



Specializing in HVAC and Electrical Programs
License #13349



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1773 N State Rd. 7, Ste 201
Lauderhill, Florida 33313
Tel: 786-992-8632

Licensed by the Commission for Independent Education, Florida
Department of Education. Additional information regarding this
institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400
Toll free (888) 224-6684

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A MESSAGE FROM THE PRESIDENT

Welcome to Apex Training Center Inc. (ATC) and thank you for giving us the opportunity to assist you in your desire to further your professional aspirations. Competent professionals in the fields of Heating, Air Conditioning, Ventilation Technology, and Electrical are an essential part of life in the South Florida community. We encourage you to take full advantage of our programs and the resources made available to our students.

HISTORY

Apex Training Center was established in the fall of 2008 in order to provide training and employability skills in the growing field of HVAC technology. Stephane W. Lherisson, the president of ATC, started his career as an HVAC technician, and in the late 1990's, founded a technical school (which included HVAC) in Port-au-Prince, Haiti. He has also been an instructor in other HVAC programs in the Miami area, as well as being an active licensed air conditioning contractor in the state of Florida.

PURPOSE OF THE INSTITUTION

The purpose of the training center is to provide quality theoretical and hands-on practical training, using up-to-date teaching methods and excellence in faculty and facilities.

The learning objectives of the Apex Training Center, Inc. (Apex) programs are to prepare students for employment or advanced training in the Heating, Air-Conditioning, and Refrigeration and Ventilation industry (HVAC). The individual program that comprises the Apex program prepare students for employment at the following levels is our HVAC Mechanic Assistant program.

These programs focus on broad, transferable skills, which emphasize the understanding of the Heating, Ventilation and Air-conditioning industry. Students will learn the elements of the industry including: Planning, management, finance, technical and production skills. Additionally, students will develop the knowledge and underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

OWNERSHIP AND GOVERNING BODY

Apex Training Center, Inc. is owned by Stephane W. Lherisson. Current officers are President: Stephane W. Lherisson and Director of Student Services, Stephane G. Lherisson. They serve as the Board of Directors of the corporation.

ADMINISTRATION

President: Stephane W. Lherisson
Director of Education: Stephane W. Lherisson
Admissions Coordinator: Stephane G. Lherisson

FACULTY

1. Frantz Noel

Education:

Certificate: (HVAC), Apex Training Center, North Miami, Florida
EPA License: ESCO Institute | License#: 1068941496710

2. Ricardo LaForest

Education:

Certificate: (HVAC), Apex Training Center, North Miami, Florida
EPA License: ESCO Institute | License#: 1361890496710

CLASS STARTING & ENDING DATES FOR ENROLLMENT

Students may enter into the HVAC program according to the proposed schedule at the end of this Academic Catalog. Students who may have advanced standing, due to previous training and/or experience may be evaluated to be enrolled at other appropriate times, at the determination of the Director of Education Stephane W. Lherisson.

HOURS OF OPERATION

Office Hours: Monday through Thursday: 9:00AM to 5:00PM
Friday: 9:00 AM to 3:00 PM
Saturday: Varies (Make up sessions as needed)

Classes Hours: Monday through Thursday:
7:30 AM to 12:30 PM and 5:00PM to 10:00PM

Library Hours: Monday through Thursday: 9:00AM to 5:00PM
Friday: 9:00 AM to 3:00 PM

FACILITIES

Apex Training Center, Inc. is conveniently located at 1773 N State Rd 7, Ste 201. Lauderdale, Florida 33313. This 800 square-foot facility contains two class/lab rooms which can facilitate up to 15 students, a receptionist area and one administrative office. There is ample parking at the facility and public transportation is readily available.

