



HANDS ON
HVAC SCHOOL

2025-2026 CATALOG

Handsonhvacschool.com

Published May 6, 2025

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2. NAME, ADDRESS, AND LICENSURE OF SCHOOL

- School Name: Hands On HVAC School
- School Address and Contact Info:
7891 Central Industrial Dr. Ste 100, West Palm Beach, FL 33404
www.handsonhvacschool.com
info@handsonhvacschool.com
(325) 340-8544
- Licensure: Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll- free telephone number (888)224-6684.

3. IDENTIFYING DATA

- Catalog Volume Number: 13
- Date of Publication: May 2025
- Effective Date of Catalog: January 2025

4. HISTORICAL ACCOUNT OF INSTITUTION AND PURPOSE

Founded in Irving, Texas over 11 years ago, Hands On HVAC School is proud to offer affordable, practical, hands-on training in HVAC and Refrigeration. Our passion is helping individuals gain the knowledge and confidence needed to succeed in the industry. Whether they are entering into the HVAC profession for the first time or working to expand on existing skills to progress their career, our instructors are ready to share their wealth of knowledge with students. The hands-on instruction techniques taught in our interactive practical systems lab, alongside theory and lecture sessions, allows students to gain a strong understanding of these systems work.

5. AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

Available Space: Hands On HVAC School will operate within a local HVAC business. The designated classroom area will be equipped with desks and chairs for all students, and it will serve as the lecture area for class. The lab area will serve as the training area for all hands-on labs. The square footage of the building is 3,608 sf.

Facilities

- Reception area
- Director's office
- Classroom (equipped with desks and chairs for students)
- Lab (hands-on area)
- Two restrooms (handicap accessible)
- Break room

Equipment

- Air Handles (gas & electric)
- Condensers
- Commercial Cooler
- Portable Oxy Acetylene Tanks
- Voltmeters
- Ammeters
- Recovery Machine/Recovery Cylinders
- Nitrogen
- Vacuum Pump
- Charging Manifolds
- Hand Tools
- Safety Equipment Practice
- Wiring Electrical Trainers

Tools

- Digital Multimeters (Volts/Amps/Ohms/Temp)
- Manifold Gauges (Digital & Analog)
- Recovery Machines
- Recovery Cylinders
- Nitrogen Tanks & Regulators
- Oxy-Acetylene Torch Kits
- Vacuum Pumps
- Micron Gauges
- Refrigerant Scales
- Manometers
- Hand Tools
- Safety Equipment

6. STATEMENT OF LEGAL CONTROL

Hands On HVAC School is owned and operated by Ripple Learning LLC.

- President: Jeremiah Sawyer

7. KEY STAFF AND FACULTY

School Director: Branton Harden obtained his EPA 608 Universal certification in 2015 shortly after completing his service in the United States Army. He has over 8 years of experience in the HVAC industry, having worked with small appliance, residential, commercial, and industrial systems. He has over a combined 10 years of training and instruction experience gained through military service and mentoring programs.

8. TUITION AND FEES

Refrigeration, Air Conditioning and Heating (HVAC-R)

Registration Fee: \$150 (*Non-refundable*)

Tuition: \$3,350

Total Cost: \$3,350

**No scholarships or financial assistance are offered.*

Minimum Class Deposit: \$150 (*Non-refundable*) required to reserve spot in class (applied to tuition balance at time of payment)

Book Replacement Fee: Per book policy, a fee of \$160 will be assessed to the student if a loaned book is unreturned or damaged.

Payment Processing Fee: A variable processing fee will be added to payments made by credit or debit cards.

Book:

Modern Refrigeration and Air Conditioning,

Book Volume Number: 21st Edition

Date of Publication: 2021

9. SCHOOL CALENDAR

Holiday Schedule - We observe the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and Weekend
- Christmas Day (including the weekend closest to Christmas Day)
- New Year's Day

Scheduled Break: The school will observe an annual break from scheduled classes during the Christmas/New Year Holiday period. Classes will be scheduled during the remainder of the calendar year.

Enrollment Periods:

Enrollment will take place during normal office hours up to the day before the next scheduled class start date.

