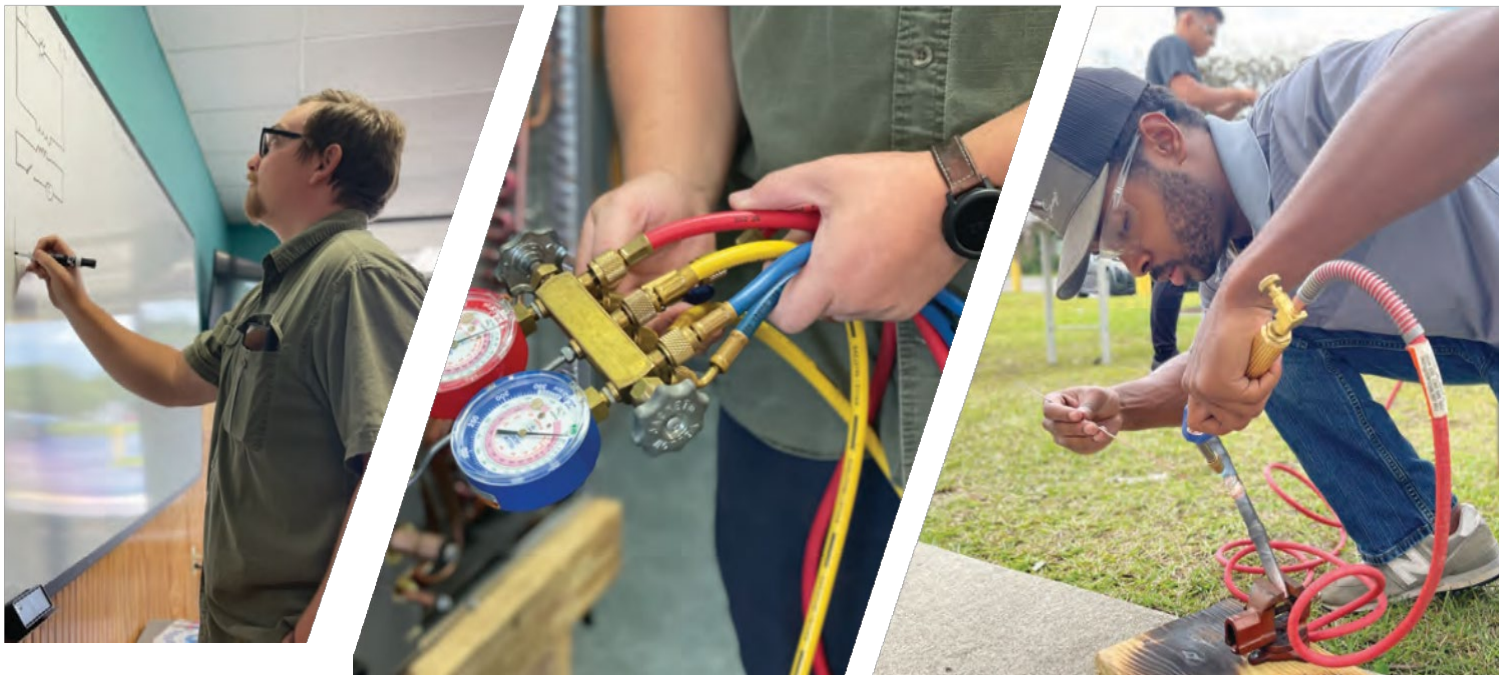


ACR

Training Center

Hands-On HVACR Training



Hands on Training that WORKS

AC & Refrigeration

Troubleshooting, Installation, and Repair

9616 Hwy. 78 Ladson, SC
29456 Published March 2023
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Faculty



Jerry Britt Head Instructor
Founder

Jerry Britt is the Executive Director and Lead Instructor. Mr. Britt has over 40 years in the HVAR industry plus over 25 years as a Instructor. He hold a SC Mechanical Contractors License and is a Certified AC Instructor.



Jonathan Britt Instructor

Jonathan L. Britt is the Director of Operation/Instructor. Jonathan has worked in the HVAC industry over 5 years and is currently working as a service technician on supermarket refrigeration and commercial HVACR. Jonathan has several years of collegiate teaching experience and holds an EPA Universal Certification and is a Certified AC Instructor

