Employee Information Sheet

County _____

Date: _____

Employee Name _____

Mississippi Drivers Licenses information

>   **Date issued ____/_____/_____ Date expires ___/____/____ Date of birth ____/_____/_____**

>   **Class _____   Endorsement _____   Restrictions _____**

- ☐   Needs L.C. Gas Test
- ☐   Bob Tail Driver / Service Tech
- ☐   Service Tech only
- ☐   Office personnel (that conduct bottle service activities).
- ☐   Transfer From_____
- ☐   No longer employed
- ☐   LC-Gas license number _____
- ☐   Returned Employees License Card

Company Name _____

Company Address _____

City_____ **State**_____ **Zip Code**_____

Company phone number _____/_____/_____

Manager_____

On a new employee, please include both:

- ☐   Copy of MS. driver license; and
- ☐   Picture of employee (head shot using a solid wall for back ground in photo)

<u>Check all that apply:</u>

☐ I _____, have provided _____, with training that is consistent with NFPA 58 4.4.1 with the scope of their job activities and that includes proper handling and emergency response procedures.

☐ I also understand that their primary duties include transporting LP-Gas, transferring liquid LP-Gas into and out of stationary containers, or making stationary installations; therefore, I have provided training that includes the following components pursuant to NFPA 58 4.4.2:
  1. **Safe work practices**
  2. **The health and safety hazards of LP-Gas**
  3. **Emergency response procedures**
  4. **Supervised, on-the-job training**
  5. **An assessment of the person's ability to perform the job duties assigned.**

Trainer information: (Instructor)

Company name _____

Name _____

Title _____ years of experience _____

LC Gas Driver / Installer number _____

Last CETP course attended   Date_____ Instructor _____

Trainee:

I _____, have completed all the training that is listed above and understand it. I also understand that I have to attend the next CETP Class (Basic Principals) provided within the next year and understand that after Basic Principals I will have to take a refresher course every 3 years to stay in compliance with NFPA 58 4.4.3. I also understand that said refresher course must be a course that is approved by the LC-Gas Board and that the completion of initial and subsequent refresher courses must be documented in accordance with NFPA 58 4.4.4.

_____   _____

LC-Gas Inspector   Date

L.C. Gas Division
C.E.T.P. Online Training New Account Information Sheet

Date:

Name:

Company and Branch Location:

Job Role:

LC Gas License Number:

LC Gas Inspector:

Branch Manager Name:

Point of Contact Email:

1. **Only a Driver or Installer will need a LC Gas License Number prior to an account being created and approved. CSR's are exempt from having a specific LC Gas License number.**

2. **All Coursework (Training Modules) will be assigned depending on the Job Role of the User. Course work (Training Modules) can be located under the tab called "My Courses" located at the bottom left side of the PERC Dashboard.**

3. **Users will have to allow each slide of training to "Time Out" before going to next slide, If a user fast forwards through the training the PERC program** WILL NOT ALLOW YOU TO TAKE THE TEST**, and the user will have to restart the entire module of training.**

4. **Once an account is created all login information will be sent to the point of contact's e-mail.**

If you experience any Technical Issue's or need additional assistance please contact:

Tonia Tatum at Tonia.Tatum@mid.ms.gov or by phone 601-359-1064.

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