Wisconsin Heating and Cooling Academy
5123 N. 124th Street
Butler, WI 53007
(414) 935-4650

School Mission

The mission of Wisconsin Heating and Cooling Academy is to provide high quality, hands-on training in sales, service and installation to all students that want to learn the basics of heating & cooling.

Name and Location

Wisconsin Heating and Cooling Academy
5123 N. 124th Street
Butler, WI 53007

(414) 935-4650

E-mail: wisconsinheatingandcoolingacademy@gmail.com
Website: www.wisconsinheatingandcoolingacademy.com

State Approval

Wisconsin Heating and Cooling Academy is approved by the State of Wisconsin Educational Approval Board.

Schedule

The 10 consecutive Saturdays class includes basic and advanced training in Service and Installation and is scheduled as follows:

6 Week Class (Monday-Friday)
6:00 p.m. - 9:30 p.m
10 Consecutie Saturdays
8:00am to 4:00pm

Visit us online to get up to date Information on our class schedules

Holidays

Class is not in session on the following days:

Thanksgiving; Deer Hunting Season, Christmas Eve and Christmas Day

If class periods fall during the above holiday seasons, students will be responsible for making up any hours missed during holiday weeks. Arrangements are made between the student and the training instructor when class hours can be made up.

Class Size

Class sizes are kept small to ensure that all students receive quality training and sufficient hands-on experience.

Staff

Kenneth Houston - Training Specialist, Dennis Dorn - Administrator, Alex Herrera - Internet Services

All of our Instructors are certified in:

- EPA Section 608
- R410A
- Geothermal
- Gas Flex Line
- Carbon monoxide
- Over 40 years experience

Registered Proctors:

Kenneth Houston - 483450

Admission Requirements, Deadlines and Notification

To apply, the student must call to set up an appointment to meet with a Wisconsin Heating and Cooling Academy Coordinator. Upon acceptance into the course a contract will be filled out by the applicant and the academy coordinator. Enrollment is complete upon signing the contract for acceptance into Wisconsin Heating and Cooling Academy. Admissions for each course are on a first come basis. The application deadline is one week prior to the start of a new course

Prerequisites for Enrollment

- Dependability - ability to attend all classes.
- Be able to read, write and do math at the 6th grade level.
- Must be mechanically inclined (ability & desire to accomplish jobs).
- Knowledge of hand tools.
- Communication Skills (comprehension & retention).
- Driver's license is preferred in a HVAC career, but not required.
- Must be able to read and write the English language (Course taught in English).
- No prerequisites subjects required.
- Must be able to lift a minimum of 50 lbs. and walk up and down stairs.

Tuition/School Information

Are you familiar with our school? Let me give you some details.

We are a private school, licensed, insured, certified, bonded and approved by the State of Wisconsin Educational Approval Board. Our school offers a 10 week Saturday course and 6 week Monday-Friday courses. You will be taught the basics of service, installation, sheet metal and sales. Complete hands on training. Our classes are kept small to ensure that all students receive quality training and sufficient hands-on experience. During the in-house course you will take the required EPA Universal Exam Section-608 to get your Federal Certification, along with R-410 A, flex gas line certification. Wisconsin Heating and Cooling Academy is approved as proctors to provide all in-house exams for federal certification. Tuition is $4,995.00 for the HVAC class. Tuition payable on or before the first day of class, by check, cash or credit card. Plus there is a one time $100.00 non-refundable registration fee for each class.

We do require an appointment to explain our classes, answer any questions or concerns you may have, and offer you a tour of our facilities. We are located at 5123 N. 124th Street., Butler, WI 53007. Our phone # is (414) 935-4650 and website address is www.wisconsinheatingandcoolingacademy.com

Equipment Needed by Students

Wisconsin Heating and Cooling Academy will provide WHCA students with a small starter tool kit.

Student Enrollment Agreement

On registration day, and following a review of the school curriculum handbook, each student is asked to sign a Student Enrollment Agreement. This contract specifies the student's agreement to comply with school policies and confirms the method of payment for the course.

Program Goal

The goal of this program is to teach the students the basics of sales, sheet metal, service and installation and have the ability and knowledge to go forth with a career in heating and cooling.

Description of In-House Training

Each student will learn the following and appropriate amount of time will be spent on each subject. The training specialist will continuously go over things through out the course. There is no specific amount of time for each subject. Some subjects may need more time spent discussing them than others.

