



HVAC/R Service Technician Training

2023-2024

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*The NWHVAC/R Training Center is
accredited by the Commission of the
Council on Occupational Education*



Do something about your future TODAY!

Northwest HVAC/R Association & Training Center
204 E. Nora Ave
Spokane, WA 99207
Phone: 509-747-8810
Fax: 509-747-8845
staff@inwhvac.org

Learn how you can become an HVAC/R Service Technician and begin your career in the Heating, Ventilation, Air Conditioning and Refrigeration Industry.

The Northwest HVAC/R Association & Training Center admits students of any sex, sexual orientation, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in its training program. It does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability

Selected programs of study at The Northwest HVAC/R Association & Training Center are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

This school is licensed under Chapter 28c.10 RCW: inquiries or complaints regarding this private vocational school may be made to the: Workforce Training and Education Coordinating Board, 128 Tenth Avenue SW, Olympia, Washington 98501. Web: wtb.wa.gov Phone (360) 753-5662. E-Mail Address: wtb@wtb.wa.gov

This school will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

VA Certifying Officer, and Executive Director of Northwest HVAC/R Association & Training Center, Tena Risley, can be contacted via E-mail: staff@inwhvac.org Phone: (509)-747-8810.

The Northwest HVAC/R Association & Training Center does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

HVAC/R SERVICE TECHNICIAN TRAINING

HVAC/R Service Technician Training is a specialized field of study for the Heating, Ventilation, Air Conditioning and Refrigeration trade. The program provides a solid base of knowledge and skills that can lead to secure and successful employment. Emphasis is placed on the practical skills that are necessary in daily diagnostic, service, repair, installation, and maintenance work. In addition to the technical classes provided, students will prepare for local licensure in Heating Mechanics I, and federal testing for EPA Refrigerant Certification. Earn an HVAC/R Service Technician Certificate of Completion and start your career today!

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The information in this catalog is effective through the 2023-2024 academic year.
Catalog certified as true and correct for content and policy by *Sena Risley*, Executive Director as of 11/08/2022
The Northwest HVAC/R Association & Training Center is a non-profit 501(c) 3 organization.

WHY CHOOSE A CAREER IN HVAC/R?

HVAC/R is a skilled trade that includes solving complex mechanical and electrical problems, and installing new equipment and systems. HVAC/R technicians feel satisfied at the end of the day being able to perform essential tasks like restoring the customers' heat, or installing the newest technology in ventilation in a medical building. The HVAC/R industry is in high demand and has jobs all over the country providing air quality, ventilation, heating and cooling.

We teach students from diverse backgrounds like retail, restaurant, management, and construction work. When asked the question, "are you happy with your decision to change careers" the response is overwhelming positive. HVAC/R offers stable pay to provide a comfortable lifestyle for you and your family. Once in the field, there are opportunities to further your training and grow in the industry.

Daily life in the HVAC/R industry is out of the office, traveling locally or out of area to the customers' location. Typically, working by yourself or with a small group. There are many different types of work in HVAC/R from residential to commercial, installation and system design, maintenance and repair, sales and project management. Technological advances in the industry are also creating new positions that look for people interested in complex systems, computer systems and controls to operate the equipment in commercial buildings and luxury homes. You will see the diversity in work throughout the school year and on internships with local companies.

Enrolling in our HVAC/R Service Technician Training is a choice that will make a positive impact in your life and help the community!



MISSION STATEMENT

Provides quality education and training, promoting the highest standards of workmanship, improving the quality of installation and service, and facilitating the enforcement of applicable codes and standards of the industry. The organization will gather and disseminate information on industry-related issues and provide input on local, state and federal regulations affecting the HVAC/R trade.

PROGRAM OBJECTIVE AND CAREER OPPORTUNITIES

The objective of the Training Center is to give its students the knowledge and skills that allow for maximum growth in a rewarding and interesting career field.

During the course of study, emphasis is placed on the practical skills that are necessary in daily diagnostic, service, repair, installation, and maintenance work. Competency-based / performance-tested curricula ensures students will not only understand the technical information, but will also be able to perform all related skills. In addition to the technical classes provided, students will also learn customer service skills to help them succeed in their chosen career.

HVAC/R Service Technician Training graduates have many opportunities available to them. To meet the challenge of today's technology, the Training Center extends every effort to provide the finest instruction possible. The program prepares graduates to seek skilled entry-level positions in their chosen career fields. Depending on academic and internship performance, development of technical skills and past experience, a graduate could seek a higher level of employment. As experience accumulates, there are numerous positions that become available for the individual who takes a serious approach to his/her career development.

**Although we cannot guarantee jobs, our staff works diligently to match each graduate with the most suitable job possible. As a result, we continue to maintain an outstanding record of graduate placements .*

STANDARDS AND COMMITMENT

The Northwest HVAC/R Training Center:

- Is accredited with the Council of Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / Fax: 770-396-3790, www.council.org
- Is licensed by the Washington State Workforce Education and Training Board since 1996.
- Is eligible for Title IV Federal Financial Aid funding.
- Employs a faculty and staff with appropriate and diverse educational and experiential credentials.
- Provides safe facilities and educational equipment that are conducive to learning.
- Continually evaluates all aspects of the training provided, utilizing input from industry advisory committees, employers and students.
- Encourages and evaluates student professionalism and responsibility.
- Seeks to provide motivated, confident and success-oriented students and graduates with employment opportunities.

