

B.R. ENGELKING CO. INC. HVAC TRAINING SCHOOL
23024 BRIER ROAD, BRIER, WA. 98036
TEL. 425-778-2510
WWW.HVAC SCHOOL.COM

www.hvacschool.com

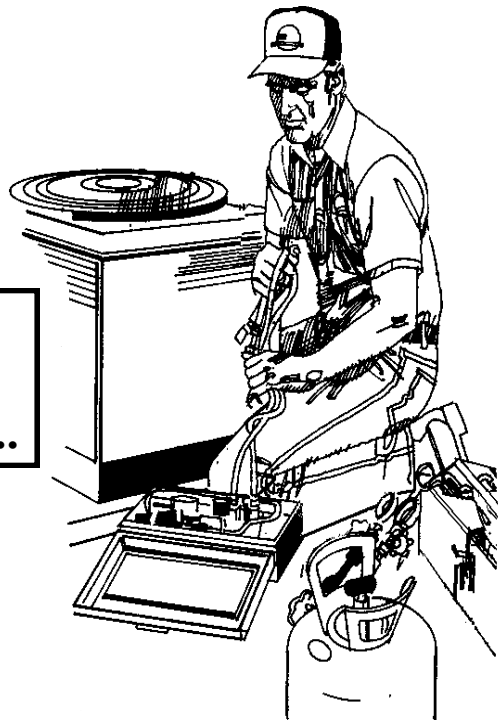
HVAC TRAINING

VOLUME 29, ISSUE 1

UPDATED 11/1/2016

LEARN BY DOING

Since 1988, the HVAC Training School has been educating students for this exciting, interesting and high demand trade of Heating, Ventilation and Air Condition-



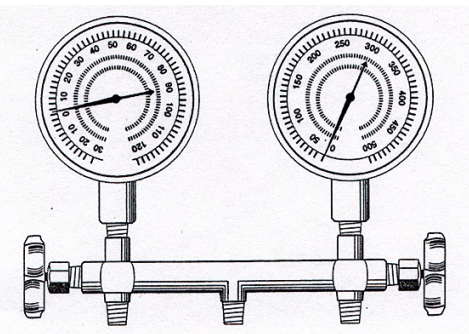
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Tell me... I forget
...Show me... I see ...
...Let me do...I understand...

ing.

The school's instructors have long known this truth. Instruction consists of having short technical briefings followed by hands-on application. **Classes are 90 % hands on.** You'll under-



All of the training programs are designed to teach incoming students a comprehensive understanding of the fundamentals of the HVAC trade both in concept and with Hands-on practical skills.

To learn this trade, one must actually work with the tools and "cement" in the knowledge one gains from discussions, demonstrations and class room exercises.

SHORT TERM INTENSE TRAINING

Trouble Shooting

Residential AC Service
RS103 1 week day classes

Gas Furnace Service
GS102 1 week day class or 2 weeks of evening classes

Refrigeration Basics
REF 202 1 week Monday thru Thursday— Evening classes

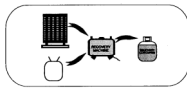
Certified as true and correct in content and policy.

11.1.16

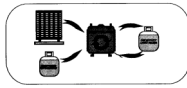
HVAC TRAINING PROGRAMS

EPA SEMINAR /TEST

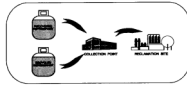
EPA 301 8 hours 1 day



RECOVERY



RECYCLING



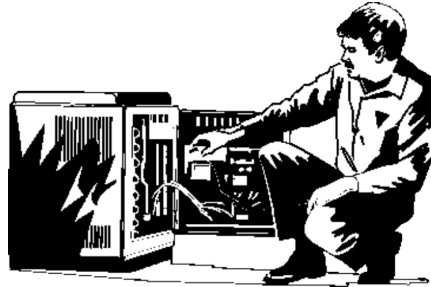
RECLAIMING

This seminar covers Core and Types 1,2, 3 of the EPA Sec 608 testing requirements.

