

HVACR PROFESSIONAL COMMUNITY CENTER

Student Application and Enrollment Contract

HVACR (Heating, Ventilation, Air Conditioning & Refrigeration) Professional Trade
Program

Program Start Date:	October 22, 2026
Application Date:	
Student Application No.:	

Part I — Student Application

SECTION 1: PERSONAL INFORMATION

Full Legal Name:

Date of Birth:	Social Security Number (Last 4 Digits Only):
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Home Address (Street):

City:	State:	ZIP Code:
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Phone Number (Primary):	Phone Number (Secondary / Emergency):
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Email Address:

Emergency Contact Name & Relationship:

Emergency Contact Phone Number:

SECTION 2: EDUCATIONAL BACKGROUND

Highest Level of Education Completed:

☐ Some High School ☐ High School Diploma ☐ GED ☐ Some College ☐ Associate's Degree ☐ Bachelor's Degree or Higher

Name of Last School Attended:

Year Completed / Last Attended:

Do you hold any current trade licenses or certifications?

☐ Yes ☐ No If yes, please describe:

SECTION 3: WORK EXPERIENCE

Current Employer (or "None"):

Years of Experience in Trade / Technical Field:

Briefly describe any relevant experience in HVAC, electrical, plumbing, or construction:

SECTION 4: PROGRAM INTEREST & GOALS

Why are you enrolling in this program?

What is your intended career goal upon completion?

How did you hear about HVACR Professional Community Center?

☐ Word of Mouth ☐ Social Media ☐ Flyer ☐ Community Event ☐ Referral ☐ Other

Part II — Program Overview

SECTION 5: ABOUT HVACR PROFESSIONAL COMMUNITY CENTER

HVACR Professional Community Center is dedicated to training the next generation of skilled tradespeople in the heating, ventilation, air conditioning, and refrigeration industry. Our mission is to provide accessible, high-quality trade education that equips students with the technical knowledge, hands-on skills, and professional habits required to succeed in a rapidly growing industry. We believe that every student who walks through our doors deserves a pathway to a meaningful, well-compensated career in the skilled trades.

Our program is built on a foundation of hands-on learning and industry-standard curriculum. Students spend significant time in our fully equipped training lab, working with real HVACR systems, tools, and equipment under the guidance of experienced instructors who bring professional field experience into the classroom. Our curriculum is designed to align with current industry codes, regulatory standards, and employer expectations, ensuring that graduates are job-ready from day one.

As a community-centered institution, HVACR Professional Community Center is committed to local workforce development and to serving students from all backgrounds. We partner with local employers, trade associations, and workforce agencies to connect graduates with employment opportunities and to ensure our program reflects the real needs of the HVACR industry. Our goal is not simply to issue certificates — it is to launch careers and strengthen the communities we serve.

★ THIS PROGRAM IS 100% FREE OF CHARGE

This training program is provided at absolutely no cost to participants. There are no tuition fees, registration fees, or material costs associated with enrollment. All qualified applicants may enroll without any financial obligation whatsoever.

SECTION 6: PROGRAM DETAILS

Detail	Information
Program Name	HVACR Professional Trade Program
Program Start Date	October 22, 2026
Program Format	In-person, hands-on instruction combined with classroom and on-line theory
Total Program Hours	Approximately 630 contact hours (determined by curriculum)
Class Schedule	Thursday & Friday 6:00 PM - 10:00 PM; Saturday 9:00 AM - 1:00 PM
Location	HVACR Professional Community Center : 264 east 14th street, Chicago Heights, illinois 60411
Credential Awarded	Certificate of Completion — HVACR Professional Trade Program
Industry Certifications Eligible Upon Completion	EPA Section 608 Universal Certification; applicable state/local licensing eligibility

SECTION 7: REQUIRED COURSE MODULES

All modules listed below are required for program completion and certification eligibility. Students must complete every module with satisfactory performance, as defined by the grading and attendance standards set forth in this contract. Failure to satisfactorily complete any required module may result in ineligibility for the Certificate of Completion and/or industry certification exams.

