ACR Training Center

Hands-on HVACR Training

Hands on Training that WORKS
AC & Refrigeration
Troubleshooting, Installation, and Repair

9616 Hwy. 78
Ladson, SC 29456

4466 Highmarket Street,
Georgetown, SC 29440

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ACR
Training Center
www.acrtrainingcenter.com

Faculty

Jerry Britt **Founder**

Jerry Britt is the Founder and an Instructor for ACR Training Center. Mr. Britt has over 40 years in the HVAR industry plus over 25 years as a Instructor. He holds a SC Mechanical Contractors License and is a Certified AC Instructor.

Jonathan Britt **Owner**

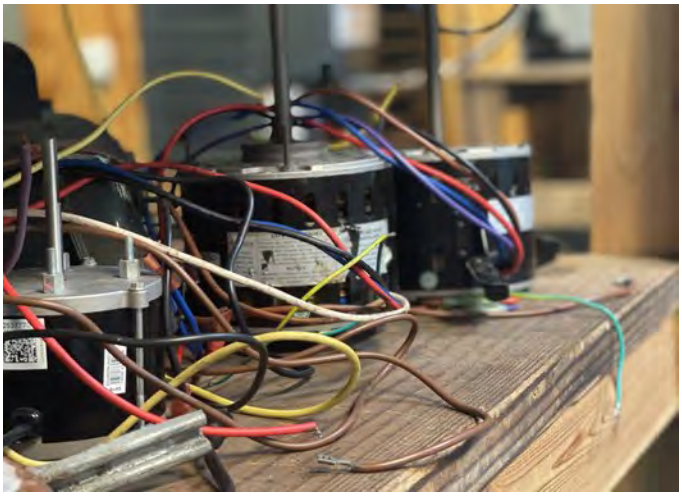
Jonathan Britt is the owner, Director of Operations and Lab supervisor at ACR Training Center. In addition to teaching at AC & Refrigeration Training Center, Jon works as a service technician in commercial refrigeration and air conditioning. He has several years of collegiate teaching experience and holds multiple NATE certifications and is a Certified Subject Matter Educator through the ESCO Institute.

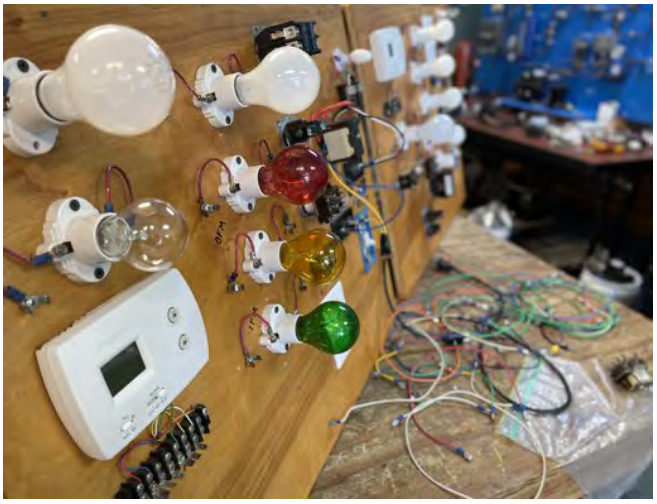
Mission Statement

The mission of AC & Refrigeration Training Center is to equip the HVACR industry with skilled technicians while offering students a promising future in a growing field. Unlike traditional trade schools, the program is designed for those who can not commit to full-time school. AC & Refrigeration Training Center offers flexible scheduling, with classes held Friday evenings and Saturdays, allowing students to work during the week. We also offer a program for those who work on the weekends so they can attend classes Monday, Tuesday, and Wednesday. The program emphasizes hands-on training, understanding that real-world experience is essential for success in the industry, rather than just textbook learning.

Ladson, SC Facility

The ACR Training Center is located in a 1,500 sq. ft. commercial shop in Ladson, SC. The facility features over 20 workstations (trainers), each equipped with a full set of hand tools, specialty tools, and test equipment to support hands-on training for students