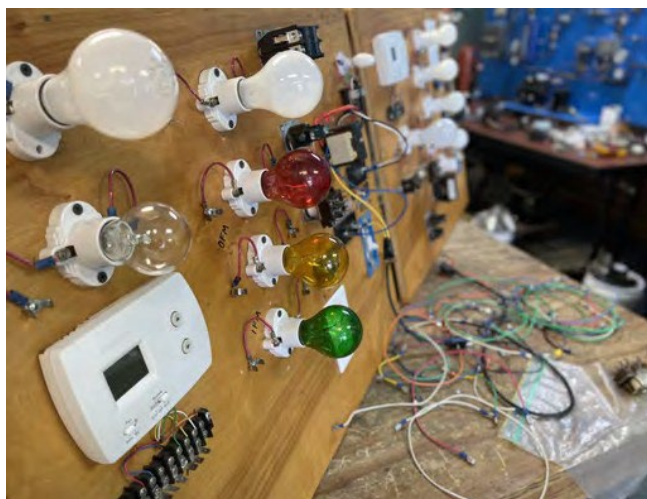
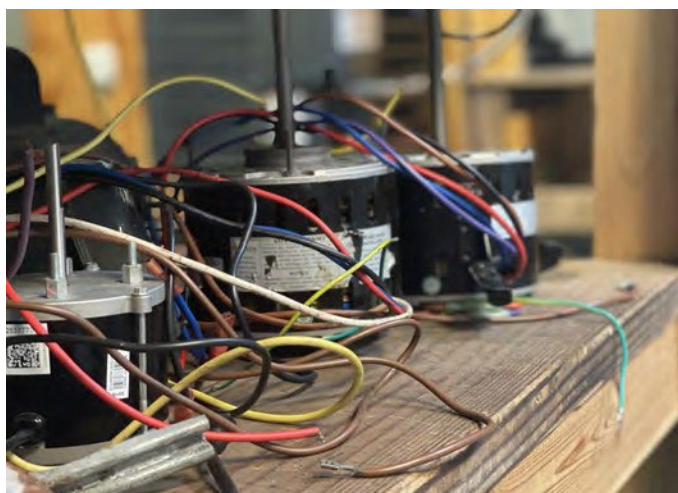
Program Objective

Our mission is to provide the HVACR industry with well trained professional service technicians and our students with a lucrative future in an industry that's growing. Unlike other traditional trade school options, we understand that it is not practical, or in many cases possible, for the average person to attend school for a year or two. Our program is unique and works for so many because our schedule allows students to work during the week and attend school Friday evening and all day Saturday. Our program is largely hands on because we understand the value that experience brings, and that being successful in the industry is not something that comes from strictly teaching from a book. Hands on training is the key to success.



Facility

The ACR Training Center is located in a commercial shop of 1500 sq. ft. The school has 20+ workstations (trainers) which are equipped with complete sets of hand tools, specialty tools, and test equipment.



Facility



Basic Training & Trouble Shooting

Refrigeration Module

120 Contact Hours

Fundamentals of Refrigeration

A study of the mechanical components that make up a refrigeration system, the refrigeration cycle, and the pressure temperature relationships of refrigerants.

Tools & Refrigerant Management

A study of safety in the workplace, the proper use of hand tools, test equipment, and specialty tools, including evacuation and recovery.

Troubleshooting Refrigeration Applied to AC & HP Systems

This is an advanced study of different types of refrigeration components, refrigerants, and the use of refrigeration to improve creature comfort.

Heat Pump Service and Repair

In this portion of the program students will learn to evaluate air distribution systems, servicing techniques, and troubleshooting of AC and Heat Pump Systems.

*Students are required to pass the **EPA 608** exam **Core and Type 2**.*

Electricity & Controls Module

120 Contact Hours

Basic Electricity & Controls

A study of the theory of electricity, Ohms Law, Series and Parallel circuitry, and an introduction to electromechanical controls.

Advanced Control Circuitry

Is an advanced study of electrical controls. Students learn to draw and read wiring schematics in this class. Through this course students learn the basic control sequence of different types of systems.

Troubleshooting Motors & Controls

This course of study includes the practical application of electrical and electronic components in HVAC systems. The course also includes the study of motors and troubleshooting motor circuitry, including standard motors and ECM's.

Employers will require that students have a basic set of tools and specialty test equipment before they can go to work. Included in the cost of the program is a set of Specialty tools and Test equipment. Students who have tools will not be required to purchase new tools.

Tools Provided to Students:

- (1) Fieldpiece SMAN 380V set gauges
 - (1) Set of hoses
- (1) set of Fieldpiece Bluetooth temperature probes
 - (1) Fieldpiece Multi Meter
- (1) refrigeration valve wrench with adapter
 - (1) 1/4" nut driver
 - (1) 5/16" nut driver
- (1) Multi-Tool screw driver
 - (1) low loss fitting
- (1) Wire Stripper with crimper
- (1) Set of Fieldpiece Joblink Psychrometer
- (1) Valve Core Remover



Tool list is subject to change without notice.