1. Construction Safety and Tools

This foundational module covers OSHA safety standards, personal protective equipment (PPE), and jobsite hazard identification essential for all trade environments. Students will develop competency with hand tools, power tools, and measuring instruments, with a strong emphasis on safe tool use practices.

2. Brazing and Soldering

Students will learn oxy-acetylene and nitrogen brazing techniques, silver and soft soldering, and proper torch operation essential to HVACR installations. The module covers joint preparation, leak prevention methods, and refrigerant line connection procedures. Proficiency in brazing and soldering is a core competency required for system installation and repair work in the field.

3. Gas Piping

This module addresses natural gas and propane piping systems, including pipe sizing, pressure testing, and leak detection. Students will study code compliance requirements under IFC/NFPA 54, proper fittings and valves, and safe gas line installation and repair procedures. Proper understanding of gas piping codes and safety is critical for protecting both technicians and the public.

4. PVC and Plastic Piping Systems

Students will be introduced to the types and applications of PVC, CPVC, and ABS piping used in HVACR systems. The module covers cutting, fitting,

cementing, and installation techniques for drain lines, condensate lines, and vent systems. Proper installation of plastic piping systems is essential for reliable HVACR equipment operation and code compliance.

5. Hot Water Heaters

This module covers tank and tankless water heater systems, including installation, venting requirements, and energy efficiency ratings. Students will practice gas and electric connections, thermostat adjustment, maintenance procedures, and systematic troubleshooting approaches. Understanding water heater systems broadens the service capabilities of HVACR technicians in residential and light commercial settings.

6. Electrical Theory

Students will gain a solid grounding in the fundamentals of electricity, including voltage, current, resistance, and Ohm's Law. The module explores AC/DC circuits, power calculations, and the physics behind electrical systems as they apply to HVACR equipment. A strong theoretical foundation in electrical principles is prerequisite knowledge for all advanced HVACR electrical coursework.

7. Electrical Circuits

Building on electrical theory, this module provides hands-on instruction in constructing and troubleshooting series, parallel, and combination circuits. Students will use multimeters and test instruments, learn wire sizing and overcurrent protection, and practice reading wiring diagrams specific to HVACR systems. Circuit troubleshooting skills are among the most frequently used competencies in day-to-day HVACR service work.

8. Furnace Electrical Parts

This module focuses on the identification and function of critical electrical components found in heating equipment, including contactors, relays, transformers, capacitors, thermostats, limit switches, pressure switches, ignitors, flame sensors, and control boards. Students will learn how each component fits into the overall system and how failures present during

diagnostic procedures. Mastery of furnace components is essential for accurate and efficient service calls.

9. Schematics and Ladder Diagrams

Students will develop the ability to read and interpret electrical schematics, ladder diagrams, and wiring diagrams used throughout the HVACR industry. The module emphasizes tracing circuits, identifying components, and using diagrams as primary diagnostic tools in the field. The ability to read and apply technical diagrams is a non-negotiable competency for professional HVACR technicians.

10. HVACR Theory

This module covers the foundational science behind HVACR systems, including principles of thermodynamics, heat transfer (conduction, convection, and radiation), and the refrigeration cycle (compression, condensation, expansion, and evaporation). Students will also be introduced to system load fundamentals as they relate to equipment selection and performance. A thorough understanding of HVACR theory enables technicians to diagnose complex system issues with greater accuracy.

11. EPA Section 608 Refrigerant Regulations

Students will study federal requirements under Clean Air Act Section 608, covering refrigerant types (CFCs, HCFCs, and HFCs), and proper recovery, recycling, and reclaim procedures. The module emphasizes safe refrigerant handling, environmental compliance, and thorough preparation for the EPA Section 608 certification exam. Holding an EPA 608 credential is a legal requirement for any technician who purchases or handles regulated refrigerants.

12. A2L Refrigerants

This module addresses the properties and handling of low-GWP mildly flammable A2L refrigerants, including R-32, R-454B, and the industry transition away from R-410A. Students will learn the safety precautions, leak detection methods, equipment compatibility considerations, and new industry standards driven by the AIM Act transition. As A2L refrigerants

become the new industry standard, technician competency in their safe handling is rapidly becoming essential.