Current information on new techniques, methods and refrigerants is taught. Practical information about using state of the art technology is discussed. An approved proctored EPA test is given at the end of the seminar

AIR CONDITIONING Field

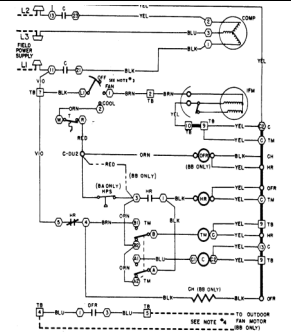
Service RS 103 40 hours 5 days



In one week of day classes, students learn the fundamentals of AC residential and light commercial service.

The students learn to evacuate, do proper charging and testing of systems. The students complete numerous "service calls" under real field conditions. Class covers both electrical and mechanical troubleshooting

***...the best way to learn
.... is to do it....***



ELECTRICAL SEMINARS for HVAC LIMITED ENERGY / BUILDING ENG. EI 405

Knowledge of the National Electrical Code is required for HVAC technicians and Building Engineers. In one day of class, we'll go over what you need to know to pass the 06A /07 L&I Electrician exams.

***... Up-grade
your electrical
skills.....***

The class does an in-depth review of the fundamentals of electrical controls, wiring diagrams, troubleshooting. Ohm's calculations are reviewed.

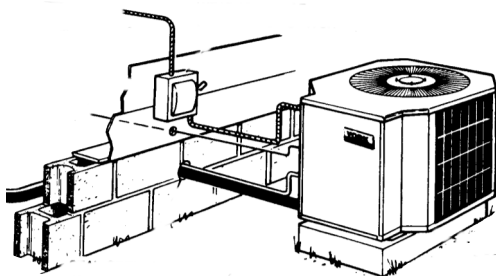
On-Line Continuing Education Classes.

HVAC Techs., Electricians and Plumbers, as journeyman require continuing education credit to maintain their licenses. These classes are available on the internet.

See www.AnytimeCE.com

SEATTLE Refrigeration Operators Exam Review—SC 401

In this half day seminar, you'll fully understand the material that is covered in the City of Seattle Refrigeration Operators Exam.



You'll be up to speed on the fundamentals of Refrigeration—cycle, components, accessories and functions of typical systems.

If you've never done this before, you find the methods that the instructor uses and his style of teaching makes it easy.

Practice tests with typical test exam questions are reviewed.

1. Courses: Air Conditioning / Heat Pump Fundamentals Refrigeration Fundamentals, Gas Furnace, EPA Seminar, all of which are Vocational Technical courses.

2. Governing Body / Administration/ Ownership

Ben Engelking, 23024 Brier Road, Brier, Wa. 98036, Telephone (425) 778-2510, Mr. Engelking is sole owner.

3. Instructors and Qualifications: Head Master Engelking P.E., the instructor, is both a Professional Engineer and a Journeyman Refrigeration Mechanic, with over 25 years of field experience. He has taught at Lake Washington Vo-Tec in Kirkland, WA and is a Certified Vo-Tec Instructor. He has served on the Board of Examiners for the City of Seattle Refrigeration Licenses. Troy Sprague – Journeyman HVAC Technician with 15 years experience is an assistant instructor. Student instructor ratio is 12:1.

4. Length of course:

ACHP 105 : 8 weeks evening classes. total 96 hrs.
Gas Furnace Day Class: 1 week - 40 hrs.
Gas Furnace Class: 2 weeks evenings/ 2 full Saturdays. 40 hrs.
Refrigeration 202 - 1 week - 4 evening classes: 12 hrs.
EPA Seminar: 1 Saturday class for 4 hours.
RS 103 - AC Service - 1 week, 40 hrs.

5. School Calendar: See addendum class dates.

No legal holidays observed.

