North Carolina Propane Gas Association Technical Education Center (NC-TEC)

**2021/2022**

**Course Catalog**

North Carolina Propane Gas Association Technical Education Center (NC-TEC) 5109 Hollyridge Drive

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**Volume #1 Issue 5.0**

**Sept 4, 2020**

The provisions and requirements stated in the NC-TEC catalog are not to be considered as an irrevocable contract between the student and NC-TEC. NC-TEC reserves the right to make changes that it deems necessary at any time, without notification. Alterations may include course and program changes and cancellations. The online version of the catalog will be updated periodically to reflect such alterations. The responsibility for understanding and meeting the completion requirements published in the NC-TEC catalog rests entirely with the student.

# Academic calendar

**Year-Round Calendar 2021 / 2022**

Each term is generally six - eight weeks in length. Individual courses, are offered one at a time throughout the course of the terms. Contact NC-TEC for and updated list of offerings.

**Hours of Operation:** Classes are offered Monday – Friday 8:00 AM – 5:00 PM during the week. No classes are scheduled on the weekends.

**Academic Year 2021**

**Term I…………………………....……….Jan 11, 2021 - March 5, 2021**

**Term II...................................................April 5, 2021 - May 31, 2021**

**Term III…………………………………July 12, 2021 - September 3, 2021**

**Term IV………………………..September 27, 2021 - November 23, 2021**

**Academic Year - 2022**

**Term I……………………………January 10, 2022 – March 4, 2022**

**Term II…………………………..…………April 4, 2022 – May 27, 2022**

**Term III…………………………………..July 11, 2022 – September 2, 2022**

**Term IV…………………………………..September 26, 2022 – November 22, 2020**

**Registration deadline for each term is the day before the scheduled start date pending availability.**

**No Classes – Independence Day, Labor Day, Columbus Day, Veterans Day, Memorial Day.**

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# About Us

The North Carolina Propane Gas Association was founded in 1957 in order to promote, protect, and encourage the growth of the LP-Gas industry in the State of North Carolina. The propane industry is rapidly growing into one of the nation's highly used fuels in the home, business, recreation and industrial settings. Propane is utilized for cooking, water heating, heating, drying, lighting, engine fuel, refrigeration, incineration, cutting and welding. Currently in the United States, over 15 billion gallons of propane are sold and approximately 60 million customers utilize propane annually. NCPGA started propane industry instructional operations through NC- TEC on April 14, 2010.

**North Carolina Technical Education Center**

**(NC-TEC)**

**NC-TEC Mission Statement:**

To promote and represent the Propane marketing industry for the economic vitality of North Carolina.

**Vision Statement:**

At North Carolina Technical Education Center, our vision is to be an institution that exceeds the expectations of our stakeholders for effective education, training and workforce development by providing world-class programs and services.

**Description of Space, Facilities, and Equipment**

NC-TEC facilities are located in the heart of Raleigh NC at 5109 Hollyridge Dr., Raleigh, NC 27612. This 10,000 Sq. foot facility is a state-of-the-art facility that recently went through a $330,000 green Department of Energy building renovation in 2013. It is located 1.9 miles from Crabtree Valley Mall. Many hotels and eating establishments are within walking distance of the facility. A state of the art indoor and outdoor lab / training facility is currently being built in Graham NC at 2600 Long Diary Road and will be completed in early 2021.

The facility has a large multi-purpose classroom that comfortably seats up to 24 students, A second classroom that seats up to 40 students, and a Board room that seats 12. The building is surrounded by a “Propane Village” where visual props and equipment are used for training.

The training center has all the props and training aids students will need to see and touch the actual tools and equipment that pertain to all the classes they will be receiving instruction on. This includes: electrical boards, hydrometer, regulators, tanks, cutaways, valves, brass fittings, tools, gauges, projectors, white boards, and free WIFI.



**Due Process**

NC-TEC affords all persons involved in appeals due process. This includes the right to receive written notice of the alleged violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

**Standards of Conduct**

NC-TEC expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students are subject to civil authority both on and off campus. NC-TEC files criminal charges in appropriate cases and cooperates with public officials in their prosecution.