HISTORY, FACILITY, & EQUIPMENT

The Northwest HVAC/R Association became incorporated June of 1958 by the contractors and Washington Water Power Company to provide training in natural gas installation and codes, while providing a forum for passing along information to promote safety in natural gas installations.

The Association has a membership interested in the advancement of the industry. Its base is located in Spokane, Washington, with chapters available throughout Washington, Idaho, Northeastern Oregon and Montana and represents HVAC/R contractors, suppliers, and maintenance departments.

A full-time Executive Director carries out the directives of the non-compensatory board of directors, and oversees the management of the organization. A Training Coordinator monitors and participates in the student recruitment and application process, provides student resources and maintains a continuous working relationship with the student body, instructors, and employers.

The Training Center was established in 1991 with the goal of training and updating the skills of technicians currently in the industry. In 1995, the first student was awarded a Certificate of Completion after completion of the required courses and thereafter the accreditation application process commenced.

The Training Center is located one mile from the downtown business district of Spokane, Washington and has two classrooms available and a technical lab equipped with operational HVAC/R equipment and appliances.

Average class sizes range between 20-25 students per module with an additional hands-on lab facilitator, upon instructor request, to assist the instructor with supervision of all lab projects when the class size ratio is close to the higher range of students.

All classrooms are equipped with audio-visual aids, including projectors and computer training equipment and the hands-on lab is designed with various new and existing types of residential and light commercial equipment found within the industry. ADA access is available in the classrooms, facilities, and the main office.



ADMISSIONS REQUIREMENTS

Admission into the program requires either a high school diploma or General Education Development (GED) Certificate, criminal background check, and a valid driver's license. The student must complete an Application for Admission, pay the application fee, and be accepted into the program before enrollment. The enrollee must be 18 years of age or older before their graduation date. In accordance with the Private Vocational School Act, RCW 28C.10, any student that provides a high school diploma or equivalency that was acquired and earned outside of the United States will be subject to an English as a Second Language assessment to ensure the student can benefit from enrolling into the training program. Graduates from the HVAC/R Service Technician program earn a Certificate of Completion that may only be recognized in the United States. Admission is not granted based on ability to benefit, applicants must provide a valid high school diploma or GED to be enrolled. The Training Center reserves the right to request further documentation to validate requirements, and may deny any documentation they deem to be invalid, without ability to appeal. The Training Center enrolls students of any sex, sexual orientation, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in its training program. In accordance with the Title III ADA, upon a written request the Training Center will provide auxiliary aids and services for individuals with disabilities after an institutional financial status review for a determination of whether or not an accommodation would be an undue burden. All students are treated equally, fairly and uniformly. Enrollments are made on a "first come-first served" basis of those that meet all admission requirements. Northwest HVAC/R Association & Training Center staff do not receive incentives, bonuses, or any extra compensation based on number of students enrolled. Students are responsible for providing the information required for admission and for updating names, addresses and phone numbers as changes occur. * **Per USC 36080A(d)1** this school cannot enroll more than 85% veterans per school year except Chapter 31 & 35. unless they chose to not receive VA funding. Average veteran enrollment is 15-18% each year.

Deployment and Readmission Policy for Military Service Members and Dependents

Northwest HVAC/R is committed to full compliance with the Principles of Excellence serving Service members, Veterans, Spouses, and Other Family Members. The school will readmit a service member with the same academic status as he or she had when last attending or accepted for admission. The student must notify the school of their military service and intention to return to school. No notice is required if precluded by military necessity such as service in operations that are classified or would be compromised by such notice. The student will be admitted with the same academic status. Upon readmission, the student will be eligible for the same tuition and fees as when they deployed and will not be assessed a tuition/fee increase. Requested withdrawals; the school will work with the student to complete withdrawals and a full adjustment of all tuition and fees for the term as per federal laws and regulations.

REGISTRATION AND ENROLLMENT PROCEDURES

- ☐ Complete FAFSA (if using financial aid)
- ☐ Interview with the Training Coordinator
- ☐ Take a tour of the facility
- ☐ Receive a copy of the current catalog
- ☐ Complete an Application for Admission
- ☐ Present a High School Diploma or GED
- ☐ Present a valid Driver's License
- ☐ Criminal Background Check
- ☐ Discuss a Payment Plan
- ☐ Submit the Registration Fee
- ☐ Receive notification of Acceptance or Denial to the program.
- ☐ Purchase State Electrical Trainee Card prior to start of the program
- ☐ Apply for Veteran Education Benefits or Assistance, if applicable

NOTICE:

This is an alcohol and drug-free training program. All enrolled students may be subject to random drug testing after any accident or injury or if suspected of being under the influence while onsite or on internship site.

STUDENT STATUS REQUIREMENTS AND TRANSFER OF CREDITS

Full-time Students are those enrolled in the less than one year, 900 hour HVAC/R Service Technician Training. * The two-year evening program option is not active at this time.

Transfer of credits for prior training will be evaluated on an individual case basis and students will be required to submit transcripts for review. Those classes found to be equivalent or higher in curriculum length and outline to the current HVAC/R Service Technician program may receive a credit towards that particular course module. Students that have a current EPA Certification Type I & II, or a Spokane City Gas License may be granted credit for EPA and Gas Codes & Installation classes. VA Student Transfers: The student and VA will be notified of any credit granted or denied.