13. HVACR Service Procedures

The final module integrates learning from all prior modules through practical application of professional service procedures. Students will practice system startup and commissioning, refrigerant charging, superheat and subcooling measurements, filter changes, coil cleaning, belt tension checks, motor replacement, and documented preventive maintenance practices. This capstone module prepares students to operate confidently and professionally on real HVACR equipment from their first day in the field.

Part IV — Policies and Rules

SECTION 8: ATTENDANCE POLICY

- **Students are expected to attend all scheduled class sessions for the duration of the program.**
- **Maximum Allowable Absences: No more than three (3) unexcused absences per term. Exceeding this limit may result in dismissal from the program.**
- **Tardiness: Arriving more than fifteen (15) minutes late to any scheduled session constitutes a tardy. Three (3) tardies equal one (1) unexcused absence for purposes of this policy.**
- **Students must notify the program coordinator in advance of any anticipated absence. Advance notice does not automatically excuse an absence; documentation is required for excused status.**
- **Make-up work for excused absences is permitted at the instructor's sole discretion and is not guaranteed.**

- **Minimum Contact Hours:** Students must complete a minimum of eighty percent (80%) of all scheduled contact hours to be eligible for a Certificate of Completion, regardless of academic performance.
- **Excused Absences:** Excused absences require timely submission of appropriate documentation (e.g., physician's note, court order, military obligation). Documentation must be provided to the program coordinator within five (5) business days of the absence.

SECTION 9: CODE OF CONDUCT

- **Students are expected to treat all instructors, staff, and fellow students with courtesy, dignity, and respect at all times, both on school premises and during any school-affiliated activities.**
- **Prohibited Behaviors:** The following behaviors are strictly prohibited and may result in immediate disciplinary action: harassment, bullying, discrimination of any kind, use of profanity directed at others, theft, vandalism, possession of weapons on school property, and any form of academic dishonesty including plagiarism or falsification of records.
- **Drug and Alcohol Policy:** No student may attend class or be present on school premises while under the influence of drugs or alcohol. Possession, distribution, or use of controlled substances or alcohol on school property is grounds for immediate and permanent dismissal from the program.
- **Electronic Devices:** Cell phone use during class instruction is restricted to instructor-approved purposes only. All personal electronic devices must be silenced and stored during instruction. Repeated violations will be treated as a conduct infraction. No picture taking on the instructors blackboard

- **Tool and Equipment Responsibility:** Students are responsible for the careful and proper use of all tools, equipment, and materials made available during the program. Damage resulting from negligent, reckless, or improper use may result in disciplinary action as determined by the school administration.
- **Disciplinary Progression:** Violations of the Code of Conduct may result in a verbal warning, written warning, suspension, or permanent dismissal from the program, depending on the nature and severity of the violation. Certain violations, as noted above, may result in immediate dismissal without prior warning.

SECTION 10: DRESS CODE AND SAFETY REQUIREMENTS

- **Required Work Attire:** Students must wear appropriate work attire during all lab and shop sessions. This includes long pants (no shorts or athletic wear), closed-toe leather work boots (steel-toe strongly recommended), and a tucked-in shirt or work shirt. Clothing must not restrict movement or pose a safety hazard.
- **Personal Protective Equipment (PPE):** Safety glasses, appropriate gloves, and hearing protection must be worn at all times in designated lab and shop areas. PPE requirements will be posted in each area and communicated by the instructor. Students are responsible for supplying their own PPE unless otherwise specified.
- Loose jewelry, open-toed shoes, sandals, and clothing displaying offensive, discriminatory, or inappropriate graphics are not permitted on school premises at any time.
- Students who arrive for lab or shop sessions without proper attire or required PPE may be denied entry to the lab, marked absent for that session, and required to return in compliance on the next scheduled class date.

