

DEHART

Technical School

Plumbing, Heating & Air

311 Bitritto Way
Modesto, CA 95356

Course Catalog & Student Handbook

HVAC Course 1
HVAC/Facilities Maintenance Course 2
HVAC/R Facilities Maintenance Course 3
Advanced Training Module 201 & 202



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www.deharttechnicalschool.com

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Approval Disclosure Statement

DeHart Technical School, LLC dba DeHart Technical School is located at 311 Bitritto Way, Modesto, California. DeHart Technical School is a private institution. **DeHart Technical School has received authorization pursuant to AB48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until September 7, 2016. This approval to operate mean compliance with state standards as set forth in the Ed. Code.** The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone (888) 370-7589, Fax (916) 263-1897, or visit its website at www.bppe.ca.gov

School Contact Email Address

jeff@dehartinc.com

Bankruptcy Petition

DeHart Technical School does not have a pending petition in bankruptcy, is not operating as a debtor in possession or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Tutoring Services

One-on-one tutoring assistance is available upon request at no additional charge to the student. Arrangements must be made through the School Director.

Comments

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, suite 400, Sacramento, CA 95883, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

(B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

(C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

*Contents of this catalog are subject to change at the discretion of DEHART TECHNICAL SCHOOL, INC. All parties will be informed of such changes in as timely fashion as possible. All information in the content of this school catalog is current and correct and is certified as true by Rod DeHart, President.

DEHART TECHNICAL SCHOOL

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MISSION STATEMENT

It is the mission of DEHART TECHNICAL SCHOOL to provide its students with the highest quality of training consistent with the most current industry standards. Students will be trained by highly skilled, dedicated staff using a hands-on, practical approach incorporating the latest multimedia technology available. The School dedicates itself to providing training for those individuals at the start of their careers, those who are already employed in the industry and desire to advance their careers through further study, and those who for a variety of reasons wish to retrain in a different industry. Placement of a qualified, well-trained graduate into the workforce that will allow the individual to be a contributing, self-reliant member of society is the ultimate goal of DEHART TECHNICAL SCHOOL.

DEHART TECHNICAL SCHOOL takes advantage of its numerous resources to stay current with industry standards. This will assure that all present and future participants in this program will be available to improve their lives through education for generations to come.

SCHOOL'S HISTORY

DEHART TECHNICAL SCHOOL is natural marriage of business and education. This training program is the result of a response to the ever-changing needs of the country's workforce. A natural evolution would be to continue to develop curriculum for demand occupations. This could be accomplished with help from experienced educators, business and industry professionals.

In the spring of 2009 Rod DeHart met Jeff Painter, a thirty five year veteran of the refrigeration industry and a prior vocational school Director. After conferring with Mr. Painter, the concept of DEHART TECHNICAL SCHOOL was set into motion. Through the efforts of Mr. DeHart and Mr. Painter, the program will continue to grow and develop as the industry evolves.

INSTITUTIONAL OWNERSHIP

Rodney P. DeHart is the sole owner of DEHART TECHNICAL SCHOOL, LLC, holding 100% of the school stock. Mr. DeHart serves as Chief Executive Officer and Chief Operating Officer for DEHART TECHNICAL SCHOOL, LLC.

FACILITIES & EQUIPMENT

The Instructional Center of DEHART TECHNICAL SCHOOL is located at 311 Bitritto Way, Modesto, California, 95356. The School is conveniently located east of Highway 99 just in north Modesto. Public transportation and connecting bus service is within easy walking distance. Free parking is adequate and available.

The School consists of a 700 square foot main instructional classroom, a 600 square foot work lab, reference library (located in the classroom) and two administrative support offices. Classroom &

lab facilities have a capacity of (20) twenty students each for all courses offered. A restroom is located adjacent to the classroom. The library instructional materials include but are not limited to books, periodicals, reference material, audio/video and multimedia resource material. Students are encouraged to utilize these resources any day before or after class or on business days when the School is not in session. Students may check out any library resource overnight or on weekends.

DeHart Technical School uses all of the latest diagnostic and refrigeration service equipment such as refrigerant recovery systems, vacuum pumps, charging scales & cylinders, oxy/acetylene torch kits, flaring & swaging tools, leak detectors, pressure gages and a full complement of hand tools needed to perform all necessary lab work. DeHart Technical School also prides itself on its state of the art media learning center. A computer operated "Smart Board" with internet capabilities, Power Point presentations, projection screen and a variety of DVD training disc are only a portion of the educational equipment utilized in the instructional process at DeHart Technical School.

RATIO OF STUDENTS

Maximum number of students in the classroom and lab for all programs is 20. The maximum student: instructor ratio is 20 to 1. All courses are taught at 311 Bitritto Way, Modesto CA 95356. Instruction is in residence for all programs. Students who successfully complete a course of study are awarded a certificate of completion verifying that fact.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY

DEHART TECHNICAL SCHOOL affords equal treatment and opportunity to all persons and prohibits Discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs and services, and admissions.

DEHART TECHNICAL SCHOOL will reasonably accommodate an individual's disability when appropriate. Specific information relating to reasonable accommodations is available from the School's Director.

ABILITY TO BENEFIT / LANGUAGE PROFICIENCY

Students that do not possess, or are unable to provide an acceptable High School diploma or G.E.D. or other third-party skills assessment test are required to pass the Wonderlic Basic Skills assessment test in order to be enrolled. Language proficiency at an eighth grade level, verifiable by a third-party skills assessment test is required. DEHART TECHNICAL SCHOOL does not provide English language services.

ADMISSION STANDARDS

Individuals applying for admission to DEHART TECHNICAL SCHOOL must be 18 years of age and possess one of the following criteria:

1. A high school diploma or its equivalent;
2. A General Educational Development Test (GED); High School Equivalency
3. Satisfactory completion of the Wonderlic Basic Skills Test or other approved skills assessment test administered by a third party.
4. Participate in a required interview with the School Director, to determine if the individual has the background or experience necessary to successfully complete and benefit from the curriculum.

