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Commissioner of Insurance  
State Fire Marshal

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## MISSISSIPPI INSURANCE DEPARTMENT

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### MISSISSIPPI INSURANCE DEPARTMENT OFFICE OF THE STATE FIRE MARSHAL BULLETIN NO. 2021-4

April 22, 2021

#### **CERTIFIED EMPLOYEE TRAINING PROGRAM (CETP) TIMELINES AND REQUIREMENTS FOR MISSISSIPPI LICENSED COMPRESSED GAS LICENSEES**

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Under the Certified Employee Training (Program), all Mississippi Liquefied Compressed Gas (LC Gas) Licensees are required to perform basic level and continuing refresher level training appropriate for the type of license held. Required CETP training is now available online, 24 hours a day and 7 days a week, through the website of the LC Gas Division of the Mississippi Insurance Department at <http://www.mid.ms.gov/sfm/liquefied-compressed-gas>, and located under "LC Gas Training Classes / Videos".

Due to the ease of access for completion of these required training programs, the required timelines for completion of training has been adjusted to the following:

#### **New Employee:**

- (1) Complete and pass "Basic Principles and Practices" course within 120 days from start date of employment;
- (2) Follow Up Requirement: Attend hands on training when the Safety Training Trailer or the LC Gas Division conducts training in your area.

#### **Existing Employee: Driver / Installer**

- (1) Complete and pass "Refresher Training" course before current license expires;
- (2) Follow Up Requirement: Attend hands on training when the Safety Training Trailer or the LC Gas Division conducts training in your area.

**Customer Service Representative (CSR) Employee:**

- (1) Complete and pass “Basic Principles and Practices” course before their current license expires;
- (2) Complete and pass the “Customer Service Representative Training” within 30 days of completion of the Basic Principles and Practices course.

**Managers:**

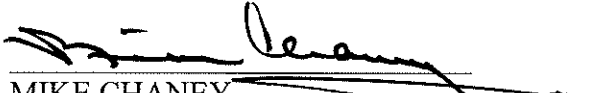
- (1) Complete and pass “Basic Principles and Practices” course;
- (2) Complete and pass “Refresher Training” course and “Customer Service Representative Training” within 30 days of completion of the Basic Principles and Practices course;
- (3) Follow Up Requirement: Attend hands on training when the Safety Training Trailer or the LC Gas Division conducts training in your area.

**Class 8 LC-Gas Cylinders and/or Compressed Gas Motor Fuel Containers:**

- (1) Complete and pass “Dispenser Training Video” on LC Gas web page before filling cylinders.
- (2) “Dispenser Training Video” must be re-taken and passed annually as a refresher course.
- (3) Send copy of certificate of completion to [legas@mid.ms.gov](mailto:legas@mid.ms.gov).
- (4) Notify the LC Gas office of all certified employee turnover, to include when a certified employee either ends or begins employment, and also when a non-certified employee assumes responsibilities that require certification by the LC Gas Division prior to engaging in those activities. An Employee Information Form for providing employee turnover information is available on our website at: <http://www.mid.ms.gov/sfm/liquefied-compressed-gas>

Note: The Basic Principles and Practice course requires a minimum score of 80 to pass.  
The Refresher Training requires a minimum score of 70 to pass.

ISSUED this the 22nd day of April, 2021.

  
MIKE CHANEY  
COMMISSIONER OF INSURANCE  
STATE FIRE MARSHAL