**Prohibited Conduct**

Prohibited conduct shall include but not be limited to the items listed below:

* Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of NC-TEC staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one’s own (plagiarism); and failure to abide by any other academic regulation established by the instructor that appears on the individual course syllabus addendum (Note: The syllabus serves as a contract between the instructor and the student.)
* Theft, misuse, or damage to NC-TEC property, the property of a member of the NC- TEC community or the property of a visitor on NC-TEC premises or at NC-TEC functions; unauthorized entry upon the property of the NC-TEC or into a NC-TEC facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a NC-TEC facility after closing hours.
* Possession or the use of alcoholic beverages on property owned or controlled by the NC-TEC or at NC-TEC sponsored events is prohibited unless approved in writing by the NC-TEC President. Possession of alcohol in NC-TEC owned vehicles and other places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the NC-TEC campuses or NC-TEC-sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.
* Mental or physical abuse of any person on NC-TEC premises or at sponsored activities, or at NC-TEC supervised functions, including severe and persistent verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice
* Comments of a sexual nature, including innuendoes, suggestive statements, jokes, propositions, threats, and degrading/discriminating/ stereotypical words whether directed at the victim or made in the victim’s presence. Nonverbal - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures that are severe, persistent, unreasonably impactful, and outside the scope of academic pursuits.
* Unwanted physical contact, including touching, pinching, grabbing, and stroking, and when sexual penetration occurs may rise to the level of rape.
* Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or at other NC-TEC activities including public service functions, and other duly authorized activities on NC-TEC premises.
* Occupation or seizure in any manner of NC-TEC property, a NC-TEC facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.
* Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of NC-TEC facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the NC-TEC.
* Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person.
* Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
* Gambling.
* The use of tobacco products is prohibited except in designated areas.
* Littering which includes disposing of paper, bottles, cans, or any other form of litter on

NC-TEC grounds or in any building.

* Violation of NC-TEC regulations regarding the operation and parking of motor vehicles.
* Forgery, alteration, or misuse of NC-TEC documents, records, or instruments of identification.
* Failure to comply with instructions of NC-TEC officials who are acting in performance of their duties.
* Violation of the terms of disciplinary probation or any NC-TEC regulation during the period of probation.
* Fiscal irresponsibility such as failure to pay NC-TEC levied fines and foundation loans or the passing of worthless checks to NC-TEC officials.
* Violation of a local, state, or federal criminal law on NC-TEC premises.
* Furnishing false or incomplete information to the NC-TEC.
* Beepers, cell phones, and other communication devices must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructors in advance.
* Use of NC-TEC computers or networking resources to engage in any behavior that violates any federal, state, or local laws, or NC-TEC regulations including downloading of copyrighted material or any unauthorized software.
* Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to NC-TEC data.

**Procedures for Reporting Violations**

When a violation of the student standards of conduct is suspected, the observer should immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the President/CEO for investigation and follow-up action.

# Admissions

**Open Door Policy**

NC-TEC operates under the “open door” admissions policy of the State Board of Community Colleges. Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to NC-TEC. Individuals under 18 years of age who have not attained graduation from high school can attend NC-TEC as stipulated by the policies of the State Board of Community Colleges. Admission to NC-TEC, however, does not ensure admission to any individual program or course or continued enrollment at NC-TEC. NC-TEC is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. NC-TEC may refuse admission to an applicant who poses a safety threat.

**Application**

For admission, applicants must provide a completed application for admission, a copy of high school transcript or high school equivalency certificate, and a $25 application fee. NC-TEC reserves the right to ask for additional supporting materials.

**Application deadlines**

Applications will be reviewed on a continuous basis as they are completed.

**Prerequisites: Certificate Programs**

Certificate Programs: Applicants must be high school graduates or possess high school equivalency certificates.

**Enrollment limitations**

Class enrollment limitations will be set for each term based on space requirements and availability as well as the availability of instructors to maintain appropriate instructor- student ratios determined by specific course of instruction.

