North American Training Center

CATALOG

JANUARY 1, 2025 TO DECEMBER 31, 2025

***NEXT START DATE:*_____**

2025 West Park Avenue Suite #1
Redlands, California 92373
(909) 307-5770
www.hvacnatc.com

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THE CENTER

The North American Training Center, a privately supported center for technology training, helps individuals develop knowledge and skills to engage the most challenging problems in the air conditioning, refrigeration, and electrical services industries. The Center provides education and training to motivate outstanding students, helping them become leaders and creative members in the local, national, and international community.

Center programs in technology and business enterprise help fill the critical need for educated and trained service technicians and HVAC/R industry leaders. Students develop ethical rules of conduct, valuable customer service skills, and superior technical knowledge and skills.

The Center was incorporated in November 1985 to provide occupational training in the air conditioning and refrigeration service industry. The Center is an excellent resource for skilled industry training and education in the services of air conditioning, refrigeration, and electricity for the Inland Empire. The Center is located in Redlands, California and is accessible by freeway to all parts of Southern California.

In January 2024, the Center was purchased by Rush Academy. The following individuals are executive officers of the Corporation and hold offices set forth:

- Micheal Rhoton, President
- Francisca Rhoton, Vice President

Faculty
Micheal Rhoton has over twelve years of experience in HVAC/R. Micheal completed the sheet metal apprenticeship program and is a graduate of the HVAC/R program offered at North American Training Center. Micheal has an active Contractors License issued by the California Contractors State Licensing Bureau (CSLB) and he has successfully run his private contractor company for over a decade.

Donald Perry worked in construction for several years and this work experience included working with electrical components. Donald is a graduate of the HVAC/R program offered at North American Training Center. His continuing education includes safety training for the HVAC industry. Donald's experience as an operations Manager for a successful HVAC/R contracting company gives him a unique perspective and makes him a valuable member of the NATC team.

APPROVAL TO OPERATE

This institution is a private proprietary institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

ACCREDITATION

The following certificate program offered is programmatically accredited by the national organization HVAC Excellence*:

- Air Conditioning, Refrigeration, Electricity, and Control Technology

**HVAC Excellence is a programmatic accreditation that is not recognized by the U.S. Department of Education.*

MISSION

Provide vocational education and training in technologies built upon the knowledge of electricity and thermodynamics and their application to construction, installation and maintenance industries, and the technical management of activities using business and leadership skills to provide quality performance. Providing quality instruction that will guide individuals (staff and students) to a commitment to superior achievement and recognition that they are a vital part - valued citizen - in their community.

PHILOSOPHY

The philosophy of North American Training Center is built upon the mission of the Center. The philosophy is one of a dynamic system of beliefs and concepts, which are continually being defined and redefined in the light of social, economic, and technological changes in our society. The philosophy of the Center is viewed in this perspective.

The staff of the Center believes that students take into the community a commitment to individual achievement and recognition that the community is a vital part of the student's future. We believe each student must be challenged to prepare for a better tomorrow. Each student is looked upon as

a valued citizen in the community. It is, therefore, the Center's belief that enrolled students must accept responsibility for developing their own individual abilities.

The training programs are a plan of education that realistically meets the occupational demands of the Center's market area. The programs are orientated toward a cluster of related occupations, preparing students with marketable skills by the time of graduation. The programs help prepare students for technical service jobs, also helping lead some students into programs of advanced vocational and technical education and business enterprise.

PROGRAM OBJECTIVES

Develop a recognizable quality to think creatively, solve problems, make decisions, and communicate effectively in critical technologies. Develop effective communications skills when interacting in situations where industry knowledge and applied technology skills are necessary to reach quality performance objectives.

Achieving these Objectives

To facilitate student achievement of the above objectives, instructors are encouraged to:

- Develop strategies and tasks to increase understanding and critical thinking related to important technical and economic issues.
- Provide activities improving students' ability to research and evaluate complex ideas.
- Apply a critical thinking methodology in studies and performance activities.
- Combine communications activities with technical education and training.
- Develop individual ability to address specific audiences – particularly non-technical audiences – on topics related to technical craft service.
- Develop students' ability to analyze their audience and to learn to consider differences among audiences and cultures as they apply to the most effective communications and technical processes strategies.
- Devote a significant portion to business ethics, exploring real-world ethical dilemmas for business and technical service.
- Realizing time is needed to develop these abilities, provide a reasonable, but challenging, knowledge and skill workout process.