ADMISSIONS

General Admission Requirements:

1. Admission to ATC is selective and only complete applications are reviewed. A complete application includes the application, application fee or application fee waiver, a copy of a high school diploma, GED or passing entrance exam score. Official high school transcripts for individuals who have graduated within 3 years from the date of application. Prospective students fill out the ATC Admissions application and submit the \$50 (not exceed \$150) non-refundable registration fee.
2. Prospective students are then interviewed by the Admissions Coordinator or his/her designee to determine the interest and applicability the academic program for the prospective student.
3. Applicants will be subject to the following regulations concerning educational qualifications related to the applicant's Ability-to-Benefit from the training provided by the Training Center:
4. All students must be 17 years old or above. Students under the age of 18 must have a parent or guardian sign to be admitted.
5. An applicant must have completed high school (Diploma) or have proof of having earned a GED or;
6. Students lacking a High School Diploma or GED must successfully pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and minimum math score of 210 in order to demonstrate Ability-to-Benefit from the programs of training. The Wonderlic WBST is administered by an Independent Test Administrator (ITA), contracted by the school.
7. Applicants will be notified of their admission status upon reception of all completed application materials. Failure to meet the requirements above shall be grounds for denial of admission. Records of those denied admission will be retained by the institution for one year.

GENERAL GRADUATION REQUIREMENTS

Students approaching the end of their program will be required to meet the following exit requirements in order to be awarded a diploma:

1. Students must successfully complete all required courses and related examinations.
2. Students must complete the total number of clock hours required for the program
3. Students must maintain a satisfactory progress report for their program as described under Grading & Satisfactory Academic Progress
4. Students must have fulfilled all monetary obligations to the school.
5. Students who fail to meet the graduation requirements at the time of the program's completion will be required to successfully complete outstanding hours, assignments or examinations at the student's own cost before being awarded a diploma.

GRADING AND SATISFACTORY ACADEMIC PROGRESS

Students are graded during each program of study by the instructor's evaluation of the quality of work presented, and the student's ability to follow instructions. The school maintains a certain amount of flexibility in its testing and in the evaluation of individual students.

Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
69 or below is unacceptable	

A student is determined to be making Satisfactory Progress who maintains a minimum of **70%** grade point average (GPA) and **85%** attendance for graduation from the student's selected program. A student who fails to maintain a **70%** average during the course of his or her studies will be counseled and assisted to successfully complete the program. Students must complete the course with no greater than 130% of the course clocked hours.

When students fall below the required academic progress standards for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request to the Director of Education. Students must provide documentation on why he/she is failing to meet the standard and must write a letter on how he/she intends to change their situation. Probation will begin at the start of the next evaluation period. The institution will either grant or deny the appeal within 30 days of the appeal date. When the grade and the attendance are above the probation ranges, the student will be removed from probation. During the probation

period students are considered to be making satisfactory academic progress for academic eligibility.

Academic Advising shall be documented on an academic progress plan and shall be kept in the student's academic file. Exceptions may be made at the Director of Education's discretion.

RULES AND REGULATIONS

Leave of Absence

A student may be granted a leave of absence for a serious illness, debilitating injury, or death in the immediate family not to exceed 150 calendar days in a 12-month period. A request for a leave of absence must be made in writing, the date, signature, and the date of expected return must be specified.

The students must attest to understanding the policy. If the student does not re-enter within the specified time, or notify the institution, the student's contract will be terminated and he/she is granted a refund according to the Refund Policy as stated in this Catalog and the Enrollment Agreement (based on the last day of attendance). The institution has the right to approve or deny any requests for leave of absence. The institution may not request any additional charges from a student in regards to a leave of absence.

Make-up Work

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next program of study. Students must make arrangements with instructors to make up lost training hours. Lost training hours are surcharged at the hourly rate as published in this catalog for their enrolled program for each hour of make-up work. Students must make up missed work or hours within 30 days of absence.

Tardiness

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for the tardiness legitimate. All class time missed in excess of fifteen minutes must be made-up by the student prior to graduation. Three (3) tardies equal one (1) unexcused absence.

Attendance

After any unexcused absence, the student is counseled by administration and may be placed on probation. After 8 consecutive, unexcused classes the student counseled by administration and at the Director of Education's discretion, will be terminated. Cutting class without prior approval from the instructor or the Director of Education is not permitted and is considered an absence for the entire class period.

Code of Student Conduct

Students are always expected to conduct themselves in a professional manner. Foul language, possession of illegal or un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself/herself in a manner detrimental to the school, staff, or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal.

