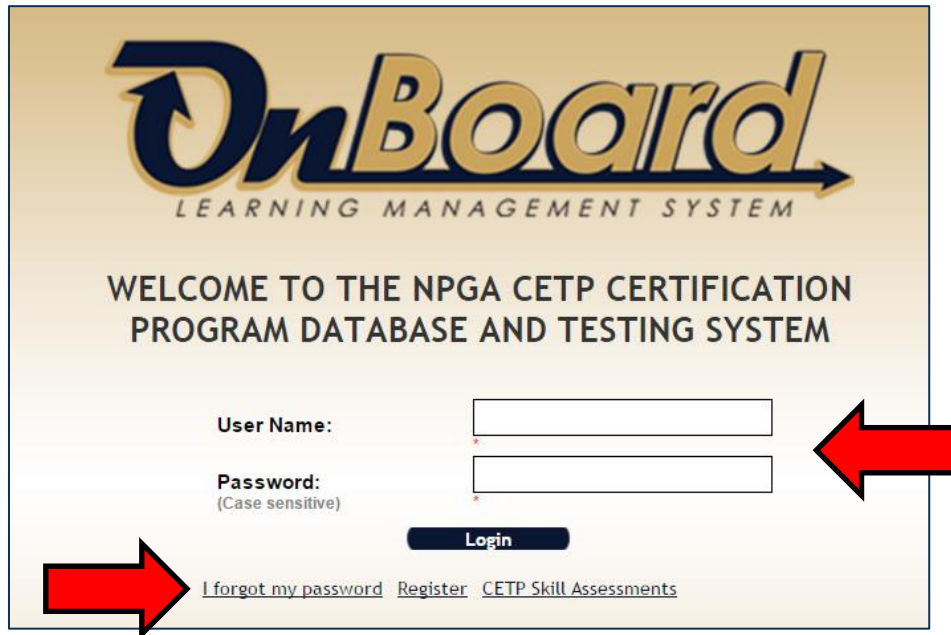


1.0 PURCHASING PROCTOR TRAINING FOR YOURSELF

Step 1: Go to www.CETPCertification.org and login to OnBoard by entering your username and password and clicking **Login**. If you have any issues logging in, click **I forgot my password**.

NOTE: You can only retrieve your password if you have a current email address associated with your account.



OnBoard
LEARNING MANAGEMENT SYSTEM

WELCOME TO THE NPGA CETP CERTIFICATION PROGRAM DATABASE AND TESTING SYSTEM

User Name:

Password:
(Case sensitive)

Login

[I forgot my password](#) [Register](#) [CETP Skill Assessments](#)

Step 2: Under the **Learn** column, click **Purchase**.



Step 3: From the **Purchase** page, type in **1** next to **NPGA Proctor Training Program** and click **Add to Cart**.

CETP Proctor Renewal/Signup

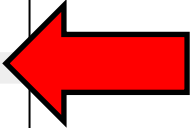
CETP Certification Exams
Choose from the CETP Certification exams below.

[Purchase Voucher](#)

Series:

Search

1.0 Basic Principles and Practices of Propane (1.0) (ONLINE VERSION)	<input type="text"/>	Add to Cart
2.2 Bobtail Delivery Operations (2.2) (ONLINE VERSION)	<input type="text"/>	Add to Cart
2.2/2.4 Operating a Bobtail or Cylinder Delivery Vehicle to Deliver Propane (Combined) (2.2/2.4) (ONLINE VERSION)	<input type="text"/>	Add to Cart
2.4 Propane Delivery Operations and Cylinder Delivery (2.4) (ONLINE VERSION)	<input type="text"/>	Add to Cart
3.0 Basic Plant Operations (3.0) (ONLINE VERSION)	<input type="text"/>	Add to Cart
3.6 Performing Railcar Product Transfers (3.6) (ONLINE VERSION)	<input type="text"/>	Add to Cart
4.1 Design and Install Exterior Vapor Distribution Systems (4.1) (ONLINE VERSION)	<input type="text"/>	Add to Cart
4.2 Placing Vapor Distribution Systems and Appliances into Operation (4.2) (ONLINE VERSION)	<input type="text"/>	Add to Cart
4.3 Install Appliances and Interior Vapor Distribution Systems (4.3) (ONLINE VERSION)	<input type="text"/>	Add to Cart
4.4 Basic Electricity for Propane Appliance Service (4.4) (ONLINE VERSION)	<input type="text"/>	Add to Cart
4.5 Basic Propane Appliance Service and Troubleshooting (4.5) (ONLINE VERSION)	<input type="text"/>	Add to Cart
5.1 Designing and Installing Dispenser Transfer Systems (5.1) (ONLINE VERSION)	<input type="text"/>	Add to Cart
8.0 Large Industrial/Commercial Gas-Fired Equipment Connection and Service (8.0) (ONLINE VERSION)	<input type="text"/>	Add to Cart
NPGA Proctor Training Program (NPGATP) (ONLINE VERSION)	<input type="text" value="1"/>	Add to Cart
NPGA Skills Evaluator Training Program (NPGASET) (ONLINE VERSION)	<input type="text"/>	Add to Cart