6. Class Hours:

ACHP Funds. (M.- Th.) eves 6:30 - 9:30 (PM)
Gas Furnace Day Class: 9 AM – 5 PM
Gas Furnace (M-Th) eves. 6:30 - 9:30 (PM) +2 Sats: 9-5
RS 103 Day Class: 9 AM – 5 PM
Refrigeration 202 eves 6:30 - 9:30 (PM)

7. Placement Assistance: The school cannot guarantee job placement, but actively pursues placement of our graduates with local contractors and employers in this field.

8. Student Conduct Code: Students will abide to the written conduct code as shown on page 6 of this catalog. Any disputes will be addressed by DISPUTE RESOLUTION CENTER OF SNOHOMISH COUNTY, Everett, WA.

9. Attendance Requirements: Attendance at scheduled class meetings is expected. If more than 4 classes are unexcused absences, the student is placed probation. Any additional unexcused absence, will cause termination from the program.

10. Standard of Progress: Students taking this course will be evaluated on a PASS/ NO PASS system. On the first day of class, each student is given a written task sheet titled "TASKS for SUCCESS." This task sheet has 88 hands-on tasks for the Air Conditioning course and 24 Tasks for the Gas Furnace course, while the Heat Pump Seminar has a final written exam that the student will need to answer 70% correct to graduate. In the aforementioned first two classes, the student retains in his possession the "TASKS for SUCCESS." The student will need to complete at least 52 tasks by the end of the 6th week. If not completed by then, the student will be on probation for 1 week in which to complete these tasks. If not completed by the 7th week, he will be terminated from the program. Each task must be proficiently demonstrated to the instructor prior to sign off. EPA

11. Training Program Facilities: The facilities are located in a commercial shop of nearly 1600 sq. ft. The school has 12 work-

bench stations for teams of 2 students per bench which are

equipped with a complete sets of hand tools, specialty tools and test equipment using state of the art field techniques. There is no ADA access.

12. Class Size: Maximum of 24 students per session. Student teacher ratio – 12:1

13. Student Aid / Academic Advisory: The school at this time does not have financial aid, grants or scholarships. Academic advisory/ counseling is provided on a as needed basis.

14. Refund Policy: The refund policy follows the requirements as set forth by Washington State Law and is incorporated on page 6 of this brochure. Veteran students will be subject to refund policy by VA requirements.

15. Tuition Costs: are shown on page 4 of this catalog. A \$100 deposit is required to insure a place in class. Payment in full is due by the first night of class, unless the student has previously committed to the installment payment plan. All tools used in our shop and lab sessions are furnished by the school.

Required Tools: ACHP 105, RS 103 Manifold Gauge Set (\$100) & Fluke 30, GS 102 Fluke 116 (\$150). These may be purchased from local HVAC supply houses.

16. Certification of Completion: Upon completion of the respective "Tasks for Success" a CERTIFICATION OF COMPLETION will be awarded. Grading is Pass/ No Pass.

17. Prior Credit. Prior credit may be given for applicable previous education and training.

18. Records -Student Transcripts are kept at the B. R. Engelking Co. HVACR School and made available to the student and others as provided under law.

19. State License: THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10RCW. INQUIRIES REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE: WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 10th Ave, SE, OLYMPIA, WA. 98501 (360-709-4600) This is a NON-ACCREDITED school.

20. VA Benefits Approval Statement: Selected programs of study at the HVAC School are approved by the Workforce Training and Educational Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

VA enrollment is limited to 85% per class.

The HVAC School does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any person or entities engaged in an student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

I hereby certify that the contents of this catalog/ brochure are true and correct in content and policy.

Prerequisites This course is designed as an entry-level course, no previous trade exposure is required.

Admission Requirements 1. Read and write English (must have High School Diploma, GED, or equivalent ability) 2. Follow written and verbal instructions. 3. Safety conscious has a good driving record. 4. Co-operative with instructor / students.

The school does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. If an applicant has a disability, contact the school in writing to obtain reasonable accommodations.

ENROLLMENT REQUIREMENTS 1. Read and write English (must have High School Diploma, GED, or equivalent ability) 2. Follow written and verbal instruction. Normal Color Perception. 3. Physically fit, capable of mechanical tasks on refrigeration equipment. Be able to lift 50 lbs. climb ladders and to service equipment that may be located on rooftops/ attics or crawlspaces. 4. Safety conscious and has a good driving record. 5. Co-operative with instructor/ students.