ADMISSIONS PROCEDURES

Students wishing to enroll at DEHART TECHNICAL SCHOOL must first attend an interview with the school's Admissions Representative or School Director and then participate in a tour of the facilities. Individual career goals and training needs are addressed. After goals have been assessed, and it is determined by the Admissions Representative or School Director that the student is a viable candidate for enrollment, the student will be enrolled in the desired program, and will select a start date that is convenient for the student.

The student must provide (1) of the following:

- A valid high school diploma; a General Educational Development Test (GED)
- or show proof of satisfactory completion of the Wonderlic Basic Skills Test with a passing score of 265 (at the required GED level) or other approved skills assessment test administered by a third party.

The student will then review the school's enrollment agreement and attachments with the school's Admissions Representative or School Director and sign, initial and date the enrollment agreement where required. A copy of all enrollment documents will then be given to the student.

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

DEHART TECHNICAL SCHOOL makes every effort in the admissions process to accommodate potential students with special needs. We are ADA compliant. The Admissions Specialist or School Director will ask potential students what assistance they need to complete the admissions process. Completing the process may require assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not exclusive to:

- Reading materials to the potential student
- Assisting potential student in filling out the lobby form
- Physically assisting potential student during campus tour.

Additional assistance can be provided by administrative staff, instructors and or management staff.

NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION / CREDIT FOR EXPERIENTIAL LEARNING

The transferability of credits you earn at DEHART TECHNICAL SCHOOL is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the **Building Maintenance Course 1, Building Maintenance Course 2, and Building Maintenance Course 3** is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DEHART TECHNICAL SCHOOL to determine if your certificate will transfer. Credit for experiential learning is not accepted.

TRANSFERABILITY OF CREDIT TO DEHART TECHNICAL SCHOOL

Students who believe they are sufficiently competent to receive clock hour credits in a particular subject may request credit for some classes through a challenge examination (without additional charges from DEHART TECHNICAL SCHOOL) or an official transcript and a course syllabus from the institution where credit is to be received from. For courses accepted for credit; tuition will be prorated on a percentage of the course(s) accepted.

Challenge exams must be completed prior to enrollment, at no additional charge, or by the first Friday after the student's first day of classes. Challenge examinations may contain oral, written and/or practical portions. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled class. A student must score 90% or above on the exam in order to receive credit, and the decision of the examining instructor is final. No more than 2 courses from a program's content may be earned through challenging classes.

Normally, it is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credit hours that are more than 5 years old generally are not accepted. DEHART TECHNICAL SCHOOL reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at DEHART TECHNICAL SCHOOL. Transfer credits must be directly applicable

to courses required in the selected DEHARTTECHNICAL SCHOOL program. Official transcripts must be on file before transfer credit can be approved.

To apply for a transfer of credit, the student must request that an official transcript of all coursework taken at a non-DEHART TECHNICAL SCHOOL institution be sent directly to the DEHART TECHNICAL SCHOOL Admissions Specialist or School Director. Comprehensive course information is important for a thorough assessment of courses. Therefore, course descriptions and preferably course outlines/syllabi and student learning outcomes must be provided. The Admissions Specialist will notify the student in writing within 5 school days of receiving the above information of what courses can be accepted and which ones cannot.

If a student believes that their credit was not transferred properly, the student is encouraged to discuss the situation informally with the Admissions Specialist. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal to the Program Director and then to the School Director. All appeals will be reviewed by Senior Management and if they are found to adhere to policy, the appeal will be granted.

FINANCIAL AID

DEHART TECHNICAL SCHOOL does not participate in any federal & state financial aid programs and cannot accept any payment toward education at our institution from these sources.

LOANS

Students may qualify for private in-house financing. Students are required to provide a current credit report, have access to a co-signer and pay a 20% down payment toward the program of choice at the time of enrollment. The interest rate will be decided by the school based on credit worthiness. After the terms of the loan are decided, the loan will be turned over to a third party for servicing. Monthly payments will begin the month following enrollment. If a student obtains a loan to pay for an educational program at DEHART TECHNICAL SCHOOL, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Failure to make timely payments may result in suspension until payments are brought current. If payments are not brought current within 90 days of a non-payment notice the student will be terminated from the program. Any collection actions will be handled by the third party server. Students may also be referred to a private lending institution for personal loans to cover tuition cost.

ARTICULATION AGREEMENTS

DEHART TECHNICAL SCHOOL has no articulation agreements with any other colleges, universities or institutions.

VETERANS ASSISTANCE OR GI BILL

The school is approved in certain courses for veterans' enrollment. Individuals interested in receiving student assistance from the VA should contact the Veterans Administration Office in the student's locality to determine eligibility for benefits. For GI Bill eligibility information call **1-888-GIBILL1**. The school will assist in preparing the necessary forms.

THE ROD DEHART SCHOLARSHIP PROGRAM

This program was established in honor of the Founder and President of DEHART TECHNICAL SCHOOL. Students who are considered to have a high likelihood of success and a justified need for tuition assistance will be given the highest consideration. Funding for the Rod DeHart Scholarship program is provided through the school's contributions. Awards will vary based on the student's specific situation. Recipients will have the scholarship proceeds disbursed to their tuition account after 80% of the program is completed.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.

Reference: Section 94923, Education Code.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

ATTENDANCE POLICY

DEHART TECHNICAL SCHOOL requires regular attendance in order to ensure full benefit from the instructional process. Students are required to complete a minimum of 80% of course hours of instruction to meet graduation requirements. Unsatisfactory progress as a result of poor attendance may result in a student being dropped from the course. Reinstatement is at the discretion of the School Director only when a student is able to demonstrate that appropriate corrective behavior has occurred.

TARDINESS POLICY

Tardiness is disruptive to the learning process. Tardiness without legitimate reason on any two occasions during the course will be considered one unexcused absence.

CLOCK HOURS

The instructional material is presented in a comprehensive clock hour format. A student is required to pass all unit tests and a final examination with a minimum of 80% of course hours of instruction.

GRADING POLICY

GRADING STANDARDS

DEHART TECHNICAL SCHOOL'S grading standard is based on a 400 point scale that is cumulative and may be converted to percentage.