EDUCATIONAL PROCESS

The Center's educational process comprises classroom instruction and related laboratory experiences with repeated practice by each student. Emphasis is placed on students developing behavior and vocational skills in preparation for employment where the skills of basic education, self-management, and technology are required. The administration and staff believe our purpose involves developing the entire individual as well as teaching a salable skill.

The staff believes a truly outstanding education demands an unwavering commitment to not only meet but anticipate student needs, to not only work hard in preparing to reach the goal of superior education but to succeed where others may be satisfied with less.

CAMPUS

The Center is located off the Interstate 10 freeway and California Street exit in Redlands. The Center occupies a 4,650 square foot facility that includes classrooms, equipment laboratory, and administrative offices. Plenty of free off street parking is available.

The Center is located at 2025 West Park Avenue Suite #1 Redlands, California 92373. The phone number for the Center is (909) 307-5770. All administrative services and training are conducted at this address. All class sessions are held at 2025 West Park Avenue, Suite 1, in Redlands, CA.

Equipment

The Center has industry equipment available for instruction and performance activity, including refrigeration display cases, packaged heating and cooling units, heat pumps, as well as electrical construction/activity boards, control devices, and power equipment and parts; tools and instruments for servicing and maintenance of electrical equipment and parts, refrigeration and air conditioning equipment and parts, and other trade tools and instruments necessary for service and maintenance. Also available in the Center's Library are industry audio-visual materials, design and maintenance manuals, workbooks, curriculum guides, and software.

ADMISSIONS

General Information

The Center requires all applications for admission to be made at the Center's Admissions Office. Admissions Office hours are 8 a.m. to 2 p.m., Monday through Thursday, and evenings by appointment. Individuals who wish to register for Certification Examinations only may reserve an examination space by calling the Center at (909) 307-5770. Registration must be completed on campus prior to beginning the examination.

Applicant Requirements, Policies, and Procedures

To be admitted, a student must be a high school graduate or equivalent or possess the "Ability to Benefit" from the training and receiving a favorable interview/evaluation through the Center's admissions process.

Prospective students are required to provide evidence of successful completion of high school graduation, equivalency, or demonstrate the "Ability to Benefit" through a third-party testing procedure. This exam is the Wonderlic Basic Skills Test Quantitative (QS-A). Passing Score is 70% or better. The Center advises prospective students that they must supply complete and accurate information on all admission materials and provide documentation requested. Failure to complete accurate application documents may result in denial of admissions or termination from the program.

Nondiscrimination

The Center is open to all applicants without discrimination on the basis of sex, race, color, national origin, political belief (or affiliation), creed, religion or handicaps that would not preclude employment within their selected program area in admissions, advising, training, placement, employment or other activities. There are no mental or physical limitations on those students who desire to enter the training program. The Center is handicap accessible. However, some employment restrictions may exist. Those desiring information on the Center on-site job analysis should call Admissions at (909) 307-5770.

Enrollment
The Center enrolls students according to the class calendar. Start dates are set forth in the Center's class calendar and used to advise students of available enrollment dates. Maximum enrolled for each class start is 12. See back of catalog for current class calendar.

Readmission
Students who withdrew or were terminated due to academic or attendance suspension may request to be readmitted to the Center. Such students will be enrolled on a probationary status. Thereafter, the student must complete the probationary period with at least a "C" (2.0) cumulative grade average for that period indicated.

Students reentering will be charged at the current tuition rate as published in the current catalog. Amounts paid during their first period of enrollment will be credited to the account. Must reenter the program at the beginning of a module and not just be dropped into a class in the middle.

Credit for Prior Education or Training
A student who wishes to transfer credit(s) from another institution must submit verified copies of his/her transcript to the Admissions Office for review. Upon review of the transcript and competency testing, North American Training Center (NATC) may, at its discretion, accept credits for those courses which are equivalent to courses offered by NATC, up to a maximum of 15 semester credits. NATC does not provide credit for challenging examinations, achievement tests or experiential learning. The institution has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at North American Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Air Conditioning, Refrigeration, Electricity, and Control Technology is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 North American Training Center to determine if your credits or certificate will transfer.