Copyright Infringement

The first notice of illegal distribution of copyrighted material is a warning. The student may be subject to a failing grade or suspension. If found in violation again, the student will immediately be suspended, unless significant mitigating circumstances are present. The student is also re-referred to the Student Conduct for further action under the Student Conduct Code and may be subject to additional, more serious, sanctions.

Interruptions in Training/Termination

A student will not be terminated solely for failure to initially learn the required skills. A student that has not successfully completed the examinations at the end of each program is encouraged to attend additional class sessions for extra practice. The student is permitted to re-take the examinations within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade the second time, he or she is counseled by the Director of Education as to the advisability of continuing. If the student fails the examinations for the third time, he/she will be terminated from their program.

Probation Policy

A student may be placed on probation at the discretion of the Director of Education, prior to completion of the program. Reasons for probation include, but may not be limited to, the following:

- Failure to maintain Satisfactory Progress (not maintaining a minimum 70% GPA or 67% cumulative attendance average);
- Failure to pay tuition and fees under terms agreed upon with Administrator of Apex Training Center, Inc. as reflected in the Enrollment Agreement;

- Failure to comply with rules outlined in the catalog under Code of Conduct and School Policies; or
- Absenteeism while on probation may result in termination from the program.

The probationary period will be for a minimum of one week to a maximum of one month, depending upon the situation, with a maximum of four (4) probationary periods per program. If the student fails to rectify the deficiencies that caused the probation, they will be terminated from the program.

Withdrawals/Termination

A student may voluntarily withdraw from a program by notifying the school verbally or in writing at any point during the program. The stated Refund Policy in this Catalog and the Enrollment Agreement will be followed to determine whether the student is due a refund.

A student who has not successfully completed all examinations by the end of their program is encouraged to attend additional class sessions for extra practice. The student is permitted to re-take the examinations within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade for the second time, he/she will be advised by the Director of Education whether to continue the program.

A student may request to transfer to a lesser program instead of withdrawing.

The school may consider a student withdrawn/terminated from a program that does not:

- Maintain Satisfactory Progress in attendance and academics as stated on page 7 of this Catalog;
- Attend classes for 30 consecutive days without notifying the school and obtaining a Leave of Absence;
- Return from a scheduled Leave of Absence by the stated return date or notify the school of the need for additional time.

Grievance and Appeals Process

The following procedure is in effect for any person who is the recipient of, or who has witnessed, alleged acts of discrimination, violation of privacy or access rights, or other circumstances precipitating a specific complaint, and follows guidelines established by The Commission for Independent Education (CIE).

1. The Director of Education shall be notified, in writing, of the date, time, place and specific act alleged to have occurred. Such notice shall be submitted within 10 days of the alleged act.
2. The Director of Education or his/her designee shall meet with the complainant within ten (10) calendar days from receipt of the written complaint. This meeting will be for the purpose of gathering facts, evaluation and hopeful

resolution of the complaint. If the problem cannot be resolved, the complaint will be referred to the school's Complaint Committee. The Complaint Committee is composed of the director and two faculty members. Written documentation of the above-mentioned meeting shall be kept in the school's complaint file with a copy provided to the complainant.

3. The Complaint Committee shall meet within twenty-one (21) calendar days of receipt of the complaint to review allegations. If additional information is required from the complainant a written request for said information will be mailed.
4. If additional information is not needed the Complaint Committee shall act on the allegation and a decision shall be rendered, in writing, within fifteen (15) calendar days of the Complaint Committee meeting. The decision shall state the steps taken to correct the problem or information to show that the allegation was not warranted or based on fact. A copy of this decision shall be forwarded to the complainant.
5. The responsible staff member for this procedure is: Mr. Stephane W. Lherisson, Director of Education.
6. All complainants are required to attempt resolution through the above process.
7. Any student has the right to file a complaint with the Florida Commission for Independent Education if the student has reason to believe their rights under the school's policies regarding privacy, access or non-discrimination have been violated.

In the event any person has followed the school's complaint procedure, but does not feel that an appropriate resolution of the complaint has ensued, such student may contact The Commission for Independent Education (CIE), 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400; toll-free telephone number (888) 224-6684, in writing to the address indicated above, to request an official complaint form from the organization.