Term Dates (Begin and End):

Students will complete the HVAC Program in either two (2), ten (10), or (12) twelve school calendar weeks from beginning date. Class start dates are posted at www.handsonhvacschool.com.

Makeup Days:

During the "full-time" class periods, in the event that a scheduled class day is superseded by a scheduled holiday (i.e. Fourth of July, Memorial Day, Labor Day, or Thanksgiving), that class day

will be “made-up” on the Monday which follows the scheduled two (2) week class. In other words, the Monday class period that is taken up for Memorial Day, will be rescheduled for the following Monday which would normally be an “open” day in the regular “full-time” scheduled week.

This same formula will be followed for the evening “part-time” classes whereby the class which would normally be held on Thanksgiving evening will be postponed until the following Friday. The same would apply for Fourth of July, as well as the other holiday periods. Therefore, irrespective of any holiday period, all classes will run and be completed without a significant break in the subject matter which we will be teaching.

10. HOURS OF OPERATION

Office Hours: Monday - Friday: 8:00 A.M. - 5:00 P.M.

Saturday and after hours available by appointment only

School Hours: Monday - Friday: 8:00 A.M. - 11:00 P.M.

Saturday: 8:00 A.M. - 6:00 P.M.

Class Schedules: Class start dates will be posted on www.handsonhvacschool.com

- 10-Week Program: Saturdays: 8:00 A.M. - 6:00 P.M.
- 12-Week Program: Monday & Wednesday: 7:00 P.M. - 11:00 P.M.
- 16-Week Program: Saturdays: 8:00 A.M. - 2:00 P.M.

Class Breaks: Full-time and Saturday classes will have a ten minute break at 10:30 A.M. and a lunch break from 12:50 P.M. until 1:10 P.M. each day. The next scheduled break will be at 3:30 P.M. for an additional 10 minutes in the afternoon sessions. Night classes will have a ten minute break at 8:30 P.M. and 10:00 P.M. if applicable.

11. ADMISSION/ENROLLMENT POLICIES

Specific Entrance Requirements:

- **Minimum Age:** Must be at least 18 years old to enroll.
- **Education:** Present proof of secondary education (high school diploma or high school equivalency certificate). In the event an applicant is unable to provide proof of secondary education, they can take the school’s entrance exam which will test the applicant’s ability to read and gain comprehension of the principals to be covered. This entrance exam will include basic reading and math and will require a minimum score of 70% to qualify for enrollment in the program.

12. GRANTING CREDIT/TRANSFER OF CREDIT

Hands On HVAC School's staff will review prior training and transcripts previously completed in the HVAC, electrical, motor industry, or general maintenance fields to determine whether credit for previous training will be granted. Our school admissions team will interview applicant prior training in order to determine the student's ability to complete necessary school requirements before granting enrollment credit. Students seeking credit for work completed at other institutions should submit their transcripts to the school no less than two weeks prior to the first class. No more than fifty percent (50%) of previously earned hours may be transferred into Hands On HVAC School. The school will issue a written decision on the amount of credit granted for completed work, if any, within five business days of receipt of the transcripts. A student will need to contact other schools to determine if hours earned at Hands On HVAC School will transfer to those institutions. Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm what, if any, credit will be accepted by another institution.

13. CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within three (3) business days after the enrollment contract is signed. A refund will also be made to any student who cancels their enrollment within the student's first three (3) scheduled class days; however, such refund shall include deductions for the \$150 registration fee, as well as items of extra expense necessary for the portion of the program attended and stated separately in the enrollment agreement. Appropriate refunds will be disbursed within 30 days of the date the student withdraws.

14. REFUND POLICY

1. After a student has completed less than 15% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter;
2. After a student has completed less than one fourth of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
3. After a student has completed one fourth, but less than one half of the program, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
4. After a student has completed one half or more of the program, the institution may retain 100% of the stated course price.