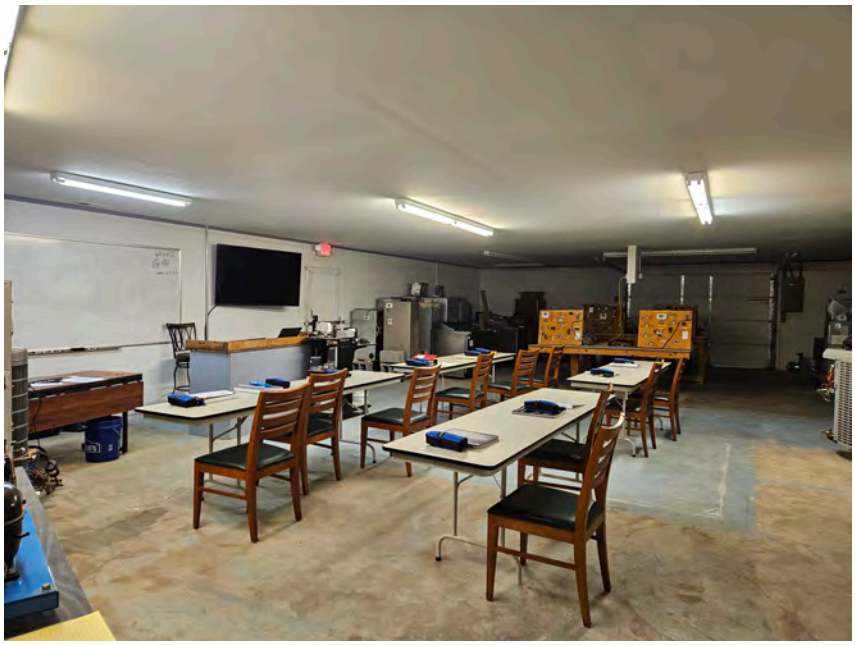


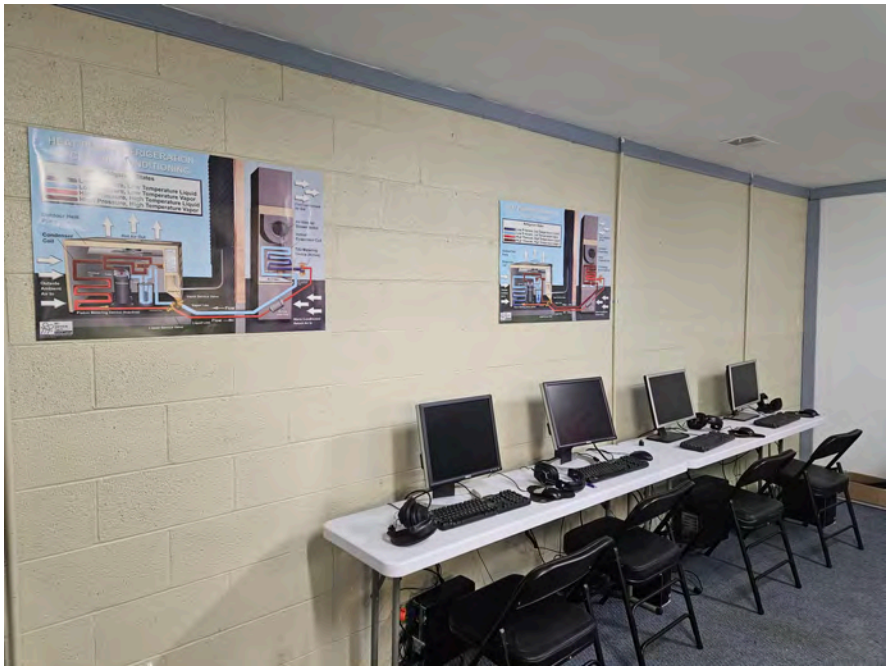
Ladson, SC Facility Continued

Georgetown, SC Facility

The ACR Training Center is a 2,500 sq. ft. commercial facility in Georgetown, SC. The facility features over 30 workstations (trainers), each equipped with a full set of hand tools, specialty tools, and test equipment to support hands-on training for students

Georgetown, SC Facility Continued





Course of Study

Basic Training & Troubleshooting

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.

Tools

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 Enrolled in Basic Training & Troubleshooting:

(1) Fieldpiece SMAN 382V Manifold Gauges

(1) Set of refrigerant hoses with low loss fittings

(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) Wire Strippers & Crimper

(2) Fieldpiece JobLink Psychrometers

(1) Vavuum Rated Valve Core Removal Tool

Tool list is subject to change without notice.

Class Size

Maximum of 12 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 400, 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

The goal of AC & Refrigeration Training Center is to train individuals for entry-level HVAC service technician roles. After completing the program, employers will expect candidates to be able to follow both written and verbal instructions, be physically fit (able to climb, crawl, and lift up to 50 lbs.), and have a good driving record. If you feel you can't meet these requirements, it's advised to speak with the Director of Operations before enrolling.