Terms for Reinstatement

An inactive student whether terminated or voluntarily withdrawn may be readmitted to the previously enrolled program under the following conditions:

- Correction of all deficiencies and/or a written agreement with the Director of Education to correct previous deficiencies as described, but not limited to those listed above. The payment of a \$ 100.00 nonrefundable re-entry fee.

STUDENT SERVICES

Financial Aid Counseling Services

Apex Training Center financial aid representatives are available on a walk-in basis to assist students with special inquiries, technical questions and exceptions.

Employment Placement Services

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability but cannot guarantee employment.

EPA Exam Prep & License

ATC offers HVAC students the opportunity to practice, study for, and one free attempt at taking the EPA exam during their program. The EPA (Environmental Protection Agency) license is a vocational certification which is essential for any HVAC professional's career. Students who wish to challenge the exam can do so at an additional cost of \$100.00. The EPA Exam Prep and License is not licensed by the Commission of Independent Education. Disclosure: Students are not required to take this exam as part of their graduation requirements but is recommended for employment.

OSHA Certification

ATC offers students the optional OSHA 10 Safety Certification in the Construction Industry. The OSHA 10 Certification is a vocational certification is not licensed by the Commission of Independent Education. To successfully complete the requirements of the 10-hour certification, students will need to fully participate in its two-day sessions. The session is offered on a quarterly basis. Disclosure: Students are not required to take this exam as part of their graduation requirements.

Career Building Workshops

ATC offers Career Building Workshops once per month to assist students with resume building, job placement and interview skills. Students will have an opportunity to learn professional skills and identify resources which will help them be more competitive on the job market.

Housing

ATC does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student that requests housing assistance at the time of enrollment.

Student Records

Student records are permanently retained by the school in a fire-resistant container or a duplicate record shall be kept at a separate location and are available to students upon individual request in accordance with the Family Education Rights and Privacy Act (FERPA). Student's records will be provided to potential employers only after a written request has been made by the student.

Miscellaneous Policies

The school provides academic advising services to students. The school does not provide professional counseling or medical services for students.

School Attire: Students are expected to wear their school uniform shirts and ATC issued identification cards with appropriate clothing for the construction industry, including steel toed work boots/shoes. The cost of one uniform shirt is included in the student's tuition. Students may purchase additional uniform shirts for a fee. Personal professional tools and equipment are not included in the student's tuition costs.

PAYMENT OF FEES

- \$50.00 nonrefundable registration fee is due at the time of signing the application for admission.
- \$100.00 nonrefundable re-entry fee
- \$35.00 Graduation fee
- \$100.00 EPA Exam

Students enrolling in all Electrical and HVAC programs are required to pay tuition in full prior to attendance of the first class, or to make satisfactory arrangements for payment with the administration prior to attendance for the first class. Payment plans are available from the institution and are part of the enrollment agreement to be signed by all parties.

The fees for each program are printed with the individual program and curriculum listings that follow.

Reduction of Tuition or Fees

Reductions in tuition, fees, or other ATC charges are not offered to students.

LICENSURE AND ACCREDITATION STATUS

Apex Training Center, Inc. is licensed by the Commission for Independent Education, Florida Department of Education. Apex Training Center is not accredited by any agency recognized by the US Department of Education.

TRANSFER OF ACADEMIC CREDIT TO/FROM APEX TRAINING CENTER

Acceptance of credit from any institution is at the discretion of the receiving institution. Therefore, no guarantee is made that credits earned at Apex Training Center, Inc. will be accepted for transfer to any other institution. There is also no guarantee that the ATC will accept credits from other institutions. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

TRANSFERABILITY OF CREDITS

Apex Training Center Inc. has constructed its transfer credit policy to recognize both traditional college and non-traditional learning. In general Apex Training Center Inc. considers the following criteria when determining if the transfer of credits should be awarded:

- Accreditation of the institution
- The comparability of the scope, depth and breadth of the course to be transferred;
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate program, or military training, Apex Training Center Inc. will evaluate and award transfer credits using professional judgement and the recommendations for credits issued by the American Council on Education.

