HANDS ON HVAC SCHOOL
BIRMINGHAM CAMPUS

ESCO Certified Proctors of the EPA 608 Universal Technician Certification Exam

Rev. 09/28/2026

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CAMPUS INFORMATION

HANDS ON HVAC SCHOOL
BIRMINGHAM CAMPUS

2570 Old Rocky Ridge Rd.
Birmingham, Alabama 35216
(659) 212-7578
Fax: (737) 277-5279
info@handsonhvacschool.com
www.handsonhvacschool.com

HANDS ON HVAC SCHOOL - HEADQUARTERS

617 East Second St.
Irving, Texas 75060
(214) 393-5499
Fax: (737) 277-5279

IDENTIFYING DATA

Volume 2
09/28/2026
Effective Date: 2026-2027

TEXTBOOK

Modern Refrigeration & Air Conditioning 22nd Edition
Published 2023 (Goodheart-Willcox)
ISBN 979-8-88817-489-0

Approved and Regulated by the Alabama Private School
Licensure Division

Founded in Irving, Texas over 13 years ago, our school is proud to offer affordable, practical, hands-on training in HVAC and Refrigeration. Our instructors have immense knowledge and many years of real world experience in the field. Our passion is helping students gain the knowledge and confidence needed to succeed in the industry, whether entering into the HVAC profession for the first time or to expand on existing skills for technicians already in the field. We take a hands-on approach using our interactive lab alongside theory and lecture lessons in an interactive classroom setting.

SCHOOL FACULTY, ADMINISTRATORS & OFFICIALS

Campus Director: Chris Villegas
Instructors: Vaughn Boswell, Michael Cole

Admissions: Caiya Wertheim, Courtney Coffman,
Michael Cole, Alexander Blankenship

President: Jeremiah Sawyer

Owned and Managed by Ripple Learning LLC

FACILITIES AND EQUIPMENT

FACILITIES
Reception Area | Director's Office | Classroom | Lab (hands-on class)
Two Restrooms (handicap accessible) | Break Room

EQUIPMENT
Air Handlers (Gas & Electric) | Condensers (Standard & Heat Pump)
Commercial Cooler | Minisplit Systems | Portable Oxyacetylene Tanks | Voltmeters | Ammeters | Recovery Machine | Recovery Cylinders (Tanks) | Nitrogen Vacuum Pump
Charging Manifolds | HVAC Electrical Diagnostic Training Boards

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

FEES AND TUITION

Registration Fee: $200
Tuition: $3,150
Book Replacement Fee, *if applicable*: $250 *(see textbook policy)*
Total Tuition: $3,350
EPA 608 Certification Exam Re-Test: The program includes (1) EPA 608 Exam voucher with study guide. There is a $45 charge for each exam retake.

Hands On HVAC School offers a 10% discount on the tuition ($3,150) to all students currently serving, or having served, in the United States Armed Forces.
*Student must provide proof of service, i.e., military ID.

SCHOOL CALENDAR

Holidays Observed:
Classes will not be held on these holidays.

New Years Day | Memorial Day | Independence Day
Labor Day | Thanksgiving Day | Christmas Day

ENROLLMENT PERIODS

Class start dates may shift based on holidays, weather, enrollment, and/or staff. Otherwise, classes are held back to back, unless an otherwise designated break is referenced in this catalog.

ADMISSIONS OFFICE HOURS
Monday through Friday from 9:00 a.m. - 6:00 p.m.
Saturday and After Hours by Appointment Only

POSTPONEMENT OF CLASSES

Postponement of a class start date, whether at the request of the school or the student, requires a written agreement signed by the student and the school he agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;
b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course does not begin, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the School's refund policy.

CLASS SCHEDULES (BEGINNING & ENDING PERIODS)

FULLTIME (2 WEEK):
Mon.-Fri. 8:00 a.m. to 6:00 p.m.
NIGHT (12 WEEK):
Mon. & Wed. or Tues. & Thurs. 7:00 p.m. to 11:00 p.m.
SATURDAY (10 WEEK):
Saturdays 8:00 a.m. to 6:00 p.m.
SATURDAY (16 WEEK):
Saturdays 8:00 a.m. to 2:00 p.m.

