

## CETP Basic Skills Evaluator.

Beginning October 1, 2016, all CETP Skills Assessments are required to have a registered Skills Evaluator number in order to be processed.

The \$75.00 fee has been removed and is now offered free of charge.

Once completed or renewed, your Basic Skills Evaluator registration will remain current for 3 years and needs to be renewed every 3 years.

The following steps will guide you through the process of Skills Evaluator Training, as applicable:

- Do a web search for [training.propane.com](http://training.propane.com)
- You will then need to login. If you had account through ITS, you can use your ITS login and password. If not, you will have to create an account at this time.
- Once you are in logged into the homepage, go to search, and enter CETP Skills Evaluator.
- This will pull up CETP Skills Evaluator Training Course, register and complete the training.
- Skills Evaluators completing their training and passing their exam will be given a Registered Skills Evaluator Number to be used on Skills Assessment Affidavit forms.
- All Basic Skills Evaluators should keep the contact information for questions. Direct questions to [learning@propane.com](mailto:learning@propane.com) or call 800-757-1554.

Every company that hires a new driver and/or has an existing driver go through CETP Training has to have a Basic Skills Evaluator. You cannot evaluate yourself.