MAXIMUM TRANSFER CREDITS ACCEPTED

Students enrolled in a diploma program must complete at least 25% of the program in residency at the institution awarding the diploma. The remaining 75% of the program may any combination of transfer credit, national proficiency credit, Apex Training Center Inc. developed proficiency credit or prior learning credit.

ANTIDISCRIMINATION POLICY STATEMENT

The school does not discriminate regarding race, color, creed/religion or national origin. The training offered by the school is also recommended to handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

CANCELLATION AND REFUND POLICY FOR ALL PROGRAMS

1. Any monies due the applicant or student shall be refunded within 30 days of official notification of cancellation/withdrawal by electronic mail, Certified Mail, in person or by termination. Official cancellation or withdrawal shall occur the earlier of the dates that:
 - a) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) days after signing the enrollment agreement and making an initial payment.
 - b) A student (or in the case of a minor, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of signing the enrollment agreement/contract. All monies paid will be refunded whether the student has attended the first class. (Books and materials must be in new condition.)
 - c) A student cancels his/her contract after the third business day, but prior to the first class. In this case the student will be refunded all monies paid, except the non-refundable registration fee (not to exceed \$150.00) and the books and material fee. (The books and materials fee will be refunded if they are returned to the school in new condition).
 - d) A student notifies the institution of his/her withdrawal. In this case, the refund will be computed based on the schedule of tuition adjustment below.
 - e) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school they will not be returning. In this case, the refund will be computed based on the schedule of tuition adjustment below.
 - f) A student is expelled by the school.
 - g) In type b, c, d or e official cancellations or withdrawals, the cancellation/termination date will be determined by the postmark on written notification, or the date the information is delivered in person to the Admissions Coordinator or other administrative personnel.
 - h) When calculating the refund due to a student, the last day of actual attendance by the student is used in the calculation unless earlier written notice was received.
2. Any monies due to a student who unofficially or officially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month.
NOTE: Absence from class for 30 consecutive days without notification to the

school, unsatisfactory progress, non-payment of tuition and fees, or failure to comply with stated rules in this Catalog, will be considered “unofficial withdrawal.”

3. When situations of mitigating circumstances are in evidence, the school may re-evaluate the refund policy wherein a student’s refund may exceed the norm.
4. Books and materials are non-refundable items, except as stated above.
5. Program Cancellation Policy: If a program or course is canceled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall, at its option: (a.) Provide a full refund of all monies paid; (b.) Provide alternative completion of the program or course; or (c.) Apply funds to another course or program offered at this school and refund any extra funds to the student.
6. Cancellation after attendance has begun; through 40% completion of the program will result in a Pro Rata (pro-rated) refund computed on the number of hours completed to the total program hours. NOTE: Cancellation after completing more than 40% of the program will result in no refund.
7. In the event that the institution ceases to operate as a school, a train-out agreement is on file with the Commission for Independent Education in Tallahassee per Florida State Statute.

Method for Collecting Delinquent Tuition

If your account remains past due without payment arrangements, additional steps will be taken to collect the outstanding balance. Holds have already been placed on your school transcript and registration.

The following actions may occur if delinquent tuition remains unpaid:

- Placement of your account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of your balance.
- Assessment of litigation and court costs.
- Your delinquency will be reported to a national credit bureau

EDUCATIONAL PROGRAMS AND CURRICULA

Course Numbering System

Prefixes and numbers reflect the scope and sequence of each course and its program:

HVAC 100 Series= HVAC Helper Level

HVAC 200 Series= HVAC Mechanic Assistant Level

The numbering system indicates the general sequence in which topics are studied. Most of the courses have specific prerequisites, although some courses may be taken out of sequence with the permission of the instructor and/or Director of Education.

Definition of Instructional Clock Hour

Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor

CURRICULUM

Curriculum Development

All curriculum courses are developed and reviewed by the faculty in accordance with the Florida Department of Education Curriculum Frameworks and the Standard Occupational Classifications: SOC 49-9021 published by the US Department of Labor Statistics. All courses are developed to reflect an appropriate relationship between theory and laboratory/shop learning experiences.

