



State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS

101 SOUTH BROAD STREET

PO Box 802

TRENTON, NJ 08625-0802

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lieutenant Governor

JACQUELYN A. SUÁREZ
Commissioner

2/14/2025

RE: LP-Gas Education and Training

Dear Liquefied Petroleum Gas Marketers:

As you may be aware, throughout the year 2025, the current Certified Employee Training Program (CETP) is being phased out, and the Propane Education and Research Council (PERC) will no longer offer CETP modules 1.0, 2.2, and 2.4 or issue certificates for the completion of those courses. The transition will take place over an unknown period, and CETP modules will continue to be archived and replaced by the PERC Education Program (PEP). As the process takes place, the Department will continue to provide the NJ LPG industry with current information with the understanding that changes will continue until CETP is completely archived.

The Liquefied Petroleum Gas regulations, N.J.A.C. 5:18-10.3(a)7 provides that, should CETP books or parts listed in the section be renumbered or renamed, the requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content.

With the dissolution of CETP, the Department is working on establishing equivalency with the new PEP. This program no longer includes a certificate. As such, the Department is currently working with PERC to develop a New Jersey-specific certification to be issued upon completion of the equivalent coursework.

To date, the training referenced within N.J.A.C. 5:18-10.3(a) and 10.3(a)1 have been affected. Specifically, Book One, "Basic Principles and Practices," has been phased out and is replaced by the PEP New Jersey: Online Learning Path: Basic Pathway. Parts 2.1 and 2.5 were previously deleted, and their contents were incorporated into 2.2 and 2.4. 2.2 and 2.4 have now also been phased out. As a result, employees of a licensed marketer must follow the New Jersey Bobtail Delivery Driver PEP Pathway for equivalency with CETP 2.2, or New Jersey Cylinder Delivery Driver PEP Pathway for equivalency with CETP 2.4.

Attached, please find the chart that displays the PEP equivalency information in a more concise way, as well as a flowchart of the proper steps for certification. The New Jersey PEP Pathways are live and available in the PERC online learning center. All the necessary training and worksheets required have been fully integrated into the available New Jersey PEP paths. Upon successful completion of a path, a certificate will be awarded to the student.

Currently, the remaining CETP modules, 3.1-3.5 and 4.1-4.6 remain unchanged for New Jersey. Marketers are to continue utilizing those modules and course content until archived and

transitioned to PEP in conjunction with Department guidance. During that time, PERC will continue to issue certificates for those modules as per typical procedure.

Finally, in lieu of the CETP practical field exam, upon completion of the relevant module, the PEP course will require On-The-Job Training (OJT) Worksheets to be provided, verified, and completed by a PEP-Recognized Field Trainer. These field trainers are recognized through an online course. That online course completion confirmation, as well as the OJT training worksheets, are required to show equivalency with the former proctored practical field exam. In lieu of the PEP-Recognized Field Trainer, a person possessing a CETP Skills Evaluator Certification will be deemed as equivalent and can administer the OJT worksheets.

As CETP continues to be phased out, the Department anticipates issuing updates to this memo with further information. For now, achieving certification will be a combination of the two training methodologies. Updates for this information and amended guidance, as it becomes available, will be shared on the Department's Liquefied Petroleum Gas webpage at <https://www.nj.gov/dca/codes/offices/lpgas.shtml>

For more information, please feel free to contact the Liquefied Petroleum Gas Safety Unit at lpgas@dca.nj.gov.

3/11/2025 - Updated Information

Dear Liquefied Petroleum Gas Marketers:

DCA, with advisement from Liquefied Petroleum Gas Education and Safety Board, have agreed to include the following additional training modules for the NJ PEP Bobtail Driver Pathway and the NJ PEP Cylinder Driver Pathway:

- **Testing Gas Piping** (All modules and associated OJT worksheets)
- **Lighting Appliance Pilots** (All modules and associated OJT worksheets)