A	400-352 pts. (100%)
B	351-304 pts. (80%)
C	303-256 pts. (70%)
D	255-208 pts. (60%)
F	Below 208 pts. (less than 60%)

A score below 208 points or 60% is not considered a passing grade for any quiz or examination. All quizzes or examinations may be retaken to demonstrate improved student proficiency of any subject.

The course grade is determined by averaging the total module scores for each program. Module scores are comprised of (3) gradable elements. Gradable elements include attendance, quizzes/final module test and lab scores. The course grade is calculated totaling all module scores and the averaging by all modules in the program. An explanation of the process is below. The same grading scale applies to all programs at DEHART TECHNICAL SCHOOL. Module Grades are determined by three (3) elements:

1. Attendance: (1 points per hour) 80 hrs. per module, total possible points = 80
 2. Quizzes: (4) quizzes per module, (15 possible points per quiz) = 60 possible points plus the Module Final: (100 possible points), for a total of 160 points possible
 3. Lab Scores: (4) areas, (40 points per area), for a total of 160 possible points
- Total possible points per module = 400 possible points

Course Grade = Total of module scores divided by the number of modules in the course.

Example:

WEEK	ATTENDANCE			MON	TUES	WED	THURS	FRI	TOTAL
1	10/1	to	10/5	4	4	4	3	4	19
2	10/8	to	10/12	4	A	A	4	2	10
3	10/15	to	10/19	4	4	4	4	2	18
4	10/22	to	10/26	4	4	A	4	4	16
5		to							
Total Hours Possible - 80							Total Hours		63
							Total Hours X 1		
Total Points Possible - 80							Total Points		63
QUIZZES & TEST							Points	Mis	Date
Quiz 1	Heat Transfer					15	2	10/5	
Quiz 2	System Components					15	0	10/12	
Quiz 3	Refrigerants					15	1	10/19	
Quiz 4	Psychometrics					15	2	10/25	
Module Final	DTS 102 - Refrigeration Practices					100	6	10/26	
Total Points Possible							160		
Total Points Missed								11	
Total Points Earned							149		

Lab	Points	Missed	Date
Lab Project 1	40	10	10/1-5
Lab Project 2	40	5	10/8-12
Lab Project 3	40	0	10/15-19
Lab Project 4	40	0	10/22-26
Total Points Possible	160		
Total Points Missed		15	
Total Points Earned	145		

Cumulative points earned for Module 102:

Attendance	63
Quizzes & Test	149
<u>Lab</u>	<u>145</u>
Total Points Earned	357 = A

Final Course Grade Calculation:

<u>Module</u>	<u>Points</u>
101	348
102	357
103	348
104	338
105	312
<u>106</u>	<u>349</u>
	2052 divided by 6 = 342
Final Grade	342 = B

MAKE-UP POLICY

DEHART TECHNICAL SCHOOL recognizes the value of actual classroom attendance. Absences from class are unavoidable at times. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. For absences exceeding four (4) consecutive class days the student must arrange to meet with the instructor regarding make-up work. The instructor will assist in creating a makeup plan according to the students' progress in their current course. Make up work must be completed before the scheduled end of a module.

SATISFACTORY ACADEMIC PROGRESS POLICY/GRADUATION REQUIREMENTS

DEHART TECHNICAL SCHOOL requires that students maintain a minimum grade point average of 60% at the end of the second week of the course, and a 68% grade point average at the midpoint of the instructional process. A 70% grade point average is required to receive a Certificate of Completion. All students must maintain Satisfactory Academic Progress while meeting the

required standards for attendance and conduct. Students not maintaining minimum standards will be terminated and required to repeat the program.

PROGRESS REPORTS

It is a fundamental belief of DEHART TECHNICAL SCHOOL that it is the instructor's responsibility to inform the student on a regular basis as to the student's academic progress. Each module the instructor will inform the student as to academic progress, attendance and instructor's personalized comments.

ACADEMIC PROBATION

A student who fails to obtain a grade of 60% on two consecutive modules will be placed on academic probation for lack of progress and (or) no/low attendance. Student will be allowed to take each module quiz and final twice. Warning status is for (1) module or 30 days.

Notification of probation and being removed from probationary status will be in writing. If a student does not pass a module they may be allowed to move to the next module, at the discretion of the program director. Instructors and students will complete an Individualized Educational Plan (IEP) and meet at scheduled dates for progress checks. Unsatisfactory GPA, progress or attendance could result in withdrawal.

ACADEMIC PROBATION REMOVAL

Removal of academic probation requires that a student maintain satisfactory academic progress for at least one module.

INCOMPLETIONS

An incomplete cannot be recorded as a final grade. An incomplete must be resolved within a 150% program length time frame.

HOUSING

DEHART TECHNICAL SCHOOL does not have dormitory facilities under its control. DEHART TECHNICAL SCHOOL has no responsibility to find or assist a student in finding housing. Housing may be available at the following locations (cost ranges from \$600.00 - \$700.00 per month):

Greenbriar Villas, 2200 Coffee Rd., Modesto, CA 95355 PH: 888-829-9810
Meadow Lakes, 1401 Lakewood Ave., Modesto, CA 95355 PH: 888-474-8938
Park Lakewood, 1500 Lakewood Ave., Modesto, CA 95355 PH: 888-576-6305

SCHOOL LOCATION

The Instructional Center of DEHART TECHNICAL SCHOOL is located at 311 Bitritto Way, Modesto, California, 95356. The School is conveniently located east of Highway 99 just in north Modesto. Public transportation and connecting bus service is within easy walking distance. Free parking is adequate and available.