Language of Instruction
North American Training Center does not offer visa services to prospective students from other countries or English language services. North American Training Center does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

CERTIFICATION EXAMINATIONS

Registration into Certification and Examination Reviews
The Center currently administers certification examinations for the ESCO Institute and HVAC Excellence. A major commitment of the Center is to provide examination review classes throughout the year for students, graduates, and industry tradesmen. Certification examinations and reviews currently administered by the Center are:

- ESCO Institute - EPA Section 608 Technician Certification Examination,
- HVAC Excellence - Offering a group of certification examinations including electricity, air conditioning, refrigeration, heat pumps, gas heating, and electric heating, and
- AC&R Safety Coalition
- Heats Pump Employment Ready
- Low GWP Refrigerant

Admissions into Certificate Examinations and Reviews
Admission into Certification Examinations is open to all applicants. When one or more review sessions are scheduled before the examination, registration may be completed at class start. When there is a charge for the review session, a receipt of payment from the Center Business Office must be presented to complete registration and enter class. Information on class fees, required personal identification information, and examination procedures will be given when reserving an examination date.

EPA Technician Certification Examination
Examinations are scheduled at the Center for the EPA Section 608 Technician Certification Examination. Examinations are offered throughout the year. All students registered in a Center program requiring the service and maintenance of operating equipment using refrigerant may participate in examination reviews and are scheduled for this examination as they near the completion of their study for the Certificate of Applied Technology.

HVAC Excellence Examinations
HVAC Excellence examinations are offered throughout the year at the Center. Examination review studies, with practice examinations, are scheduled during class time each month to prepare enrolled students for the examination.

AC&R Safety Coalition
Certification for equipment service technicians in the proper safety, handling, and application of R410A refrigerant. This examination certifies a technician's skill and knowledge in the transition

to environmentally safer refrigerants and oils while keeping the public and technician out of harm's way.

HEAT PUMPS EMPLOYMENT READY EXAMINATION
To validate HVACR professionals are properly trained in the installation and service of heat pump systems.

LOW GWP REFRIGERANT EXAMINATION
HVACR professionals need to know the codes and standards for safe handling, storage, and transportation of these mildly flammable refrigerants (A2L).

TUITION AND FEES

Students enrolling in a program at the Center are charged tuition and fees for textbooks, scheduled instruction hours and examinations. When enrolling students enter a program of study leading to the Certificate of Applied Technology, they must arrange to pay through the Center's Business Office. Examination fees may be paid at the time of the examination.

Program	**Student Tuition Recovery Fund Non-Refundable	Application fee (Non-Refundable)	Program Tuition Textbooks, Examination and uniforms	Tool Kit (optional)	*Total (including Tool Kit)
Air Conditioning, Refrigeration, Electricity, and Control Technology (624 hours)	$0	$250.00	$15,150.00	$1,250.00	$16,650.00

* Estimated charges for the period of attendance and the entire program.
**$0 for every $1,000 rounded to the nearest $1,000.

Additional Fees, if applicable:
Individual and Re-examination Fees:

- EPA Technician Certification Examination, $125.00
- AC&R Safety Coalition R-410A Examination, $125.00
- HVAC Excellence Competency Examination1 $125.00
- Electrical HVAC Excellence Competency Examinations $125.00
- Heats Pump Employment Ready Examination, $125.00
- Low GWP Refrigerant Examination, $125.00

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Tuition Payment Policy
The school does not provide or arrange tuition loans. However, students may choose to pay tuition through an approved monthly payment plan. Monthly payment plans are not subject to interest, which will be disclosed before enrollment.

Federal Financial Aid Programs
This institution does not participate in the federal or state financial aid programs. North American Training Center is not accredited by an agency recognized by the United States Department of Education (USDE) as an institutional accreditor and students are not eligible for federal financial aid programs offered through the USDE Title IV program.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120-days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120-days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

PROCEDURES AND REGULATIONS

Classroom Laboratory Procedures

Through study and laboratory experiences, students are introduced to a set of experiences they are expected to find as they progress from school to their first day on the job. These experiences place each student in situations where they are expected to know:

- How each piece of equipment works when operating properly,
- How to check the equipment or part to determine if it is operating properly,
- How to return any malfunctioning equipment to its proper working order.
- How to get the systems to perform as they were designed.