15. PROGRAM OUTLINE

Program Description: Refrigeration, Air Conditioning and Heating (HVAC-R)

The HVAC-R program is designed to teach students the basics in refrigeration, air conditioning and heating through an understanding of thermodynamics and the pressure/temperature relationship. Students will also learn the basics in the electrical system and acquire a general working knowledge of motors through diagnosis of the problems they can encounter and the use of tools of the trade in their repair. The HVAC-R program will take theory and mechanical action to the level of comprehensive understanding for students enrolled at Hands On HVAC School. Students will be able to find jobs such as those noted on page five (5) under "obtainable skills."

Program Objective

This program prepares individuals for an entry-level position in HVAC.

Course Numbering System

The course numbering system uses a seven-digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

The program is measured in clock hours. A clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor, Rule 6E- 1.003(15), F.A.C.

Heating, Ventilation & Air Conditioning (HVAC) Program Outline

| Course # | Course Title | Clock Hrs | Lab Hrs |
|----------|------------------------------|-----------|---------|
| HVAC 101 | HVAC Theory | 6 | 2 |
| HVAC 102 | Basic Electrical | 6 | 10 |
| HVAC 103 | Motors | 4 | 4 |
| HVAC 104 | Brazing | 5 | 5 |
| HVAC 105 | Recovery/Evacuation/Charging | 12 | 12 |
| HVAC 106 | Combustion Systems | 5 | 4 |
| HVAC 107 | Heat Pump Systems | 5 | 4 |
| HVAC 108 | Soft Skills | 6 | 6 |
| HVAC 109 | EPA 608 Exam Studies | 4 | 0 |
| | Total Hours: | 53 | 47 |

Program Synopsis: The total length of this program is 100-hours with 53 hours of lecture and 47 hours of lab time. The time required to complete the HVAC-R program is ten (10) or sixteen (16) weeks for the Saturday only class, and twelve (12) weeks for the part-time night class.

Course Length:

10 Week Program (Saturdays): Saturday Only 8:00 A.M. - 6:00 P.M.

- 10 hours per day for 10 Saturdays = 100 Hours

16 Week Program (Saturdays): Saturday Only 8:00 A.M. - 2:00 P.M.

- 6 hours per day for 16 days = 100 Hours

12 Week Program (Night): Monday & Wednesday 7:00 P.M. - 11:00 P.M.

Tuesday & Thursday 7:00 P.M. - 11:00 P.M.

- 4 hours per night for 25 nights = 100 Hours

Type of Certificate: After successful completion of the program students will receive a Certificate of Completion. Additionally, students will receive their EPA 608 Certification on the last day of class upon successful completion of the EPA 608 Exam.

16. COURSE DESCRIPTIONS

HVAC 101: HVAC Theory

This section of the course covers the essential sciences behind HVAC system operations. Topics: Heat Transfer (Thermodynamics), Sensible & Latent Heat, Pressure & Temperature Relations, and The Refrigeration Cycle. (Total 8 Clock Hrs) [Prerequisites: None]

HVAC 102: Basic Electrical

An introduction to HVAC electrical systems, focusing on understanding the components and how they control the flow of power in a circuit. Topics: Defining Electricity, Ohm's Law, AC & DC Currents, Circuits, Magnetism, Transformers, Capacitors, Switches & Relays, Understanding Schematics, and Diagnostics. (Total 16 Clock Hrs) [Prerequisites: HVAC Theory Lecture]

HVAC 103: Motors

An in depth look at how electric motors work and the various types utilized in the HVAC industry. Topics: PSC Motors, ECMs, Variable Speed Motors, Hermetic Motors, Motor Drive Mechanisms, Motor Protections and Safeties, and Motor Diagnostics. (Total 8 Clock Hrs) [Prerequisites: Basic Electrical Lecture]

HVAC 104: Brazing

This section is primarily a hands-on dedicated time where students learn how to safely and correctly join metals for HVAC operation. Topics: Brazing Safety, Copper/Steel/Aluminum Applications, Flaring & Swaging, Nitrogen Purging, Leak Detection Methods, Brazing Equipment, and Class Projects. (Total 10 Clock Hrs) [Prerequisites: Motors Lecture]

