



**CRUM & FORSTER®**

A FAIRFAX COMPANY

**RISK ENGINEERING**



## LMS PROPANE TRAINING

Crum & Forster Risk Engineering is excited to announce its new Learning Management System. The system provides training to you, our insureds, at no cost. The system offers CETP E-Learning courses, Initial OSHA and DOT training programs, and safety articles on a variety of topics. Most of you may have participated in one or more of the NPGA's CETP training classes. Crum & Forster is now making these programs available in a format that is easy to access and view.

## Contact Information

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## LMS Propane Training

### Risk Management

CETP and other courses available through Crum & Forster's Learning Management System include:

- 1 Basic Principles and Practices of Propane (Estimated time 6-10 hours)
- 2.2 Bobtail Delivery Operations (Estimated time 6-10 hours)
- 2.4 Cylinder Delivery Operations (Estimated time 8-11 hours)
- 3.1 – 3.5 Basic Plant Operations (Estimated time 6-10 hours)
- 4.1 Designing and Installing Exterior Distribution Systems (Estimated time 8-11 hours)
- 4.2 Placing Vapor Distribution Systems and Appliances into Operation (Estimated time 8-11 hours)
- Initial OSHA and DOT 90 day Employee Hazmat training (Estimated time 6-10 hours)
- More than 50 of PERC's Propane Safety Talks

### *Here's How to Use the Training*

#### ***New Employee and Initial Training - Classroom or Online Training?***

Crum & Forster recognizes that training comes in many forms. It encourages employers to implement a training program that provides their employees with the best opportunity for success. Some companies prefer to send employees to classroom settings with an experienced instructor. If your company is hiring personnel who have no propane experience, it is a good idea to have them view the online training before going to a classroom setting, as this can help them better prepare, get more out of the class and do well on exams. People can learn differently, so providing different types of training can only enhance the training experience and make it more likely that employees understand the safe and proper way to perform their job tasks. Whether training takes place in a classroom setting or online, every employee needs additional hands-on training so that employers can verify employee understanding of job safety.

#### ***Refresher Training***

If an employee has completed a CETP course or similar training, online training programs can help him meet refresher training requirements. NFPA 58 (2014 edition) requires that for Code required job tasks, refresher training be performed and documented at least every three years. Many states have adopted NFPA 58 as their liquefied petroleum gas code, and some states may have additional training requirements. While it's true that refresher training is mandated in some states, even without a mandate it's sensible for any employer to keep employees up to date on safety standards so as to reduce accident risk. There are other benefits: refresher training doesn't just improve morale and performance, it helps to insure consistency of procedure.

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### *NPGA Certification*

Completing the training offered on Crum & Forster's LMS can prepare employees for the NPGA's CETP certification. Crum & Forster Risk Engineering encourages employers to work toward NPGA certification.

CETP employee certification is simple. After the employee passes a written exam - which can be taking in a testing center or online - his manager or supervisor must complete a skills assessment affidavit and have it returned to the NPGA within 12 months of the exam. During that period, the employee must also complete any requisites.

A link to information on the NPGA's CETP Exam can be found at:  
<http://www.npga.org/i4a/pages/index.cfm?pageid=1697>

A link NPGA Skills Assessments can be found at:  
<http://www.npga.org/i4a/pages/index.cfm?pageid=1698>

A link to Proctor and Skill Evaluator applications can be found at:  
<http://cetpcertification.org>

Although Crum & Forster Risk Engineering cannot offer CETP certification, it can provide a certificate of completion to employees who have completed the courses. This can assist employers with refresher training documentation.

### *Management Interaction in the Training Environment*

The workplace should accommodate online training. Most often this is done through dedicated training times, which permits the employee to be focused on training while allowing interaction between management and safety managers. Crum & Forster Risk Engineering encourages management to engage employees during course training to ask what has been learned and answer questions. This can demonstrate to employees that management cares about training.

To access Crum & Forster's Learning Made Simple site:

1. Go to: <https://cfins.csod.com/>
2. Click the Register Now link if it is your first time using the site.

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(continued)

### LMS Instructions

In a separate document, we have included frequently asked questions to help guide users through accessing Crum & Forster's LMS, registering for courses, and navigating the system.



**Risk Engineering  
OnDemand Learning**

Email:

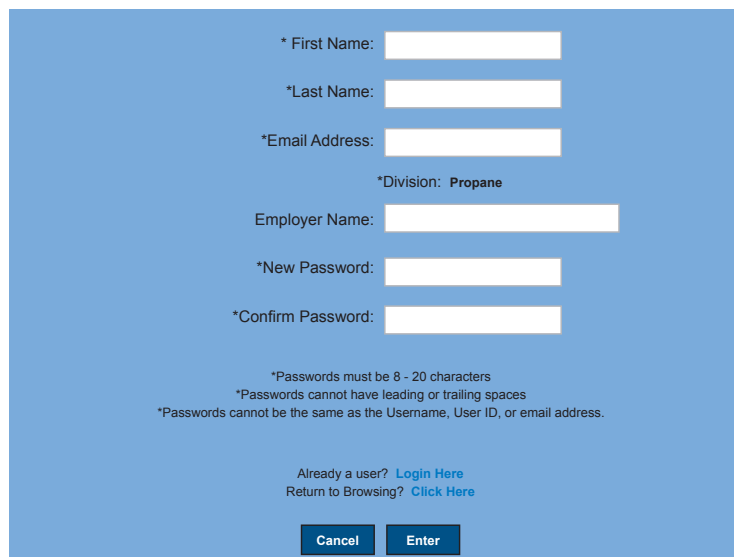
Password:

[Forgot Password? Click Here](#)

**Need Help?**  
[riskengineering.learning@cfins.com](mailto:riskengineering.learning@cfins.com)

[Register Now>>](#)

3. Complete the information screen and then click **Login**.



\* First Name:

\*Last Name:

\*Email Address:

\*Division: **Propane**

Employer Name:

\*New Password:

\*Confirm Password:

\*Passwords must be 8 - 20 characters  
\*Passwords cannot have leading or trailing spaces  
\*Passwords cannot be the same as the Username, User ID, or email address.

Already a user? [Login Here](#)  
Return to Browsing? [Click Here](#)

System requirements: Courses are best taken on a computer. Enlarge or reduce the size of information on the screen by using the "CTRL +" and "CTRL -" commands.

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