



**CHEM**Safety  
Division of Escalade Services Group Inc.

**April 21-22, 2020**

**8:30 AM**

*Location:*

Holiday Inn Express & Suites  
2373 Banff Trail NW  
Calgary, Alberta

**Register before  
April 14, 2020.  
Limited to 8  
participants.**

**Workshop Leader:**

*Chris Jodouin*  
CHEM Safety  
PTI Regional Business Partner, Prairies

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.



**A 2-DAY CERTIFICATION COURSE**

# **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 experienced propane handlers who want to be certified as a Trainer of Propane Training Institute (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
- ◆ 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**  
**CHEM Safety**  
**cjodouin@chemsafety.ca**  
**Calgary: (403) 818-8118**  
**Toll Free Tel: 866-374-1766**

Registration form on page 2...



**CHEM Safety**  
Division of Escalade Services Group Inc.

## REGISTRATION FORM

**Train-the-Trainer (PTI 700-01)**

**April 21 & 22, 2020**

**Holiday Inn Express & Suites, 2373 Banff Trail NW, Calgary, AB**

*Limited to 8 participants.*

### *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. (Parts I, II, and III).
2. Complete this Registration Form.
3. FAX the Trainer Application and Registration Form to 1-866-831-9645, or email to [cjodouin@chemsafety.ca](mailto:cjodouin@chemsafety.ca).
4. Payment is due by April 21, 2020 Pay by:
  - ◆ VISA or MASTERCARD (do not email card info), or ...
  - ◆ Mail\* company cheque payable to ESCALADE SERVICES GROUP INC to:  
Escalade Services Group Inc., PO Box 84022, Calgary, AB T3A 5c4

### Registration Fees:

(check applicable boxes):

2 Fees (Workshop + Setup):

**Workshop** \$950.<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 \_\_\_\_\_

City/Prov./Postal Code \_\_\_\_\_ 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. After this time, fees are non-refundable. Escalade Services Group Inc. reserves the right to cancel or change: date, location, or other course arrangements and assumes no liability for changes.



# CHEM Safety

Division of Escalade Services Group Inc.

Revised Feb. 2018

## CRITERIA FOR P.T.I. TRAINERS

### About PTI Trainers

Trainers are individuals who are authorized\* to conduct classroom instruction of Propane Training Institute (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 CHEM Safety (403-818-8118) if you require further details.*

1. Applicant must have 3 years related propane-handling 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. A copy of your organization’s Certificate of Insurance will be required annually.
5. Applicant must complete a Trainer Application Form (Parts I, II, III). Submit the application form to *CHEM Safety*, for review. Fax applications to 1-866-831-9645, or email to [cjodouin@chemsafety.ca](mailto:cjodouin@chemsafety.ca). 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 Trainer card and identification number from the Propane Training Institute.
7. PTI administration fee for trainer registration and reference 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.)

**APPLICATION FORM – 700-00 v.1**

**Making a false statement may result in a fine and / or revocation of authorization. Failure to provide required information will result in delayed processing.**

**Personal Contact Information**

<b>First Name:</b>	Enter your Name.	<b>Last Name:</b>	Enter your Last Name		
<b>Category of Trainer</b>	<input type="checkbox"/> Employee of a CPA Member and ERAC Plan Participant				
	<input type="checkbox"/> Employee of a CPA Member not an ERAC Plan Participant				
	<input type="checkbox"/> An Independent trainer				
	<input type="checkbox"/> An Independent trainer employed by a Company (In-House Trainer)				
	<input type="checkbox"/> An Independent trainer affiliated to a Company (Affiliate Trainer)				
	<input type="checkbox"/> An Independent trainer affiliated to a College, an Institution or to government.				
<b>Company:</b>	Enter the name of the company you work for.				
<b>Job Title:</b>	Enter your current job title.				
<b>Address:</b>	Enter your mailing address.				
<b>City:</b>	Enter your city.	<b>Province:</b>	Select a Province	<b>Postal Code:</b>	Enter your postal code.
<b>Email:</b>	Enter your email address.				
<b>Phone:</b>	Enter your phone number.	<b>Mobile:</b>	Enter your cell number.		

**Type of Trainer and Courses Requested**

**Indicate for which category of trainer you apply for (see Table *Eligibility Requirements for Trainers/Examiners*) and which PTI Courses you want to teach.**

<b>Trainer Type:</b>	<input type="checkbox"/> Master Trainer				
	<input type="checkbox"/> Trainer				
	<input type="checkbox"/> Senior Trainer				
	<input type="checkbox"/> Examiner	Referred by Senior Trainer or Master Trainer: Enter the Senior Trainer Name			