**Written record (transcript) of previous education and training**

Prior to enrollment, eligible students, veterans, and active duty military should submit written records or transcripts of previous education and training for evaluation by NC-TEC for the purpose of determining whether appropriate credit should be awarded for previous education and training. For the purposes of evaluating military training, DD Form 295, Application For the Evaluation of Learning Experiences During Military Service will be used as the template for assessing submitted documented training whether or not a signed form is submitted by the student.

**Granting appropriate credit for previous education and training**

Previous education and training will be assessed by NC-TEC and on a case-by-case basis training may be shortened proportionately where prior proficiency has been documented. Students will be notified in writing when previous training and education has been found to meet the standards to shorten the normal course of instruction. In addition, for eligible veteran and military students, NC-TEC will notify the Department of Veterans Affairs in writing of this determination.

# Financial aid

**Types of financial aid available**

**Scholarships and Achievement Awards –** Merit aid awarded in various areas.

**Financial information**

**Tuition and fees for 2021**

Full Term. $9,022

Other surcharges and fees

Lab Fee $275

Admin Fee. $175

Facilities Fee. $125

Late Payment Fee (payment received after due date). $75

Application Fee. $25

Tools. $1,857

Books. $350

**Payment Information**

*Payment due dates 2021 2022*

**Term I……………………………………………………….. Jan 11 Jan 10\***

**Term II………………………………………………………. April 5\* Apr 4\***

**Term III……………………………………………………… Jul 12\* Jul 11\***

**Term IV……………………………………………………… Sept 27\* Sept 26\***

**\*If the total tuition is greater than $5,000 this is the due date for the first payment and additional bills will be issued at the applicable dates based on the length of the particular program.**

**If total tuition is greater than five-thousand dollars ($5,000), NC-TEC may collect up to 50 percent of the total tuition prior to that mid-point of the program. The remainder of the tuition may be collected only when the student has completed one-half of the program. Title 38 United States Code Section 3679(e) regarding the disbursement of tuition shall supersede state disbursement regulations stated in this Rule for covered individuals.**

**\*\*To avoid a $75 late payment fee and/or interest charges, make full payment of any balance due or enroll in a payment plan before the due dates listed above.**

Interest of 12% annually (1% per month) will be charged against unpaid balances beginning 30 days after the drop/add period ends. Delinquent accounts will be sent to a collection agency at NC-TEC's discretion at any time after the account is past due. All collection costs assessed by the collection agency are the responsibility of the student and added to the balance due.

\*\*\*NC-TEC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to NC-TEC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of Title 38 USC.

NC-TEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to NC-TEC due to the delayed disbursement of a payment to be provided by the Veterans Administration under chapter 31 or 33 of Title 38 USC.

For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of Title 38 USC

**Refund procedures**

**If a student withdraws before the first day of class or if the class is canceled, they will receive a 100% refund and a 75% refund if the student withdraws within the first 25% of the period of enrollment for which the student is charged.**

***Voluntary withdrawal:*** Students wishing to withdraw completely from the NC-TEC initiate the process by notifying their instructor. The instructor will notify NC-TEC administration to complete the withdrawal process including all necessary official notifications and refunds processed accordingly.

***Involuntary withdrawal:*** The last date of attendance for students will be established and documented for students who stop attending classes and do not follow withdrawal procedures. A W or I will be recorded based on the date of Involuntary withdrawal and refunds processed accordingly.

**Withdrawal and refund policy for reservists called to active duty:** Any student called to active duty in the U.S. military may withdraw from courses up until the last day of the semester. The student will have a W or I recorded in their records and refunds will be processed accordingly.

**Attendance regulations**

Regular class attendance is a student obligation; regular attendance at class and laboratory sessions is expected. Attendance will be monitored and recorded and if the attendance requirement is not maintained for each course the student will be subject to dismissal.

The Basic CEPT course requires a 100% attendance. If students miss any instruction, they will work with the instructor to make up the missed content. This must be completed before students can continue to the next CETP course. All other CETP classes require 95% attendance.