FROM FRESNO:

Take Hwy. "99" North through Modesto. Take the Kiernan Ave. 219 exit. Turn right and continue east on Kiernan Ave. Turn left on Pentacost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

FROM SACRAMENTO:

Take Hwy. "99" South through Stockton, Manteca & Ripon. Just as you enter Salida, take the Kiernan Ave. 219 exit. Turn left & cross over the freeway. Continue east on Kiernan Ave. Turn left on Pentacost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

FROM THE BAY AREA:

Take Interstate 580 East to Interstate 205. Continue East to Interstate 5 and head North. Take the Hwy. "120"/Manteca exit and head East on Hwy. "120" to Hwy. "99". Take Hwy. "99" South through Ripon. Just as you enter Salida, take the Kiernan Ave. 219 exit. Turn left & cross over the freeway. Continue east on Kiernan Ave. Turn left on Pentacost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

STUDENT SERVICES**INSTRUCTIONAL CENTER**

The School consists of a main instructional classroom, work lab, reference library and administrative support offices. The library instructional materials include but are not limited to books, periodicals, reference material, audio/video and multimedia resource material. Students are encouraged to utilize these resources any day before or after class or on business days when the School is not in session. Students may check out any library resource overnight or on weekends.

CAREER ASSISTANCE

DEHART TECHNICAL SCHOOL has developed an extensive job placement assistance program for students and graduates.

DEHART TECHNICAL SCHOOL consistently works with a number of HVAC/R and Appliance Repair Companies to create job opportunities. In addition, a number of graduating students may be eligible for a select number of internship/externship positions. All graduates of DEHART TECHNICAL SCHOOL will be entitled to career placement services.

Furthermore, the School assists with preparing professional resumes, arranging interviews and forwards the resumes to prospective employers via U.S. mail and, on an as-needed basis, facsimile copies.

The Director of Placement Services is primarily responsible for any externship, internship and job placement programs. The Director of Placement assists with the instructional curriculum specifically related to the important task of interview preparation. All staff members assist with the job placement functions as appropriate. Each staff member has a number of professional resources and contacts that enable students to be placed with the appropriate employer.

Mr. DeHart's reputation in the community and industry opens many career opportunities not available to the average job applicant. Career placement opportunities are explored in both the private and public sectors.

Although DEHART TECHNICAL SCHOOL cannot guarantee employment for its graduates, every reasonable effort will be made to assist students in this process. Failure on the student's part to follow procedures may result in the discontinuation of career services.

STUDENT POLICIES AND PROCEDURES

STUDENT ENROLLMENT

DEHART TECHNICAL SCHOOL offers a personal approach to the enrollment process. Students are required to meet with the School Director prior to signing the enrollment agreement to discuss commitment, expectations and desires. Students who might require assistance completing the admission application may contact any available staff member, who will immediately be of assistance.

The School provides all students with reports of their academic progress upon completion of each module of training. This academic progress report includes attendance, weekly grades, grades to date and teacher comments.

STUDENTS' RULES OF CONDUCT

DEHART TECHNICAL SCHOOL requires students to meet certain employability standards. These rules of conduct are similar to those of a work environment. Violation of the school's rules of conduct may lead to suspension, probation or termination from school. Violations include but are not limited to dishonesty, cheating, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on school property.

REINSTATEMENT POLICY

Students whose programs have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process.

The conditions of reentrance are as follows: A written statement describing the extenuating circumstances must be submitted to the School Director within five (5) days of the initiation of

probation or termination. The student will be notified in writing of the result of the appeal within five (5) days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted. If a student prevails in the appeals process, and is reinstated, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 60% (1.0) and 90% cumulative attendance. If the student does not successfully complete probation by achieving the necessary grade or attendance, they will be terminated without the possibility of a second reinstatement. Students may reapply in six (6) months.

ABSENCE POLICY

DEHART TECHNICAL SCHOOL recognizes an absence as excused under the following circumstances: illness, death, birth in the immediate family and other valid absences substantiated in writing and approved by the School Director. All absences that can be excused in advance will receive special consideration. Absences that do not fall within the above guidelines will be considered unexcused. Students who accumulate three unexcused absences will receive written notification of academic probation for a period of four weeks. Any unexcused absences during the probationary period may be cause for interruption of the student's training program. All absences, either excused or unexcused, may be made up. The maximum number of absences that may be made up per week is one absence.

LEAVE OF ABSENCE

A student must request a Leave of Absence in writing in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. If a student does not request an LOA within 15 consecutive days of absence, the student will be withdrawn from the program. The leave of absence may not exceed 180 days in any 12 month period or one-half the published program length whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit. LOA's must be sign by the student and specify a reason for the leave. The School Director approves or disapproves LOA's. No additional charges to the program will be incurred due to an LOA. An LOA may be extended provided that the extension meets all the requirements. The School Director will decide if the student must restart the course or pick up from the point the student left off.

STUDENTS RIGHT TO CANCEL

A student has a right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program.

CANCELLATION POLICY

- a. Cancellation may occur when the student provides a written notice of cancellation at the following address: DeHart Technical School, 311 Bitritto Way, Modesto, California 95356. This can be done by mail or by hand delivery.
- b. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- c. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- d. If the Enrollment Agreement is cancelled, the school will refund any money he/she paid, less a registration or administration fee not to exceed \$200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL POLICY

Occasionally, it may become necessary for a student to withdraw from the school. In such an event, the refund in the application will be honored. A student who withdraws and later requests readmission may do so without penalty or an additional registration fee.

- a. You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be "pro-rated" according to the not completed portion of the program less, the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$200.00. The refund is to be paid within 45 days of the withdrawal.
- b. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
 - The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
 - The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
 - The student has failed to attend class for 15 days.
 - Failure to return from a leave of absence.
- c. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 15 days.

READMITTANCE APPEALS PROCESS

Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and faculty. A student may petition in writing for reinstatement within six (6) months of dismissal. The Director and faculty will review the student's previous academic records and their current situation in making a decision regarding reinstatement. The student will be notified of the decision in a timely manner. Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for modules completed in the prior year. Incomplete modules will have to be repeated from the beginning. Students who do not prevail in the appeal process will not be readmitted. Students may reapply in Six (6) months.