ALL classes total 100 hours of total course time.
***Max class size is 20 students.**

SCHEDULED BREAKS

The school will observe holiday breaks throughout the calendar year. Our class schedules will account for these days off ahead of time. As referenced in ATTENDANCE POLICY, each student may miss up to a certain amount of days, depending on which class schedule the student is enrolled in. These days are in addition to any holiday break in which Hands On HVAC School observes. For more information on attendance, *see Attendance Policy*. This same formula will be followed for all holiday periods.
Therefore, irrespective of any holiday period, all classes will run and be completed without significant break in the subject matter which we will be teaching. Each student's enrollment agreement will include a class start date and graduation date, and the respective holidays off during a given class period, if any.
We apologize for any inconvenience which this might cause.

NORMAL HOURS OF OPERATION

Office Hours: Monday thru Friday 9:00 a.m. to 6:00 p.m.
Saturday by appointment only

School Hours: Monday thru Friday 8:00 a.m. to 11:00 p.m.

Saturday Classes: 8:00 a.m. to 6:00 p.m.

CLASS SESSION BREAKS

Full-time classes and Saturday classes will have two (2) 10 minute and one (1) 20 minute break each day. Part-time classes will have two (2) 10 minute breaks.

ADMISSION/ENROLLMENT REQUIREMENTS

Hands On HVAC School does not discriminate on the basis of race, ethnicity, origin, religion, sex, or disability. Each student seeking enrollment into our HVAC/R program must meet the following criteria:

Minimum Age: 18 years

Must provide proof of identity through at least one of the following methods: (1) identification card, (2) passport, or (3) driver's license.

Must provide proof of a high school diploma/transcripts or G.E.D. *(or you may take our entrance exam which will test your ability to read and gain comprehension of the principals to be covered)*. This entrance exam will concern itself with basic reading and math and will require a score of 70% to qualify for enrollment in the program.

Must provide SSN or ITIN.

POLICY FOR GRANTING ENROLLMENT CREDIT

Due to the hands-on nature of the HVAC/R program, prior educational credits and/or training cannot be applied toward the completion. The HVAC/R program is designed to provide practical training and does not incorporate transferable credits from previous coursework from any institution.

PROGRAM TITLE AND DESCRIPTION

Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC/R)

The HVAC/R program is a vocational fundamentals program designed to teach students the essential skills and knowledge in refrigeration, air conditioning and heating through an understanding of thermodynamics and the pressure/temperature relationship. Students will also learn 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 here at our school. Students will be able to find jobs such as those under the "Obtainable Skills & Careers."

PROGRAM OUTLINE

Course Code	Subject	Class	Lab
HVAC101	HVAC Theory	06	02
HVAC102	Electrical (Basic)	06	10
HVAC103	Motors	04	04
HVAC104	Brazing	03	07
HVAC105	Recovery, Evacuation, & Charging	12	12
HVAC106	Combustion Systems (Gas Heat)	05	04
HVAC107	Heat Pump Systems	05	04
HVAC108	Soft Skills	06	06
HVAC109	EPA 608 Exam Studies	04	00
	Total = 100	51	49

OBTAINABLE SKILLS & CAREERS

HVAC Licensed Technician

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

HVAC Service Technician

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

HVAC Installer

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

HVAC Maintenance Technician

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

Motors

Continue your education to obtain a basic understanding of motors for employment with motor shops in rewinding and rebuilding commercial motors.

HVAC Counter Sales

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

Auto Industry

Continue your education to increase your knowledge of automobile air conditioning compressors for employment as a service tech in the auto industry.

Other Careers: Test & Air Balance Technician, HVAC System Controls, Refrigeration Technician, Facilities Maintenance

This list is not exhaustive and only offers insight into some of the skills and career paths available upon completion of the HVAC/R Program and passing the EPA 608 Universal Technician Certification Exam.

