

# Air Conditioning & Refrigeration Training Center

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### Training Center Information

The Air Conditioning & Refrigeration Training Center is owned and operated by T.J. Britt (Jerry). Mr. Britt has over 40 years in the HVAC industry plus over 25 years as an HVAC instructor. He holds a SC Mechanical Contractors License and is a Certified AC Instructor. He also holds multiple industry certifications.

Britt LLC DBA Air Conditioning & Refrigeration Training Center

ACR Training Center  
Charleston Campus

Campus Address  
9616 Hwy 78  
Ladson SC

website

[www.acrtrainingcenter.com](http://www.acrtrainingcenter.com)

## **Program Objective**

The Air Conditioning and Refrigeration Training Center is committed to providing the State of South Carolina with highly trained and competent HVAC technicians through a unique technical program of study. Our mission is to provide students, who normally would not be able to attend conventional classes due to work or family obligations, the opportunity to receive training that will ultimately lead to gainful employment in an industry that is growing and has an overwhelming need for skilled workers.

## **Training Facility**

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

## **Class Size**

Maximum of 15 students per session in any one class.

## **Licensing & Accreditation**

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

Licensed by the South Carolina Commission on Higher Education

The South Carolina Commission on Higher Education  
1122 Lady Street, Suite 300, Columbia, SC 29201  
Telephone (803) 737-2260

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

## **Admission and Enrollment Requirements**

1. Must meet with the Director prior to being accepted in the program.
2. Must be able to read and write English and do basic math. We recommend students have a high school diploma or have passed an equivalency exam.
3. Students must have a personal computer and high-speed internet. This is required so that students can do homework, watch videos, and do exercises over the internet.

## **Notes concerning employment as a HVAC service technician**

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

## **ENROLLMENT INFORMATION**

- A.** Enrollment Procedure: Fill out the application and return it to our office. Once your application has been received, you will be contacted to set up a meeting with the Director. At the end of the meeting, you will be required to make a down payment on 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**

All certification testing will be conducted at the ACR Training Center. Testing dates will be announced 2 weeks prior to 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. There is no additional cost to set up the EPA exam one time. Students who do not pass the EPA exam the first time will be required to pay \$45.00 to retake the EPA exam.

<http://www.epa.gov/ozone/title6/608/technicians/608certs.html>

### **Students with Criminal Records or Questionable Driving Records**

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 / Authorized alien / Immigrant status**

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

## **Class Cancellations & Holidays**

Thanksgiving weekend, Christmas, and New Year's.

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

## **Tardiness**

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

## **Attendance Requirements**

Attendance at scheduled class meetings is expected. Students with 2 absences in any one class will be placed on probation. An additional absence will cause the student to be dismissed from 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 from us.

## **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 conduct themselves in a safe and considerate manner at all times. 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 of time 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.

### **Student Housing**

We do not provide housing for students.

### **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 scores on tests will be given 2 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 tasks 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.

### **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 any and all liability and all claims for damages for death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the *program* whether or not 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 any and 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 as a result of such medical treatment will be student's responsibility.

### **Academic Probation and Suspension**

Any student who fails a class will be placed on academic probation. The student will be allowed to repeat the class one time. If the student does not successfully complete the class after the second attempt, he or she will be put on academic suspension. Students who have been

suspended due to poor academic performance will not be allowed to continue to take classes for a period of 6 months, after which time the student may reapply.

### **Graduation Requirements**

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

### **Student Records**

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

### **Student Progress Reports**

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

### **Cost of Program**

Books	\$ 400.00
Tool Kit	\$1,100.00
Tuition	\$5,000.00
<b>Total Cost</b>	<b>\$6,500.00</b>

### **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 withdrawal prior to starting class**

Withdrawal without penalty: Students may withdraw 5 days prior to class without penalty. Students who withdraw during the 5 days or less prior to class starting will be penalized \$500.00 which will be deducted from their refund.

Hours Attended	Tuition Refund
13-24	90%
25-48	80%
49-72	70%
73-96	60%
97-120	50%
121-144	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. We will assist students in preparing a résumé and the developing interview skills.

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. Students who feel their concerns or complaints have not been adequately addressed have the option of contacting the South Carolina Commission of Higher Education at 803-737-2260.

## **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.

## **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 the tools will not be required to purchase new tools.

Tools provided to students:

- One Fieldpiece Sman 380 set of gauges with hoses and temperature probes

- One Fieldpiece Multi Meter with temperature probes

- A refrigeration valve wrench with adapter

- A set of nut drivers

- An 11\1 screw driver

- One low loss fitting

- Wire Stripper with crimper

- Fieldpiece Psychrometer

- Valve Core Remover

*Tool list modifications is subject to change without notice*

## **Length of Program**

The weekend program will be completed in 20 Weeks. The total hours required for completion is 240 hours. The Boot Camp is the same program offered over a 10-week period during the week. The contact hours are the same 240 hours.

# Course Descriptions

## 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 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

### **Adv. 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.