SUMMARY OF TERMINATION / REINSTATEMENT POLICIES

Students who do not meet the standards described in the sections related to Satisfactory Academic Progress or attendance requirements, leave of absence, conduct, and/or financial obligations included within this catalog are subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the school

NOTICE OF STUDENT RIGHTS (Example)

DEHART TECHNICAL SCHOOL
311 Bitritto Way
Modesto, CA 95356
(209) 523-4578

YOU MAY CANCEL YOUR EDUCATIONAL CONTRACT WITH THE INSTITUTE WITHOUT ANY PENALTY OR OBLIGATION UP TO THE SEVENTH CALENDAR DAY FOLLOWING YOUR FIRST CLASS SESSION AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM THAT WILL BE GIVEN TO YOU AT OR PRIOR TO THE FIRST CLASS YOU ATTEND.

READ THE NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF YOUR CANCELLATION RIGHTS AND RESPONSIBILITIES. IF YOU HAVE LOST YOUR NOTICE OF CANCELLATION FORM, ASK THE INSTITUTE FOR A DUPLICATE COPY.

AFTER THE CANCELLATION PERIOD YOU HAVE THE RIGHT TO WITHDRAW FROM THE INSTITUTE AT ANY TIME AND RECEIVE A REFUND FOR THE PART OF THE COURSE NOT TAKEN. YOUR REFUND RIGHTS ARE DESCRIBED IN THE CONTRACT WITH THE INSTITUTE. IF YOU HAVE LOST YOUR COPY OF THE CONTRACT, ASK THE INSTITUTE FOR A COPY OF THE REFUND POLICY.

IF THE INSTITUTE CLOSSES BEFORE YOU GRADUATE, YOU MAY BE ENTITLED TO A REFUND. CONTACT THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION AT THE ADDRESS AND TELEPHONE NUMBER PRINTED BELOW.

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU ARE UNABLE TO SATISFACTORILY RESOLVE WITH THE INSTITUTE, CALL OR WRITE TO:

Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppve.ca.gov, 888-370-7589

Student's Signature

Date Received

School Official

STUDENT COMPLAINT POLICY

Students seeking to resolve problems or complaints should first contact the appropriate instructor. In the event that the complaint is not resolved, the student is encouraged to contact the Director of Student Services and if necessary, the School Director.

COMPLAINT/GRIEVANCE PROCEDURES

DEHART TECHNICAL SCHOOL maintains an open-door policy. If a student has a concern of any kind it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the School Director. Within 10 business days of receiving the concern, the Director will provide the student with a response.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [ww.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888-370 -7589 or by fax 916-263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppve.ca.gov

NOTICE TO STUDENTS: COMPLAINT PROCEDURE

This institution, DEHART TECHNICAL SCHOOL is approved by the Bureau for Private Postsecondary Education (BPPE) as meeting and maintaining certain standards of quality. It is the mutual goal of the BPPE and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. (See Above) However, in the event that a student has exercised the channels available within the

institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) has (have) not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the BPPE office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the BPPE;
 - e. The name and mailing address of the complainant; if the complaint specifically requests that anonymity be maintained, the BPPE will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the BPPE (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. **SEND TO:** BPPE
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppeve.ca.gov

RETENTION OF STUDENTS FILES

Students file are retained on site for 5 year following a student's date of program completion.

ACADEMIC FREEDOM POLICY

DEHART TECHNICAL SCHOOL exists to transmit knowledge, to contribute to the development of students, and to advance the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Faculty members of DEHART TECHNICAL SCHOOL recognize the special responsibilities placed upon them. They devote their energies to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of ideas or criticism, they show due respect for the opinion of others. The faculty of DEHART TECHNICAL SCHOOL above all, seeks to be effective teachers. Although they observe the regulations of the school and design their lectures, labs, and other class presentations to conform to approved course outlines, they are given flexibility in presenting the subject matter

of their courses in a manner that will challenge and maintain the interest of their students. In the spirit of academic freedom the faculty always maintains the right, without fear of retribution or reprisal, to question and to seek changes to improve the quality of education.

DISMISSAL POLICY

Students may be dismissed from the School at the discretion of the School Director for any breach of normal behavior that constitutes a hazard to students, faculty or property. All students are encouraged to refer to the enrollment agreement for a more detailed explanation. Students who are unable to demonstrate evidence of satisfactory academic progress as defined in the scholastic regulations may be dismissed from the School.

STUDENT SAFETY COMPLIANCE -- SENATE BILL 198

The School, the instructional faculty and the equipment it utilizes comply with all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

PRIVACY OF EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Students may access their academic file at DeHart Technical School by scheduling an appointment, Monday through Friday from 9am to 5pm. Records are maintained on campus for five years. Academic transcripts are maintained for 50 years. Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal

- The final grades or evaluations given to the student
- Credit for courses earned at other institutions and accepted at DeHart Technical School
- Credit for courses tested out
- Certificates awarded the student

STUDENT ACCESS TO RECORDS

Students have access to their student records upon request to the School Administrator. Student records are released only to authorized school staff, referring agencies and vocational counselors upon request, and to other individuals, agencies and employers authorized in writing by the student.

STUDENT RECORDS RETENTION

Students are informed that state law requires DEHART TECHNICAL SCHOOL to maintain all student and school records for a period of five years.

GRADUATION REQUIREMENTS

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 80% of classroom instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the maximum program completion time, which should not exceed 1 1/2 times the normal time frame. DEHART TECHNICAL SCHOOL defines the normal time frame as the length of time it would take a student to complete the total program according to the Enrollment Agreement. For example, a program that is scheduled for 100 hours in length must be completed in 150 hours. Time spent on an approved leave of absence is not counted against the maximum program completion time.

CURRICULUM ADJUSTMENTS

DeHart Technical School reserves the right to adjust program length, content & order given within total hours offered to achieve maximum training results.

SCHOOL CALENDAR

Building Maintenance Courses 2 & 3 start every month year round. Building Maintenance Course 1 starts at various times during the school's academic year. Please contact the school for specific start dates.

