 160
 - NFPA 501A
 - NFPA 1192
- You must provide your own open book materials.
- Exams are held in various locations across Nevada.

Below is a breakdown of each exam:

COC TYPE	QUESTIONS	PRIMARY REFERENCE*	TIME LIMIT (hours)
LEGAL	30	NRS 590.465 to 590.645 NAC 590.100 to 590.690	2.5
CYLINDER	35	NFPA 58 (2020)	3.0
PIPING	30	NFPA 58 (2020) NFPA 54 (2017)	2.5
RECREATIONAL VEHICLE	30	NFPA 1192 (2008) NFPA 58 (2020)	2.5
INDUSTRIAL	50	NFPA 58 (2020) NFPA 54 (2017)	4.25
CARBURETION	25	NFPA 58 (2020)	2.25
INSTALL	25	NFPA 58 (2020) NFPA 54 (2017)	2.25
BULK	35	NFPA 58 (2020) NFPA 54 (2017)	3.0
RAIL	20	NFPA 58 (2020)	2.25
APPLIANCE	30	NFPA 54 (2017)	2.5
VENTING	25	NFPA 54 (2017)	2.25
FLAME EFFECTS	20	NFPA 160 (2011)	2.25

* The exam is primarily based on these reference materials. Not all answers are found in the listed reference materials

7. Study Guide

The Board does not provide a study guide for the exams. All of the exams are “open book”, if you are competent in your job duties and familiar with how to look things up in the reference materials, you should be prepared for the exam(s).

8. Scheduling an Exam

Exams can be scheduled by contacting the Board office. To receive email notifications of scheduled exams go to: <http://www.nvlpgasboard.com> and sign up for the email distribution list.

9. Contacts

Below is a list of useful contacts:

Propane Education & Research Council (PERC) – Obtain official transcripts of completed CETP training.

Website: <https://training.propane.com>

Phone: (202-452-8975)

National Fire Protection Association (NFPA) – Purchase NFPA codes and standards.

Website: <http://www.nfpa.org/catalog/>

Phone: (800) 344-3555

Email: custserv@nfpa.org

Nevada LP-Gas Board – Scheduling COC exams and requesting further information.

Website: <http://www.nvlpgasboard.com/>

Phone: (775) 687-4890 ext. 201

Email: admin@nvlpgasboard.com/

Nevada Propane Dealers Association (NPDA) – Association representing the propane industry in NV.

Website: <http://www.nvpropane.net/>

Phone: (775) 853-8464

Email: nvpropane@gmail.com

10. Annex

The following forms and information are provided to assist you:

- CETP Course descriptions
- Certificate of Competency Application

Certified Employee Training Program (CETP) Course Descriptions	
No.	Description
1.0	Basic Principles & Practices
2.1	Propane Delivery Operations (PDO)
2.2	Bobtail Delivery Operations (BDO)
**2.3	Operating a Transport to Deliver Propane
2.4	Operating a Cylinder Delivery Vehicle
**2.5	Operating a Truck, Tank Trailer or Tractor/Trailer to Deliver or Relocate ASME Tanks
3.0	Basic Plant Operations
3.5	Performing Cargo Tank Product Transfers
3.7	Maintaining DOT Intermodal (IM) Tanks
3.6	Performing Railcar Product Transfers
4.1	Layout, Design and Selection of a Vapor Distribution System
4.2	Preparing and Installing Vapor Distribution Systems
4.3	Installing Appliances and Interior Vapor Distribution Systems
4.4	Basic Electricity for Propane Appliance Service
4.5	Basic Appliance Service and Troubleshooting
5.1	Designing & Installing Dispenser Transfer Systems
**6.0	Appliance Installation
7.0	Applying Basic Electricity
8.0	Large Industrial/Commercial Gas-Fired Equipment Connection and Service

**Courses are no longer being offered by CETP



Nevada Board for the Regulation of Liquefied Petroleum Gas

Post Office Box 338 • Carson City, Nevada 89702
106 East Adams Street, Suite 216 • Carson City, NV 89706
Phone: (775) 687-4890 • Fax: (775) 687-3956
www.nvlpgasboard.com • admin@nvlpgasboard.com

Certificate of Competency (COC) Application

1. Read all instructions carefully. **The Board desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only.** A complete application includes all applicable supporting documents and fees. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your COC application. Incomplete applications will be returned to you.
2. **Please type or print when completing this form and make sure it is properly signed.**
3. **Include the required application fees and a copy of the applicant's current driver's license.** Application fees are non-refundable.