Admission and Enrollment Requirements for Basic Training & Troubleshooting Program

1. Complete enrollment contract and associated paperwork and make a 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. All students enrolled in AC & Refrigeration Training Center must be at least 18 years of age.

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 with 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 - Basic Training & Troubleshooting

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 arrive on time for classes. If a student is consistently late, the instructor will provide counseling. Being 10 minutes late qualifies as tardiness, and three instances of tardiness count as an absence.

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

To graduate, students must complete all classes in their certificate program and pass the EPA 608 Core and Type 2 certification exams. Upon meeting graduation requirements, students will receive a certificate of completion 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 of Basic Training & Troubleshooting

Total Cost: $7,800.00

For Basic Training & Troubleshooting Program

Breakdown of cost

1. **$500 Books & Lab Fees**
2. **$1,500 Tool Kit**
3. **$5,800 Tuition**

Cost is subject to change without notice

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.

The institutional refund policy provides for a pro rata refund calculation. The refund is determined by dividing the number of clock hours remaining to be completed by the student, as of the student's last recorded day of attendance, by the total number of clock hours in the period of enrollment for which the student was charged.

Hours Attended	Tuition Refund
1 - 24	**90%**
25-48	**80**%
49-72	**70**%
73-94	**60**%
95-119	**50**%
120-144	**40**%
145-240	**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 the school, other students, facilities, instruction, etc. Students are welcome to meet with the director of the school to discuss complaints or concerns. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The form is available on the commissions web site at http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/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.

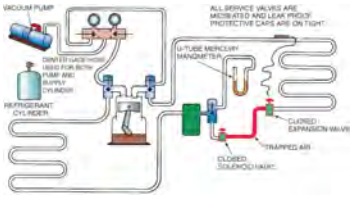
Knowing risks exist, nevertheless, student assumes those risks and releases and holds harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. Student further understands and agrees that this waiver, release, and assumption of risk are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

Course of Study - 100 CLOCK HOURS

*****LABS RELATED TO ALL LECTURE MATERIALS*****

Based on textbook:
Commercial Refrigeration for AC Service Technicians
by Dick Wirz



Week 1 & 2 Chapter 1 & 2 (20 Hours)

Unit 1 Operational Temp ranges of refrigeration equipment
Comparison of AC to Commercial Refrigeration

Unit 2

1. Function of evaporator
2. Types of evaporators
3. Latent heat, sensible heat, & super heat
4. Defrost methods
5. Relationship of coil temperature, humidity, and load on evaporator

Week 2, 3, & 4 (20 Hours)

Unit 3

1. Review defrost cycle
2. Overview of condenser operation and condenser split
3. Types of condensers and application
4. Low ambient control
5. Troubleshooting condensers and maintenance
6. HPR valves

Week 3, 4, & 5 (10 Hours)

Unit 4

Review TS Condensers

1. Function of compressor
2. Compressor ratio
3. Compressor types
4. Lubrication
5. Troubleshooting compressors

Course of Study - 100 CLOCK HOURS

*****LABS RELATED TO ALL LECTURE MATERIALS*****

Week 6 & 7 (20 Hours)

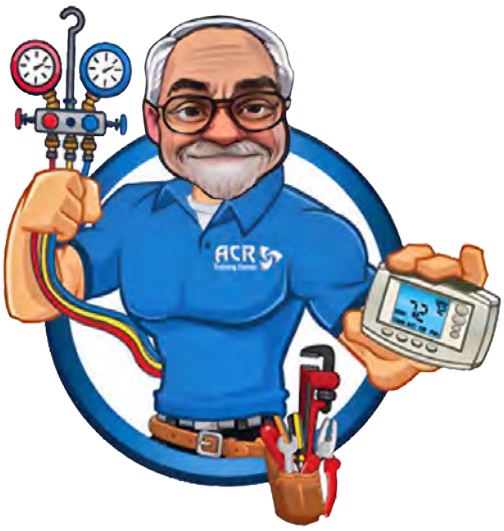
Unit 5

1. Sizing metering devices
2. Adjustments and super heat
3. Troubleshooting metering devices

Week 8, 9, & 10 (30 Hours)

Unit 6

1. Temperature Control
2. Solenoid valves Pump down & Hot gas bypass
3. Crankcase pressure regulator & EPR valves
4. Low pressure and High pressure controls
5. Oil separators and oil safety controls
6. Receivers and Accumulator
7. Sight glasses and Filter driers
8. Heat exchangers and Vibration eliminators