Class Size

Maximum of 16 students per session in any class. A minimum of 2 students are required to be enrolled in a class or the class will be canceled. When a class has been canceled students will receive a full refund.

Student Housing

We do not provide housing for students.

Licensing & Accreditation

The AC & Refrigeration Training Center is licensed by the SC Commission on Higher Education but is not accredited by any outside institution.

The South Carolina Commission on Higher Education

1122 Lady Street, Suite 300, Columbia, SC 29201

Telephone (803) 737-2260

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Other Notes

It is our goal to train individuals to gain employment as entry-level HVAC service technicians. You must understand that once you have completed this program of study, potential employers are going to be looking for individuals who can follow written and verbal instruction, are physically fit, capable of climbing, crawling, and lifting 50 lbs. Employers are also going to be looking for individuals who have a good driving record. If you do not feel that you can meet the employment requirements listed, you should discuss your issues with the Director prior to enrolling.

Admission and Enrollment Requirements

1. *Complete enrollment contract and associated paperwork and make a \$1,600.00 down payment*
2. **Must be able to read and write English and do basic math. We recommend students have a high school diploma or have passed an equivalency exam.**
3. **Students must have a personal computer and high-speed Internet. This is required so that students can do homework, watch videos, and do exercises over the Internet.**

Enrollment Information

- A. Enrollment Procedure:** Fill out the application and return it to our office. At the time that the application has been received students are required to pay tuition or have made arrangements for paying the tuition.
- B. Registration Priority:** Students are accepted on a first registered basis.
- C. A new class starts every 10-12 weeks. The exact dates are listed on the website.**
- D. NON-DISCRIMINATION:** There is no discrimination with regard to race, sex, religion, age, or disabilities.



Credit for Prior Learning

The AC & Refrigeration Training Center does not have an articulation agreement with any institution, so it does not accept course credits earned. Students will be given an opportunity, prior to the first day of class, to challenge any class. To challenge a class, you must contact the instructor and request a challenge 10 days prior to the start of the class. The challenge may require students to perform lab exercises to demonstrate knowledge and ability. Lab challenges are graded pass/fail. Students may also be required to take written tests. Students must achieve a minimum score of 75% on written tests.

National certification examination standards are set by the testing agency. Students must meet the standards set by the examination agency to receive credit for the examination.

Program Objectives

The Air Conditioning & Refrigeration Training Center is committed to providing the State of South Carolina highly trained EPA certified HVAC technicians through a unique technical program of study. Our mission is to provide students with the knowledge and skills required to service and repair AC & Refrigeration equipment. This requires that students have a working knowledge of controls and refrigeration. This is accomplished through hands on training and traditional lectures.

Criminal Record Or Questionable Driving History

We recommend that students who have a criminal record disclose that information to potential employers during the application process. A good driving record will be important to students. Employers may not be able to hire graduates with poor driving records because of insurance.

Citizenship Disclaimer

Students should be aware that federal law prohibits state licensing of illegal aliens Under Title 8, US Code Section 1621.

Length of Program

The Weekend program will be completed in 20 Weeks.

The Boot Camp is a 10-week program

Both programs are based on 240 hours of classroom instruction

National Certification

All certification testing will be conducted at the ACR Training Center Testing dates will be announced 2 weeks prior to the test session. Students will be required to pass the EPA 608 Core and Type 2 (High-Pressure) Certification tests as required by the US Environmental Protection Agency for individuals handling refrigerants. Students are given two chances to take the EPA exam without cost

Students who do not pass the EPA exam the second time, will be required to pay \$45.00 to retake the EPA exam.

Class Cancellations & Holidays

Thanksgiving weekend, Christmas, and New Years.

The schedule is subject to change due to weather or other unforeseen circumstances.

Students will be emailed notice of class cancellation as early as possible.

**Classes will be canceled if the enrollment is less than 2 students.
A full refund will be given in the event of cancellation.**

Tardiness

Students are expected to be on time for classes. Students who are habitually late for classes will be counseled by the instructor.

Attendance Requirements

Attendance at scheduled class meetings is expected. Students must attend 80% of all classes. If a student exceeds the allowed absences, they will fail the class. We understand that family, work, and other factors can lead to students not being able to attend the occasional class. However, it must be understood that attendance is required to attain the training that you expect. Missed classes cannot be made up.

Makeup Work

It is the responsibility of each student to complete all work prior to the end of each class. Students who are absent from class must meet with their instructor as soon as they return to obtain all missed assignments. All lab work and assignments must be completed before a student completes a class. A student who does not complete all work will fail the class.