Step 4: Clicking **Add to Cart** takes you to the **Shopping Cart**. Make sure the item you want to purchase is correct, and click on **Checkout**. This does not complete the purchase process.

NOTE: The NPGA Proctor Training Program costs \$75 and will remain current for three years.

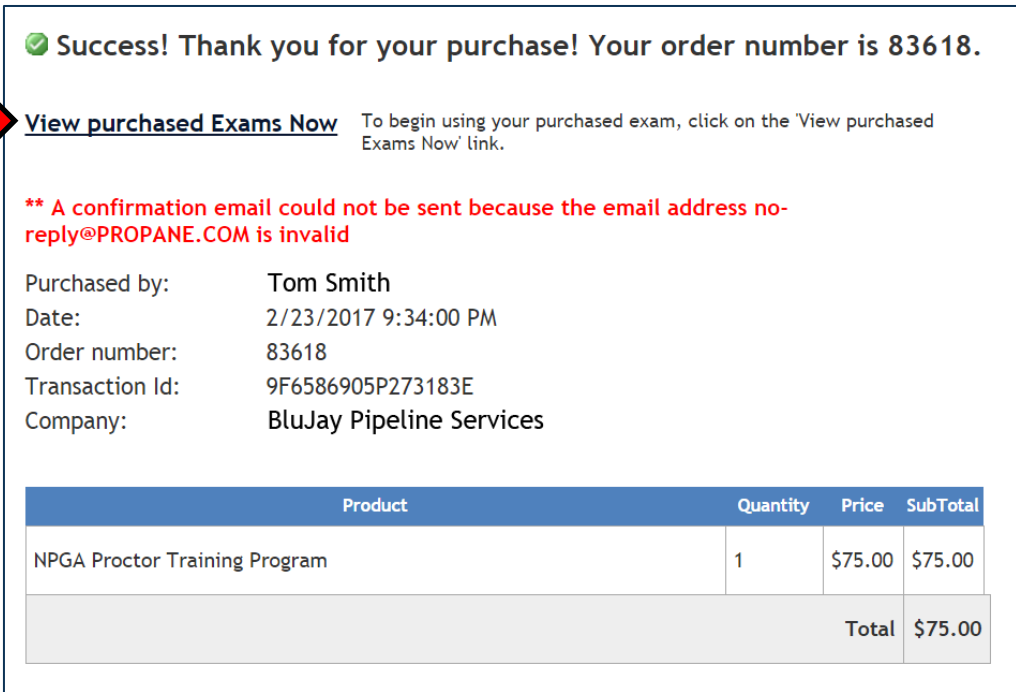
Shopping Cart
View a list of items you have in your shopping cart.

[Update Quantities](#) [Remove from Cart](#)

Product	Quantity	Price	SubTotal
<input type="checkbox"/> NPGA Proctor Training Program	<input type="text" value="1"/>	\$75.00	\$75.00
Total			\$75.00

[Keep Shopping](#)
[Checkout](#)

Step 5: After completing the purchase, you will see a confirmation screen. Click **View Purchased Exams Now** to go to the **My Assignments** section and take the Proctor Training Course. Click on the course name to begin the training.



Success! Thank you for your purchase! Your order number is 83618.

View purchased Exams Now To begin using your purchased exam, click on the 'View purchased Exams Now' link.