SYNOPSIS OF SUBJECTS

HVAC Theory

Theory covers the essential sciences behind HVAC system operations. Topics include: Heat Transfer (Thermodynamics), Sensible & Latent Heat, Pressure & Temperature Relations, and the Refrigeration Cycle.

Pre-requisites–None Class–6 hrs/Lab–2 hrs

Electrical (Basic)

An introduction to HVAC electrical systems, focusing on understanding electrical components and how they control the flow of power in a circuit. Topics include: Defining Electricity, Ohm's Law, AC & DC Currents, Circuits, Magnetism, Transformers, Capacitors, Switches & Relays, Understanding Schematics, and Diagnostics.

Pre-requisites: HVAC Theory Class–6 hrs/Lab–10 hrs

Motors

Motors covers an in-depth look at how electric motors work, and the various types utilized in the HVAC/R industry. Topics include: PSC Motors, ECMs, Variable Speed Motors, Hermetic Motors, Motor Drive Mechanisms, Motor Protections and Safeties, and Motor Diagnostics.

Pre-requisites: HVAC Theory/Electrical Class–4 hrs/Lab–4 hrs

Brazing

This section is primarily a hands-on dedicated time where students learn how to safely and correctly join metals for HVAC operation. Topics include: Brazing Safety, Flaring & Swaging, Nitrogen Purging, Leak Detection Methods, Brazing Equipment, and Class Projects.

Pre-requisites: HVAC Theory/Electrical/Motors Class–3 hrs/Lab–7 hrs

Recovery, Evacuation, & Charging

This section is dedicated to ensuring students understand proper refrigerant handling practices. Topics include: Types of Refrigerant, Montreal Protocol & Clean Air Act, Recovery Equipment & Operation, Recovery Methods, Vacuum Pumps & Operation, Pressure / Temperature Charts, Metering Devices, Superheat & Subcooling, Blended Refrigerants & Fractionation, Refrigerant Charging and Diagnostics.

Pre-requisites: Brazing Class–12 hrs/Lab–12 hrs

Combustion Systems

Students learn the hazards surrounding combustion-based systems and the importance of the features that keep those that use them safe. Topics include: the “Fire” Triangle, Carbon Monoxide, Furnace Components & Safeties, Gas Furnace Sequence of Operations, Types of Furnaces, Furnace Efficiency 80% vs 90%, Furnace Diagnostics.

Pre-requisites: Recovery, Evacuation, & Charging Class–5 hrs/Lab–4 hrs

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 include: Heat Pump Operation, the Reversing Valve, Metering Devices & Check Valves, Heat Pump Wiring, Defrost Boards, Defrost Cycle.

Pre-requisites: Combustion Systems Class–5 hrs/Lab–4 hrs

Soft Skills

This section focuses on the professional development of interpersonal communication skills and client education to increase tech productivity in the field. Topics include: Building Rapport, Diagnostic Questioning, Avoiding Techspeak, Overcoming Objections, Presenting Findings, Closing the Deal.

Pre-requisites: Heat Pump Systems Class–6 hrs/Lab–6 hrs

EPA 608 Exam Studies

Students receive guided and dedicated study time in preparation for the EPA 608 Universal Technician Certification Exam.

Pre-requisites: None Class–4 hrs/Lab–0 hrs

COURSE LENGTH

Full-Time (2 wk) Classes run Mon. thru Fri. from 8 a.m. to 6 p.m. (10hrs/wk)

Night (12 wk) Classes run Mon. and Wed. or Tues. and Thurs.
from 7 p.m. to 11 p.m. (4hrs/wk)

Saturday (10 wk) Classes run every Saturday from 8 a.m. to 6 p.m. (10hrs/wk)
Saturday (16 wk) Classes run every Saturday from 8 a.m. to 2 p.m. (6hrs/wk)

All classes conduct a final 4 hours dedicated to EPA 608 Exam Preparation and the Exam, conducted on the last scheduled class day. All classes are a total of 100 hours.

GRADING AND MARKING SYSTEM USED

Students will be given a total of two (2) exams, consisting of 50 multiple choice questions each. A passing grade will be mastery of no less than 80% of the subject matter on each exam. Students will have the opportunity to take each exam twice (if necessary) to receive a passing grade.