Credits earned by non-HVAC/R Service students for courses previously passed at our facility may be transferred towards the certificate once enrollment is achieved. If the program has been paid in full, per course hour rates or the fee paid for the original course, whichever is less, will be refunded. Refrigerant Certification and Gas Codes class may be refunded based on a reduced hour calculation.

STUDENT CONDUCT RULES

Students are responsible for knowing and obeying the published rules and regulations of the Training Center. The following actions are violations of the NW HVAC/R Training Center Student Conduct Code and can result in reprimand, probation, suspension and/or dismissal.

1. Academic dishonesty or concealment thereof. Falsification of time records, internships, utilizing cellphones or electronics devices for dishonest purposes, and utilization of unauthorized assistance on tests or quizzes.
2. Possessing, consuming or being under the influence of alcoholic beverages, marijuana, or any controlled substance and/or paraphernalia in or around classrooms, hands-on lab or elsewhere on school property or assigned internships. This includes failing a random or a mandated drug test.
3. Using profanity in or around classrooms, hands-on lab or elsewhere on school property or assigned internships, includes the wearing of profanity on outer clothing or displaying profanity through tattoos or other means.
4. Vandalism (including graffiti), damage, or theft in or around classrooms, vending machines, hands-on lab or elsewhere on school property or assigned internships.
5. Failing to observe safety regulations throughout the facility, parking lot, and during internships.
6. Physical or verbal threatening, harassment, intimidation, bullying or any other conduct which harms the physical safety, health, or comfort of others, including topics such as race, ethnicity, origin, sexual orientation, gender, marital status, religion, age, academic capability, physical or mental disability, financial status, living conditions, physical appearance, citizenship, etc.
7. Possessing firearms, explosives, ammunition or weapons of any kind around classrooms, hands-on lab or elsewhere on school property, including the premises, parking lot, vehicles in parking lot and while on assigned internships.
8. Failing to abide by all other posted and published school regulations.
9. Solicitation of any kind is prohibited on school property without pre-approval from the Administration.

Violations of the Student Conduct Code will make the violator liable for reprimand, probation, suspension, or dismissal depending upon the seriousness of the violation. The NW HVAC/R will determine seriousness of conduct violations. Such a decision may be appealed in writing by the student. The decision of the School Board will be the final ruling on all appealed violations.

STUDENT SERVICES

RESOURCE ROOM A library of instructional materials are available for students to use at school or check out and take home. Resource materials are continually added to the library in order to keep abreast of ever changing technology. Students have access to computers on campus for educational needs. The Training Coordinator and Instructors share responsibility of academic advising and assisting with resource materials. The Resource Room also serves as a productive educational atmosphere for individual and small group study.

TOOLS AND INSTRUCTIONAL MATERIALS New and used textbooks are available for purchase. Some textbooks will be considered for repurchase if undamaged and scheduled for reuse the next year, depending on inventory demand for future classes. Each student will be required to purchase a pre-approved Tool Kit during the first term. All other necessary course materials are furnished and are provided as necessary for course instruction.

STUDENT COUNCIL Students have the opportunity to elect classmates to represent them in the form of a student council. This forum promotes interaction between students and staff, in an effort to continually improve the quality of the educational environment.

TUTORING ASSISTANCE Tutoring is available, at no charge, to students having difficulties with their course work by scheduling with the instructor during their posted office hours. In certain cases, the instructor will request volunteer assistance from other students to provide additional help for the student.

ACADEMIC ADVISING AND JOB PLACEMENT The goal of the Training Center is to align motivated, confident and success-oriented students and graduates with supportive and progressive industry employers. Placement services are available throughout the year and students are encouraged to communicate with the Training Coordinator for assistance with the local, regional, national and international job opportunities. A job fair will be scheduled each year to introduce our upcoming graduates with HVAC/R industry employers. The Training Center strives to maintain 100% placement rates each school year.

STUDENT GRIEVANCE PROCEDURES The training center shall promote equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Suggestions and feedback can be given by e-mailing suggestions@inwhvac.org. The staff strives to meet and exceed student expectations. Should a student feel that his/her concerns have not been handled appropriately he/she can submit their concerns in writing to the Executive Director, who will attempt to provide the assistance necessary to address the problem. Decisions may be appealed, in writing, by the student. If no resolve can be met, you can report to the **Workforce Training and Education Coordinating Board** 128 Tenth Avenue SW, Olympia, Washington 98501, workforce@wtb.wa.gov or the **Council on Occupational Education** 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350, council.org.

ACADEMIC INFORMATION

GRADING SYSTEM Each course must be completed with a final grade average of 70% or better. Official grades will be entered up to one week after final date of each class. Transcripts will be available upon completion of first and second term classes. EPA Certification grades are based on the successful passing of the core, section I and II on the federal exam for a passing grade in the HVAC/R course.

DESCRIPTION	PERCENTAGE GRADE & GRADE EQUIVALENT	
Excellent	90% - 100 %	A
Very Good	80% - 89%	B
Average	70% - 79%	C
Failing	0% - 69%	F
Incomplete	0% - 0%	I
Withdrawal	No Credit	W

CLOCK HOURS / CREDIT HOURS

Course Hours Each course is stated in clock hours. Each clock hour consists of 60 instructional minutes. There are 900 clock hours in the training program. Courses consist of four 6.5 clock hour days of instruction and lab work, and one 8 hour day of internship that equates to 2.67 clock hours, for a total of 28.67 clock hours per week. This program completes within eight and a half months. Veteran benefits are approved as full-time student status for a total of 26 weekly classroom and lab clock hours.