1st and 2nd Saturdays (Day 1 - Day 5)

- Introduction of Students and Training Specialist.
- Explain/discuss Training Center rules. Signed by students.
- Check Student Tool Kits with Students, students sign receipt for tools
- Show/explain assorted hand tools, lab tools, gauges, meters, equipment in common use in the HVAC arena.
- Students practice using Sheetmetal Brake and Lock Former machine.
- Explain basic Start - Run sequence, how and why.
- Beginning diagnostics and service problems, using Lab units.
- Practice control wiring on operating units.
- A/C systems, show/explain major components and accessory items.
- Show/explain how to read simple electrical diagrams, both Ladder and Component using Lab HVAC equipment.
- Basic Thermostat operation, basic control wiring between Thermostat Furnace-A/C Condenser.
- How to identify an unfamiliar component/part using the HVAC electrical diagram.
- Sheetmetal measuring, cutting, using Lock Former.
- Explain/discuss Introduction -Core-Type 1 of the EPA manual.
- Show and explain the refrigeration (A/C) cycle, refrigerants, temperature/pressure relationships, boiling points.
- Complete internal wiring of Lab unit, start and check.
- Lay out (fabricate) individual duct sections using Sheetmetal Brake, Lock Former.
- Assemble Duct sections using S-slips and Drive cleats, dismantle.
- Explain 80% and 90% Furnaces.
- Furnace size in BTU, short form, replacement units.
- A/C size in BTU, short form.
- Air Flow (CFM) for Main trunk lines (duct).
- Air Flow (CFM) for branch runs, both supply and return (duct).
- Demonstrate indoor Blower operation, speed, noise level with restricted supply and or return.
- Assign student reading/study–daily.
- Answer student questions–daily.
- Quiz #1 and go over Quiz with students.

3rd and 4th Saturday

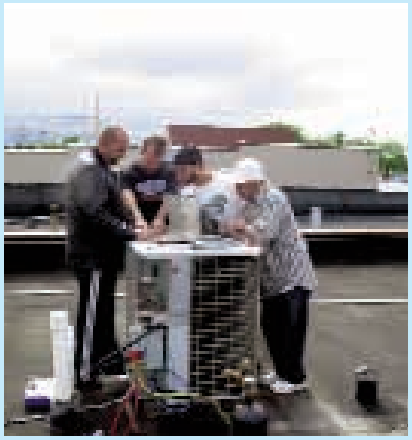
- Go over/refresh Furnace size, 80%-90%, input versus output.
- Duct size, in relation to Furnace - A/C size, for correct air flow in CFM.
- Refrigeration cycle and state of the refrigerant at different points.
- Pressure/Temperature relationship with Superheat and Subcooling.
- Have students design duct system using provided drawing.
- Go over students' Duct systems, register placement, CFM required.
- Fabricate main trunk line and install same to Air Handler.
- Sheetmetal project, Register box, Plenum chamber, Return Air filter box.
- Review Introduction, Core and Type 1, EPA.
- Furnace and A/C control wiring practice.
- Practice questions EPA, Core and Type 1.
- Discussion of Line taps, Schrader valves, Process stub's (tube).
- Review EPA Type 2 with students.
- Furnace diagnostics - problem solving and correction using Start/Run sequence on Lab units.
- Equipment Nomenclature, meaning of letters and numbers, Equipment rating plates.
- Relays, understanding, diagrams, function, using multimeter. Multimeter use to diagnose part operation.
- Wiring of complete Lab Furnace, internal.
- Prepare for EPA Core, Type 1, Type 2, test.
- Venting of Refrigerant that is Ozone Friendly.
- Assign student reading/study–Daily.
- Answer student questions–Daily.
- Quiz #2.
- Go over quiz with students.

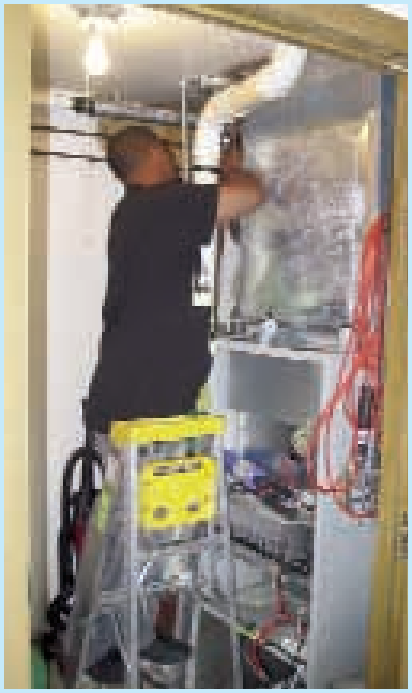
5th and 6th Saturday

- Review/explain low pressure A/C units as discussed in EPA Type 3
- Show and explain Brazing, Soldering.
- Students practice Brazing.
- Students Braze/Solder Boiler hot water piping.
- Connect water supply to Boiler, pressurize, check for leaks.
- Repair leaks, recheck system.
- Run Gas line for Boiler.
- Begin Control wiring for Boiler and Zone valves.
- Review Refrigeration (A/C) cycle, show how to do and calculate Superheat, importance of Superheat.
- Questions for students Re: EPA test all sections.
- A/C service problems, Compressor service valves, A/C pump down into condenser.
- Practice questions, EPA Type 3.
- Transitions, Furnace to existing Plenum, how to measure.
- Start fabrication of Transitions.
- Prepare for EPA Test, Core, Type 1, Type 2, Type 3.
- EPA Test .....
- Weekly Quiz #3.
- Go over Quiz with students.
- Answer student questions (daily).
- Assign student study (daily).