**** A confirmation email could not be sent because the email address no-reply@PROPANE.COM is invalid**

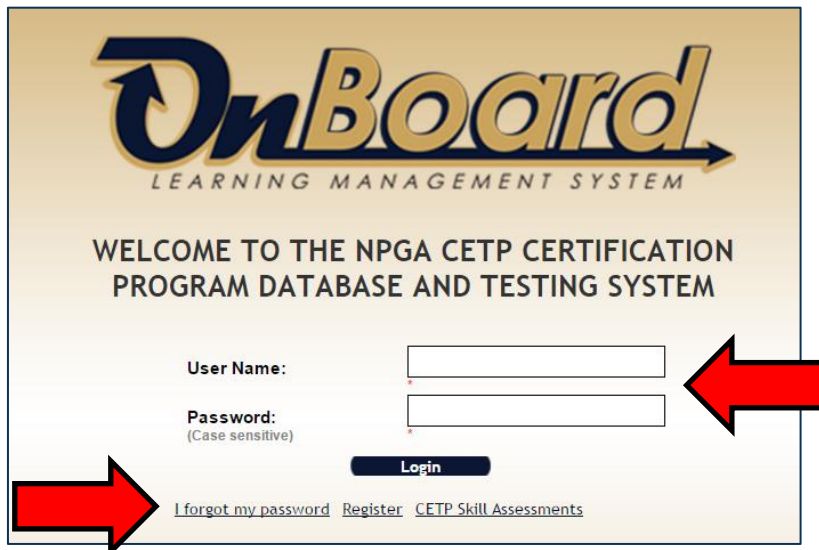
Purchased by: Tom Smith
Date: 2/23/2017 9:34:00 PM
Order number: 83618
Transaction Id: 9F6586905P273183E
Company: BluJay Pipeline Services

Product	Quantity	Price	SubTotal
NPGA Proctor Training Program	1	\$75.00	\$75.00
Total			\$75.00

2.0 USING ALREADY PURCHASED VOUCHER

Step 1: Go to www.CETPCertification.org and login to OnBoard by entering your username and password and clicking **Login**. If you have any issues logging in, click **I forgot my password**.

NOTE: You can only retrieve your password if you have a current email address associated with your account.



OnBoard
LEARNING MANAGEMENT SYSTEM

WELCOME TO THE NPGA CETP CERTIFICATION PROGRAM DATABASE AND TESTING SYSTEM

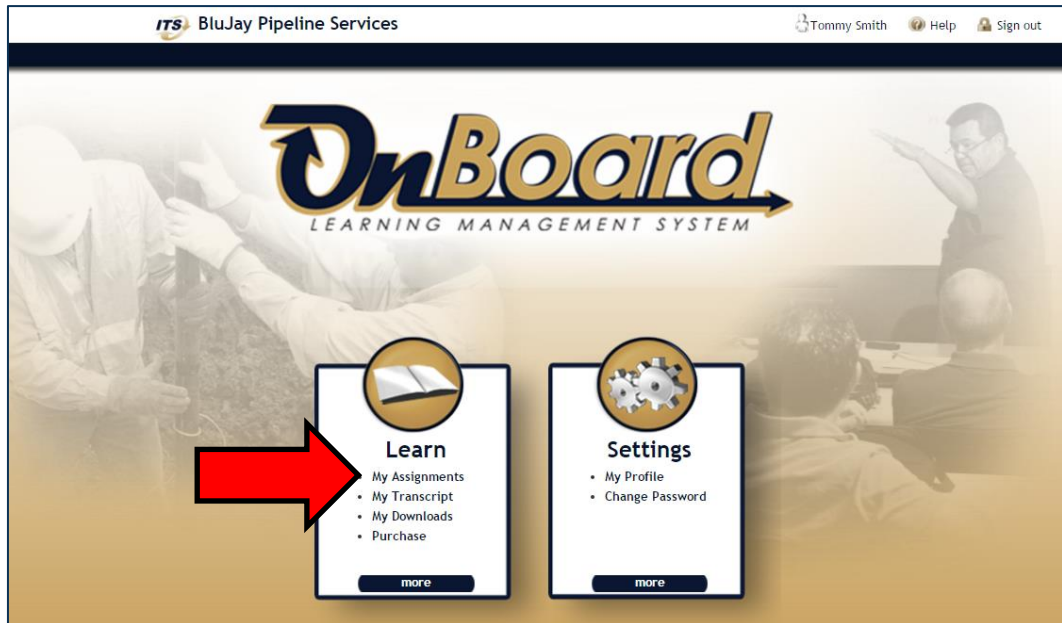
User Name:

