

***Train the Trainer***  
***HVAC and Plumber Technical Training***  
**April 30-May 1 | Texas**

**Hotel:** Fairfield Inn & Suites Dallas Plano/Frisco, 8585 Angels Dr,  
Plano, TX 75024

**Training Location:** Collin County Community College (CCCC). 2550  
Bending Branch Way. Allen, TX 75013

**A final agenda with more details on the group dinner and  
breakfast times will be provided closer to the event**

**Tuesday, April 29**

- 4:00PM – Registration opens in hotel.

**Wednesday, April 30**

- Breakfast at hotel
- 8:15 AM - Bus leaves the Fairfield for CCCC
- 8:30-8:45 AM - Welcome and Introductions
- 8:45-9:30 AM - Course Content Overview - Instructor Tools
- 9:30-10:30 AM - Demo: Hydrometer Use to Teach Fundamentals of Propane
- 10:30-10:45 AM - Break
- 10:45-12:00 PM - Review Course Content - Technical Instruction
- 12:00-1:00 PM - Lunch provided by PERC at CCCC
- 1:00-1:30 PM - Speaker from Collin County Community College
- 1:30-3:00 PM - Review Course Content - Technical Instruction
- 3:00-3:15 PM - Break
- 3:15-5:00 PM - Demo: Gas Regulator and Piping System Performance Testing
- 5:00 PM - Bus back to hotel
- 6:30 PM - Group dinner

**Thursday, May 1**

- Breakfast at hotel
- 8:15 AM - Bus leaves the Fairfield for CCCC
- 8:30-10:00 AM - Review Course Content - Technical Instruction
- 10:00-10:15AM - Break
- 10:15-11:45 AM - Review Course Content - Technical Instruction
- 11:45-12:00 PM - Questions and Next Steps
- 12:30PM - Bus departs to airport. You do not have to take the bus to the airport if you want to find your own way there for your flight.

## The Overview of Propane Distribution Systems for HVAC and Plumbing Professionals Curriculum

The Overview of Propane Distribution Systems for HVAC and Plumbing Professionals is a complete eight-hour block of instruction. Everything your students need to learn the basics of safely working with propane systems is included, so adding it to your curriculum is incredibly easy.

[Download the Overview of Propane Distribution Systems for HVAC and Plumbing Professionals Materials.](#)

- Instructor Guide
- Student Manual
- PowerPoint Presentation
- Instructional Videos
- Student Quizzes

For students looking to complete their certification on this course, enroll them in [The Learning Center](#). You can pay for paper versions of the exam, or have them complete the online version at no cost to you. Instructors, read through PERC's Learning Center FAQs to become familiar with the platform, and how to [become a skills evaluator](#) for your students.

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## Propane HVAC Train the Trainer class

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From Elena Bennett <elena.bennett@propane.com>

Date Tue 3/4/2025 4:06 PM

 1 attachment (208 KB)

2025 CCCC TX HVAC TTT Agenda.docx;

**CAUTION:** This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

As part of the HVAC Technical School Grant Program, your Train the Trainer class will be held on Wednesday April 30- Thursday May 1 at Collin College Technical Campus, 2550 Bending Branch Way, Allen, TX 75013.

- HOTEL
  - PERC will cover your hotel cost for two nights, checking in on April 29<sup>th</sup> and out on May 1<sup>st</sup>, at the Fairfield Inn & Suites Dallas Plano/Frisco, 8585 Angels Dr, Plano, TX 75024.
  - No need to book yourself a night at the hotel, we will add you to our room block once you let me know who is attending from your school.
  - I will send you your hotel confirmation number closer to the class.
- TRAVEL
  - Booking travel is your responsibility using your grant funds.
  - Travel to the hotel upon arrival at the airport will also be your responsibility.
  - The closest airport is Dallas Fort Worth International Airport (DFW). It is approximately a 22 minute drive from DFW to the Fairfield.

PERC will provide bus transportation from the hotel to the school and back each day for training, and from the school to the airport at the conclusion of class on day two. More details can be found in the agenda, attached.

**Please respond to this email with your RSVP to attend, along with the instructor's shirt size.**

Physical copies of the curriculum will be provided at the Training, along with a USB of the curriculum.

Thanks!  
Elena



**Elena Bennett**

Senior Manager, Industry Training & Education

t 202-452-8975 / c 202-468-2835

[linkedin.com/in/elenabennett](https://www.linkedin.com/in/elenabennett)



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## Congratulations! Propane HVAC Technical School Grant Program

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From Elena Bennett <elena.scott@propane.com>

Date Fri 1/31/2025 10:28 AM

To Beth Lastra <lastra\_b@hcsb.k12.fl.us>

**CAUTION:** This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Good morning,

Thank you for applying for PERC's HVAC Technical School Grant Program. I am pleased to let you know your school has been accepted for \$5,000 funding and the implementation of the *Overview of Propane Distribution Systems* curriculum for your classroom!