7th and 8th Saturday

- R-410A background, R-22 phase out.
- Supplemental R-410A background.
- Why we can not vent R-410A and the "Total Equivalent Warning Impact" (TEWI), our industry.
- Use of R-410A only in equipment designed for it.
- Complete Furnace to Plenum transitions.
- Increased pressures encountered with R-410A as compared to Refrigerant 22 and others.
- Pressure/Temperature relationships.
- The need for thicker walled Compressors, tubing and of Brazing joints due to the higher pressures with R-410A.
- Special, R-410A rated tools equipment needed.
- Special service/install requirements with R-410A equipment.
- Safety foundation working with R-410A.
- Wire separate control circuit, dual thermostats, for zone valve motors.
- Wire line voltage for Lab Boiler.
- Wire Boiler control circuit to end switches.
- Bleed Gas line.
- Review R-410A, prepare for test.
- Sample test questions, R-410A.
- Braze suction line from Air Handler to Condenser.
- Pressurize with Nitrogen and do complete leak check, repair leak found and re-pressurize, do final leak check.
- Set up vacuum pump and Evacuate Evaporator, Line Set, Condenser.
- Check and reinstall Zone valves at Boiler for correct H20 flow.
- ESCO R-410A test.
- Weekly Quiz #4
- Go over Quiz with students.
- Answer student questions (daily).
- Assign student study (daily).





9th Saturday

- Wiring Control Circuit diagram w/ hi-low Pressure Controls.
- Complete filling/bleeding Boiler and Radiation.
- Mount and wire second Hi-Limit
- Fire test Boiler.
- Remove Pilot assembly and Burners.
- Clean Burners and dismantle Pilot assembly, clean and adjust.
- Reinstall Burners, Pilot Assembly, Fire test.
- Lay out and fabricate 45 degree Sheetmetal elbow.
- Chimneys
- Building ventilation, air for Combustion.
- Building pressures and Carbon Monoxide.
- Carbon Monoxide analyzer, zeroing, supply Air sampling, Furnace exhaust sampling.
- Sampling with air/fuel mixture incorrect, effect on CO.
- Sampling with flame impingement, effect of CO.
- Effect on burner Flame, with both a good Heat X and a defective Heat X.
- Weekly Quiz #5
- Go over Quiz with students.
- Service invoice, explain how to fill out.
- Mock Diagnostic call, lab unit, fill out invoice (what was done).
- Answer student questions (daily).
- Assign student study (daily).

10th Saturday

- Go over Service Invoices with students, Mock Diagnostic service call on Lab unit.
- Refresh Boiler operation.
- Mock Diagnostic (maintenance) Service call on Lab Boiler.
- Practice checking radiation to determine BTU output, Column Tube type and copper Baseboard.
- Size Boiler based upon installed Radiation.
- General knowledge Quiz.
- Go over Quiz with students.
- Electrical Grounding, importance of, Lab Area, units.
- Grounded secondary (Transformers) in control circuits due to the use of Flame Rectification.
- Prepare, Familiarization, for Tracpipe Certification Exam, view Video.
- Tracpipe Certification Exam.
- Start and Check A/C - Air Handler combo.
- Practice Superheat calculations, Lab units.
- Review, Start - Run sequence, use for Diagnostic/Problem solving.
- Practice how to calculate Total system Refrigerant Charge, Lab unit.
- Practice Evacuation.
- Practice Refrigerant - Recovery - Recycle - Reinstall.
- Control wiring Quiz.
- Go over Wiring Quiz with students.
- A/C system Leak search practice, operating unit in Lab.
- Review Refrigeration - A/C System, state of Refrigerant at different points, Pressure/Temperature relationship, Superheat, Subcooling, Purpose of the Compress.
- Practice Charge "Top Off" on a partially charged Lab unit using Pressure/Temperature Charts, Thermometers, Superheat.
- Answer student questions (daily).
- Assign student study (daily).

You will receive a certificate upon completion of the HVAC course.