Scheduled Breaks and Holidays January 2014 – December 2014

New Year's Day	Wed, January 1 st 2014
President's Day	Mon, February 17 th 2014
Teacher In-Service	Mon, March 31 st , Tues, April 1 st 2014
Good Friday	Fri, April 18 th 2014
Memorial Day	Mon, May 26 th 2014
Independence Day	Thurs, July 4 th 2014
Teacher In-Service	Thurs, July 17 th , Fri, July 18 th 2014
Labor Day	Mon, September 1 st 2014
Veteran's Day	Tues, November 11 th 2014
Thanksgiving Day	Thurs, November 27 th 2014 - Fri, November 28 th 2014
Winter Break	Mon, December 15 th 2014 thru Wed, December 31 st 2014

COPYRIGHT POLICY

It is the policy of DEHART TECHNICAL SCHOOL to respect the copyright protections given by federal law to owners of digital materials and software. DEHART TECHNICAL SCHOOL will abide by all license and contractual agreements in the provision of resources and services to DEHART TECHNICAL SCHOOL, LLC dba DEHART TECHNICAL SCHOOL. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The school regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to loss or restriction of privileges and disciplinary action up to and including withdrawal for students from the program.

VIOLATIONS AND PROHIBITIONS:

It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright protected materials or software except as permitted under copyright law or specific license.

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on DEHART TECHNICAL SCHOOL computing equipment, except as expressly permitted by the software license
- Users may not use unauthorized copies of software on DEHART TECHNICAL SCHOOL owned computers or on personal computers housed in the school's facilities.

- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on a DEHART TECHNICAL SCHOOL owned web site.

Additionally, faculty, staff, administrators and students must:

1. Fully read, understand, and abide by all terms of software license agreements.
2. Where applicable, remove any copyrighted material downloaded from the Web after the evaluation period has expired.
3. Not accept unlicensed software from any third party.
4. Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

ENFORCEMENT:

DEHART TECHNICAL SCHOOL reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the school. DEHART TECHNICAL SCHOOL may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

PROGRAM MODULE ROTATION

New program modules begin every (80) hours. For instance; you may not begin your program with Module 101. Depending on your enrollment date you could start in virtually any module then rotate through the entire sequence until all modules have been completed.

ADMINISTRATOR AND FACULTY QUALIFICATIONS

School Director

Jeff Painter is School Director at DEHART TECHNICAL SCHOOL. Mr. Painter is a 37-year veteran of the HVAC/R - Facilities Maintenance industry. Mr. Painter has worked for a number of years training apprentices in all aspects of the HVAC/R - Facilities Maintenance and Sheet Metal installers' trade. This experience gives him a unique perspective and understanding of how all facets of the industry fit together.

Mr. Painter is actively involved in professional trade organizations, and is past president of the Delta chapter of the Refrigeration Service Engineer's Society. He has worked in the vocational training arena as an Instructor, Placement Coordinator, Job Developer Admissions Director and Associate Director. By being involved in these critical areas of vocational training, Mr. Painter has become adept in writing and teaching curriculum, job search skills training and resume preparation. He is the author of federally recognized US/EPA Refrigeration Usage and Recovery Certification materials and has given numerous seminars on this subject throughout the area. Mr. Painter is constantly involved in writing and conducting seminars pertaining to various areas of the refrigeration industry for companies interested in expanding their employees' knowledge in this area. This has helped to establish credibility with potential employers in the HVAC/R - Facilities Maintenance industry and create an image of respect and professionalism with the Workforce Investment community as well as other referring agencies. Mr. Painter is actively involved in a number of professional organizations, and currently serves on the Board of Directors of the California Association of Private Postsecondary Schools (CAPPS).

Mr. Painter is a nationally registered "Master Trainer" through the National Center for Construction Education and Research (NCCER), a member of the Yosemite Chapter of the Refrigeration Service Engineers Society (RSES) and constantly works at earning C.E.U.s within the HVAC/R - Facilities Maintenance industry.

Instructor's Qualifications

Tim Metcalf, CMS, Instructor **Programs Taught:** HVAC Course 1
HVAC/Facilities Maintenance Course 2
HVAC/R Facilities Maintenance Course 3
Advanced Training Module

Tim Metcalf, CMS is a seasoned instructor with over 20 years of teaching experience. Writing new and updating current curriculum to industry standards is a welcome challenge to Mr. Metcalf and DEHART TECHNICAL SCHOOL is fortunate to be able to utilize his knowledge to constantly maintain a quality training program for a more diversified group of students. Tim Metcalf shares his infectious curiosity and passion for the industry with the students using a "down to earth" way of teaching subject matter that is designed to be "learning friendly".

"Hands-on" training is a priority at DEHART TECHNICAL SCHOOL and Mr. Metcalf excels in finding new and innovative ways to incorporate the latest technology and equipment into the program.

Tim Metcalf holds the designation of "CMS" or "Certificate Member Specialist". This is a designation earned through the Refrigeration Service Engineers' Society (RSES), an organization dedicated to continuing education in the HVAC/R - Facilities Maintenance industry. Tim currently serves as Vice President for the local chapter, is NATE certified and is a nationally registered "Craft Instructor" through the National Center for Construction Education and Research (NCCER).

Val Popovic, Instructor

Programs Taught: HVAC Course 1

HVAC/Facilities Maintenance Course 2

HVAC/R Facilities Maintenance Course 3

Advanced Training Module

Val Popovic brings 15 years experience in the HVAC/R - Facilities Maintenance field to DEHART TECHNICAL SCHOOL.

Mr. Popovic is NATE certified, a nationally registered "Craft Instructor" through the National Center for Construction Education and Research (NCCER), and well trained in all aspects of Building Maintenance, residential & commercial electrical, service plumbing, heating, air conditioning and refrigeration. His field experience in multiple disciplines as well as training new hires makes him a natural fit for DeHart Technical School. Mr. Popovic's practical teaching style incorporates his abilities to make the technical aspects of training more understandable and enjoyable by use of a variety of demonstrations, visual aids and extensive "hands-on" student participation.