Admission & Enrollment Requirements: Commercial Refrigeration Program

1. Complete enrollment contract and associated paperwork and make a down payment.
2. Students seeking to enroll in the commercial refrigeration course must pass a competency exam or have completed the Basic Training and Troubleshooting program through ACR Training Center.
3. Students seeking to enroll in the Commercial Refrigeration program must possess an EPA 608 Type 1 & 2 Certification
4. Students seeking to enroll in the commercial refrigeration course must possess basic hand tools and refrigeration specialty tools such as a manifold gauge set, a refrigeration service wrench, etc.
5. All students enrolled in AC & Refrigeration Training Center must be at least 18 years of age.

Enrollment Information: for Commercial Refrigeration Program

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. The Commercial Refrigeration Program will be scheduled twice a year. Exact dates will be posted on the website.
D. NON-DISCRIMINATION: There is no discrimination with regard to religion, age, or disabilities.

Class Size

Maximum of 10 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.

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.

Graduation Requirements

To graduate, students must complete all classes in their certificate program and pass all Lab exams. Upon meeting graduation requirements, students will receive a certificate of completion from the ACR Training Center.

Program Objective

The Air Conditioning & Refrigeration Training Center is committed to providing the State of South Carolina with highly trained HVACR technicians through a unique technical program of study. Our mission is to equip students with the knowledge and skills needed to service and repair AC, refrigeration, and commercial refrigeration equipment. This requires a strong understanding of controls and refrigeration, which is achieved through a combination of hands-on training and traditional lectures.

Cost of Commercial Refrigeration Program

Total Cost: $4,300.00

For Commercial Refrigeration Program

Breakdown of Cost

1. **$1,500.00 Books & Lab Fees**
2. **$2,800.00 Tuition**

Cost is Subject to change without notice.

Refund Policy For Commercial Refrigeration Program

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.

The institutional refund policy provides for a pro rata refund calculation. The refund is determined by dividing the number of clock hours remaining to be completed by the student, as of the student's last recorded day of attendance, by the total number of clock hours in the period of enrollment for which the student was charged.

Hours Attended	Tuition Refund
1 - 10	90%
11 - 20	80%
21 - 30	70%
31 - 40	60%
41- 50	50%
51 - 60	40%
61 -100	00%

The ACR Training Center will make all refunds within 15 days of withdrawal.

All withdrawals must be in the form of a written statement.

Tardiness

Students are expected to arrive on time for classes. If a student is consistently late, the instructor will provide counseling. Being 10 minutes late qualifies as tardiness, and three instances of tardiness count as an absence.

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

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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.

Credit for Prior Learning

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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.

Class Cancellation & 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.

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Student Progress Reports

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Job Placement and Assistance

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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.

2026 - 2027 Academic Calendar

CHARLESTON, SC CAMPUS
Weekend Schedule for Charleston
Basic Training & Troubleshooting

Summer I Weekend Program
Start: April 17, 2026
Graduation: September 5, 2026

Summer II Weekend Program
Start: June 26, 2026
Graduation November 14, 2026

Winter Weekend Program Start-
November 20, 2026
Graduation April 24, 2027

Spring Weekend Program
Start February 6, 2026
Graduation June 20, 2026

Winter 10-week Boot Camp Start
January 12, 2026
Graduate March 18, 2026

GEORGETOWN, SC CAMPUS
Basic Training & Troubleshooting

Fall 2026 10 Week Boot Camp
Start -August 24, 2026
Graduate - October 28, 2026

Spring 2026 10 Week Boot Camp
Start – April 6, 2026
Graduate – June 10, 2026

GEORGETOWN, SC CAMPUS
Advanced Commercial Refrigeration

Spring 10-Week Advanced Commercial Refrigeration
Start - January 24, 2026
Graduate - May 30, 2026

Spring 10-Week Advanced Commercial Refrigeration
Start - January 9, 2027
Graduate - May 15, 2027

Weekend Program:
20 Weeks
Friday: 6:00pm - 10:00pm
Saturday: 8:00AM - 5:00PM

Advanced Commercial Refrigeration
10 Weeks
Every Other Saturday
8:00AM - 6:00PM

10-Week Boot Camp:
10 Weeks
Monday, Tuesday, Wednesday:
8:00AM - 5:00PM

2026 & 2027 Holidays
July 4th
Thanksgiving
Christmas
New Years