Each new principle is introduced through classroom participation and exercises. Early in each module each student is introduced to those principles required to master the program material. Students gain hands on experience with the principle through the completion, during laboratory periods, of exercises that require student use of problem solving, data gathering, and decision-making techniques. Each student must set up a problem-solving method and determine how, and what, information to gather to support a solution to the stated problem.

Grading System

Student progress is evaluated throughout each unit of instruction. A final grade in each unit is based upon attendance and classroom participation, home study assignments, laboratory activities, class quizzes, and a final examination. The final grade awarded at the completion of the unit of instruction is based on the following:

A = Outstanding skills. Displays outstanding potential.	4.0 Grade Points
B = Skilled. Displays ability to work independently.	3.0 Grade Points
C = Moderately skilled. Requires limited supervision.	2.0 Grade Points
D = Limited skills. Requires close supervision.	1.0 Grade Points
F = Very little understanding.	0.0 Grade Points

A final grade is awarded when each unit of instruction is completed. Should a student withdraw from the program during a unit of instruction, no final grade is awarded.

Final Examinations

Final examinations are required in each unit of instruction. All students must take the final examination at the scheduled time and place. Any exception in time or place must receive the written approval of the Center Director. To graduate from any program, students must satisfactorily complete the following examinations:

1. EPA Section 608 Technician Certification (Must achieve a minimum of Level II)
2. Universal R-410A Safety Training
3. HVAC Excellence – Electricity
4. HVAC Excellence - Air Conditioning
5. Heat Pump Employment Ready Examination
6. Low GWP Refrigerant Examination

North American Training Center does not have a single cumulative final test or examination required for the completion of any program.

Grade Point Average

The grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted.

Class Completion

Upon completion of each unit of instruction student grade records are closed. The student has one week after unit of instruction completion to submit any missing course work for grading.

Grade Report

Grade reports are issued after each unit of instruction is complete. An individual progress record is maintained by the Center for each student. All final grades reported by the instructor are included in the record and are available to the student upon request.

Satisfactory Progress
All students must meet the progress requirements of the section of the program in which they are enrolled.

Academic Appeal Process
If a student is terminated from the Center either for academic, conduct or attendance, the student has the right to appeal the termination. The appeal must be submitted in writing to the Center Director within ten days of the termination date. The Center will respond within 30 days.

Privacy Rights of Students
The Family Educational Rights and Privacy Act (FERPA) enables all students to review their academic records, including grades, attendance, and counseling records. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

A student has the right to examine his records during regular business hours. A student's record, therefore, is not released to any third party without the prior written approval of the student to release information from the record. A student's request to release information to interested third parties must be made in writing at the Center during regular business hours.

Knowledge of Rules and Regulations
It is the student's responsibility to understand all rules and regulations that the Center may make known through publications, memos, or by other means to the student body. The Center reserves the right to make changes in any area of the Center to include, but not limited to, curriculum, faculty, location, equipment, rules and regulations. Any change made is deemed to be in the best interest of the Center at large and only after careful consideration of the effect on the student body.

Graduating Student Survey
All graduating students are asked to complete a Graduating Student Survey. Students who have arranged tuition financing through the Center must schedule an exit interview with the Center's Administrative Office to review all tuition financing payments requirements.

Withdrawal Procedure
Any student wishing to withdraw from the Center should contact the Center's Administrative Office to schedule a meeting. These meetings are necessary to resolve all academic, financial, and other pertinent business the student may have with the Center. Withdrawing students who maintain current payments on their tuition-financing contract retain eligibility for Center Services.

Student Records
In accordance with State regulations, the Center has established a policy that it shall maintain records for each student, whether or not a student completes the training program, for a period of five years after the date of the student's graduation, withdrawal, or termination. Transcripts are currently maintained permanently. All student records may contain student contract reports, student progress reports, program contents records, and tuition and payment records. Student records are stored on campus and available for student review during normal business hours.