Description of Facilities

The facility is located on 5123 N. 124th Street, Menomonee Falls, WI 53051 and consists of classroom space, offices, service area, installation area, and break area. The classrooms consist of separate rooms for orientation, diagnostic and restroom facility. Our facility are not handicap accessible and is not required to be as all students must be able to physically walk up and down stairs and carry at least 50 lbs. or more.

Instructor's Expectations of Student Conduct

- Attend each class, reporting on time, alcohol and drug free.
- Participate in all classroom and all hands-on training.
- Complete an evaluation of the course.

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Instructional Method

The class objectives are met through lecture, reading handouts, and actual hands-on operation of equipment. There is no required textbook for this course; however, informative handouts are provided at the beginning of the course.

Student Evaluation, Grading System, Criteria, and Student Records

Wisconsin Heating and Cooling Academy does not issue a progress report or grades to the students. A student evaluation is done verbally between the training specialist and the student along with periodic quizzes. Student records are kept by the office manager, which consist of the course attended, amount paid, student information, and the EPA Universal Exam – Section 608, R410A and Gas Flex Line.

Prior Education / Training

Wisconsin Heating and Cooling Academy is a non-credited school. We do not recognize prior credits from previous education/training. However, having such training does not descriminate your enrollment.

Student Records

Wisconsin Heating and Cooling Academy keeps student records on file for a maximum of 6 years. Our files include the course the student attended, amount of payment, student information (name, address, telephone #) EPA Universal Exam – Section 608, R410A and Gas Flex line. Privacy Laws require that names, phone numbers, and addresses of past students cannot be given out to the public or potential students. Written testimonials are kept on file.

Student Policies

- **Absences:** Students are expected to attend the entire 10-week Saturday course.
- **Tardiness:** All students are expected to be on time.
- **Dismissal:** Dismissal of a student is based on absenteeism, insubordination, and disruptive in class. Once dismissed the school will notify the VA to interrupt the students education benefits.
- **Probationary Period:** The school does not have a probationary period
- **Withdrawal and Cancellation:** See ***Refund Policy*** (page 9) and ***Students Right to Cancel*** (page 11).

Requirements for Graduation

Each student will receive a Wisconsin Heating and Cooling Academy Certificate of Completion. The student must attend all required class schedules to receive the certificate of completion, a wallet size acknowledgement of completion, and a letter of introduction to include a list of possible job opportunities.

Employment Assistance Services

Wisconsin Heating and Cooling Academy does not guarantee employment after completion of the program. The school does not offer a job placement service. A database of student names and addresses is maintained so that information about employment opportunities can be accessed quickly. This is an example of many different opportunities for the student to achieve a job. They can work anywhere.

Heating & Cooling Companies
Plumbing Companies
Maintenance Companies
Mechanical Companies
Hotels
Major office buildings
Apartment Manager
Sheet Metal Shops
Airlines
Refrigeration Companies
Food Stores
Department Stores
Motels
Strip malls (Shopping Centers)
Vending Companies
Factories
Hospitals
School systems
City Governments
County Governments
State
Federal

Program Success

Our instructors have been in the HVAC field for over 40+ years and continue to stay updated with new technologies. They provide adequate information and as well as teaching the student to continue and learn more in their HVAC career on an every day basis.

*******This information packet is subject to change at anytime******

Refund Policy

The student will receive a full refund of all monies paid if the student cancels in writing within the three-business day cancellation period. If student attends class, the three day cancellation period is void. Registration fee nonrefundable.

A student who withdraws or is dismissed after attending at least one class, is entitled to a pro rata refund as follows:

Weekly Classes

Weekly Classes	Refund of Tuition
1 unit class (weekly)	75%
2 unit class (weekly)	50%

Saturday Classes

Weekly Classes	Refund of Tuition
1 Saturday	75%
2 Saturdays	50%

As part of this policy, the school will retain a one-time registration of no more than $100. Student will receive the agreed upon refund within 40 days of termination date. The school will refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control.

The student will be charged $375 for the tool kit and $350 for the books and materials, $100 for test fees plus commissions paid.

A written notice of withdrawal is required after the 3rd business day cancellation period. A student will be considered withdrawn after 5 days of not attending class, and forfeit any refunds.

Student's Right to Cancel

_____
Date of Transaction

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment for the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Wisconsin Heating and Cooling Academy at 5123 N. 124th Street, Butler, WI 53007 no later than midnight of _____, _____.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date_____ Buyer's Signature _____

Buyer's Name- Please Print _____

Street Address _____

City, State, Zip Code _____

I hereby cancel this transaction.

Date _____ Student's Signature _____

Students Name – Please print _____

Street Address _____

City, State, Zip Code _____

NOTES