Password:
(Case sensitive)

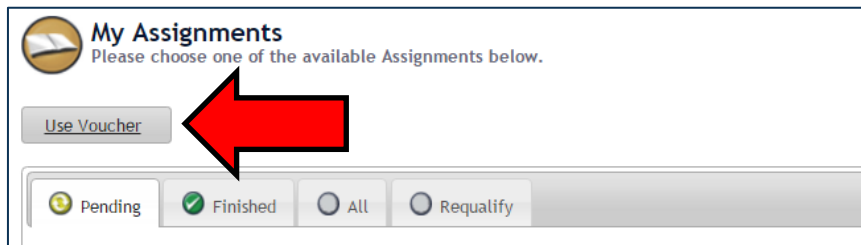
Login

[I forgot my password](#) [Register](#) [CETP Skill Assessments](#)

Step 2: From the home page, click on **My Assignments** under the **Learn** section.

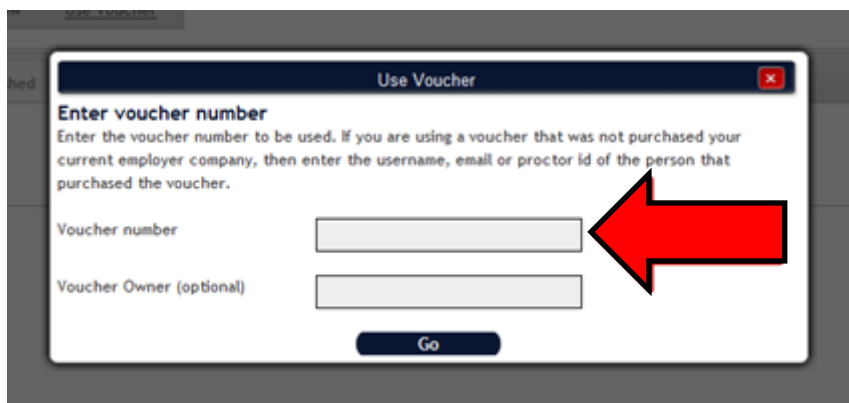


Step 3: Click the **Use Voucher** button.



Step 4: Enter the voucher number your administrator gave you into the appropriate box and click **Go**.

NOTE: The voucher owner is not required.



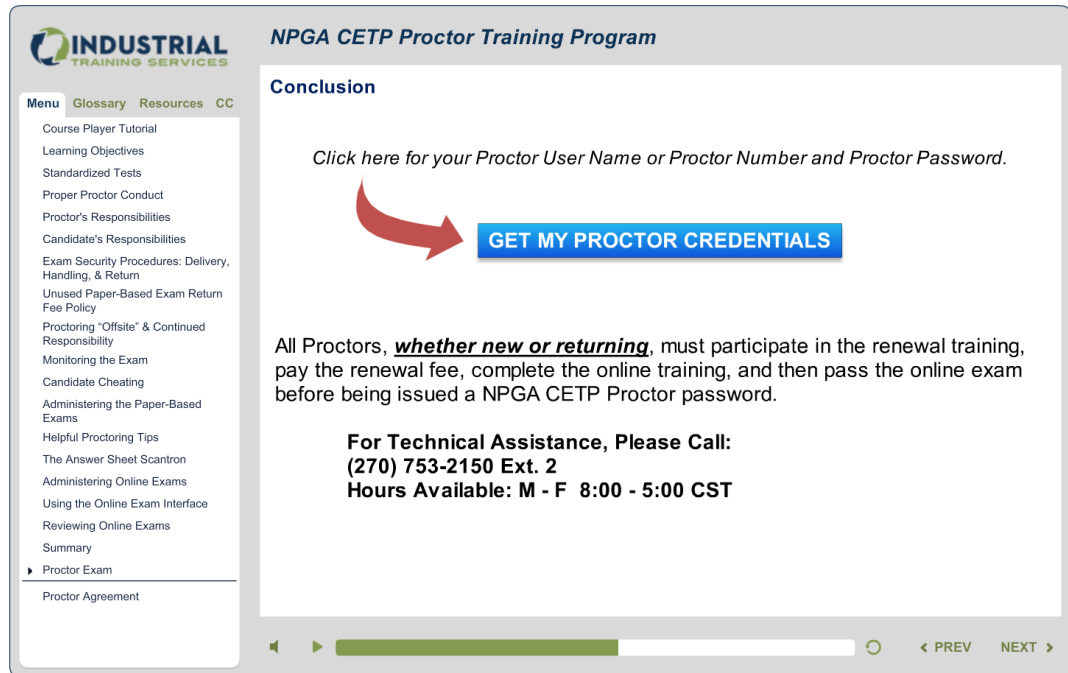
Step 5: After entering the voucher number, you will be prompted to choose the NPGA Proctor Training Program. Click **OK** on the popup to begin the course and the training will begin immediately.