Satisfactory Progress
All students pursuing the Certificate of Applied Technology at the Center are required to maintain satisfactory academic progress toward the completion of their program of study. In order to be considered to be making satisfactory academic progress toward a certificate, a student must maintain a specified grade point average as well as progress through the program at a pace leading to completion within the specified time frame.

Satisfactory academic progress and graduation requirements are defined as meeting acceptable performance standards based upon predetermined objectives of the Center, which are as follows:

- Maintaining a cumulative grade average of "C" (2.0) or serving an academic probationary period.
- Maintaining a minimum attendance record of 90% of scheduled classes or serving an attendance probationary period.
- To graduate from the Air Conditioning and Refrigeration program, achieve:
  A. A cumulative grade average of "C" (2.0) or higher
  B. An attendance record of 90% or more of scheduled classes.
  C. Satisfactory completion of the examinations for:
    - EPA Section 608 Technician Certification
    - Universal R-410A Safety Training
    - HVAC Excellence – Electricity
    - HVAC Excellence - Air Conditioning
    - Heats Pump Employment Ready Examination
    - Low GWP Refrigerant Examination

Program Completion
Student academic progress is evaluated at the end of each unit of instruction. The maximum time frame for completion is one and one half the contracted length of the program of study. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from the Center will not be considered in calculating the attendance rate or maximum time frame.

Probation
To be considered making satisfactory progress toward the Certificate of Applied Technology the student must achieve a "C" (2.0) grade average and attendance of ninety percent (90%.) A student not achieving these standards after the completion of any unit of instruction will be placed on probation beginning the next unit of instruction. Thereafter any student not achieving a cumulative grade average of "C" (2.0) or better and ninety percent (90%) attendance by the end of two additional units of instruction will be withdrawn from the program.

Procedure to Remove Probation
To be removed from probationary status, a student must meet appropriate conditions described as follows:

- A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is "C" (2.0) or higher.

- A student on attendance probation shall be removed from probation when, through attendance in make-up study hours, the student attains an overall attendance in scheduled and make up hours of 90% or higher.

Dismissal
Students failing to maintain satisfactory academic and attendance progress may be dismissed under conditions as follows:

- Students on academic probation shall be subject to dismissal if they do not achieve an overall grade point average of "C" (2.0) or higher within two units of instruction from the time placed on academic probation.
- Students on attendance probation shall be subject to dismissal if they do not achieve an overall attendance of 90% or higher, by attending make-up hours, within two calendar months from being placed on attendance probation.

Attendance
All students pursuing the Certificate of Applied Technology are expected to attend every session of the program in which they are enrolled and scheduled for attendance. Failure to do so indicates a lack of dedication toward training. However, when the student must be absent from class, for any cause, the school must be informed. The Center Director must approve all requests for leave of absence (LOA).

Make-Up Hours
Students who, during class enrollment, do not participate in scheduled class quizzes or do not submit scheduled assignments when due will receive a zero grade on those missed quizzes and assignments. To receive credit, students are required to attend on-campus make-up hours to complete late assignments and make-up quizzes. Make-up hours are scheduled on campus only beyond normal class hours. All missed quizzes and late assignments submitted for grading will be accepted only after attendance in make-up study hours. Each missed quiz or assignment requires a make-up attendance of at least two hours for the missed activity. A student is considered in attendance only after signing the make-up hour's attendance record. Only those hours recorded in the make-up hour's record will be considered when determining overall attendance.

Late Assignments and Missed Examinations
Any student not submitting an assignment for grading as scheduled or missing a required competency examination will have graduation postponed until missing assignments are submitted for grading and the examination is successfully completed.

Tardiness
Students are expected to be on time for each class and remain in class for the scheduled time. Students may be dropped from the course or have their graduation delayed for excessive tardiness. Students are considered tardy when they arrive after class begins.

Absence
A student must be in attendance 90% of the time to be considered in satisfactory attendance progress. Students who do not maintain satisfactory attendance progress by the end of each unit of instruction will be placed on attendance probation. Any student absent for more than three days during each unit of instruction will be placed on attendance probation. Thereafter the student must achieve an overall attendance of 90% by the end of the succeeding two units of instruction or be dismissed from the program.