ENROLLMENT INFORMATION

A. Enrollment Policy and Procedure: To enroll in any course fill out the attached enrollment application and return to our office with a \$100 deposit. **THIS FEE APPLIES TO THE \$100 REGISTRATION FEE** B. Registration Priority: Classes are limited to 24 students, accepted on a first registered basis. C. NON-DISCRIMINATION: There is no discrimination with regards to race, sex, religion, age or disabilities. D. Refund Policy: The refund policy is incorporated with the enrollment contract on P. 6. Veterans will follow VA policy.

ACHP 105 Fundamentals* **Required Tools ** Fluke 116 & 323**

Total Cost of ACR Fundamentals Course \$2995

Break Down of Costs

Payment Plan Details

Tuition	\$2650	Deposit	\$ 100
Registration Fee	\$100	Payment Due 1st Class (includes book & lab fees)	\$1560.00
Book Fee (\$145), Lab fees (\$100)	\$245	Payment Due starting 5 th week of class	\$1335.00
Amount Due the First Night of Class (\$1995 - \$100 deposit)	\$2895		

<u>Class Name</u>	(No Payment Plans Available)*	<i>Required Tools</i>
GS 102 Gas Furnace Service	\$ 1995	<i>Fluke 116</i>
RS 103 Residential AC Service	\$ 2995	<i>Fluke 323</i>
REF 202 Refrigeration Service	\$ 495	<i>None</i>
EPA 301 Seminar/ Test	\$ 195	<i>None</i>

*Prices and Dates Subject to Change without Notice ** Tools may be purchased at local supply houses.*

***ENROLLMENT APPLICATION.**

ACHP 105 *GS 102* RS 103 * REF 202 * EPA 301 * SC 401 * Elec. 405

Start _____ End Date _____ *Please circle the classes for enrollment*

Student Name: _____

Address _____

Telephone _____ (home) _____ (work)

I have read, understand and agree to the Student Conduct Code and Refund Policy and will not reproduce or copy any handout materials received through the B. R. Engelking HVAC Training School or classes.

_____ (Name) _____ (Date)

To reserve your place in class send a \$100 check and ENROLLMENT APPLICATION to:

B. R. Engelking Co. Inc. HVAC Training School, Post Office Box 150, Mountlake Terrace, WA. 98043

AIR CONDITIONING / HEAT PUMPS* ACHP 105

Evening School Hands On Training

Starting at ground zero, 12 teams of 2 students learn the fundamentals of the Air Conditioning and Heat Pumps trade by actually working on HVAC equipment.

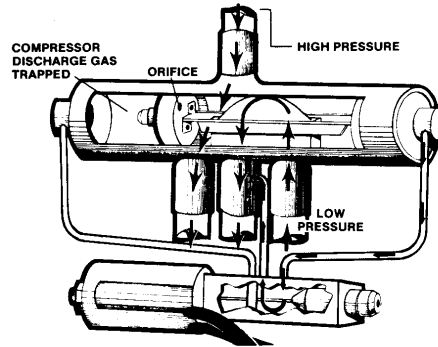
The students tear down compressors, components and other mechanical parts in our well equipped state of the art working shop.

The shop has work benches which contains hand tools, meters, specialty HVAC tools, test equipment, vacuum pumps, field replacement parts and other misc. equipment that one would normally encounter in the field. Classes are 90+ % hands on training.

The field training is 60 % mechanical and 40% electrical.

Each team completes true to life service calls on the schools AC systems.

Use the tools to learn !



...over 5000 technicians trained.

GAS FURNACE SERVICE* GS 102

1 week day class or 2 weeks of evening classes.

Starting with simple furnace construction, each student completes a minimum of 100 "simulated" calls on 20 bugged furnaces. Each furnace has 10 "bugged" electrical faults which simulates actual furnace malfunctions.