HVAC 105: Recovery/Evacuation/Charging

This time is dedicated to ensuring students understand the whys and hows regarding proper refrigerant handling practices. Practical application of these skills and techniques will be demonstrated, and students will put them into action. Topics: Types of Refrigerants, Ozone Depletion & Global Warming, Montreal Protocol & Clean Air Act, EPA 608 Regulations & Standards, Recovery Equipment & Operation, Recovery Methods (Active vs Passive), Pressure & Vacuums, Moisture & Non-condensables, Vacuum Pumps, Vacuum Measurements (InHg/Microns), Metering Devices, Saturation Temperatures, Superheat & Subcooling, Blended Refrigerants & Fractionation, Refrigerant Charging and Diagnostics, Class Completes Sealed System Repair. (Total 24 Clock Hrs) [Prerequisites: Brazing Lecture]

HVAC 106: Combustion Systems

Students learn the hazards surrounding combustion based systems and the importance of the features that keep those that use them safe. Topics: The "Fire" Triangle, Carbon Monoxide, Furnace Components & Safeties, Gas Furnace Sequence of Operations, Types of Furnaces, Furnace Efficiency 80% vs 90%, Diagnostics. (Total 9 Clock Hrs) [Prerequisites: Recovery/Evacuation/Charging Lecture Lecture]

HVAC 107: Heat Pump Systems

A hands-on introduction to heat pump systems covering their unique components and how they utilize the refrigeration cycle to heat a space. Topics: Heat Pump Operation, The Reversing Valve, Metering Devices & Check Valves, Heat Pump Wiring, Defrost Boards, Defrost Cycle. (Total 9 Clock Hrs) [Prerequisites: Combustion Systems Lecture]

HVAC 108: Soft Skills

This section focuses on the professional development of interpersonal communication skills and client education to increase tech productivity in the field. (Total 12 Clock Hrs) [Prerequisites: Heat Pump Systems Lecture]

HVAC 109: EPA 608 Exam Studies

Students receive guided and dedicated study time in preparation for their EPA 608 certification exam. (Total 4 Clock Hrs) [Prerequisites: None]

17. OBTAINABLE SKILLS

Licensed Technician:

Continue your education in HVAC to become a licensed technician and operate your own HVAC business.

Service Technician:

Continue your education as a service technician for HVAC systems on a commercial or residential level.

Installer:

Continue your education to further understand the duties of an installer of air handlers and condensers on new construction and retro-fit.

Maintenance Worker:

Continue your education to advance your career growth in the field of HVAC for maintenance work in the apartment building supervisor field.

Manufacturing:

Continue your education to obtain a basic understanding of HVAC components and operation for employment with system manufacturers to produce new equipment.

Counter Sales:

Continue your education to increase your working knowledge of HVAC equipment for counter sales with HVAC-R suppliers.

18. GRADING AND MARKING SYSTEM

- The school grading period is weekly. Students will be given a total of two (2) tests. A passing grade will be mastery of no less than 80% of the subject matter on each test.
- Students will have the opportunity to take each test twice (if needed) to receive a passing grade.
- Full time classes will take a multiple choice test on week one (1) covering theory, motors, and the HVAC electrical system. In the second week, they will take a multiple choice test on brazing, heating, and safety for a total of two (2) tests.
- Part time classes will take a multiple choice test on week four (4) on theory, the HVAC electrical system, and motors; and in the ninth week they will take a final multiple choice test on brazing, heating, and safety for a total of two (2) tests.

19. POLICY CONCERNING SCHOOL TESTS

Any student who fails to obtain a passing grade on either of the school's tests after his final opportunity to take such a test will be terminated from the program. Any student so terminated will receive an interview with the school's director to review his progress report. The Director will determine the suitability of the student for readmission in the next available class covering the subjects still needed for graduation, dependent on the student's fulfillment of financial obligations to the school. If the Director does not grant the student readmission to class, refund will be prorated to correspond with the date of termination.

20. STUDENT PROGRESS REPORT

A "Progress Report" will be kept on each student and will be a part of the school's files. Each student will receive a student progress report based on individual testing and participation in hands-on classes. Reports will be distributed to each student on a timely basis at the Director's discretion after each of the school's tests (in week's one (1) and two (2) for full-time students and weeks four (4) and nine (9) for part-time students).