**Probation:** Students falling below the 95% attendance requirement will be placed on probation while they work with the instructor to make up the missing content. Students falling below 95% will be on probation during the next course. Students dropping below 95% in two consecutive courses will be dropped from the program.

Students are responsible for all of their work, including assessments, tests, and written work, and for all class meetings. Class cuts, tardiness, absences and completion of missed class work are issues for the instructor and student to resolve to ensure the attendance obligation is met. Students

Specific attendance requirements as well as the instructor's course-level policies are communicated to students via the instructor's course syllabus on the first day of class.

Students are encouraged to communicate with their instructors early about potential absences.

**Tardiness**

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance.

**Grading and evaluation**

NC-TEC's system of evaluation is based on a pass or fail standard. A passing grade is meeting a standard of 70% in any evaluation.

**NR Grade not reported (temporary grade)**

**I Incomplete (temporary grade)**

**W Withdrew**

**P Passing; 70% or higher**

**F Fail; less than 70%**

**Incomplete grades**

A grade of I (incomplete) may be given for illness, accident, or other unusual hardship beyond the student’s control. This grade may be granted with the intent to resume classes once the hardship has been resolved.

**Graduation requirements**

All work and assessments must be completed with a standard passing grade of 70% as outlined in the class syllabi. NC-TEC will proctor and administer the test at the end of each certification block of instruction. Certification records are maintained by ITS. Students have access to their on-board Learning Management System indefinitely.

[www.ITS-Training.com](http://www.ITS-Training.com). Phone 270-753-2150

Certificates of completed training will be presented on the final day of class to students that met attendance requirements and completed the required hours for course completion. ITS will update the portal that they have passed and mail a certificate of completion to the students when they passed the course in 7-10 business days. Students can re-test the following day and any time after until they pass the course.

**Standards for academic progress**

Students must show Satisfactory Academic Progress (SAP) toward completing course objectives. All periods of enrollment count toward SAP. In order to meet SAP, students must achieve at least a 70% passing grade in each course. Students who fail to make satisfactory progress will be subject to dismissal from NC-TEC. If a student fails to meet the 70% pass standard in a given course, they will be placed in a probationary status for a period of one week in order to retest to meet the 70% standard. At the end of the probationary period, if the student fails to meet the 70% standard, the student will be terminated from NC-TEC.

**Leave of absence policy**

Students whose enrollment is interrupted may apply for a leave of absence at the time of their withdrawal. Formal requests for leaves should be made to NC-TEC administration via the course instructor. Justifiable reasons for a leave may include medical or financial difficulties or church-related service assignments.

**Conditions for re-entrance for students dismissed for unsatisfactory progress**

Students can request to meet with school administration to develop a plan for achieving satisfactory progress. Students must wait for the next class to begin unless given approval by instructor to re-join current class.

**Academic integrity**

NC-TEC expects all students and faculty members to practice academic integrity. Honesty, trust, fairness, respect, and responsibility are essential building blocks in creating a vital learning community. They are also the foundation for lifelong integrity. Academic dishonesty at NC-TEC is considered a serious breach of the “NC-TEC Commitment to Community Standards.” Academic dishonesty is any act that misrepresents academic work or interferes with the academic work of others. It includes:

* Plagiarism (giving the impression that another person’s work is your own)
* Cheating on assignments or exams
* Falsification of data
* Submission of the same (or substantially the same) paper in more than one course without the prior consent of all instructors concerned
* Depriving others of necessary academic sources
* Sabotaging another student’s work

Violation of academic integrity standards may result in dismissal from NC-TEC.

**Academic grievance policy**

The academic grievance policy seeks to provide a fair and expeditious process that allows for both informal and formal resolution of conflicts. Students of NC-TEC who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures or other incidents related to academic affairs. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or test was too difficult is not grounds for a complaint. A student must have evidence that specific policy was violated or that he or she was treated in a prejudicial or capricious manner. This policy does not limit NC-TEC’s right to change rules, policies, or practices.