3.0 TAKING THE PROCTOR TRAINING PROGRAM

Step 1: The NPGA CETP Proctor Training will begin immediately. The NPGA CETP Proctor Exam will begin at the conclusion of the training material.



Step 2: Once you have successfully completed the Proctor Training Program, you will see the completion screen with instructions to click **GET MY PROCTOR CREDENTIALS**.



4.0 RETRIEVING PROCTOR CREDENTIALS FROM TRAINING COURSE

Step 1: If you click **GET MY PROCTOR CREDENTIALS** at the end of the course a new window will display your Proctor Username and Password. Click **View Certificate** to view and print your certificate.

NOTE: You may not be directed straight to your credentials. You may instead see the OnBoard log in page. If this occurs, log in, access your profile, and click **View Proctor/Evaluator Credentials**. More instruction on how to do this is in **Section 5.0**.

> Home > Settings > User Profile

Proctor/Evaluator Credentials
The following series are available for you to proctor or evaluate (if applicable). When proctoring, please use the password listed below.

Proctor | Evaluator

Tommy Smith (tommymsmith)
Proctor Id: 1813

User	ID	Series Name	Password	Date Expires	Certificate
Tommy Smith (tommymsmith)	1813	CETP	CXXEYF	2/17/2020	View Certificate

Step 2: Print the certificate and keep it for future use.