HVAC MECHANIC ASSISTANT

Program Outline

Course #	Course Title	Theory Hours	Lab Hours	Total Clock Hours
HVAC 110	General Safety Policies and Procedures for HVAC	25	15	40
HVAC 112	An Introductory Overview of HVAC	50	10	60
HVAC 114	Introduction to HVAC Systems and Theory	60	20	80
HVAC 116	Entrepreneurship in the HVAC Industry	30	10	40
HVAC 118	Communication, Computer and Employability Skills	15	15	30
HVAC 210	Principles of Application of Electricity in HVAC	25	5	30
HVAC 212	Understanding and Utilizing Wiring and Schematics	20	10	30
HVAC 214	Codes, Standards and Basic Electrical Troubleshooting	30	10	40
HVAC 216	HVAC Control Mechanics and Electrical Motors	25	15	40
HVAC 218	Installation of Residential HVAC	25	15	40
HVAC 220	HVAC Systems Operation, Check-Out and Startup	25	15	40
HVAC 222	HVAC Piping and Sizing	20	10	30
	Total Program Clock Hours	350	150	500

Program Description and Objectives:

The 500-clock hour HVAC Mechanic Assistant program is designed for students to acquire an intermediate knowledge of safety standards and working conditions in the Heating, Ventilation, and Air-Conditioning industry. (This program satisfies the requirements of FDOE Curriculum Frameworks I470203: 01.0 to 16.0) (SOC 49-9021). Teacher student ratio is 20 students per teacher. Maximum number of students per class is 20.

Students will:

- 01.0 Identify safe working conditions and follow safety practices.
- 02.0 Describe the history and concepts of heating, air-conditioning, and refrigeration.
- 03.0 Identify, use, and maintain the hand tools and tool accessories used in the heating, air-conditioning, and refrigeration industry.
- 04.0 Demonstrate an understanding of matter and heat behavior.
- 05.0 Demonstrate a working knowledge of fluids, pressures, refrigerants, and related codes.
- 06.0 Fabricate and service the piping, tubing, and fittings used in the heating, air-conditioning, and refrigeration industry.
- 07.0 Demonstrate a working knowledge of heating, air-conditioning, and refrigeration system components and accessories.
- 08.0 Apply appropriate communication and computer skills.
- 09.0 Demonstrate an understanding of entrepreneurship.
- 10.0 Demonstrate employability skills.
- 11.0 Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning, and refrigeration equipment.
- 12.0 Troubleshoot heating, air-conditioning, and refrigeration electrical control systems and their components.
- 13.0 Troubleshoot and wire electrical motors and their components.
- 14.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
- 15.0 Demonstrate a working knowledge of mechanical heating and air-conditioning system operations and of start-up and checkout procedures.
- 16.0 Identify basic principles for heating, air conditioning, refrigeration and ventilation piping and sizing.

Estimated Length of Study:

This program consists of 500 clock hours of training, accomplished over the course of 21 weeks (approximately 5 months). Students will attend class four days per week, six clock hours per day.

Program Costs (HVAC Mechanic Assistant):

Enrollment and Registration Fee (nonrefundable):	\$50.00
Tuition	\$11,500.00
Estimated books, tools and equipment	<u>\$450.00</u>
Estimated Total Program Cost	\$12,000.00

COURSE DESCRIPTIONS FOR HVAC PROGRAMS

HVAC 110 General Safety Practices and Procedures for HVAC 40 clock hours
(25 theory, 15 lab)

Course Description: This course covers the basic safety consideration for persons in the HVAC industry. Presentation and course work cover: hazard communication (labels and MSDS); personal protective equipment (PPE); personal safety and confined space and ladders; electrical lockout/tag out; fire extinguishers; compressed gas safety; back protection; and HVAC hazardous materials. Students will be expected to identify and follow safety practices as presented in this course.

HVAC 112 An Introductory Overview of HVAC 60 clock hours
(50 theory, 10 lab)

Course Description: In this course students will be introduced to the history and concepts of HVAC and be instructed in the identity, use and maintenance of hand tools and tool accessories used in the HVAC industry. Also included in this course is an overview of the HVAC industry and its component parts.