Internship hours are calculated as follows:

Exploratory internship — 3 hours internship equals 1 course hour of credit (first term)

Technical internship — 3 hours internship equals 1 course hour of credit (second term)

Exploratory and technical internships are for students. If a full time student does not complete the required hours during their enrollment period, they can request to be approved to accrue future internship hours at a 8 to 1 ratio for professional internships. Assuming all other required coursework is completed, and if they are employed and working in the service and maintenance field, provide proof of employment and hours worked, and complete assigned internship reports in a timely manner, the accrual of internship hours will be calculated towards achieving the certificate of completion. Professional internship hours must be complete within two years of the last day of enrollment. The Training Center reserves the right to refuse a request for professional internship accrual of hours dependent on the circumstances of why the exploratory and technical internship hours were not completed during the student's full time enrollment period. **All internship hours must be completed to achieve a passing grade.** All internships must be scheduled and assigned by the staff. Non-completion of internships by graduation day could result in a loss of state approved electrical trainee hours for graduates, dependent upon their HVAC/R employment status.

END-OF-TERM PRACTICAL EVALUATION

Students will complete a practical evaluation after all courses in Term 1 have concluded. Evaluation results may lead to added coursework, labs, and assessments in the second term. The goal of the evaluation is to ensure all students meet the applied benchmarks for first term courses.

ATTENDANCE REQUIREMENTS

A minimum 85% attendance per month is required. All students are encouraged to achieve 100% attendance. However, emergency and health related circumstances may cause students to fall short of this goal. Excessive absences and tardiness can cause the student to receive an incomplete for the individual course of study, require to repeat the course and/or pay an additional single class, course or retest fee to retake the course or individual tests. Makeup classes may occur in the evenings or weekends based on instructor availability. Excused absences, tardiness and make-up work must be discussed with the instructor and the Training Coordinator. Insufficient attendance can result in probation, suspension and/or termination from the program. The Training Center may assign remedial training in which fees will be applied. Non-completion of all courses by graduation day could result in a loss of state approved electrical trainee hours for graduates, dependent upon their HVAC/R employment status.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is reviewed at the end of each month beginning after the first full month is completed (course descriptions and schedule can be found on pages 13-16). All students enrolled will receive a report of progress upon the end of each course module. Satisfactory grades must be passing at a minimum of 70% in each class. Minimum required attendance is 85% of all school hours, calculated on a per month basis. Satisfactory academic progress is determined by the progression of the program. The maximum timeframe to complete the program cannot exceed 150% of the length of the program, or 1350 hours. To meet the maximum timeframe, students will not be able to fall below 67% of course completion at any time in the program. Progression of the program is calculated by dividing completed course hours by the total attempted hours. Incomplete courses, or any course that the student has withdrawn from will be considered in the calculation. Course that have been repeated will only be calculated once, using the highest grade earned. Falling below 67% of course completion will result in the immediate termination of all Title IV funds, as the student will be unable to complete the course within the maximum timeframe.

Students who fall below the required minimums will be placed on immediate warning status, and a signed letter outlining the determination will be placed in the student file. Warning status will delay disbursements of Title IV funds if satisfactory academic progress is not met by the following review period. An appeal will not be accepted for determinations of warning status. Unsatisfactory academic progress in a second course can be cause for immediate withdrawal from the program and loss of any remaining Title IV funds. An appeal may be written by the student to dispute a withdrawal due to unsatisfactory academic progress, with explanation of events leading to unsatisfactory progress, and a plan of action to maintain satisfactory academic progress for the remainder of the school year. If an appeal is granted by the institution, a written letter of terms and conditions to the student's return will be reviewed and signed by both the student and executive director.

GRADUATION REQUIREMENTS An overall grade average of 70% or higher per course are required for graduation and all tuition, fees and outstanding debts must be paid in full. A Certificate of Completion is awarded upon satisfactory completion of all required course work, internship hours, and after all financial obligations to the Training Center have been satisfied.

RECORDS RETENTION The Training Center retains student records indefinitely. Such records include student's address and phone number, academic records, financial information, period of enrollment, VA certification, and training information. Records and copies of transcripts are available upon written request by the student. Per WAC 132W-125-010 academic transcripts may be withheld for failure to meet financial obligations to the college, or if student loans are in delinquent or default status.

CONFIDENTIALITY Student record confidentiality is covered under Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA). FERPA protects the privacy of a student's personal educational records from release without the student's consent. Under FERPA guidelines, "Directory type information" may be released to certain third parties. Directory information includes name, address, phone number, field of study and other information. Students can have their name removed from such lists by written request made to the Training Coordinator each year. The Training Center will send transcripts to other institutions that have requested records, upon verification of the student's signature.

RE-ADMISSIONS Should a student not complete all required courses during their enrollment period, they may be eligible to re-apply and must be approved by the Executive Director. Eligibility of Title IV funds will be dependent on if less than 100% of eligible Pell Grant and Direct Loans were used when the student was in full-time status. Students that have exceeded the maximum required timeframe of 150% of the length of the program will not be eligible for Title IV funds, but may use other financial resources to fund themselves.