Student Conduct Code

Safety: Students are expected to always conduct themselves in a safe and considerate manner. Alcoholic beverages/narcotics/controlled substances on school grounds will lead to immediate dismissal. Students considered to be under the influence of alcohol or drugs of any kind will be asked to leave the campus. Violators are liable for reprimand, probation, suspension, or dismissal. Theft and willful destruction are acts that will lead to dismissal and possible criminal prosecution. The director of the school will decide on all conduct violations.

Definition of Terms

Reprimand- a verbal warning which implies that further violations will result in probation, suspension, or dismissal. **Probation-** a written warning involving a designated period which implies that further violations during such time will result in suspension or dismissal. Further, the student must abide by any specific stipulations prescribed by the probationary action. **Suspension** - the immediate withdrawal of the student from the HVAC program; the student may apply for re-admission. **Dismissal** – The immediate withdrawal of the student from the training program. Dismissal notification will be in writing and the student will not be considered for re-admission. All refunds will be in accordance with the refund policy.

Re-entry

Suspension notification will be in writing and will include a date after which the student may apply for re-admittance. The student may be re-admitted at such time as an opening exists. For re-admittance after suspension, the student must demonstrate a sincere attitude for learning the HVAC trade.

Grading System

Students will be evaluated on a Pass/Fail system. Students are required to make a minimum score of 80% on all written or online tests. Students who do not make the minimum score on tests will be given additional opportunities to retest. Scores are not averaged. Lab tests are Pass/Fail. Students who are unable to complete lab work, without mistakes, will fail.

Students must pass all tests and any failing grade will result in students failing the class.

Lab Work: students must complete all assigned lab work and demonstrate an understanding of materials to the instructor.

National certification examination standards are set by the testing agency. Students must meet the standards set by the examination agency to receive credit for the examination.

Graduation Requirements

A student must receive credit for all classes in a certificate to be eligible for graduation. Students are required to pass the EPA 608 Core and Type 2 certification exams. When graduation requirements have been met, a certificate of completion will be awarded from the ACR Training Center.

Student Records

The school will maintain student master grade sheets, in an electronic format, for all classes completed for a period of 50 years from the last day of attendance.

Student Progress Reports

Students will be emailed a progress report within 10 days of completing a class. This report will include the grade received for the most recent class completed.

Cost

Total Cost: \$7,200.00
of Basic Training & Trouble Shooting Program

Breakdown of cost

- 1. \$100 Registration Fee**
- 2. \$400 Books & Handouts**
- 3. \$1,200 Tool Kit**
- 4. \$5,500 Tuition**

Refund Policy

It is the students' responsibility to withdraw from class by sending an email of the effective date of withdrawal to the instructor. Students will not be given a refund for tools and books received.

New students may withdraw from school within 72 hours of registration without penalty. A student who withdraws after the 72 hrs. but 15 days prior to the start of class will be required to pay the \$100.00 registration fee.

Hours Attended	Tuition Refund
1-24	80%
25-48	70%
49-72	60%
73-96	50%
97-120	40%
121-144	0%

The ACR Training Center will make all refunds within 15 days of withdrawal. Withdrawals must be in the form of a written statement.

Job Placement and Assistance

The Air Conditioning & Refrigeration Training Center actively pursues placement of graduates with local contractors and employers in the industry.

The ACR Training Center does not guarantee employment to graduates.

Student Complaints

Students are encouraged to speak to their instructor about any complaints or concerns with regard to other students, facilities, instruction, etc. Students are welcome to meet with the director of the school to discuss complaints or concerns. Students who feel their concerns or complaints have not been adequately addressed have the option of contacting the SC Commission on Higher Education at 1122 Lady St. Suite 400 Columbia, SC 29201.

https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint_Procedures_and_Form.pdf

Course Transferability

The Air Conditioning & Refrigeration Training Center does not have an articulation agreement with any other institution. Students should assume that courses taken at the ACR Training Center will not transfer to any other school for credit.

Hold Harmless Agreement

The Air Conditioning and Refrigeration Training Center and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to electrical shock, electrocution, cuts, burns, and frost bite.

Student does hereby waive, release, and discharge the Air Conditioning and Refrigeration Training Center of all liability and all claims for damages for death, personal injury, or property damage which I may have, or which hereafter accrue to me because of participation in the program whether caused by negligence or fault of the Air Conditioning and Refrigeration Training Center.

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, student assumes those risks and releases and holds harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. Student further understands and agrees that this waiver, release, and assumption of risk are to be binding on his or her heirs and assigns.

In addition, student gives permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred because of such medical treatment will be student's responsibility.