

530-X-2-.11 Employee Competency Requirements

- (1) Effective April 3, 2017, employees of Alabama LP-Gas Board permit holders must successfully complete applicable written competency examinations and/or practical evaluations administered by the board in order to perform LP-gas job functions regulated by the board in the State of Alabama. Successful completion of a written competency examination and/or practical evaluation for a specific job function shall be communicated by an endorsement credential on an *Employee Competency Card* issued by the board. An employee may perform job functions prior to acquiring an endorsement credential if actively supervised. Active supervision occurs when a supervisor is present during the performance of the job function. The active supervisor must have completed board requirements to perform that particular job function.
- (2) Employees seeking endorsement credentials for specific job functions must apply for written competency examination and/or practical evaluation on a form provided by the board. Written competency examinations and practical evaluations will be scheduled and proctored by board staff. Employees may add endorsement credentials as their job functions evolve and dictate, but the credentials must be acquired prior to performing new job functions unsupervised.
- (3) A score of 70 percent or higher shall constitute successful completion of written competency exams. Successful completion of a practical evaluation shall be determined by the board inspector performing said evaluation. An examinee may appeal a failed practical evaluation to the board administrator and board respectively.
- (4) Endorsement credentials earned under this regulation are transferrable with changes in employment, provided new employment is within three years and with an entity permitted by the Alabama Liquefied Petroleum Gas Board to perform said job function(s). Following employment separation, endorsement credentials not transferred within a three-year time period are void and must be reacquired in accordance with this regulation. Transfer of endorsement credentials must be accomplished by the issuance of an updated *Employee Competency Card* from the board.
- (5) Employees must obtain endorsement credentials by completing the following requirements for applicable job functions they will perform unsupervised. The requirements for each job function shall be a written competency exam and/or a practical evaluation. Endorsement credentials are only valid with employment under specific permits as detailed below:
 - (a) Bobtail Driver.....Written Exam.....(A & B-1 Permits)
 - (b) Bulk Plant Installation / Repairs.....Written Exam.....(A, B-1, & D Permits)
 - (c) Cargo Tank Inspection.....Practical Evaluation.....(A, B-1, & C-2 Permits)
 - (d) Cylinder & Motor Fuel Dispensing.....Written Exam & Practical Evaluation.....(A, B-1, F, & F-1 Permits)
 - (e) DOT Cylinder Requalification.....Practical Evaluation.....(A, B-1, & C-2 Permits)
 - (f) Legal Compliance (Mandatory for all test applicants)...Written Exam.....(All Permits)
 - (g) Engine Fuel Systems.....Written Exam.....(A, B-1, & C-1 Permits)
 - (h) Meter Calibration.....Practical Evaluation.....(E Permits)
 - (i) Railcar Loading / Unloading.....Practical Evaluation.....(A, B-1, & B Permits)

- (j) Service Technician (Recreational Vehicles)...Written Exam.....(A, B-1, & C Permits)
- (k) Service Technician (Residential & Commercial)..Written Exam.....(A, B-1, & C Permits)
- (l) Tank Install/Removal/Inspect (Non-Bulk Plant)...Written Exam.....(A & B-1 Permits)
- (m)Transport Driver.....Written Exam....(A, B-1, & B Permits)

(6) For written competency examinations certain resource materials are allowed for use during the exam. However, any examinee caught writing in resource materials or otherwise attempting to transcribe or record any part of the written exam will be failed and dismissed from the examination. The resource material(s) will be retained by the exam proctor as evidence and returned at the proper time. Those dismissed from the examination must wait 90 days to reapply for examination. Examinees dismissed from the examination that refuse to yield the resource material(s) in question shall not be eligible to reapply for future examinations. The following resource materials will be allowed during examination but they will not be supplied by the Alabama LP-Gas Board:

- (a) NFPA 58 (Current Adopted Edition)
- (b) NFPA 54 (Current Adopted Edition)
- (c) NFPA 1192 (Current Adopted Edition)
- (d) Code of Federal Regulations Title 49 (49 CFR)
- (e) Alabama LP-Gas Board Administrative Code
- (f) Alabama LP-Gas Board Laws

(7) Written competency examinations, regardless of the number of endorsement credentials sought, shall be limited to four hours per day for each examinee. Endorsement credentials may be obtained in stages if necessary.

(8) This administrative code is not retroactive, and it shall not apply to permit holders and their employees that met board requirements to work unsupervised prior to adoption of this regulation. However, employees changing employment after adoption of this code or those who failed to successfully complete prior board testing and/or practical evaluation requirements must meet the requirements of this regulation as if a new employee in the industry.

(9) If any part of this regulation is declared invalid or unconstitutional, such declaration shall not affect the part which remains.

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Statutory Authority: Code of Ala. 1975, § 9-17-103.

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