21. POLICY ON SATISFACTORY PROGRESS

Students will be expected to pay attention at all times during classroom periods, and their participation will be required in this HVAC-R course. If the instructor deems that any student is failing to pay attention or is not participating in the class activities, an “unsatisfactory progress” report will be issued and entered into the student’s file. A second such report may lead to probation and/or termination of the student’s enrollment. Any student thus terminated can request an interview with the director of the school to determine his suitability for readmission to class. If readmission is granted, the student will be awarded the next class position available on the subject(s) needed for graduation, assuming that the school’s financial record indicates that the student is paid in full.

22. ATTENDANCE POLICY

Instructor will be responsible for entering students’ names in the attendance record at the beginning of class.

Tardiness and Absence:

- Any student enrolled in the course who is tardy to class more than three (3) times during the duration of the course will be placed on “probationary status.”
- Any student who is tardy to class after being put on probation will be marked as “absent,” and any subsequent tardiness will be considered cause for termination.
- Please note that if more than 10% of class time is missed due to absences or tardiness, a student will be terminated and will not graduate with his class. As is school policy, any such student may request an interview with the director of the school and ask for readmission based on a determination of satisfactory commitment to finishing the course requirements without further interruption. Any student so readmitted will be awarded the next available space and may graduate with that class, provided that the student’s financial obligations with the school have been met and that he has mastered 80% of the course material.

Leave of Absence: Any student who becomes sick or ill or has a sickness or death in the family will be given the opportunity to take a leave of absence and rejoin the next scheduled class (dependent upon space availability) and graduate with the new class. Any student who has been granted a leave of absence or otherwise experiences a break in school attendance and is paid-in-full with the school’s financial record will be awarded the first open space in class availability and will graduate with this new class. Per State regulation, a student who is granted a leave-of-absence may be absent for no more than 30 calendar days. School attendance records shall clearly define the dates of the leave of absence. A written statement as to why the leave of absence was granted, signed by both the student and the school director, indicating approval shall be placed in the student’s permanent file.

23. STUDENT CONDUCT POLICY

Rules of student conduct, recorded at the end of this booklet, will be signed by both student and director. Student conduct rules will be enforced at all times to ensure the safety of students,

faculty and school property. Breaking certain rules will be cause for immediate termination, while breaking others will result in possible probation. Any student terminated due to non-adherence to the rules may request a review of his actions by the director in order to gain reinstatement into the school program; if granted, this reinstatement will be to the next available opening in class space, and his/her completion of the course, and graduation shall be subject to the student's financial record with the school and mastery of 80% of the school's course material.

Cause for potential termination will be considered if a student:

- is disrespectful, abusive, violent, or otherwise harms any other students, instructors, or faculty members
- uses vulgar, bullying, or inappropriate language
- steals, damages, or vandalizes any property of the school or other students
- sleeps during class
- repeatedly uses their personal cell phone during class lecture or lab, unless granted permission by instructor prior to class
- is unresponsive to the career services team, instructors, or administrative staff
- falls behind on payment schedule
- is under the influence of drugs or alcohol while on school premises
- does not attempt to pursue employment in the HVAC field and does not cooperate or respond to placement efforts made by the career services team to find employment

24. AWARDING OF DIPLOMA

Upon completion of the course, each student will receive a diploma stating that he or she has completed 100 hours of classroom and laboratory study in Refrigeration, Air Conditioning and Heating and has satisfactorily passed the prescribed examinations of proficiency. Each diploma will be signed by both the course instructor and the school director.

25. GRADUATION REQUIREMENTS

Students will be required to complete 90% of class time in order to graduate with his or her class, whether on a full or part-time schedule, and maintain an 80% or better grade point average on all required tests. The 90% class time requirement amounts to approximately one (1) day for the full-time course or one (1) week for the part-time course. Prior to graduation, students shall also be required to have met all financial obligations he/she has incurred with the school.