HVAC 114 Introduction to HVAC Systems and Theory 80 clock hours
(60 theory, 20 lab)

Course Description: This course will instruct students in interaction of matter and heat. Also covered will be the topics of fluids, pressures, refrigerants, and related codes. Students will demonstrate a working knowledge of elementary HVAC by fabricating and servicing piping tubing and fittings used in the industry. They will also demonstrate a working knowledge of HVAC by participating in laboratory exercises as assigned by the instructor.

HVAC 116 Entrepreneurship in the HVAC Industry 40 clock hours
(30 theory, 10 lab)

Course Description:

Upon successful completion of this course, the student will be able to define business ownership and its relationship to the economy. The student will be instructed on the advantages and disadvantages of business ownership versus working for others. The risks and opportunities of business ownership will a focus of this course. Students will be instructed in the licensure requirements of local and state regulatory agencies.

HVAC 118 Communication, Computer and Employability Skills 30 clock hours
(15 theory, 15 lab)

Course Description: In this course students will be introduced to basic communication skills. These skills will be explored at length: interpersonal communication (conversation); professional communication; and written communication involving the proper use of the English language. The computer laboratory will be the setting for many of the learning activities which are directed to gaining essential employment skills.

HVAC 210 Principles of Application of Electricity in HVAC 30 clock hours
(25 theory, 5 lab)

Course Description: This course will introduce the student to the principles of electricity. Knowledge of single- and three-phase power distribution as well as the definition and understanding of terms such as watts, ohms, volts, and amps will be emphasized. Students will

also learn to identify and explain electrical measuring tools and devices. The standards and means of measuring watts, resistance, voltage, and amperage using the appropriate instruments will be taught in this course.

HVAC 212 Understanding in Utilizing Wiring and Schematics 30 clock hours
(20 theory, 10 lab)

Course Description: In this course students will be instructed in the identity and explanation of appropriate electrical wiring symbols. They will learn to draw and explain the wiring schematic diagram for a control system. In the process, they will create a wiring schematic for each of several HVAC components using symbols for safe and effective operation and interpretation.

HVAC 214 Codes, Standards and Basic Electrical Troubleshooting 40 clock hours
(30 theory, 10 lab)

Course Description: This course will assist the student in gaining an understanding of codes, standards and safety requirements for working with electrical components used in HVAC. They will be instructed in troubleshooting protection devices such as fuses and breakers. Students will also learn to interpret tables and charts from the National Electrical Codes (NEC).

HVAC 216 HVAC Control Mechanics and Electrical Motors 40 clock hours
(25 theory, 15 lab)

Course Description: In this course students will be taught to identify and explain the operations of electrical control systems and their components. They will learn to identify, install and troubleshoot various controls for HVAC systems. Students will also be able to explain the operation of different types of electromechanical thermostats. In the laboratory exercises which are a part of this course, students will be introduced to the wiring of basic heating, air conditioning, and refrigeration systems. They will also troubleshoot basic operational problems for different types of electro-mechanical thermostats. Additionally, students will also be instructed in the electrical mechanical operations of the basic heat pump.

HVAC 218 Installation of Residential HVAC 40 clock hours
(25 theory, 15 lab)

Course Description: This course is a practical application of material already presented as a part of this program. In addition to the knowledge already gained students will be instructed in the proper manner to read and comply with dispatch be able understand and explain local codes and ordinances. Students will learn to select and use appropriate tools and safety practices of the test equipment. They will learn to assist in the installation of heating and air-conditioning system to the manufacturer's specifications for installation and operational. They will gain a practical knowledge of duct fabrication methods. As a part of the knowledge gained in this class, students will also learn the proper charge of residential air-conditioning units and adjust superheat. They will be able to determine the temperature drop across the evaporator and determine the temperature rise across the condenser. As a part of the laboratory portion of the course, students will write service reports and practice good customer relations skills.

HVAC 220 HVAC Systems Operation, Check-out and Start up 40 clock hours
(25 theory, 15 lab)

Course Description: This course will instruct students in identifying and being able to explain various heat pump systems. They will learn the start up in checkout procedures recommended by manufacturers. They will be taught to determine the electrical requirements of the equipment,

selecting the appropriate tools and instruments, following good safety precautions. Students will be instructed in determining the temperature changes in various heat pump systems. They will learn about how to test for proper refrigerant charge in residential heat pumps. They will continue to expand customer relation skills.