Excused Absence
A student may be excused from class under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Center Director. All other absences will be considered unexcused. It is the policy of the Center that cutting class will be considered an unexcused absence. Students with an unexcused absence will not be allowed to apply makeup study hours to attain perfect attendance.

Attendance Record
A student's attendance record comprises overall class attendance, make-up hours, enrolled Directed Study hours and hours completed for an excused or leave of absence. A student with an unexcused absence, however, will not attain a perfect attendance record.

Leave of Absence
The Center realizes extenuating circumstances may arise where it will not be advantageous to the student to maintain enrollment. In such instances a leave of absence may be granted. Only one leave of absence up to sixty days (two units of instruction) may be granted during a program. A student on probation at the time a leave of absence is granted will be returned to active status as a probationary student. A student must request a leave of absence in writing from the administrative office. A leave of absence indicates that the student sincerely intends to resume education at the Center. The student will be dropped from the active roll if the student does not re-enroll at the start of the scheduled returning academic period.

Standards of Conduct
Students enrolled at the Center assume an obligation to conduct themselves in a manner compatible with the Center's function as an educational institution. Students shall refrain from conduct that significantly interferes with the Center's teaching or administration, endanger the health or safety of the members of the Center's community, interferes with visitors to the campus or related activities. Misconduct on the part of students is just cause for disciplinary action, which may be exclusion from the Center's training programs.

Students enrolled in a Center program may be dismissed from the program and denied readmission when student conduct is judged, by the Center administration, as unacceptable.

Graduation Requirements

The Center requires a student maintain a grade average of "C" (2.0) or better to graduate from an Applied Technology section of a program. Students must attend a minimum of 90% of all classes, not to exceed a total completion time of one and one-half the total length of the program. A student, upon meeting both of these requirements and satisfactory completion of the required examinations, will be awarded the Center's Certificate of Applied Technology.

Honors at Graduation

The Center recognizes superior achievement by awarding those graduating students with outstanding attendance or academic record a certificate of outstanding achievement. A certificate is awarded when a student maintains 100% attendance or achieves a grade average of A (4.00) for the entire training program.

Alumni

A growing number of graduates are a vital and active catalyst in the growth of the Center. Alumni activities are arranged to keep graduates in contact with each other and assist the Center in representing itself to the community.

Certification Examinations

Certification is an examination process designed to evaluate competencies acquired through training and experience demonstrating a competency to a nationally recognized standard. The Center currently offers reviews and certification examinations to the HVAC Excellence examination standards, EPA Technician Certification and Refrigerant Safety Certification.

When successfully passing a certification examination, you:

- Measure up to a nationally recognized performance standard
- Prove your level of proficiency to employers
- Show customers at a glance that they are dealing with a professional
- Gain the competitive edge to market your skills.

Document Received Upon Graduation

Upon satisfactory completion of a Center program of study and examination, graduates will receive a certificate signifying successful completion of their program of study.

Graduates may seek entry level employment in the US Department of Labor Standard Occupational Classification code 49-9020 and 49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later, of the scheduled hours in your program through the last day of attendance. 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 60 percent

or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 2025 West Park Avenue, Suite 1, Redlands, CA 92373. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.
5. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the program is cancelled before instruction begins the school will refund the student any money he/she paid, less any deduction for equipment not returned, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

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 scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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 student's withdrawal may occur when the student provides a written notice of withdrawal to the Registrar/Students Services office at the following address: 2025 W Park Ave, suite 1, Redlands, Ca 92373.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- Failure to return from a leave of absence.

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. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of

the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

LIABILITY

The Center is not responsible for any loss of or damage to personal property, or for personal injury which may occur while on the school grounds or on field trips. Any personal property left on the premises for longer than 30 days will be considered abandoned and will be disposed of at the student's expense.

STUDENT SERVICES

Library

The Center Library collection includes technical, business, and general education volumes along with a number of periodicals. Additionally, audio-visual slides and videos are available. Because of the nature of the Center's instructional schedule and continued use of the materials, these volumes and audio-visual materials are restricted to on campus use only. The library is open during all scheduled instructional hours, Monday through Thursday 8:00 am to 2:00 pm.

Holidays

The Center observes the following holidays: New Year's Day, MLK Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the Friday immediately after Thanksgiving, Christmas, and the days between Christmas and New Year's Day. A holiday schedule is published and should be referred to for specific days the school is closed.