The average of exam scores must meet 80% or greater for a student to graduate.

POLICY CONCERNING SATISFACTORY ATTENDANCE

Students are expected to be in attendance, participatory, and attentive during classroom and lab sessions. If an instructor deems that a student is failing to pay attention, participate, or is disruptive in class an “Unsatisfactory Progress Report” will be issued and entered into the student’s file. A second such report will result in the student being placed on academic probation, with any subsequent such reports resulting in the student being terminated from the HVAC/R Program.

Any student thus terminated can request an interview with the campus director to determine their 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 the student’s financial obligations with the school have been met and the student has mastered 80% of the course material.

ACADEMIC PROBATION
Academic probation requires a meeting with the Campus Manager and Instructor to address the relevant behaviors and/or actions leading to and resulting in the designated probation.

ATTENDANCE POLICY

The instructor will be responsible for entering the student's name in the attendance record at the beginning of class. Any student that arrives more than 15 minutes after the scheduled class start time will be marked as “tardy”. Any student tardy more than three (3) times during the duration of the HVAC/R Program will be placed on academic probation. When a student is placed on academic probation, a progress report will be issued indicating such status and its cause. If a student on academic probation is tardy, they will be marked as absent for that day with any subsequent tardiness resulting in termination from the HVAC/R Program.

Note: If a student misses more than 10% of scheduled class time due to either absence or tardiness they will be terminated from the HVAC/R Program.

As is school policy, any such student may request an interview with the Campus Director to ask for readmission based on a determination of satisfactory commitment to finishing the course requirements without further interruption. For more information, see READMISSION POLICY.

LEAVE OF ABSENCE / EXCUSED ABSENCES POLICY

Any student that becomes sick or ill, has a death in the family, military obligation, or other extenuating circumstances at the discretion of the Campus Director, has the opportunity to take a "Leave of Absence." A Leave of Absence allows the student to temporarily pause their attendance and return to their current class session without penalty, provided they return within the approved leave period.

A student's Leave of Absence may not exceed 15 calendar days. School attendance records will clearly define the dates of the Leave of Absence beginning on the date the Leave request is received. A written statement showing the reason for the absence will be signed by both the student and the Campus Director and stored in the student's file. If a student does not return prior to the expiration of the 15-day Leave period, the student's last date of attendance shall be recorded as the date the student was scheduled to return, if date known, or the 15th calendar day from the start of the Leave, whichever is earlier.

A student who is unable to return to their current class session within the 15-day Leave period will be withdrawn and, if paid-in-full, will be granted priority status and awarded the first open space in the next scheduled class session. For any students not paid-in-full at the time of the Leave request, any unpaid balances will remain due, but all payments due during the 15-day period will be paused and resume when the student returns from the Leave.

A student may only take one Leave of Absence per each class enrolled. Students needing more time beyond the Leave of Absence period may reschedule to the next available class session.

MAKE-UP SCHEDULE POLICY

If a student misses more than 10 hours of scheduled class time a student may request make-up time not to exceed five (5) hours (excluding time missed for scheduled holidays or excused absences). The make-up time is to be coordinated between the student and the instructor. This can be accomplished by arriving to class early, staying after the scheduled class time or by scheduling another time with the instructor. All make-up sessions must be approved by the Campus Director or Lead Instructor.

If a class is canceled due to weather/unforeseen circumstances, the makeup day will be held on the following Friday, Saturday or Sunday.

RE-ENTRANCE/RE-ADMISSION POLICY

Any student terminated from the program for any reason can request an interview with the Campus Director to discuss their suitability for re-admission to the HVAC/R Program. Upon approval for re-admission by the Campus Director, the student will be eligible to join the next available class cycle to complete the Program. All financial obligations must be met in the event of a re-admission.

STUDENT CONDUCT POLICY

The Student Code of Conduct, recorded at the end of this Catalog, is enforced at all times to ensure the safety of students, faculty, and school property. The Code of Conduct must be acknowledged and signed by the student, certifying the student has read, understood, and agreed to follow such. Violation of the code of conduct may result in disciplinary action of varying degree depending on the violation and its severity. Consequences may range from academic probation to immediate termination from the HVAC/R Program. Any conduct violations while on academic probation will be grounds for immediate termination from the HVAC/R Program.