**Informal resolution**

1. A NC-TEC student must first contact the faculty member who allegedly violated his/her rights to determine if there can be an informal resolution. The contact should be made by the student within ten business days (Monday-Friday, excluding observed holidays) of when the alleged violation occurred. The student must provide written documentation to the faculty member which includes:
   * A statement concerning the nature of the complaint
   * Any evidence on which the complaint is based
   * The outcome that the student seeks.
2. The faculty member will respond in writing within ten business days to the student’s written document. The student and faculty member will then meet to determine if an informal resolution can be reached.

**Formal resolution**

1. If the student is not satisfied with the outcome of the meeting in #2 above, the student may contact, within five business days, the President/CEO to appeal the outcome.

**Privacy rights of students**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at NC-TEC are hereby notified of their rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the NC-TEC receives a request for access. Students should submit to the registrar, dean of students, or other appropriate official, written requests that identify the record(s) they wish to inspect. The NC-TEC official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the NC- TEC to amend a record that they believe is inaccurate or misleading. They should write to the NC-TEC official responsible for the record, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the NC-TEC decides not to amend the record as requested by the student, the NC-TEC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to prohibit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the NC-TEC in an administrative, supervisory, academic, research or support staff position (including security personnel); a person or company with whom the NC-TEC has contracted (such as an attorney, auditor or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the NC-TEC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.`
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NC-TEC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605. FERPA further provides that certain information concerning the student, designated as “directory information,” may be released by the NC-TEC unless the student has informed the NC-TEC that such information should not be released. “Directory information” includes:

* Student’s Name
* Permanent address
* Local address
* Telephone number
* E-mail address
* ID photo
* Verification of birth date supplied by inquirer
* Dates of attendance
* Classification and enrollment status (full- or part-time)
* Date of graduation and degree received
* Major field(s) of study
* Awards and honors received
* Most recent previous educational institution attended by the student
* Participation in officially recognized activities and sports
* Height and weight of athlete

NC-TEC does not provide student e-mail lists to public or private entities. Any student who desires that any or all of the above-listed information not be released may contact the NC-TEC administration office[.](https://www.goshen.edu/registrar/privacy/) Questions about this policy may be directed to the NC-TEC administration offices.

**Privacy rights of deceased students**

FERPA rights of an individual expire with that individual’s death. However, it is NC-TEC’s policy not to release educational records of deceased individuals, unless required to do so by law or authorized to do so by either the executor of the deceased’s estate or the deceased’s spouse, parents or children. NC-TEC may request proof of death.

**Certified Employee Training**

**(CETP)**

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**1.0-4.2 Certified Employee Training (CETP)**

**319 clock hours / \*Up to 50% of class each will be lab-work**

**1.0-4.4 Certified Employee Training (CETP)**

**319 clock hours (191 Lab hours)(128 Lecture)**

CETP 1.0 Basic Principles and Practices of Propane. 24 hours

(10 classroom & 14 Lab)

CETP 2.2 Bobtail Delivery Operations. 35 hours

(20 Classroom & 15 Lab)

CETP 2.4 Cylinder Delivery Operations. 12 hours

((4 classroom & 8 Lab)

CETP 3.1 – 3.5 Basic Plant Operations. 84 hours

(32 Classroom & 52 Lab)

CETP 4.1 Designing and Installing Exterior Vapor Distribution Systems. 84 hours

(32 Classroom & 52 Lab)

CETP 4.2 Placing Vapor Distribution Systems and Appliances into Operation. 80 hours

(30 Classroom & 50 Lab)

**Student learning outcomes**

Graduates will:

1. Learn the physical, chemical, and combustion properties of fuel gases.
2. Gain knowledge of sizing and installing house piping and placing in service propane gas operated equipment.
3. Learn the proper design, placement, and installation of vapor distribution systems and appliances into operation, principles and practices of propane.

**CETP 1.0 Basic Principles and Practices of Propane 24 clock hours** CETP Basic Principles and Practices of Propane offers an entry level course that provides pre-requisite instruction about propane's physical and combustion properties, how propane is produced and transported and will aid in preparing for NPGA's CETP certification.