<b>S e l e c t h e</b>	<input type="checkbox"/> 100-01 / Propane Pump Attendant	<input type="checkbox"/> 300-03 / Butane Rail Car Unloading
	<input type="checkbox"/> 100-02 / Filling Auto Propane Tanks	<input type="checkbox"/> 300-05 / Cargo Loading & Securement
	<input type="checkbox"/> 100-03 / Transportation of Dangerous Goods -	<input type="checkbox"/> 400-01 / Connection & Use of Construction
	<input type="checkbox"/> 100-04 / Cylinder Inspection & Requalification	<input type="checkbox"/> 400-02 / Inspection & Maintenance of Con-
	<input type="checkbox"/> 100-07 / TDG - Propane Hose Inspection &	<input type="checkbox"/> 400-03 / Connection & Use of Construction
	<input checked="" type="checkbox"/> 100-08 / Filling Propane Cylinders	<input type="checkbox"/> 400-04 / Filling Forklift Cylinders by Volume
	<input type="checkbox"/> 100-09 / Inspection of Propane Tanks and	<input type="checkbox"/> 400-05 / Propane Fuelled Hot Tar or Bitumen
	<input type="checkbox"/> 100-11 / Propane Pump Attendant - TDG En-	<input type="checkbox"/> 400-06 / Propane Forklift Cylinder Exchange
	<input type="checkbox"/> 100-15 / Evacuation of Propane/LPG from	<input type="checkbox"/> 400-07 / Filling Forklift Cylinders by Weight

<input checked="" type="checkbox"/> 100-18 / Filling Propane Cylinders – TDG Enhanced		
<input type="checkbox"/> 200-02 / Visual Inspection of ASME Containers on Highway Vehicles	<input type="checkbox"/> 400-08 / Connection & Use of Propane Torches	
<input type="checkbox"/> 200-11 / Auto Propane Conversion and Inspection	<input type="checkbox"/> 600-03 / Bulk Plant Operations	
<input type="checkbox"/> 200-12 / Propane Industrial Equipment Inspection & Maintenance	<input type="checkbox"/> 800-01 / Awareness - Working with Propane	
<input type="checkbox"/> 300-01 / Bulk Truck Propane Delivery	<input type="checkbox"/> 800-02 / Awareness - Propane Container Locations	
<input type="checkbox"/> 300-02 / Propane Rail Car Unloading	<input type="checkbox"/> 800-03 / Awareness - Propane Use at Construction Sites	

**Language for training:**  English  French

## Propane Industry Professional Experiences

**Indicate the professional experience you have in the propane industry by category.**

<input type="checkbox"/> Auto-propane	Years of Experience:	<input type="checkbox"/> Propane Pump Attendant	Years of Experience:
<input type="checkbox"/> Transportation of Dangerous Goods	Years of Experience:	<input type="checkbox"/> Cylinder Inspection & Re-qualification	Years of Experience:
<input type="checkbox"/> Construction Heaters & Torches	Years of Experience:	<input type="checkbox"/> Propane Storage and Handling	Years of Experience:
<input type="checkbox"/> Propane Tanks, Cylinders & Equipment	Years of Experience:	<input type="checkbox"/> Propane and Butane Rail Car Loading & Unloading	Years of Experience:
<input type="checkbox"/> Inspection & Maintenance of Equipment	Years of Experience:	<input type="checkbox"/> Forklifts and other Off-road Vehicles	Years of Experience:
<input type="checkbox"/> Propane Delivery	Years of Experience:	<input type="checkbox"/> Properties of Propane	Years of Experience:
<input type="checkbox"/> Health and Safety at work	Years of Experience:	<input type="checkbox"/> Propane Regulations, Codes and Standards	Years of Experience:
<input type="checkbox"/> Other(s)	Enter Others Experiences		Years of Experience:

## Training Experiences

**Indicate all relevant training experience.**

Training:	Shortly describe the training experience (course, company, students)	Years of Experience:
Training:	Shortly describe the training experience (course, company, students)	Years of Experience:
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Training:	Shortly describe the training experience (course, company, students)	Years of Experience:
Training:	Shortly describe the training experience (course, company, students)	Years of Experience:

## References

**Provide two references that can confirm your professional and training experience. You also can include your CV for all details.**

Professional and Training References	Name: Enter the Reference name	Job Title: Enter Reference title
	Company: Enter the reference's company	
	Email: Enter Reference email	Phone: Enter Reference phone

Name: <b>Enter the Reference</b>	Job Title: Enter Reference
Company: Enter the Reference's company	
Email: Enter Reference email	Phone: Enter Reference

## Propane Courses and Certifications

**If you are not a CPA/PTI trainee, please provide all information related to the propane and train-**

Course:	Name of the course	Provid-	Name of the provider
Certi-	Briefly describe the certificate	Expiry	Use calendar
Course:	Name of the course	Provid-	Name of the provider
Certi-	Briefly describe the certificate	Expiry	Use calendar
Course:	Name of the course	Provid-	Name of the provider
Certi-	Briefly describe the certificate	Expiry	Use calendar
Course:	Name of the course	Provid-	Name of the provider
Certi-	Briefly describe the certificate	Expiry	Use calendar

## Insurance Coverage

**Except for a CPA member ERAC Plan Participant, all trainers and examiners must provide proof of**

Provid-	Click to enter name of insurance company.	Expiry	Use calendar
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## Signature

I certify that the information provided on this application form is accurate. I authorize the Canadian Propane Asso-

Signa-		Date:	
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## Documents to provide

Signed Application form	<input type="checkbox"/> Included
Copy of identity document:	<input type="checkbox"/> Included
Updated Resume:	<input type="checkbox"/> Included
Copy of certificates, if applicable:	<input type="checkbox"/> Included
Copy insurance coverage:	<input type="checkbox"/> Included
Code of Conduct:	<input type="checkbox"/> Included