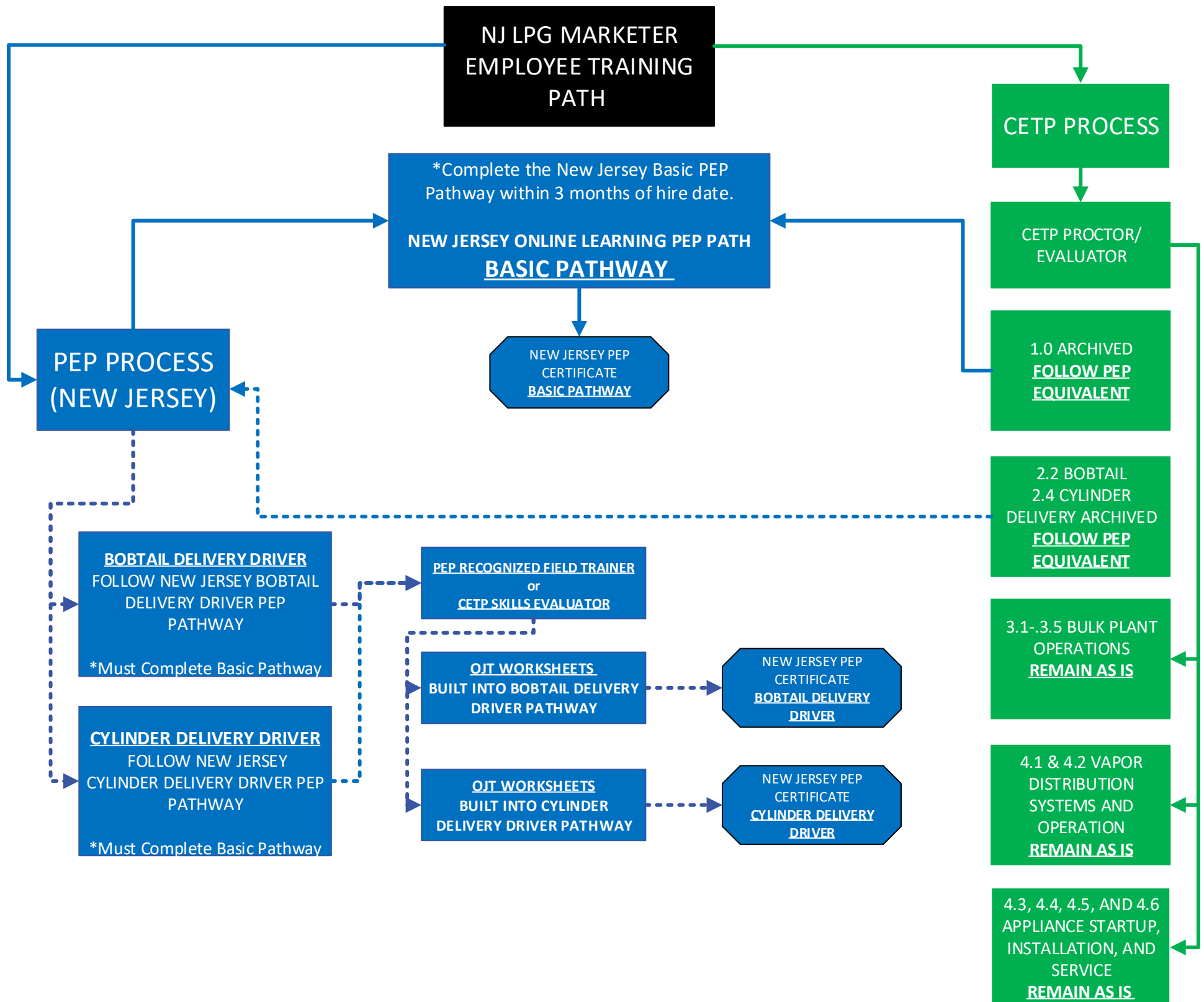
Also, it has come to our attention that some NJ LPG marketers have integrated their own proprietary Learning Management Systems (LMS) and implemented them to record and document New Jersey marketer employee training.

During the transition of CETP to PEP, DCA is utilizing existing code language to codify the usage of PEP during this process. Any deviation from the CETP process to the PEP process that is not deemed equivalent will not be acceptable.

This includes the accumulation, recording, and processing of training data which is verifiable via official PERC transcripts and certificates. NJ marketers may use a proprietary learning system to track and fulfill the company's training responsibilities, but DCA **will not** accept those proprietary learning system transcripts or certificates. All training transcripts and certificates that are required to be submitted and verified by DCA are to be tracked and recorded through the PERC learning management system only.

NJDCA CETP / PEP Flow Chart

Marketers will continue to follow N.J.A.C. 5:18-10.3 rules but replace CETP modules 1.0, 2.2, and 2.4 with PEP Learning Paths. CETP remains in place for modules 3.1--3.5, and 4.1--4.6 and are to be utilized in lieu of PEP. CETP training shall remain for those portions in conjunction with field assessments and issuance of CETP certificates.



CETP Process



All employees of a licensed marketer must receive certification for Book 1.0; Basic Principles and Practices

- Practical field training not required



Marketer employees who drive a bulk delivery vehicle shall take and pass part 2.2

- Practical field training required
- **Archived by PERC on 12/31/2024 (Follow NJ Bobtail Delivery Driver PEP Pathway)**



Marketer employees who drive cylinder delivery vehicle shall take and pass part 2.4

- Practical field training required
- **Archived by PERC on 12/31/2024 (Follow NJ Cylinder Delivery Driver PEP Pathway)**



Marketer employees responsible for plant operations such as maintaining, purging, and reconditioning tanks shall take and pass parts 3.1, 3.2, 3.3, and 3.4

- Practical field training required



Marketer employees who are responsible for the installation, alteration or repair of propane distribution systems shall pass parts 4.1 and 4.2

- Practical field training required

PEP Process



All employees of a licensed marketer must complete the New Jersey Online Learning PEP Pathway within 3 months of hire date.

BASIC PATHWAY

*New Jersey PEP Certificate awarded upon successful completion



Marketer employees who drive a bulk delivery vehicle shall take and pass the New Jersey Bobtail Delivery Driver PEP Pathway.

BOBTAIL DELIVERY DRIVER

- On-The-Job training worksheets required by a PEP Recognized Field Trainer or a CETP Skills Evaluator
- New Jersey PEP Certificate awarded upon successful completion



Marketer employees who drive a cylinder delivery vehicle shall take and pass the New Jersey Cylinder Delivery Driver PEP Pathway.

CYLINDER DELIVERY DRIVER

- On-the-Job training worksheets required by a PEP Recognized Field Trainer or a CETP Skills Evaluator
- New Jersey PEP Certificate awarded upon successful completion



Continue to follow CETP

TBD / PERC anticipates a Winter 2025 program rollout



Continue to follow CETP

TBD / PERC anticipates a Summer 2025 program rollout