SECTION 1 – TYPE OF APPLICATION

- NEW** Application for a new COC by submitting to the **exam(s)** or meeting eligibility requirements for **reciprocity**.
- RENEWAL** Application for the renewal of a COC by submitting to the **exam(s)** or the completion of 8 Board approved Continuing Education Units (**CEU's**). Application must be received prior to the expiration of your COC.

SECTION 2 – TYPES OF COC'S REQUESTED

- LEGAL:** A person who is engaged in the management of a business with a classification of 1A, 1B, or 2A.
- CYLINDER:** A person who is engaged in the repair, installation, filling and delivery of LP-Gas exchange cylinders.
- PIPING:** A person who is engaged in the installation or repair of LP-Gas piping.
- RECREATIONAL VEHICLE:** A person who is engaged in the installation or repair of LP-Gas systems on recreational vehicles.
- INDUSTRIAL:** A person who is engaged in the installation or repair of LP-Gas industrial facilities, bulk plants, vaporizers and dispensers.
- CARBURETION:** A person who is engaged in the installation or repair of LP-Gas vehicle fuel systems.
- INSTALL:** A person who is engaged in the installation or repair of LP-Gas containers, the installation of regulators, the performance of leak checks and the placement of appliances back into service.
- BULK:** A person who is engaged in the bulk delivery of LP-Gas, the performance of leak checks and the placement of appliances back into service.
- RAIL:** A person who is engaged in the unloading of LP-Gas railroad tank cars and the loading and unloading of LP gas cargo tanks.
- APPLIANCE:** A person who is engaged in the installation or repair of LP-Gas appliances.
- VENTING:** A person who is engaged in the installation or repair of LP-Gas venting.
- FLAME EFFECTS:** A person who is engaged in the installation or operation of LP-Gas flame effects.

SECTION 3 – FEES

Application Fee: A \$70 non-refundable application fee is required for each application submitted to the Board for a new COC or the renewal of a COC by submitting to the exam(s). This application is valid for the administering of 3 separate COC exams within a 90 day period.

Certificate Fee: A \$35 fee will be assessed for the certificate that will be issued after successful completion of the requirements. The certificate will be valid for one year. This fee can be paid now or it will be billed after the requirements are met.

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \boxed{\hspace{2cm}}$$

(Application fee) (Certificate fee) (AMOUNT ENCLOSED)

SECTION 4 – APPLICANT NAME AND ADDRESS

Applicant Name: _____ **COC #:** _____

Mailing Address: _____
(Street Address or P.O. Box)

(City) (State) (Zip)

Phone No.: _____ **Cell No.:** _____

E-mail: _____

Drivers License #: _____ **State:** _____ **Class:** _____ **Endorsements:** _____

Employer Name: _____

Physical Address: _____
(Street Address)

(City) (State) (Zip)

Phone No.: _____ **Email:** _____

Have you ever been issued a Certificate of Competency (or equivalent) in this or any other states?

Yes No If so, who, under what name, when, and in what states. _____

SECTION 5 – CONTINUING EDUCATION OR RECIPROCITY

To obtain a **NEW COC without** submitting to the examination(s) you must provide proof of meeting the eligibility requirements for reciprocity. List all certifications you wish to use to meet the eligibility requirements in the space below.

To **RENEW** your COC **without** submitting to the examination(s) you must provide proof of the completion of a minimum of 8 CEU's from any course(s) approved by the Board. These CEU's must have been completed during the period your current COC was valid. List all the Board approved CEU's you wish to use to meet the eligibility requirements in the space below.

You **must** attach copies of all certificates. A list of all Board approved CEU's and reciprocity items and their ID Number can be obtained from the Board's website or by contacting the Board office.

DATE ISSUED	BOARD ID NUMBER	CERTIFICATION TITLE	CEU VALUE

(attach additional sheets if necessary)

TOTAL CEU Values Submitted

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SECTION 6 – DECLARATION AND AUTHORIZED SIGNATURE

The applicant understands that failure to comply with Nevada statutes and regulations may result in the revocation of their COC.

The applicant agrees that the information provided herein is true and accurate and understands that this application will be classified as a public record and will be available for inspection by the public.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Executed on _____ (date) _____ (signature)
 _____ (print name)

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

ID Verified Photo #: _____ Area: _____ COC #: _____
 Certifications Verified

COC EXAM TYPE	DATE _____		DATE _____		DATE _____	
	EXAM #	SCORE	EXAM#	SCORE	EXAM #	SCORE
LEGAL						
CYLINDER						
PIPING						
RECREATIONAL VEHICLE						
INDUSTRIAL						
CARBURETION						
INSTALL						
BULK						
RAIL						
APPLIANCE						
VENTING						
FLAME EFFECTS						

Fee received: _____ Check No.: _____

Processed by: _____