SECTION 11: TOOL AND EQUIPMENT POLICY

- **The school will provide access to training tools and equipment during scheduled class and lab sessions for all enrolled students. School-provided tools and equipment are for educational use only and remain the property of HVACR Professional Community Center.**
- **Students are encouraged to begin building their own personal tool set prior to and during the program. A recommended tool list will be distributed at orientation and is intended as a guide for personal investment in professional readiness.**
- **Students are strictly prohibited from removing any school-owned tools, equipment, materials, or training aids from the premises without explicit written authorization from the school administration. Unauthorized removal of school property will be treated as theft and may result in immediate dismissal.**
- **Any damaged, malfunctioning, or missing school equipment must be reported immediately to the supervising instructor. Prompt reporting protects both the student and the integrity of the training environment.**

Part VI — Certification Requirements

SECTION 14: REQUIREMENTS FOR CERTIFICATE OF COMPLETION

To receive the HVACR Professional Community Center Certificate of Completion, students must satisfy ALL of the following requirements:

1. Successfully complete all thirteen (13) required curriculum modules with a passing grade of seventy percent (70%) or above in each individual module assessment.
2. Achieve a minimum overall program grade average of seventy-five percent (75%) across all module assessments and evaluations.
3. Complete a minimum of eighty percent (80%) of all scheduled contact hours as defined in Section 8 of this contract.
4. Demonstrate hands-on lab competency in required practical skills, as evaluated and documented by the supervising instructor at the conclusion of applicable modules.
5. Comply with all attendance, conduct, and dress code requirements throughout the duration of the program as set forth in this contract.
6. Complete all required program paperwork, exit surveys, and exit interviews as directed by program administration prior to the scheduled end of the program.

Important:

Meeting academic requirements alone does not guarantee issuance of the Certificate of Completion. Students must satisfy all six (6) requirements listed above.

SECTION 15: EPA SECTION 608 CERTIFICATION

- **Students who complete the HVACR Professional Trade Program and pass the EPA Section 608 certification examination will receive the EPA Universal Certification credential, which is required by federal law for any technician who purchases or handles regulated refrigerants in the field.**

- **The EPA Section 608 certification examination is administered by an approved third-party testing organization. Exam scheduling details, testing locations, and associated procedures will be communicated to students during the program.**
- **The school provides comprehensive exam preparation as an integrated component of the curriculum; however, HVACR Professional Community Center does not guarantee passage of the EPA certification examination. Students who do not achieve a passing score on the first attempt may retake the examination at their own cost through the approved testing provider.**

Part VII — Acknowledgments and Agreements

SECTION 17: STUDENT ACKNOWLEDGMENTS

By initialing or checking each item below, the student certifies that they have read, reviewed, and fully understand each corresponding section of this Student Application and Enrollment Contract. The student agrees to abide by all policies, rules, and requirements set forth herein and acknowledges that enrollment in the HVACR Professional Trade Program is contingent upon space availability, completion of the application process, receipt of all required documentation, and written acceptance by an authorized school representative. The student further acknowledges that this contract constitutes a binding legal agreement upon execution by both parties.

Please initial or check each item to confirm your understanding and agreement:

☐ I have read and understand the Program Overview and Curriculum requirements set forth in Parts II and III of this contract.

- ☐ I have read and agree to the Attendance Policy set forth in Section 8 of this contract, including the minimum contact hour requirement.
- ☐ I have read and agree to the Code of Conduct set forth in Section 9 of this contract, including the Drug and Alcohol Policy.
- ☐ I have read and agree to the Dress Code and Safety Requirements set forth in Section 10 of this contract.
- ☐ I understand the Certificate of Completion requirements set forth in Section 14 of this contract and that I must satisfy all six (6) stated requirements.
- ☐ I understand that the EPA Section 608 certification examination is a separate credentialing exam administered by a third-party organization and that passage is not guaranteed by HVACR Professional Community Center.
- ☐ I authorize HVACR Professional Community Center to use my enrollment information for official program records and, with my separate express consent, for marketing or alumni outreach purposes.

SECTION 18: PHOTO / MEDIA RELEASE (OPTIONAL)

Please select one of the following options regarding the use of your photograph, likeness, or testimonials for HVACR Professional Community Center promotional, marketing, or outreach materials:

- ☐ **I CONSENT** to the use of my photograph, likeness, and/or testimonials for HVACR Professional Community Center promotional materials.
- ☐ **I DO NOT CONSENT** to the use of my photograph, likeness, and/or testimonials for HVACR Professional Community Center promotional materials.