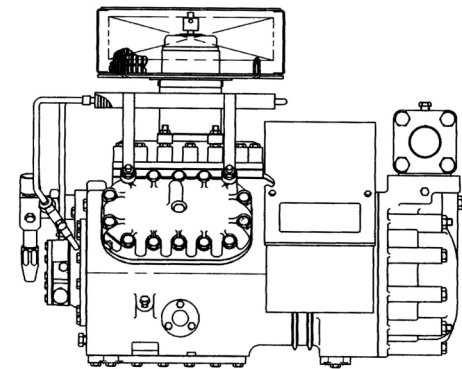
... Learn electrical troubleshooting...

Reading electrical diagrams and using electrical test meters is second nature by the time you've completed this class!

Furnace startup methods and CO testing is also covered.



REFRIGERATION BASICS Ref 202



...in depth short term training

Refrigeration is another career path that can be pursued.

This course expands the fundamental knowledge from the ACHP course.

In this course you'll learn the more in-depth about commercial refrigeration systems including compressor protection, failure analysis, unique valves and accessories that permit low temperature applications, defrost methods and associated electrical wiring diagrams and controls.

This is an excellent course for "filling in the gaps" for the AC mechanic wishing to properly service commercial refrigeration systems.

STUDENT CONDUCT CODE Smoking is permitted only in the designated smoking area. 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. Theft, Willful destruction are acts that may lead to dismissal. Violators are liable for reprimand, probation suspension, or dismissal. The Head Master will decide on all conduct violations. For re-admittance after suspension, the student must demonstrate a sincere attitude for learning the HVAC trade. 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 a time period 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 Training program. 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. 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.

CANCELLATION AND REFUND POLICY: Refund before entering classes. 1) You will receive a full refund of all money paid if you are not accepted by the school. 2) You will received a full refund of tuition and fee paid if you withdraw no later than midnight of the fifth day (excluding Sunday and holidays) after signing the contract or making an initial payment, provide that you have not commenced training. 3) **After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total cost , or one hundred dollars, which ever is less.** "Registration Fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

OFFICIAL TERMINATION DATE: The official date of termination of a student shall be the last date of recorded attendance withdrawal occurs in any of the following manners: 1) When the school receives written notice of the student's intention to discontinue the training. 2) When the student is terminated for a violation of a published school policy which provides for termination. 3) When a student, without notice to the institution, fails to attend classes for thirty calendar days.

REFUND AFTER ENTERING CLASSES 1) If you terminate during the first week or ten percent of contracted instruction, whichever is less, the school may retain ten percent of tuition cost plus established registration fee. 2) If you terminate after the first week or ten percent of instruction, which ever is less, but prior to completion of twenty-five percent of contracted time, the school may retain twenty-five percent of tuition cost plus established registration fee. 3) If you terminate after completion of twenty-five percent but prior to completion of fifty percent of contracted instructional time, the school may retain fifty percent of tuition cost plus established registration fee. 4) if you terminate after completion of more than fifty percent of contracted instructional time, the school may retain the full tuition cost plus established registration fee. 5) All money due the applicant/ student shall be refunded within thirty days after the date of termination. 6) If a school fails to fulfill its obligation to complete any program of instruction after training of students has begun, the students enrolled are entitled to a refund of all tuition and fees paid. Request for refunds must be made in writing by the enrolled student within 30 days following discontinuation of the program. Money due the applicant/ student shall be refunded within thirty days after receipt of the request.

VA Refund Policy: HVAC Training School agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows: **1. Registration Fee** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration. **2. Breakage Fee** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded. **3. Consumable Instruction Supplies** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded. **4. Books, Supplies, and Equipment** a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when: • The school furnishes the books, supplies, and equipment, • The school includes their costs in the total charge payable to the school for the course, • The veteran or eligible person withdraws or is discontinued before completing the course. b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course. **5. Tuition and Other Charges** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person that the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. **6. Prompt Refund** In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph. _____ Date_____.

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