Lifetime Training

The Center offers the opportunity for continuous training. All students upon graduation are eligible for continuous tuition free recapture training. To continue eligibility in the program and to enroll in the Center's training programs at no additional cost, a student must maintain current payment on student loans and all other financial contracts entered into.

Career Services

North American Training Center will assist graduates in developing job search skills such as resume and cover letter development, interviewing skills and appropriate interview follow-up activities. North American Training Center cannot and does not guarantee employment or salary.

Housing

The Center does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com, there are both apartments and homes available to rent in Redlands, CA and the range is from $895 to $1,824.

Special Community and Study Activities

The Center is committed to various objectives as part of the community. The Center supports activities to foster student interaction for learning purposes. The primary objective of these groups is to serve the Center's instructional program by providing students with opportunities to interact

in informal study groups in the community. Under guidance of the instruction staff, the Center offers study activities to students and members of the community who would benefit from interactive study. Currently the Center offers community study activities for:

- Environmental Protection Agency (EPA) Technician Certification Examination.
- Student interview classes where, under approval of the Center Director, prospective students may attend class sessions to help determine their ability to successfully participate in the Center's program and earn the Certificate of Applied Technology.

Complaint Procedure

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the President, North American Training Center. Students seeking to resolve grievances will receive a response within three business days.

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.bppe.ca.gov

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.bppe.ca.gov/.

PROGRAMS

AIR CONDITIONING, REFRIGERATION, ELECTRICITY, AND CONTROL TECHNOLOGY (624 HOURS)

Focus is on electricity, thermodynamics, and control technology and their application to the environmental equipment associated services industries. Graduates gain a technical working knowledge of the trade fundamentals, learn safety practices used in these industries, and acquire working skills to service and maintain industry equipment. In this program students may demonstrate their competency by passing Center approved competency examinations in the program to earn the "National Honors Award" endorsement on the Certificate of Applied Technology.

Requirements for the Certificate

All students pursuing the Certificate of Applied Technology in Air Conditioning, Refrigeration, Electricity, and Control Technology must be enrolled for a minimum of 624 hours and successfully complete Center approved competency examinations to earn the certificate and National Honors Award.

Class	Units	Subject
ACR200	2.4	Electricity (96 Hours)
ACR250	2.4	Commercial and Industrial Buildings (96 hours)

ACR240	2.4	Heating, Gas, Hydronic, and Heat Pumps (96 Hours)
ACR260	2.4	Controls, Heating, Air Conditioning, & Refrigeration (96 Hours)
ACR220	2.4	Air Conditioning (96 Hours)
ACR230	2.4	Refrigeration (96 Hours)
ACR270	0.6	Technical Discovery (24 Hours)
ACR272	0.6	Technical Discovery (24 Hours)

COURSE DESCRIPTIONS

Air Conditioning, Refrigeration, Electricity, and Control Technology

Class	Units	Subject
ACR200	2.4	Electricity (96 hours) Fundamental theory and concepts of electricity. Construction and analysis of circuits. Electrical Circuits Laboratory.
ACR220	2.4	Air Conditioning (96 hours) Principles of air conditioning, air movement, and air control. Parts identification. System troubleshooting.
ACR230	2.4	Refrigeration (96 hours) Principles of refrigeration. Application to servicing and troubleshooting equipment.
ACR240	2.4	Heating; Gas, Hydronic, and Heat Pumps (96 hours) Fundamentals, theory, and concepts of heating. Servicing and troubleshooting.
ACR250	2.4	Commercial and Industrial Buildings (96 hours) Service and maintenance of commercial and industrial buildings. Understanding the critical thinking and human resources vital to the operation and maintenance of these buildings.
ACR260	2.4	Controls; Heating, Air Conditioning and Refrigeration (96 hours) Fundamentals of controls and control systems. Servicing and troubleshooting control systems.
ACR270	0.6	Technical Discovery, Day class plan (24 hours) Completion of assigned performance tasks. On-the-job problem solving skills.
ACR272	0.6	Technical Discovery, Day class plan (24 hours) Completion of assigned performance tasks. On-the-job problem solving skills.
ACR290	0.6	Electronic Technology (24 hours) Fundamentals of electricity as applied to electronic devices. Identification of electronic parts.
ACR295	0.6-2.4	Directed Study, Air Conditioning, Refrigeration, Electricity, and Control Technology program plan. May be repeated for credit.