JOB PLACEMENT ASSISTANCE

Preparation for job referral and assistance is a process that begins when a student enters the school and continues through and often beyond graduation. The Training Center provides the following services to ensure our graduates' success:

- ◆ Student Workshops: Students preparing to graduate can meet with staff members to learn interviewing techniques and job search procedures.
- ◆ Resume Development: Students will be given resume development guidelines in the classroom and required to complete a draft and final resume for review, and for job networking at the annual job fair.
- ◆ Job Referrals: Association members and industry employers throughout the region and nationwide regularly contact the Training Center to take advantage of a reliable source of well-trained entry-level technicians referrals for future job placement opportunities.

PAYMENT OPTIONS

Self Pay and Employer Pay Students and Employers can finance tuition, books, tools, and fees with an approved payment plan.

State Programs Individual states have programs for dislocated workers and other citizens who are in need of state aid such as unemployment benefits while in training, WorkSource training sponsorship, Career Path Services advisement, and other programs. Refer to your state counselor for details.

Federal Financial Aid and Student Loans– FAFSA

Students should apply as soon as possible for financial aid funding for the school year beginning the following September.

1. Students must have a high school diploma, or GED certificate to participate. A student cannot have previous student loans in default.
2. FAFSA eligibility is based on a student's financial status from two years prior. If the student is a dependent, eligibility is also based on his or her parent's previous year status.
3. Grants or loans must be used for educational costs, tuition, books, transportation and living expenses.
4. Grants do not have to be repaid, loans must be repaid. On subsidized loans, the government pays the interest until training is completed. For unsubsidized loans, the student is responsible for the interest from the date of the loan.
5. Pell Grant amounts range depending upon the student's eligibility index EFC and enrollment status.
6. Students must meet the satisfactory academic progress requirements in order to continue to be eligible for student financial aid.

Financial Assistance

The Training Center will assess each student's financial status during the enrollment process to determine eligibility for additional financial resources or grants.

Veteran's Education Benefits or Assistance

The Training Center is approved to participate in all Veteran Education benefits and has also been recognized by Military.com as one of the 2015 most Military Friendly Schools.

CLASS TUITION AND FEE SCHEDULE

	Amount	Description
Tuition & Fees (Full-Time Day)	\$8,795.00	Tuition
	\$1,900.00	Estimated Tool Kit Fee (including tax)
	\$850.00	Estimated Book Cost (including tax)
	\$490.00	School Fees - Lab & Interns
	\$35.00	Registration Fee (includes Post 9/11 funded students)
Total Cost of Training: \$12,070.00		
*Estimated costs may be reduced by school **EPA Refrigerant Certification is included in cost of tuition, however if a retest is needed to pass the EPA Refrigerant Certification course, a retest fee of \$50 will be charged.		
Additional Fees Paid by Student	\$45.00	Washington State Electrical Trainee Card: Subject to annual state price increase (Required in Washington State)
	\$60.00	City of Spokane Gas Heating Mechanic 1 Exam & License (Required throughout Spokane County)
	\$10.00	Idaho Apprenticeship Card (Required in Idaho)
Total Cost of Training: including additional fees \$12,185.00		

Note: Before your first day of school, visit L&I's website to obtain your Electrical training certificate online: <https://lni.wa.gov/licensing-permits/electrical/electrical-licensing-exams-education/electrical-trainee#apply>
WAC [296-46B-942\(2\)](#)

A training certificate is required for all individuals throughout the individual's enrollment and matriculation in an approved construction electrician training school program described in RCW [19.28.191](#).

We will send all enrolled students an informational email and link to purchase this card prior to the first day of school.

HELPFUL LINKS TO FINANCIAL AID RESOURCES

<https://studentaid.gov/>

This website is the one stop shop for all things Federal Financial Aid.

- Submit a Free Application for Federal Student Aid (FAFSA) or login and make changes to an existing account.
- Helpful links to find a career, locate colleges, view types of funding options, and repayment information.
- Information about federal student loans for borrowers and parent borrowers, login to complete financial counseling, view repayment status, and estimate your payments.

Please inquire about Individual Payment Plans

FINANCIAL AID TITLE IV RETURN of FUNDS POLICY

All financial aid students and prospective students, upon request, are eligible to receive a summary of the requirements under 34 CFR 668.22 (Treatment of Title IV Funds when a student withdraws) for the return of Title IV grant or loan assistance funds. This information can be requested through the Training Center.

1. **When calculating refunds**, the official date of a student's termination is the last date of recorded attendance or:
 - (a) When the school receives notice of the student's intention to discontinue the training program; or
 - (b) When the student is terminated for a violation of a published school policy which provides for termination; or,
 - (c) When a student, without notice, fails to attend classes for thirty calendar days.
2. All refunds must be paid by the Training Center within 30 calendar days of the student's official termination date.
3. Return of Title IV funds are in the following order; (a) Direct Loan Programs (Unsubsidized Loan, Subsidized Loan, Plus [parent] Loan) (b) Federal PELL Grant.

For post-withdrawal disbursements, if the student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. If the student receives more Title IV Aid than the amount earned, the school, the student, or both must return the unearned funds in the order specified above (3a,b). Without obtaining a student's permission, Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition, lab fees, books, and tools and will occur within 45 days of their last date of attendance.