OVERVIEW OF COURSE CURRICULUM

DEHART TECHNICAL SCHOOL

COURSE:

HVAC Course 1 - 480 Hours (24 Weeks)

Pre-requisites: None

DESCRIPTION: This program is designed to prepare students for entry level positions in the HVAC industry focusing primarily on Heating and Air Conditioning. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, plumbing (water heaters), solar panel installation and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

During their training, students will receive instruction to prepare for their US/EPA, & R410A Certification Test, and job search training throughout the entire course.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 384 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

101 Electrical and Solar Applications

- Safety, Tools
- Basic Electricity
- Photovoltaics

102 Refrigeration Practices, Brazing, EPA, and 410A

- Basic Refrigeration
- Refrigerant Management
- EPA

103 Wiring Diagrams and Troubleshooting

- Electrical Review and Controls
- Motors
- Troubleshooting Motors and Wiring Diagrams
- Pictorial and Schematic Wiring Diagrams

104 Advanced Climate Control Systems

- NCCER Soft Skills & Residential Energy Audits
- Refrigeration as Applied to Heat Pumps & Typical Operating Conditions
- Heat Pump Controls, Wiring & Defrost Systems
- System Performance, Troubleshooting & Geothermal Heat Pumps

105 Gas & Electric Heating

- Electric Heat
- Gas Heat
- Hydronics

106 Basic Air Quality, Air Distribution & Balance

- NCCER - Construction Math
- Heat Transfer and Psychometrics
- Air Quality, Air Distribution & Balance
- Air Distribution, Balance & Duct Work

(DeHart Technical School *does not offer* ESL instruction at this time)

CLOCK HOURS OF INSTRUCTION

CLASSROOM LECTURE

Module 101

40.0 hrs.

Module 102

40.0 hrs.

Module 103

40.0 hrs.

Module 104

40.0 hrs.

Module 105

40.0 hrs.

Module 106

40.0 hrs.

LECTURE: 240 hrs.

LAB

40.0 hrs.

40.0 hrs.

40.0 hrs.

40.0 hrs.

40.0 hrs.

40.0 hrs.

LAB: 240 hrs.

TOTAL HOURS: 480

OVERVIEW OF COURSE CURRICULUM

DEHART TECHNICAL SCHOOL

COURSE:

HVAC/Facilities Maintenance Course 2 - 720 Hours (36 Weeks)

Pre-requisites: None

DESCRIPTION: This program is designed to prepare students for entry level positions in the HVAC/Facilities Maintenance industry focusing primarily on Heating and Air Conditioning with additional emphasis on service plumbing and electrical building maintenance. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, air quality & distribution, water heaters, solar panel installation, maintenance electrical, maintenance plumbing, basic commercial refrigeration and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

During their training, students will receive instruction to prepare for their US/EPA, R410A & NATE Certification Test, and job search training throughout the entire course. Class times for module 109 (NATE) are Mon. thru Fri. 12:30 pm - 4:30 pm.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 576 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

101 Electrical and Solar Applications

- Safety, Tools
- Basic Electricity
- Photovoltaics

102 Refrigeration Practices, Brazing, EPA, and 410A

- Basic Refrigeration
- Refrigerant Management
- EPA

103 Wiring Diagrams and Troubleshooting

- Electrical Review and Controls
- Motors
- Troubleshooting Motors and Wiring Diagrams
- Pictorial and Schematic Wiring Diagrams

104 Advanced Climate Control Systems

NCCER Soft Skills & Residential Energy Audits
Refrigeration as Applied to Heat Pumps & Typical Operating Conditions
Heat Pump Controls, Wiring & Defrost Systems
System Performance, Troubleshooting & Geothermal Heat Pumps

105 Gas & Electric Heating

Electric Heat
Gas Heat
Hydronics

106 Basic Air Quality, Air Distribution & Balance

NCCER - Construction Math
Heat Transfer and Psychometrics
Air Quality, Air Distribution & Balance
Air Distribution, Balance & Duct Work

107 Residential & Light Commercial Electrical

Orientation to the Electrical Trade
Electrical Theory & National Electrical Code
Conduit, Conductors & Cables
Construction Drawings, Services & Test Equipment

108 Residential & Light Commercial Plumbing

Building Plumbing
Copper Piping
Plumbing Fixtures
Plastic & Cast Iron Plumbing

109 NATE REVIEW

Review of Core (part 1)
Review of Core (part 2) & Testing
Review of Air Conditioning Specialty (part 1)
Review of Air Conditioning Specialty (part 2) & Testing

(DeHart Technical School *does not offer* ESL instruction at this time)

CLOCK HOURS OF INSTRUCTION

CLASSROOM LECTURE

LAB

Module 101

40.0 hrs.

40.0 hrs.

Module 102

40.0 hrs.

40.0 hrs.

Module 103

40.0 hrs.

40.0 hrs.

Module 104

40.0 hrs.

40.0 hrs.

Module 105

40.0 hrs.

40.0 hrs.

Module 106

40.0 hrs.

40.0 hrs.

Module 107

40.0 hrs.

40.0 hrs.

Module 108

40.0 hrs.

40.0 hrs.

Module 109

8.0 hrs.

72.0 hrs.

LECTURE: 328 hrs.

LAB: 392 hrs.

TOTAL HOURS: 720

OVERVIEW OF COURSE CURRICULUM

DEHART TECHNICAL SCHOOL

COURSE:

HVAC/R Facilities Maintenance Course 3 - 848 Hours (44 Weeks)

Pre-requisites: None

DESCRIPTION: This program is designed to prepare students for entry level positions in the HVAC/R Facilities Maintenance industry focusing primarily on Heating and Air Conditioning with additional emphasis on service plumbing, electrical building maintenance and commercial refrigeration. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, air quality & distribution, water heaters, solar panel installation, maintenance electrical, maintenance plumbing, solar panel installation, basic commercial refrigeration, advanced commercial refrigeration, ice machines, reach-in coolers, reach-in/walk-in freezers and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

During their training, students will receive instruction to prepare for their US/EPA, R410A & NATE Certification Test, and job search training throughout the entire course. Class times for module 109 (NATE) are Mon. thru Fri. 12:30 pm - 4:30 pm. Class times for modules 201 through 202 are held Mon. thru Thurs. 12:30 pm - 4:30 pm for a period of 8 weeks.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 678 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