STUDENT POLICIES

Attendance Policy

Students are expected to attend all scheduled class sessions. Regular attendance is essential to academic success and professional development in the HVACR program.

Absence Limits & Tardy Conversion Rules

Students are permitted a maximum of four (4) absences during the course. Absences beyond this limit may result in dismissal from the program.

Tardiness is taken seriously: every five (5) tardies will be counted as one (1) absence toward the four-absence limit. Students are encouraged to arrive on time to every session to avoid jeopardizing their enrollment.

Online Module Completion Requirement

All assigned online training modules must be completed in full before a student is permitted to participate in any hands-on lab activities. Students who have not completed the required online modules will not be allowed to enter the lab until compliance is confirmed. This rule is strictly enforced to ensure student safety and instructional readiness.

Drug and Alcohol Policy (Zero Tolerance)

The HVACR Professional Community Center maintains a zero-tolerance policy regarding the use, possession, or distribution of drugs or alcohol on campus or during any class-related activities, whether on-site or off-site. Any student found to be in violation of this policy will be subject to immediate dismissal from the program. There are no exceptions to this policy.

Student Attire Policy

All students are required to dress appropriately for both classroom and laboratory environments. Proper attire is essential for personal safety, professional conduct, and compliance with program standards. The following attire rules are strictly enforced at all times:

7. **No House Shoes** — Students must wear proper footwear at all times. House shoes and slippers are not permitted in the classroom or lab.
8. **No Open-Toe Shoes** — Closed-toe shoes are required at all times for safety purposes. Sandals, flip-flops, and any open-toe footwear are strictly prohibited.
9. **No Shorts** — Students must wear full-length pants while attending class and lab sessions. Shorts of any length are not permitted.
10. **No Jewelry During Equipment or Tool Work** — All jewelry, including rings, bracelets, necklaces, earrings, and watches, must be removed before handling any equipment or tools to prevent injury and electrical hazards.

Failure to comply with the Student Attire Policy may result in the student being asked to leave the session for that day. Any dismissal due to attire non-compliance will be recorded as an absence in accordance with the program's attendance policy.

Student Attire Policy Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to comply with the Student Attire Policy as stated above.

Student Full Name (Print):

Student Signature:

Date:

By signing this contract, the student acknowledges that they have read, understood, and agree to comply with all policies stated above.

Part VIII — Signature Fields

SECTION 19: SIGNATURES

All signatures below are required for this contract to be valid and binding. The student must sign personally. A parent or legal guardian signature is required if the student is under eighteen (18) years of age. This contract is not effective until countersigned by an authorized HVACR Professional Community Center school administrator.

STUDENT AGREEMENT

By signing below, I confirm that all information provided in this application is true, accurate, and complete to the best of my knowledge. I agree to all terms and conditions set forth in this Enrollment Contract and understand that any misrepresentation of information may result in denial or revocation of enrollment.

Student Full Name (Print):

Student Signature:	Date:
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Date of Birth:

PARENT / GUARDIAN AGREEMENT (REQUIRED IF STUDENT IS UNDER 18 YEARS OF AGE)

I, the undersigned parent or legal guardian, hereby consent to the enrollment of the above-named student in the HVACR Professional Trade Program at HVACR Professional Community Center. I agree to the terms and conditions of this Enrollment Contract on behalf of the student and acknowledge my shared responsibility for the student's compliance with all policies set forth herein.

Parent / Guardian Full Name (Print):

Relationship to Student:

Parent / Guardian Signature:	Date:
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Parent / Guardian Phone Number:

SCHOOL ADMINISTRATOR ACCEPTANCE

This application has been reviewed by an authorized representative of HVACR Professional Community Center. The above-named student has been accepted into the HVACR Professional Trade Program, subject to compliance with all terms of this Enrollment Contract.

Administrator Name (Print):

Title:

Administrator Signature:	Date:
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Program Start Date Confirmed:

October 22, 2026

HVACR Professional Community Center reserves the right to modify program schedules and policies with reasonable advance notice to enrolled students. This contract is binding upon signature by both the student and an authorized school representative. Retain a copy of this document for your records.