The Training Center will notify the student or parent borrower of post-withdrawal disbursement options within 30 days of the student's last date of attendance. In accordance with the 2018 Washington State mandate, all students will be notified of their student loan debt incurred from the Training Center and the amount owed and lender contact information for repayment options.

Process for earned Title IV funds calculation, tuition charges for the enrollment period in which the student withdraws are based on the student's last day of attendance and the resulting percentage of the enrollment period completed. An enrollment period is defined as a 450 clock hour term. Students completing more than 50% of the enrollment period will be charged 100% of the tuition for the enrollment period. Tuition earned by the Training Center is determined by dividing the number of calendar days (6.5 hours per day) elapsed from the start date to the last day of attendance by the number of calendar days in the enrollment period. The December break period of more than five consecutive days is excluded from the calculation. No other break periods exist within the Training Center's calendar and there are no summer offerings. The refund shall be the amount the student paid in excess of the tuition earned by the Training Center for all attended periods of enrollment less additional charges for lab fees, tools, and books. For a student who fails to return from an authorized leave of absence, the withdrawal date is the student's last date of attendance.

Returning Unearned Title IV aid: If a student of Title IV grant or loan funds withdraws from the program after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined.

The Training Center must return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew. Training Center charges do not affect the amount of Title IV aid that a student earns when he or she withdraws.

If the student receives more federal student aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order. The amount of federal student aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student.

The student is responsible for all unearned Title IV program assistance that the Training Center is not required to return. The student is obligated to return any Title IV overpayment in the same order that is required for the Training Center. Students are limited to only be required to return up to one half of grant funds that were made available in the term and unearned.

REFUNDS AND CANCELLATION POLICY

The Training Center is very diligent on tracking timely progress reports and daily attendance standings in an effort of ongoing monitoring of student performance to ensure that a failing student will be identified prior to the non-refundable period of the term, and be given options and/or assistance before progressing into the 51%-100% of term.

If the Student completes this amount of training:

The School may keep this percentage of tuition:

One week or up to 10% attended, whichever is less	10%
More than one week or 10% but less than 25%	25%
25% through 50%	50%
More than 50%	100%
(For students that do not commence class, only \$30.00 registration fee is non-refundable)	

DISCONTINUED PROGRAMS

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Refunds must be made within 30 days from the date the program was discontinued or relocated.

TERMINATION BY THE SCHOOL

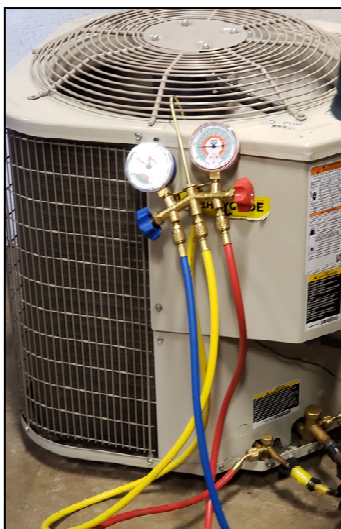
A student who fails to maintain satisfactory academic progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

CANCELLATION OF CLASSES

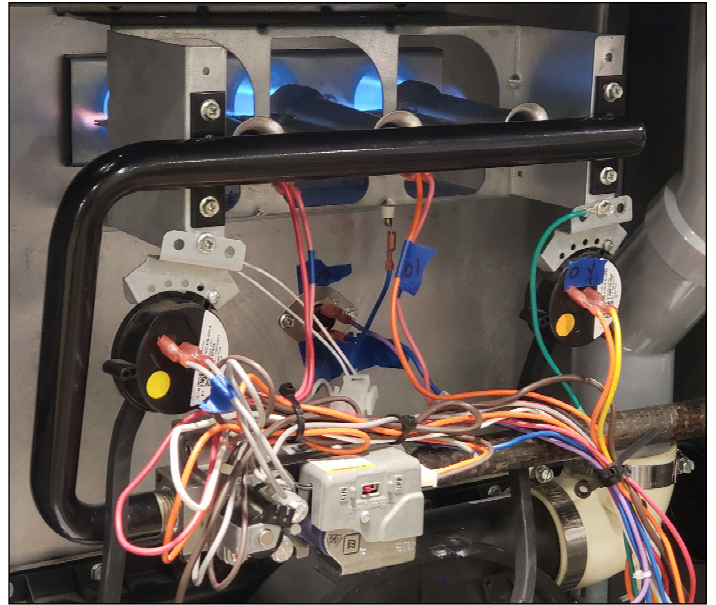
The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

NOTICE TO BUYER

The Cancellation Agreement should be read carefully and checked for blank spaces before it is signed. It is a legal document. All pages of the agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and you are required to sign a statement acknowledging receipt of those.



The Hands-On Lab boasts a variety of HVAC/R equipment within the industry.



COURSE DESCRIPTIONS

0150 Gas Codes and Installation

Prepares the student for local licensure Heating Mechanics I exams. Covers HVAC/R gas piping and appliance installation codes and safety issues. The dual focus of proper sizing and installation of gas piping along with sizing and installation for venting of fuel burning appliances. Covers appliances with gas pressures not in excess of ½ psig and under 400,000 BTU inputs.

1103 Introduction to HVAC/R

An introduction to the general requirements for environmental comfort in buildings, as well as heating fundamentals, types and designs of furnaces, along with procedures for servicing and installing. Offers awareness of safety rules, procedures, equipment and safe rigging techniques, and 1st Aid/CPR. Includes the selection, inspection, use and maintenance of tools used in the HVAC/R trade.