Any student terminated due to non-adherence to the rules may request a review of their actions by the Campus irector in order to gain reinstatement into the school program; if granted, this reinstatement will be to the next available opening in class cycle, and 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.

AWARDING OF CERTIFICATE

Each student, upon successful completion of the HVAC/R Program, will receive their certificate of completion stating the student has completed 100 hours of classroom and laboratory study in Heating, Ventilation, Air Conditioning, & Refrigeration and satisfactorily passed the prescribed examinations of proficiency.

Each certificate will be signed by both the instructor and Campus Director.

GRADUATION REQUIREMENTS

Students are required to meet all of the following to graduate from the HVAC/R Program:

1. Students must complete 90% class time in order to graduate with the student's class, whether on a full- or part-time schedule,

2. Students must maintain an 80% or greater grade point average on all required exams (midterm and final), and

3. Students must have met all financial obligations incurred with the school.

The 90% class time allows for a maximum amount of absences. Which are approximately one (1) day for the full-time classes, four (4) days for the Saturday classes, and three (3) days for the night classes. Any time missed after these periods will require make up time with the instructor, withdrawal, or rescheduling to another class. For more information, *see Attendance Policy*.

JOB PLACEMENT ASSISTANCE POLICY

The school is committed to helping graduates obtain gainful employment after graduation and will work closely with each student to aid in the search for job placement. While we cannot guarantee employment, we assist students by reaching out to companies for hiring purposes, hosting periodic job fairs, and by hosting a job board with active listings of our hiring partner's open positions that is accessible to our students 24/7. We also allow hiring partners to visit the students while they are in class to discuss opportunities upon graduation.

POLICY CONCERNING SCHOOL TESTS

Any student that fails to obtain and maintain an 80% or greater exam score average, after having exhausted the number of allowed attempts for each exam, will be terminated from the HVAC/R Program. Any student absent on the day of an exam will have the opportunity to take that exam during the next scheduled class session, or to schedule another time with the instructor.

Any student so terminated will receive an interview with the school's director to review his/her 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 and mastery of at least 80% of the class material. If the Director does not grant the student readmission to class, refund will be prorated to correspond with the date of termination.

STUDENT PROGRESS REPORT

Progress reports will be completed by the instructor after each exam and notated for the individual student's testing and class participation. Instructors will also complete progress reports for students that violate the school's attendance or conduct policies, including the violation and outcome, whether academic probation or a request for termination from the program. These reports will be reviewed by the Campus Director and kept by the school in the student's record.

STUDENT RECORDS

All student academic and financial records are maintained and filed in a secure and safe manner for a minimum of five (5) years. Official transcripts will be provided to the student at no charge, and additional copies are available for $5.00.

NON-TUITION PAYMENT POLICY

Students are expected to fulfill their financial obligation to the school as agreed upon in the enrollment agreement. Any student in default on their tuition payments by two (2) scheduled payments will be placed on academic probation and must communicate a plan to get caught up to the school. Any student in default by three (3) or more payments is subject to be terminated from the program.

POLICIES AND PROCEDURES TO RESOLVE STUDENT GRIEVANCES

Any student who has a grievance or complaint regarding the School, staff, or other students may reach out to the Campus Director, or campus manager to seek a resolution within five (5) days of the occurrence. Accordingly, students should read and adhere to the following procedures regarding the Student Grievance Policy:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member (campus administrator or manager) and try to resolve it. If unsuccessful, the student should proceed to the written grievance procedure.

2. Should the instructor or campus staff member fail to or unacceptably address the Student's complaint, he/she may then state the grievance, in writing, to the Campus Manager or to Chris Villegas, the Director at director@handsonhvacschool.com with the subject line "Student Grievance". The Campus Manager and/or Campus Director shall have five (5) business days *(excluding Saturdays, Sundays and legal holidays)* from the date of receipt of notice to investigate and address the grievance in accordance with further policies and code of conduct contained in this catalog.