26. PLACEMENT ASSISTANCE POLICY

Hands On HVAC School is committed to helping students and graduates find employment opportunities by building and maintaining an employer database. The school will work closely with each graduate to support them in the job search process. All students will be required to take initiative in the job search process by actively seeking out job opportunities, attending interviews, and maintaining communication and cooperation with the school's efforts to help. The school does not guarantee job placement to any students or graduates.

27. STUDENT GRIEVANCE PROCEDURE

Any student grievances regarding the school should be initially directed to the school's director in writing within seven calendar days of the incident. This can be accomplished by sending an email to the attention of "School Director" to: info@handsonhvacschool.com. A written response to the grievance will be issued by the school director no more than three business days after receipt of the written grievance. Open communication between the student and the school is always encouraged in order to resolve the student's concerns.

If the institution is unable to resolve the grievance directly with the student, the student may contact the Florida Commission for Independent Education, 325 W. Gaines Street, Suite 1514, Tallahassee, FL 32399, or by calling the Florida Commission for Independent Education at 850-245-0505.

EPA 608 TECHNICIAN CERTIFICATION TRAINING

EPA 608 Certification tests will be held during the last week of class or scheduled for a later testing appointment if approved by the instructor. EPA 608 course is taken through VGI or ESCO, depending on proctor availability.

OBJECTIVE

To prepare individual(s) for EPA 608 certification exam so that the person can handle refrigerants according to the rules of the EPA.

EPA CERTIFICATE

Upon passing the EPA core, Type I (Small Appliances) , Type II (High Pressure and Very High Pressure Appliances), and Type III (Low Pressure Appliances) sections, students will earn the EPA Section 608 Universal Technician Certification.

The test contains four sections: the Core, and sections I, II, and III. Each section contains twenty-five (25) multiple-choice questions. A technician **MUST** achieve a minimum passing score of 70 percent in each group/section in which they are to be certified. For example, a technician seeking Universal certification must achieve a minimum score of 70 percent, or 18 out of 25 correct, on each section of the test.

If a technician fails one or more of the sections, they may retake the failed section(s) without retaking the section(s) in which they earned a passing score. In the meantime, the technician will be certified in the Type for which they received a passing score. *There is one exception; a technician **MUST** achieve a passing score on the Core plus anyone Type to receive any certification.*

EPA CERTIFICATION RETAKE COSTS

The cost of the EPA 608 Certification course will be included in the tuition. The class includes the one (1) EPA test and course with a workbook that identifies important areas covered by the test. Each additional test (retesting) will cost \$45.00 administrative fee, regardless of whether you take one section or all sections.



RULES OF STUDENT CONDUCT

1. No guns, knives or illegal drugs on school property. Violation will result in immediate termination.
2. All students will respect each other's student space. Failing to do so will result in probation.
3. All students will respect school property at all times, or probation may result.
4. Fighting of a verbal or physical nature will not be tolerated and will be deemed sufficient cause for immediate termination.
5. Students will obey and respect instructors at all times or be placed on probation.
6. All students will be on time for class or may be placed on probation.
7. No smoking in classrooms and only in designated areas and at specified times on school property. Smoking on campus may result in probation.
8. Cheating will not be tolerated during exams and on school assignments and may result in probation.
9. Stealing of school property or the property of other students will be cause for immediate termination.
10. Talking during exams may result in being placed on probation.
11. Mistreatment of equipment can be dangerous; therefore "horseplay" on school grounds and during school periods will be frowned upon and can be cause for immediate termination.
12. Students will clean up after themselves and maintain an orderly personal space during lab periods and at break times or will be placed on probation.
13. Students will obey and be aware of all safety rules of the school or will be subject to probation.
14. Students will wear all safety apparel and observe all safety protocols when advised or will be subject to probation.
15. Alcohol will not be allowed on school property, and alcohol consumption before, during or after class periods is strictly forbidden. Drinking on campus will result in immediate termination.
16. Cell phones will be turned off during class. No video or audio recording allowed. Violation will result in probation.

PROFESSIONALISM AND INTEGRITY STANDARDS WILL APPLY AT ALL TIMES.

Student

Director

Date