1105 HVAC/R Mathematics

Students review and build on basic math skills by analyzing and solving trade math problems using standard formulas utilized in the trade. Involves calculating area, volume, weights, angles, pressure, vacuum and temperature.

1209 Electricity Series

Covers Ohm's Law and concepts of AC electrical circuits. Solid state, electromechanical, and pneumatic controls. Reading and tracing wiring diagrams and schematics and extensive troubleshooting techniques. Covers the basic operation of an electric furnace, controls and components. Information provided for measuring resistance. Includes a sequence of operations for a typical heating unit and troubleshooting electrical circuits and furnaces. Troubleshooting and maintenance procedures for selected zone control systems and economizers, water tanks, setback controls and electronic air cleaners. **Prerequisites:** Intro to HVAC/R.

2113 HVAC/R Service Related

An overview of the customer service environment as it relates to service technicians and maintenance staff. Also includes resume writing assistance, interviewing and presentation skills, and customer relationships.

2250 Gas Service and Troubleshooting

A step-by step approach to analyzing and diagnosing problems in gas furnaces. An overview of the combustion process, ignition systems, fuel gases and skills necessary to service residential gas heating equipment and appliances. Extensive hands-on is included to familiarize students with troubleshooting techniques and processes. **Prerequisites:** Electricity Series & Gas Codes & Installation is required.

2300 Intro to Minisplits

An introductory course on the basic principles on installation and troubleshooting techniques to be found in residential and commercial applications, ductless, with ductwork, and their electrical and mechanical components. **Prerequisites:** Electricity Series and Introduction to HVAC/R.

2305 Boilers (Residential)

An introductory course in hydronic heating systems. Includes operations, components, types of fluid systems, installation, servicing, inspections and seasonal maintenance. **Prerequisites:** Electricity Series and Gas Service or authorization of instructor.

3226 System Design

Provides an elementary understanding of air and its properties as a background for consideration of heat loss and gain calculation and proper duct sizing procedures using Manual J. Specific topics are heat transfer modes, conductivity, temperature differences, ventilation, and factors in duct design. Use of duct calculators and their application to specific building design problems are included in the hands-on portion.

3401 Cooling & Heat Pump Series

Covers refrigeration cycle and basic cooling principles; examines function of refrigeration components and psychrometric charts, compressors, superheat, and pressure/temperature charts. Includes tubing fabrication and brazing, evacuation procedures, use of manifold gauges, reverse cycle of heat/ cool, h/p components, air to air, ground source, water source, defrost cycle, and wiring diagrams. Includes HVAC/R Accessories installation and operation of automatic vent dampers, humidifiers, filters, and mechanical ventilation equipment. Emphasis on the use of these accessories as energy saving devices and indoor air quality issues. **Prerequisites:** Electricity Series and Introduction to HVAC/R.

3406 EPA Refrigerant Certification

Covers the types, physical properties, and applications of refrigerants and specifications for safe handling of refrigerants and procedures for purchase, storage and transportation. Students must pass the core, section I and II for a passing grade in the HVAC/R Service course. *This is not a cooling & refrigeration course, it covers only the EPA requirements for certification.*

COURSE DESCRIPTIONS

4402 Refrigeration Series

Refrigerant process, theory, piping, use of variety of refrigerants, compressors, extensive troubleshooting techniques refrigeration controls, defrost cycles, heat transfer, temperature conversions, superheat, low ambient controls, safety devices, ice-making systems, vending refrigeration, pressurized liquid systems, and exposure to a various industry refrigeration systems.

1000/ 2000 Internship I & II (non-HVAC/R employees)

Students will intern with a variety of HVAC/R contractors and employers gaining hands-on training and a broad overview of the industry and the work it encompasses under the supervision of experienced technicians and installers will equate to 3 hours of work experience equal to 1 course hour of credit.

Weekly internship reports must be completed and submitted. Students that do not turn in weekly reports to the Training Center will not receive the credit for those hours and cannot be scheduled for future internships until reports are turned in and approved. Make-up internship assignments must be pre-approved by the school and will not be scheduled on classroom/ lab days. Student interns are not employees and therefore exempt from State Labor Workman Compensation programs.

***Washington State Electrical Trainee cards are required prior to the first day of class. The cards must be worn/ displayed on internship days as per state law. All cards can be purchased at your local Labor & Industries office or online at <https://secure.lni.wa.gov/quickcards/#/start-application/new/ET>**

Students must complete all internships and class modules to receive 900 hours of electrical state credit and 48 hours of continuing education.

INSTRUCTORS

The Training Center takes pride in the qualifications and years of experience of their instructors that provide the vocational education required to successfully complete the program .

All instructors will have valuable years of the experience directly from the field and have in depth knowledge of; various brand of equipment, troubleshooting techniques, expertise in heating, a/c and refrigeration theory, schematics and wiring methods, control systems, air flow and balancing, product installation requirements, customer service techniques, water systems and boilers, safety and knowledge of hazardous situations and locations, and tools of the trade.

Full-Time Faculty:

Edward James Neal, Senior HVAC/R Instructor

Education – Northwest HVAC/R Association & Training Center and Spokane Falls Community College

Licenses & Certificates – HVAC/R Service Technician Certificate of Completion with career emphasis in gas, cooling & refrigeration, City of Spokane Gas Mechanics II, Oil Burner Technician, Universal EPA certification, WA 06A Administrator License, and AA degree in communication and writing.