101 Electrical and Solar Applications

- Safety, Tools
- Basic Electricity
- Photovoltaics

102 Refrigeration Practices, Brazing, EPA, and 410A

- Basic Refrigeration
- Refrigerant Management
- EPA

103 Wiring Diagrams and Troubleshooting

- Electrical Review and Controls

Motors
Troubleshooting Motors and Wiring Diagrams
Pictorial and Schematic Wiring Diagrams

104 Advanced Climate Control Systems

NCCER Soft Skills & Residential Energy Audits
Refrigeration as Applied to Heat Pumps & Typical Operating Conditions
Heat Pump Controls, Wiring & Defrost Systems
System Performance, Troubleshooting & Geothermal Heat Pumps

105 Gas & Electric Heating

Electric Heat
Gas Heat
Hydronics

106 Basic Air Quality, Air Distribution & Balance

NCCER - Construction Math
Heat Transfer and Psychometrics
Air Quality, Air Distribution & Balance
Air Distribution, Balance & Duct Work

107 Residential & Light Commercial Electrical

Orientation to the Electrical Trade
Electrical Theory & National Electrical Code
Conduit, Conductors & Cables
Construction Drawings, Services & Test Equipment

108 Residential & Light Commercial Plumbing

Building Plumbing
Copper Piping
Plumbing Fixtures
Plastic & Cast Iron Plumbing

109 NATE REVIEW

Review of Core (part 1)
Review of Core (part 2) & Testing
Review of Air Conditioning Specialty (part 1)
Review of Air Conditioning Specialty (part 2) & Testing

201 Low/Medium Temperature Systems

Review of Basic Refrigeration
Main Components of Commercial Systems
Special Refrigeration System Components
Application and Evaluation of Refrigeration Systems

202 Advanced Refrigeration and Ice Machines

Advanced Refrigeration and Chillers
Basic Ice Machine Components
Ice Machine Sequence of Operation and Ice Production
Ice Machine Cleaning, Sanitizing and Troubleshooting

(DeHart Technical School *does not offer* ESL instruction at this time)

CLOCK HOURS OF INSTRUCTION

CLASSROOM LECTURE	LAB
Module 101 40.0 hrs.	40.0 hrs.
Module 102 40.0 hrs.	40.0 hrs.
Module 103 40.0 hrs.	40.0 hrs.
Module 104 40.0 hrs.	40.0 hrs.
Module 105 40.0 hrs.	40.0 hrs.
Module 106 40.0 hrs.	40.0 hrs.
Module 107 40.0 hrs.	40.0 hrs.
Module 108 40.0 hrs.	40.0 hrs.
Module 109 8.0 hrs.	72.0 hrs.
Module 201 32.0 hrs.	32.0 hrs.
Module 202 32.0 hrs.	32.0 hrs.
LECTURE: 392 hrs.	LAB: 456 hrs.

TOTAL HOURS: 848

OVERVIEW OF COURSE CURRICULUM

DEHART TECHNICAL SCHOOL

COURSE:

Advanced Training Module 201 & 202

128 Hours (8 weeks)

Pre-Requisite: Completion of Building Maintenance Course 1 or 2

DESCRIPTION: Course curriculum will cover operation and troubleshooting of advanced refrigeration; ice machines reach-in coolers & reach-in/walk-in freezers.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

Classes are held Mon. thru Thurs. 12:30 pm - 4:30 pm

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 102 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

201 Low/Medium Temperature Systems

- Review of Basic Refrigeration
- Main Components of Commercial Systems
- Special Refrigeration System Components
- Application and Evaluation of Refrigeration Systems

202 Advanced Refrigeration and Ice Machines

- Advanced Refrigeration and Chillers
- Basic Ice Machine Components
- Ice Machine Sequence of Operation and Ice Production
- Ice Machine Cleaning, Sanitizing and Troubleshooting

(DeHart Technical School **does not offer** ESL instruction at this time)

CLOCK HOURS OF INSTRUCTION

CLASSROOM LECTURE

LAB

Module 201

32.0 hrs.

32.0 hrs.

Module 202

32.0 hrs.

32.0 hrs.

LECTURE: 64 hrs.

LAB: 64 hrs.

TOTAL HOURS: 128

CERTIFICATIONS:

CERTIFICATE OF COMPLETION



Upon satisfactory completion of the course of study, the student will receive a Certificate of Completion as authorized by the Bureau for Private Postsecondary Education.

NATE CERTIFICATION



Upon completion of the course of study & satisfactory completion of the final exam, students will be given one (1) opportunity to test for their NATE Certification (Building Maintenance Courses 2 & 3 only). Passage of this examination is not guaranteed.

US/EPA CERTIFICATION



During their training students will prepare for and receive testing for US/EPA Refrigerant Usage & Recovery. This certification is required for employment.

R410A CERTIFICATION



During their training students will prepare for and receive testing for R410A Refrigerant Usage & Recovery.

Financial Information Course Cost

HVAC Course 1

LENGTH:	24 WEEKS
TUITION:	\$4,550.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES	
UNIFORMS & TESTING FEES:	<u>\$585.00</u>
TOTAL PROGRAM COST:	\$5,335.00

HVAC/Facilities Maintenance Course 2

LENGTH:	36 WEEKS
TUITION:	\$7,550.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES	
UNIFORMS & TESTING FEES:	<u>\$885.00</u>
TOTAL PROGRAM COST:	\$8,635.00

HVAC/R Facilities Maintenance Course 3

LENGTH:	44 WEEKS
TUITION:	\$8,905.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES	
UNIFORMS & TESTING FEES:	<u>\$885.00</u>
TOTAL PROGRAM COST:	\$9,990.00

Advanced Training Module 201 & 202*

LENGTH:	8 WEEKS
TUITION:	\$1,355.00
REGISTRATION FEES:	N/A
BOOKS, TOOLS, SUPPLIES	
UNIFORMS & TESTING FEES:	<u>N/A</u>
TOTAL PROGRAM COST:	\$1,355.00

INTERNATIONAL STUDENTS

DeHart Technical School does not admit students from other countries nor does the school provide visa services. DeHart Technical School will not vouch for student status or any associated charges.