**CETP 2.2 Bobtail Delivery Operations 35 clock hours** Train employees who work in propane bulk plants, this course provides information, practices, and procedures that support general plant operations tasks.

**CETP 2.4 Cylinder Delivery Operations 12 clock hours** This course is designed for cylinder delivery drivers, this course provides current information, practices and procedures for safely and efficiently delivering propane to customers.

**CETP 3.1 – 3.5 Basic Plant Operations 84 clock hours** The Basic Plant Operations course provides information, practices, and procedures to safely and efficiently perform bulk plant operations tasks, mainly cylinder inspection, filling and requalification, and plant and equipment maintenance.

**CETP 4.1 Designing and Installing Exterior Vapor Distribution Systems 84 clock hours.** The training program provides current information, practices, and procedures to safely and efficiently design and install exterior components for residential and small commercial propane vapor distribution systems.

**CETP 4.2 Placing Vapor Distribution Systems and Appliances into Operation 80 clock hours.** The training program focuses primarily on the procedure for placing a vapor distribution system into operation.



# Administrative Leadership

**Office Manager:** Beverly Dodd Office Manager NCPGA

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beverly@ncpga.org

**President/CEO:** John R. Jessup Executive Director NCPGA

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**Director of Education:** David Donahue NCPGA

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**Beverly Dodd** is the Office Manager for the North Carolina Propane Gas Association. Beverly rejoined the Propane Industry in September 2016. Before rejoining the Propane Industry, Beverly’s Propane experience began when she was employed by McCracken Propane as an Accounting Assistant. She currently has over 30 years of Office/Accounting experience.

Beverly’s duties within the Association consist of CETP Student Enrollment, Financial Services, Billing, Accounts Receivable, Member Services, and the planning of events. She is currently staff liaison for the Convention & Meetings Committee, the Member Services Committee, and a member of the WIP (Women in Propane Council).

Phone: 919-787-8485; Email: [beverly@ncpga.org](mailto:beverly@ncpga.org)

For the past 9 years, **John Jessup** has served as the President/CEO of the NC Propane Gas Association. He is a registered lobbyist for the propane industry and is the chief administrator of the NC PERF which is responsible for marketing, training and workforce development for the propane dealers in NC. He is also a member of the following organizations: the Triangle Clean Cities Coalition; the NC State Engineering Clean Fuel Advanced Technology Team; and the PERC Marketing Development and Outreach

Committee.

Before joining the NCPGA John lived in Richmond, Virginia where he worked for 6 years at the Virginia Automobile Dealers Association. He was the Automotive Youth Education Systems regional director responsible for inspecting and developing Career and Technical Automotive Education centers in nine states. John has 9 years of propane industry experience which began as a “working” district manager for Ferrellgas. He eventually became the Regional Manager for the state of Virginia.

John served as a Captain in the US Army as a logistics officer and combat engineer. John has a Bachelor of Science degree in Criminal Justice and his Master of Business Administration.

Phone: 919-787-8485; Email: [jjessup@ncpga.org](mailto:jjessup@ncpga.org)

**NC-TEC Teaching Faculty**

**David C. Donahue** is the Director of Code Compliance and Education for the North Carolina Propane Gas Association. Mr. Donahue has been the lead instructor for NC-TEC since 2012. He is a lifelong member of the propane industry. Prior to moving to North Carolina, he was Director of Marketing and Education for Donahue Gas, Inc., a third-generation propane gas marketer in Indiana.

David was President of the Indiana Propane Gas Association as well as serving on the National Propane Gas Association’s (NPGA) Governmental Affairs Committee and NPGA’s Technology, Standards and Safety Committee (TS&S), a position he still holds. Mr. Donahue was also a member of the Propane Education and Research Council’s Consumer Education Advisory Committee (CEAC) Committee. David was an active member in the Indiana Builder Association, serving as Executive Offers of the Muncie Home Builders Association.

David Donahue is a graduate of Ball State University with a Bachelor of Science degree in Business Administration.

**David Donahue**

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