3. Should the Campus Manager or Campus Director fail to or unacceptably address the grievance, the Student may file a complaint with the Alabama Private School Licensure Division at the address below:

Alabama Private School Licensure Division
P.O. Box 302130
Montgomery, AL 36130-2130

Phone: (334) 293-4650

Online Complaint Form:
http://www.accs.edu/about-accs/private-school-licensure/complaints/

Cancellation Policy & Refund Policy

Students may cancel enrollment at any time by submitting a written request to withdraw from the HVAC/R program. Withdrawal requests may be submitted via email, text message to the school's phone number, or by signing a written request with the Campus Manager or Campus Director. Email correspondence should be sent to director@handsonhvacschool.com. All refunds will be processed in accordance with the policy outlined below and issued within thirty (30) days of the date of withdrawal, or termination.

Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination:

a. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded including the registration fee of $200.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid **except** the registration fee of $200.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made based on the percentage of scheduled program clock hours completed as of the student's last date of attendance, less the non-refundable registration fee of $200, as follows:

Program Completion	Refund Calculation	Refund Amount
0% – 24% completed	Hours remaining ÷ total hours × tuition paid (less $200 registration fee)	75%–100% of tuition refunded
25% – 49% completed	Hours remaining ÷ total hours × tuition paid (less $200 registration fee)	51%–75% of tuition refunded
50% – 74% completed	Hours remaining ÷ total hours × tuition paid (less $200 registration fee)	26%–50% of tuition refunded
75% or more completed	No additional refund is available beyond this point of completion	$0

d. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Military Service Clauses

Any student that withdraws from the school as a result of military orders such as change of duty station, deployment, call to service, or other means in service to the United States Armed Forces may elect **ONE** of the following options for each program in which the student is enrolled.

1. A pro-rata refund of any tuition, fees, and other charges as per the standard refund policy.

2. A grade of “Incomplete” with the designation “Withdrawn – Military” and the right to re-enter the program no later than the first anniversary of the date that the student is discharged from active military service or relieved of the duties of their orders. Upon re-entry under this clause the student will only be charged for the unpaid balance of the original tuition.

3. The assignment of an appropriate final grade and credit only if the instructor determines that the student has satisfactorily completed 90% of the required coursework AND demonstrated sufficient mastery of the required course subject matter.

Textbook Policy

The textbook for our course is Modern Refrigeration and Air Conditioning 22nd Edition, and will be available for in-class use to our students. We do offer a book loaning program where students may check out books for at-home study to be returned upon completion of the program or the last day of class the student was scheduled for.

Damages: If books checked out by the students are not returned, or are returned damaged there will be a $250 replacement fee. Upon checking out a book from our school the student assumes accountability for the book and agrees to our book loaning and damages policy. (Damages include: Water damage/stains, rips/tears, writing/highlighting, etc.)

EPA 608 TECHNICIAN CERTIFICATION TRAINING

EPA 608 Universal Technician Certification Exam will be proctored on the last scheduled day of class by the instructor. Students may request to take the EPA 608 Exam at a later date by appointment with instructor approval. The EPA 608 Exam is taken online through ESCO.

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 any one Type to receive any certification.

There is no limit to the number of attempts a student may make to obtain his/her universal certification.

EPA CERTIFICATION RETAKE COSTS

The cost of the EPA 608 Universal Technician Certification Exam will be included in the tuition as the class includes one (1) EPA Exam voucher with an ESCO study guide that identifies important areas covered by the test. Each additional test (retesting), will cost $45 regardless of whether you take one section or all sections.

Hands On HVAC School

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 students space and 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. No talking during exams. You may be 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 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.

STUDENT COPY

PROFESSIONALISM AND INTEGRITY WILL APPLY AT ALL TIMES

Chris Villegas

Student

School Official

Date

Hands On HVAC School

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2. All students will respect each other students space and 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. No talking during exams. You may be 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 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 WILL APPLY AT ALL TIMES

SCHOOL COPY

Student

Chris Villegas

School Official

Date