



**A 2-DAY CERTIFICATION COURSE**

**April 25-26,  
2012**

**8:30 AM**

***Location:***

**Canadian Propane Association  
Suite 800, 717 - 7th Ave. S.W.  
Calgary, AB**

**Register before  
April 17, 2012.  
Limited to 8  
participants.**

**Workshop Leader:**

*Chris Jodouin  
Escalade Training  
Your Health & Safety Training Partner*

Chris brings over 25 years consulting and training experience in occupational health & safety. He is an Independent Trainer and Facilitator for the Propane Training Institute.



## **Train-the-Trainer PTI Course 700-01 Propane Training Institute**

**INSTRUCTION & CERTIFICATION TO:**

- ✓ ***Improve your teaching skills***
- ✓ ***Qualify as a PTI Trainer***

This Train-the-Trainer workshop is a prerequisite for those wishing to be certified as a Trainer of PTI courses. It focuses on skill development through a variety of interactive methods.

Participants will:

- ◆ Discover basic principles of how adults learn
- ◆ Assemble a "tool box" of basic teaching skills
- ◆ Practice new skills by preparing and presenting mini-lessons
- ◆ Give and receive constructive feedback
- ◆ Review the PTI Code of Practice and Trainer Manual
- ◆ Feel more confident and competent as a trainer

*Join us in a small group environment. This workshop is limited to 8 participants.*

***For more details, contact ...***

**Chris Jodouin  
Escalade Training**

**Calgary: (403) 818-8118  
Toll Free Tel: 1-866-374-1766  
Email: [cjodouin@escalade.ca](mailto:cjodouin@escalade.ca)**

Registration form on page 2...



1-866-374-1766

A Division of Escalade Services Group Inc.



## REGISTRATION FORM

Train-the-Trainer (PTI 700-01)

April 25-26, 2012

Canadian Propane Assoc.: 8th Floor, 717 - 7<sup>th</sup> Avenue SW, Calgary



### How to Register...

This course is open to those who meet the criteria for PTI Trainer. Please refer to the Trainer Criteria Sheet and Trainer Application Form for details.

**PLEASE SUBMIT A SEPARATE REGISTRATION FOR EACH PARTICIPANT.**

1. Complete the Trainer Application Form.
2. Complete this Registration Form.
3. FAX the Trainer Application and Registration Form to 1-866-831-9645.
4. Payment is due by April 25, 2012\*. Pay by:
  - ◆ VISA or MASTERCARD, or ...
  - ◆ Mail\* company cheque payable to ESCALADE SERVICES GROUP INC to:  
Escalade Services Group Inc., 320 Hawkcliff Way NW, Calgary, AB T3G 2W7

### Registration Fees:

(check applicable boxes):

Workshop \$725.<sup>00</sup>

Plus:

**PTI Trainer Setup Fee†**

*Fee may be less if candidate is currently a PTI Examiner.*

Indicate # PTI course codes you wish to instruct after certification:

- 1-3 course codes \$150.<sup>00</sup>
- 4-6 course codes \$175.<sup>00</sup>
- 7-9 course codes \$200.<sup>00</sup>
- 10-15 course codes \$225.<sup>00</sup>
- 16+ course codes \$275.<sup>00</sup>

Plus:

GST \$ \_\_\_\_\_

**TOTAL DUE \$ \_\_\_\_\_**

† Fee for PTI Trainer setup, certificate, and card.

### PARTICIPANT INFORMATION: (PLEASE PRINT)

Participant's Name \_\_\_\_\_ Position \_\_\_\_\_

Organization Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Organization Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_ MC \_\_\_ VISA Credit Card #: \_\_\_\_\_ Exp. Date \_\_\_ 3-digit code: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cheque #: \_\_\_\_\_ (Make cheques payable to Escalade Services Group Inc.)

\* Course fees must be received in full prior to start of course. Written cancellations received by Escalade Services Group up to 7 business days prior to start of course will be refunded; a cancellation fee of \$75 per person + GST will apply. Escalade Services Group reserves the right to cancel or change: date, location, or other course arrangements and assumes no liability for changes.



Revised Nov. 2011

## **CRITERIA FOR P.T.I. TRAINERS**

### **About PTI Trainers**

Trainers are individuals who are authorized\* to conduct classroom instruction of PTI courses. Trainers must successfully complete the “Train-the-Trainer” course (700-01) that provides them with the skills to conduct training sessions. A Trainer facilitates both the learning and examination process of the PTI training system. All Trainers certified by the Propane Training Institute must comply with the Code of Practice.