CALIFORNIA CONTRACTOR LICENSE

The Center offers programs/courses in Heating, Ventilating, Air-Conditioning, and Refrigeration that prepare students/graduates for entry-level employment as an employee who is paid wages by a licensed contractor. **As an employee a student/graduate is <u>not</u> required to be licensed** to work in the State of California. The Center does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate. One must work for a Contractor or other legal entity long enough to qualify for Licensure. This is typically for a minimum of four years as a Journeyman prior to application.

Should a student/graduate wish to become a licensed contractor there are several requirements/items that may be required or considered, if applicable, based on years of experience in the field, having a "qualifying individual" attest to experience, an examination, business ownership, project fees, etc.

To obtain the details on a contractor's license please visit the following site:
Department of Consumer Affairs
Contractors State License Board

http://www.cslb.ca.gov/Applicants/ContractorsLicense/ExamApplication/BeforeApplyingForLicense.asp

License Exemption: An employee who is paid wages is exempt from having to obtain a State of California Contractor's license.

Are there any financial requirements to meet in order to qualify for a contractor's license?
Yes. All applicants for a new contractor's license, other than those applying for a joint venture license, must have more than $2,500 worth of operating capital. Operating capital is defined as your current assets minus your current liabilities.

Will a conviction for a criminal offense prevent a person from being licensed as a contractor or from serving as a qualifying individual?
The CSLB's applications and other forms include questions regarding criminal convictions. The CSLB may deny a license if the crime is substantially related to the duties, functions and qualifications of a contractor. Failure to disclose the requested information may, in and of itself, be grounds for denial of a license.

Even if a crime is found to be substantially related to the duties, functions and qualifications of a contractor, an individual may be licensed if he or she has demonstrated sufficient rehabilitation. See Rule 869 in Chapter 13 of the California Contractors License Law & Reference Book.

In 2005, the Legislature mandated that all applicants for licenses and home improvement salesperson registrations would be required to submit fingerprints with each application. All new applicants for licensure, including each officer, partner, owner and responsible managing employee; and all home improvement salespersons will have to submit fingerprints.

Fingerprints are not required for:
- Individuals who are currently licensed by the CSLB, as long as they do not apply for any changes to their licenses; and
- Applicants for joint venture licenses.

STATE OF CALIFORNIA

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.

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:
Address: 1747 North Market, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897

North American Training Center doesn't have a pending petition in bankruptcy, or isn't operating as a debtor in possession, hasn't filed a petition within the preceding five years, or doesn't have a petition filed in bankruptcy against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.).

Class Schedule for 2025

Day Schedule (24 weeks) Monday- Thursday 8:00 am – 2:30 pm
Break 10:00 am – 10:20 am

Start Date:	**Graduation Date:**
01-06-25	06-26-25
02-03-25	07-25-25
03-03-25	08-28-25
03-24-25	*****Spring Break*****
04-07-25	09-25-25
05-05-25	10-30-25
06-02-25	11-26-25
06-30-25	12-18-25
07-28-25	**Tech. Disc.**
08-04-25	01-29-26
09-02-25	02-26-26
09-29-25	03-26-26
10-27-25	**Tech. Disc.**
11-03-25	04-03-26
12-01-25	05-28-26
12-18-25	******* Winter Recess*******
01-05-26	06-27-25

Night Schedule (39 weeks) Monday- Thursday 6:00 pm – 10:00 pm

Start Date:	**Graduation Date:**
01-06-25	10-02-25
02-03-25	10-30-25
03-03-25	11-26-25
03-24-25	*******Spring Break*******
04-07-25	01-08-26
05-05-25	02-05-26
06-02-25	03-05-26
06-30-25	04-09-26
07-28-25	**Tech. Disc.**
08-04-25	05-14-26
09-02-25	06-11-26
09-29-25	07-09-26
10-27-25	**Tech. Disc.**
11-03-25	08-13-26
12-01-25	09-10-26
12-19-25	********Winter Break*******
01-06-26	10-08-26