



The Canadian Propane Association has now completed most major projects to update the Propane Training Institute's course materials and operations.

IMPORTANT - NEW SYSTEM

We are finalizing the deployment of the new system for all trainers. Within the next few weeks, as a PTI Trainer, you will be receiving a personalized email with a training video explaining how to confirm your profile and use the online services to renew your certificates, purchase manuals, manage your training sessions and add exams to each profile of your trainees.

As we enter this new online era for ordering and purchasing, renewing trainer certification and issuing certificates for trainees, **the appearance of the certificates and the exams has been modernized.**

NOTE: Changes were made to 100-03 Transportation of Dangerous Goods and to 100-04 Cylinder Inspection and Re-Qualification. Please read about these changes below.

New certificates for trainees and trainers

As of fall 2019, certificates will be modified as per the examples in the links provided for [trainee](#) and [trainer](#) certificates. Examples of the current certificates have also been included as these are still valid and in circulation. All regulators across Canada have been informed about the new look of the certificates.

Certificates will be issued as a PDF document, enabling trainees and trainers to print their own copies.

Cost per exam/certificate remains the same.

New exam format

As of this fall, the exams will be modified to ensure all the answers are found on the first page only.

Exams will be offered in a regular/stapled format as opposed to the current booklet format.

Using this new exam

Trainees will write their first and last name as per usual. As part of the new process, they will include their PTI Student ID number and write the letters that correctly answer the questions in the appropriate boxes.

The **Trainer** or the **Examiner** will have to write the results of the practical evaluation and attest the veracity of the information before signing. This will essentially consist of the **same steps as before**, but in a different format.

Why make this change?

With this new model, the first page can easily be separated and mailed. Moving forward, you will not have to send us the complete exam but **only this first page.**

Soon, using our new system, you will be able to scan this page and upload it in your trainee's profile, which will allow us to produce the trainee's certificate within 24 hours. No more exams to mail!

Please review this new model [here](#).

All current exams in your inventory are valid and will be accepted until the exhaustion of your inventory.

New PTI manuals

New version of [Transportation of Dangerous Goods - Propane/LPG specific – 100-03](#) released

The **new version 4.4** has been released as of October 1, 2019. A revised *Test Your Knowledge* section has been reintroduced in the manual to better support trainers and employers.

As well, in section 12 *Special cases for transporting propane/LPG*, 12.1 and 12.2 have been simplified in both English and French to allow for improved understanding of the concepts.

Changes to Appendix III – Table 2 of [Cylinder Inspection and Re-Qualification – 100-04](#)

Appendix III: Table 2 - Propane and Liquefied Petroleum Gas Cylinder Damage Limits has been revised.

Modifications include correcting the legend of the table as well as providing the French translation of the tables. The version number has not been changed but trainers will see at the bottom of the table: Rev. 2019, which replaces Ver. 2015.

The CPA/PTI looks forward to our continued collaboration to provide training programs to meet the propane industry's highest standards.

Should you have any questions, please do not hesitate to contact training@propane.ca or 1.877.784.4636.

Thank you.

Interested in training new PTI courses? Request an Application Form for trainers by emailing: training@propane.ca.

The CPA always welcomes new applicants!