\* The PTI Code of Practice indicates that Trainers who work for a Member Company of the Canadian Propane Association are authorized to instruct their own employees and customers of the Member Company.

\* Trainers who do not work for a Member Company will be classified as Corporate Trainers, and will be authorized to train only employees of the same company they are identified with on their PTI Trainer Application.

\* Trainers must purchase an original student workbook and exam for each student being instructed.

### **Trainer Qualifications and Application Procedure**

*The following is a summary of requirements. Please contact the Propane Training Institute (403-543-6507) or Escalade Services Group (403-818-8118) if you require further details.*

1. Applicant must have 3 years relevant industry experience to be a Trainer.
2. Applicant must achieve at least 85% on their personal written and practical exams for each course that they wish to instruct.
3. Applicant must complete PTI Course 700-01 Train-the-Trainer.
4. Companies and organizations not belonging to the LPG Emergency Response Plan must have \$2,000,000 per incident of Comprehensive General Liability insurance.
5. Applicant must complete a Trainer Application Form. Submit the application form to Escalade Training, for review. Fax applications to 1-866-831-9645. There is no charge for review of applications. Approved application forms will then be signed and forwarded to PTI for processing.
6. Approved Trainers will receive a PTI card and Trainer identification number.
7. PTI administration fee for trainer registration and trainer materials will vary, depending on how many different course codes the individual wishes to be certified to teach. (Example: If you wish to instruct 100-01, 100-03 and 400-01 this counts as 3 course codes.)



## TRAINER APPLICATION FORM

### PART I – Demographic Data (to be completed by applicant)

Name:					
Employer:					
Business Address:					
City		Prov.		Postal Code:	
Business Tel:		Business Fax:		Cell:	
Business e-mail address:					
Home Address:					
City		Prov.		Postal Code:	
Home Tel:		Home Fax:		Cell:	
Home e-mail address:					

### PART II – Experience (to be completed by applicant)

*At the time of this application:*

Are you 18 years of age or over?	<input type="checkbox"/>	yes	<input type="checkbox"/>	No
Are you actively involved in the Propane Industry?	<input type="checkbox"/>	yes	<input type="checkbox"/>	No
Years of propane experience?				
If yes, position currently held?				

**PART III – Education (to be completed by applicant)**

List any courses (dates and locations) that you have taken or certificates/licenses that you hold relative to the Propane Industry. Include course code or course title. *Include date course taken or expiry date shown on your certificate.*


List any previous instructional experience/certification:


I certify that the above information is correct and that the Licensee named below has reviewed with me the training material presentation and administrative procedures and the Code Of Practice requirements which I agree to adhere to if my application is accepted by the Propane Training Institute for qualification as a training provider of the Propane Training Institute training courses listed below.

\_\_\_\_\_

**Applicant’s Signature**

**PART IV – Recommendation (to be completed by Facilitator / PTI):**

I \_\_\_\_\_ certify that the above named individual is qualified to instruct or examine the following Canadian Propane Association training courses. (if a Certificate No. is not provided an exam must be attached)

	<b>Course #</b>	<b>Course Name</b>	<b>Certificate #</b>
_____	100-01	Propane Pump Attendant	_____
_____	100-02	Filling Auto Propane Tanks	_____
_____	100-03	Transportation of Dangerous Goods	_____
_____	100-04	Cylinder Visual Inspection * Re-qualification	_____
_____	100-05	Inspection of Vapour Pressure Relief Valves	_____
_____	100-06	Visual Inspection of Propane Tanks	_____
_____	100-08	Cylinder Filling	_____
_____	200-01	Highway Vehicle Conversion/Inspection	_____
_____	200-02	Visual Re-Inspection of ASME Containers	_____
_____	300-01	Bulk Truck Drivers	_____
_____	300-02	Rail Car Unloading	_____
_____	400-01	Connection & Use of Construction Heaters up to 400,000 BTU	_____
_____	400-02	Inspection & Maintenance of Construction Heaters	_____
_____	400-03	Connection & Use of Construction Heaters over 400,000 BTU	_____
_____	400-04	Filling Propane Carburetion Cylinders by Volume	_____
_____	400-05	Propane Fuelled Hot Tar or Bitumen Rd.Tankers/Kettles	_____
_____	400-06	Propane Carburetion Cylinder Exchange	_____
_____	400-07	Filling Propane Carburetion Cylinders by Weight	_____
_____	400-08	Connection and Use of Propane Torches	_____

Dated in \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Licensee / Facilitator Signature: \_\_\_\_\_