Print

Expires: 4/16/2018

**NPGA CETP
Certification Proctor**

Proctor User Name/ Proctor Number
00000

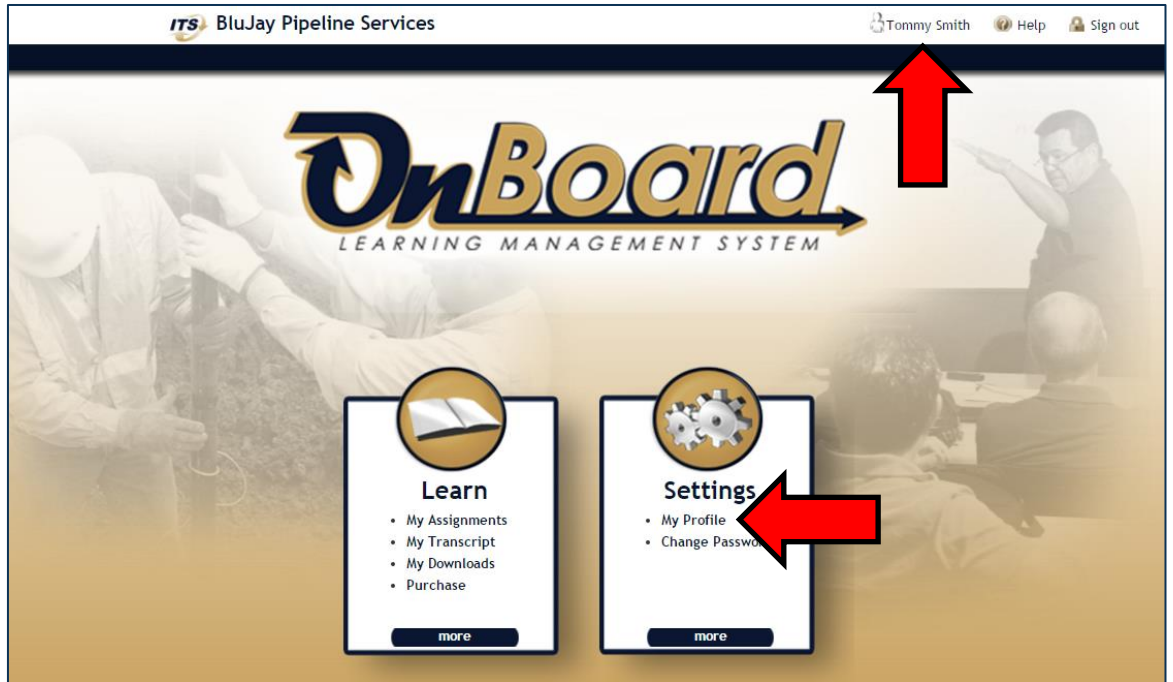
Proctor Password
ABCDEF

Make sure you **ALWAYS** keep your Proctor user name and passkey confidential to prevent unauthorized access to online exams.

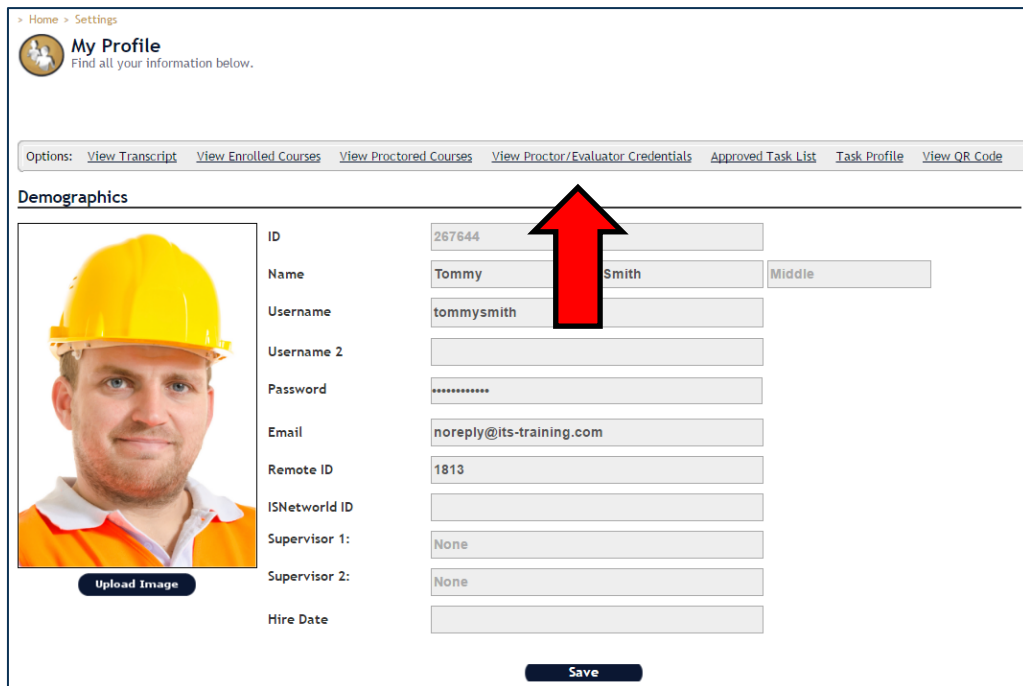
5.0 RETRIEVING PROCTOR PASSWORD IN ONBOARD

Step 1: From the home page in OnBoard, click **My Profile** under the **Settings** section.

NOTE: You can also click on your name in the top right corner to see your profile.




Step 2: From your profile click the **View Proctor/Evaluator Credentials** link in the gray bar near the top of the screen.



Step 3: Your proctor ID and password will be in the **Proctor** tab on the credentials page. Click **View Certificate** to view and print your certificate.

CETP Proctor Renewal/Signup

> Home > Settings > User Profile

 **Proctor/Evaluator Credentials**
The following series are available for you to proctor or evaluate (if applicable). When proctoring, please use the password listed below.

Proctor | Evaluator

Tommy Smith (tommysmith)
Proctor Id: 1813

User	ID	Series Name	Password	Date Expires	Certificate
Tommy Smith (tommysmith)	1813	CETP	CXXEYF	2/17/2020	View Certificate