Please explore the resources and documents in the 2025 HVAC Technical School Grant Program folder. Save this to a folder you can easily access.

2025 HVAC Technical School Grant Program: Overview of Propane Distribution Systems

**Next Steps: Return the following completed documents to Fluxx to receive 75% of your grant funds, a physical copy of the curriculum, and the registration link for the Train the Trainer class:**

- Technical School Grant Program Participant Agreement and Release 2025
- [W9](#) for the school
- 5K PERC HVAC TSGP Propane Advisor Commitment letter 2025 (Send the Advisor Commitment letter to your propane advisor to complete.)

Your Propane Regulator Test and Demo Training Board will be shipped over the summer months, as they are custom built. Please begin to acquire the required equipment items listed in the HVAC Technical School Grant Program 2025 Guidelines document with the help from your Propane Advisor.

Be mindful of the specific vendor listed for purchasing the hydrometer through your Propane Advisor. The contact information for that vendor is sent to your Advisor upon receiving their signed commitment letter.

Attending the Train the Trainer class is a requirement of the grant program so that you can get hands on experience using the regulator training board and hydrometer, as well as ask any questions about the curriculum. You may also invite another instructor from your school to attend, as well as your propane advisor. Please have them register separately for tracking purposes. If this date does not work for you to attend, please let me know!

Looking Ahead: The remaining 25% of grant funds will be sent at the completion of your program when you have uploaded all of the invoices for the required equipment, class photos, completed your instructor survey, and your advisor completes their survey. Final reports will be made available in October for ample time to complete before the program deadline of December 31, 2025.

If you have any questions while completing the paperwork or about the program, please let me know.

Thank you, and congratulations!

Elena Bennett  
Senior Manager, Industry Training & Education  
202-468-2835

 **Propane Education & Research Council**

Propane Education & Research Council, 200 S. 10th Street, 10th Floor - Suite 1075, Richmond,  
VA 23219, (202) 452-8975

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# EARN UP TO \$10,000 FOR YOUR SCHOOL

## HVAC TECHNICAL SCHOOL GRANT PROGRAM

Provide your students with enhanced, real-world experience with propane to better prepare them for the jobs of tomorrow. The Propane Education & Research Council (PERC) will provide up to \$10,000 to selected applicants, along with the curriculum, instructor tools, and a regulator test and demo board (pictured right).

## WHO CAN APPLY

Educational Institutions (technical schools, community colleges, etc.) in the United States that want to include propane-specific instruction to their HVAC, plumbing, or other related classes. Applicants must be able to install propane appliances in their hands-on labs. Funding is limited to one grant per school.

## HOW IT WORKS

1. Complete the online application and get approved.
2. Connect with your local Propane Advisor.
3. Complete pre-program paperwork.
4. Acquire the required items.
5. Attend an in-person Train the Trainer event.
6. Teach!
7. Complete an end-of-program report.
8. Teach again next year, and the year after that!

## HOW TO APPLY

Visit [www.propane.com/TechSchoolGrant](http://www.propane.com/TechSchoolGrant) to learn more, determine eligibility, and apply.

## IMPORTANT DATES

Application period: September 1 - December 20, 2024

Selections announced via email: January 2025

Instructional period: 2025 Calendar Year

Instructor Train the Trainer: Summer 2025





# 2025 PROGRAM DETAILS

High schools are eligible for a **\$5,000** grant to incorporate the eight-hour *Overview of Propane Distribution Systems* curriculum and accompanying list of appliances and equipment. This is a condensed, foundational propane systems program.

- **Three pressure measuring devices.**
- **Liquid leak detector solution.**
- **Gas pipe, tubing, and fittings samples.**
- **Propane hydrometer and supply source cylinder.**
- **Personal protective equipment.**
- **One propane gas appliance.**
- **A propane supply tank, regulator(s), and gas piping.**

\*Details of these appliances and materials in Program Guidelines



Propane-Specific Curriculum



Professional Tools & Equipment



Propane Appliances

Technical schools and community colleges are eligible for the **\$5,000** program or a **\$10,000** grant for the 80-hour *HVAC and Plumber Technical Training* curriculum and accompanying list of appliances and equipment.

- **Three pressure measuring devices.**
- **Liquid leak detector solution.**
- **Gas pipe, tubing, and fittings samples.**
- **Propane hydrometer and supply source cylinder.**
- **Personal protective equipment.**
- **One Category One propane gas appliance.**
- **One Category Three propane gas appliance.**
- **One Category Four propane gas appliance.**
- **Four venting components.**
- **A propane supply source, regulator(s), and gas piping.**

\*Details of these appliances and materials in Program Guidelines

## QUESTIONS?

Contact Elena Bennett at [elena.bennett@propane.com](mailto:elena.bennett@propane.com)