HVAC 222 HVAC Piping and Sizing

30 clock hours

(20 theory, 10 lab)

Course Description: Upon completion of this course the student will be able to identify and explain various types of HVAC piping and sizing. The student will apply basic principles of proper sizing for various HVAC sizing and piping tasks associated with the industry. Students will be able to explain pressure and temperature drops associated with piping and sizing.

Special Needs Procedure

Students must make requests for special needs accommodation through the administration Office, and not directly through instructors. If a student approaches an instructor with a special needs request and has not registered with the administration office, the instructor is to direct the student to the Office. Instructors are under no obligation to consider a special needs request until the student has registered with the administration Office (who will evaluate the student's medical documentations and prepare a list of suggested accommodations, based on the medical literature).

STUDENT FINANCIAL ASSISTANCE

Apex Training Center offers its students the opportunity to meet the financial obligations of the institution through various avenues. ATC offers financing for all its programs and financial assistance is available to those who qualify. Students who receive tuition scholarships from the school must be determined by the school Director of Education to be needing assistance paying the tuition by writing a letter detailing the severity of their situation and all factors preventing them from paying the full tuition. The Appeal would will be determined approved or denied within 30 days of appealing.

Scholarships and Disclosure:

At ATC, we encourage our students to apply for additional sources of funding which include community and privately funded scholarships. Students who are awarded said scholarships will need to abide by and honor the conditions set forth by the awarding source. Apex Training Center will accept a scholarship award to fund a student's program if the student understand and abides by the conditions set forth by ATC. These conditions are as follows:

1. A student who is awarded a scholarship enters into an agreement solely between the student and the awarding source.
2. It is the student's responsibility to abide by and honor the terms and agreements of the scholarship set forth by the awarding source.
3. If the student does not satisfactorily complete the course which he/she is enrolled in, the Apex Training Center will forthwith refund, to the student, the pro-rata unused portion of the tuition.
4. The student will be liable to pay for the outstanding cost of the program if at any point; the scholarship is revoked or cancelled.
5. The student will complete all work, hours and training assignments by the required deadlines to be awarded a diploma even if the program has been paid in full.
6. The student understands that he/she will be contacted if he/she fails to uphold the above responsibilities. The contact will be documented and include the type of activity that has been

considered unacceptable and will specify the consequences that may result in loss of his/ her scholarship.

Student Signature

Print Full Name

Date

School Official Signature

Print Full Name

Apex Training Center

2026 - 2027 School Calendar

August '26						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26						
Su	M	Tu	W	Th	F	S
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27	28	29	30			

October '26						
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25	26	27	28	29	30	31

November '26						
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29	30					

December '26						
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27	28	29	30	31		

January '27						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

February '27						
Su	M	Tu	W	Th	F	S
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28						

March '27						
Su	M	Tu	W	Th	F	S
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28	29	30	31			

April '27						
Su	M	Tu	W	Th	F	S
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May '27						
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23	24	25	26	27	28	29
30	31					

June '27						
Su	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

July '27						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	31

	No School / Office Closed / Holiday		No School / Office Closes at 3:00PM
	No School / Recess		First day of Program
	Office Closed		Last day of Program

**Apex Training Center Inc
2026 – 2027 School Calendar**

HOLIDAYS	
Labor Day	September 7
Veterans Day	November 11
Thanksgiving Day	November 26
Christmas Day	December 25
New Year's Day 2025	January 1
Dr. Martin Luther King Jr. Birthday	January 18
Presidents' Day	February 15
Memorial Day	May 31
Independence Day (U.S.A)	July 4

PROGRAM START DATES	
August 2026 Class - HVAC Mechanic Assistant	August 24, 2026
January 2027 Class – HVAC Mechanic Assistant	January 4, 2027
May 2027 Class – HVAC Mechanic Assistant	May 3, 2027

PROGRAM END DATES	
May 2026 Class – HVAC Mechanic Assistant	October 8, 2026
August 2026 Class – HVAC Mechanic Assistant	February 4, 2027
January 2027 Class – HVAC Mechanic Assistant	June 3, 2027

THIS CALENDAR IS SUBJECT TO CHANGE