Jeffrey Bedard, HVAC/R instructor

Education– Universal Technical Institute– HVAC & Solar Power Program

Licenses & Certificates – Gas Mechanic II, Low Pressure Boiler, Electrical 06a, Universal EPA Certification, Ice Machine /Reach-in Certification, Hazardous Materials.

Part-Time Faculty:

Elvedin “Dino” Alimanovic, HVAC/R Lab Facilitator

Education – Northwest HVAC/R Association & Training Center

License & Certificates - HVAC/R Service Technician Certificate of Completion, City of Spokane Gas Mechanics II, Universal EPA License, HVAC and general commercial building maintenance experience.

Jerold “Jerry” Lord 1931 to 2013

Our quality of excellence and training is dedicated to the memory of Jerold “Jerry” Lord who has provided natural gas and oil safety training since the 1950’s and has educated thousands of service technicians and installers that provide safe and quality services today.

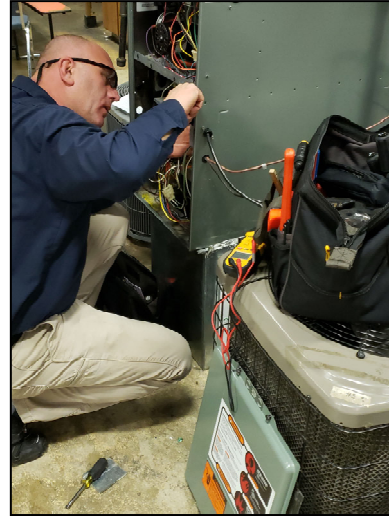
SCHEDULE: SEPTEMBER 2023-MAY 2024

Dates of Importance

First day of school	9/13/2023
Monday through Friday	8:00 am - 3:00 pm
First day of Internship	10/20/2023
Internships Monday or Friday	Start & End times will vary week to week
End of 1st Term	1/26/2024
HVAC/R Career Fair	April 2023
Last day of school	5/23/2024
Graduation Ceremony	TBA

Student Holiday Calendar

Thanksgiving	11/23/2023-11/24/2023
Winter Break	12/17/2023-1/1/2024
Martin Luther King Day	1/15/2024
President's Day	2/19/2024



Schedule of Classes

Course Name	Hours	First Term
Intro to HVAC/R	60	Sep 2023 - Oct 2023
HVAC/R Math	30	Sep 2023 - Jan 2024
Electrical Series	173	Oct 2023 - Jan 2024
Gas Service	75	Oct 2023 - Nov 2023
Gas Codes & Installation	60	Oct 2023 - Jan 2024
HVAC/R Service Related	31	Jan 2024
Internships 63 field hrs	21	Oct 2023 - Jan 2024
Total Hours	450	
Term Evaluation		Jan 2024
Course Name	Hours	Second Term
Boilers Residential	30	Jan 2024 - Feb 2024
Refrigeration Series	100	Feb 2024 - Mar 2024
EPA Certification	39	Mar 2024
Intro to Minisplits	45	Apr 2024
Cooling & H/P Series	174	Mar 2024 - May 2024
System Design	40	Apr 2024
Internships 66 field hrs	22	Mar 2024 - May 2024
Total Hours	450	



U.S. Bureau of Labor Statistics

Heating, Ventilation, Air Conditioning, and Refrigeration Mechanics and Installers.

2021 Median to 90% Pay (does not include prevailing wage adjustments)	\$48,630 to \$78,210 annually \$23.38-\$37.60 hourly
Typical Entry-Level Education	Postsecondary non-degree award
Work Experience in a Related Occupation	None
On-the-job Training	Long-term on-the-job training



MESSAGE FROM THE DIRECTOR

I am blessed each year to be able to meet the new student body preparing for the start of their 9 month coursework. At the same time I get to see and say goodbye to our outgoing student body that successfully completed their coursework and are beginning their new HVAC/R careers.

Our vocational training program became fully accredited and state licensed in the late 1990's. Throughout the Northwest and beyond, we are well-known and supported by the Trades industry for our ability to maintain high standards of HVAC/R training and continuing 100% job placement for graduates each year.

Throughout the previous Covid era, we continued with in-person and hands-on lab instruction. Our program is considered essential for consumers and cannot adequately be performed online. HVAC/R is a core part of all economies, including in those recession times. From houses to commercial buildings, from restaurants, grocery stores, food hauling refrigerated trucks, to factories across the world, HVAC/R systems must continue to function and be properly maintained at all times. I am grateful for all the efforts from our teachers, staff and board of directors in helping and encouraging all students to complete the program during those difficult times.

As a small school, we promise to provide specialized training to fit your needs, with teamwork and support from your classmates and instructors. As the employer Association for the HVAC/R trades industry, we promise to personalize your job placement opportunities from a local to national level. We even have a few international graduate success stories.

I look forward to your learning experience and ask that you make friends and have fun along the way. HVAC/R Training is very technical and requires hard work but is so rewarding during the school year with constant teamwork and friendships that evolve. Take advantage of your schooling and make everything you want a possibility for your future.

Tena Risley, Executive Director

*Take a hands on approach to your future,
enroll today!*



Northwest HVAC/R Association & Training Center

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