

Medina County Career Center

ADULT EDUCATION HVAC PROGRAM GUIDE 2016 – 2017



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Medina County Career Center

ADULT EDUCATION

HVAC

Program Overview

August 22, 2016 – June 15, 2017

600 Hour Program

Monday – Thursday 5:45 pm – 9:45 pm

EPA Section 608 Certification Exam Date: TBD

ICE National Certification Exam Date: TBD

HVAC Learning Modules

Not necessarily taught in this order

HVAC Fundamentals	Job & Work Readiness Skills
Electrical Values	Troubleshooting AC
Single-Phase, Split-Phase and Three-Phase Circuits & Devices	Troubleshooting Heating
Physical Laws of Refrigeration	Service & Repair
Refrigeration Cycle & Components	Forced Air/Zoning
Piping Fundamentals: Soldering & Brazing	Hydronic Systems
Piping & Leak Detection	Sheet Metal/Duct Work
Installation Techniques of Refrigeration & Cooling Equipment	Work Sequence, Assignments & Client Satisfaction
System Maintenance	
Basic Computer Skills	

Adult HVAC Program Philosophy

We believe that the Adult HVAC Program's primary goal is to develop the abilities, attitudes, work habits, and appreciation necessary for students to become effective, creative, and sensitive citizens of our society.

We believe that our goal is to teach students who have chosen to pursue entry-level jobs in the field of HVAC and other related HVAC careers in such a way that they will become aware that work is a way of creating opportunities and developing skills that will improve their lives. These new skills will help give them a sense of accomplishment and an understanding that they can make a positive contribution to the future of this country.

We believe our goal is to have students gain experience in decision-making, accepting responsibilities and consequences for their actions. Students will discover and develop their self-esteem, gain mutual respect and understanding with others.

We believe that the education that we provide the students will help them to live intelligent and productive lives.

Program Goals

- 1. To provide students with a curriculum of liberal arts and technical units.**
 - **Upon completion of the program, all students will demonstrate technical proficiency in the competencies for HVAC technicians.**
 - **Upon completion of the program, each HVAC student will demonstrate the personal behaviors consistent with the expectations of the profession and employer.**
- 2. To provide students with an academic program leading to certification as a HVAC technicians.**
 - **Upon completion of the program, all graduates will apply for and successfully complete a national certification examination in the field of HVAC.**
- 3. To provide an environment that enhances learning and is flexible with individual development.**

Adult Learning Principles

- Adult classes are made up of people with a variety of experiences; hence it is necessary to use individual instruction to relate the material to the student's experience.
- Adult students are well motivated, eager to learn, and appreciative of quality teaching.
- Adults want to understand the use of a skill before they practice that skill; therefore, a variety of teaching methods will give a realistic approach to learning.
- Adults want short units and to cover the material in the course as rapidly as possible, yet remain sensitive to those who may fall behind.

HVAC

Course Description

MCCC HVAC is a comprehensive course designed for students new to the HVAC industry. The program combines HVAC theory & terminology with hands-on learning in a lab environment. This learning prepares students for two national certification exams held later in the program year, as well as gives students the skills necessary to handle service calls and to prepare for interviewing for HVAC positions. The program consists of the following areas:

Syllabus: Will be distributed by instructor.

Theory: Each class begins with a review of prior learning. New information is then presented through instructor lecture using whiteboards, Power Point slides and video or computer software. Textbook(s), pencil/pen, notebook paper and HVAC folder are required. Students are also required to participate in discussion, take notes from lecture, and complete required readings and homework in a timely manner. At the end of each of the four (4) grading terms, a theory grade is calculated based on paper/pencil tests, quizzes, homework, and other written assignments. Students must maintain a C (74%) combined average in theory and lab in order to graduate.

Lab: Students will take their theory learning into the lab to practice hands-on skills. The instructor will begin by providing a whole-class demonstration and students will work in pairs or in small groups to accomplish tasks defined by the instructor. Students will also work independently on skills while the instructor circulates throughout the lab. During lab time, safety glasses and safety shoes are mandatory. At the end of each of the four (4) grading terms, a lab grade is calculated based on skill check-off lists, quizzes, projects, student demonstrations, and other hands-on assessments. Students must maintain a C (74%) combined average in lab and theory in order to graduate.

Homework & Study Time: Students are required to do readings, complete homework and study at home.

HVAC Code of Conduct & Professionalism Grade: Behaving in a professional manner while at MCCC is a crucial part of success in the HVAC field. Many employees rank a person’s professional manner as a number one factor in determining employability and retention.

To foster professionalism as well as to guarantee a quiet, safe and stable learning environment in the HVAC program, students will be given a professionalism grade based on the code of conduct below.

1. Follow all safety rules and regulations in lab.
2. Comply with dress code specifications.
3. Demonstrate tolerance and respect for others through tone of voice, attitude and behavior.
4. Be prepared for class – on time, books, tool kits, homework and other.
5. Speak in a professional manner with no profanity or crude language.
6. Participate in discussions, lab and instructor-directed learning.
7. Texting and cell phone usage takes place outside of instructional time.
8. Socializing, gossiping, or sharing of personal information not related to HVAC is prohibited during instructional time.
9. Food and drink are allowed in the commons area, not in the classroom.
10. Previous class absence not reported.

Every day/evening, students are eligible to earn 10 professionalism points based on the above code of conduct.

Two (2) points will be taken away for each infraction or event of misconduct. Students will receive notification of their infraction and loss of points at the end of the class period.

There will be NO verbal warnings as students have received this instruction on day one of class.

The following scale demonstrates the professionalism points associated with grades:

10 points	O
8-9 points	S
7 or below	U

Students earning a “U” at the end of a grading term will meet with the supervisor or Director. The student may be placed on disciplinary probation for a time determined by the instructor and Adult Director.

Please see the Student Handbook for a list of more serious offenses and consequences.

EPA Certification Test: This online exam will be held mid-year in the computer lab at MCCC. Prior to the test, students will spend up to two weeks studying and reviewing material for this exam. Students will take all types as described below:

The Federal Government of the United States requires all individuals who open a system or container holding a controlled refrigerant to be certified. Persons who work on stationary equipment or use refrigerant designed for these systems can become certified by passing a proctored Section 608 examination. Candidates for this test can be certified in any of three equipment categories plus Universal. Read the descriptions, and choose the certification type that seems most like you.

- **Type I** - A Type I technician primarily works on small appliances such as domestic refrigerators, window air conditioners, PTAC's and vending machines.
- **Type II** - A Type II technician primarily works on equipment using a high pressure refrigerant such as HCFC-22. The equipment includes residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration.
- **Type III** - A Type III technician primarily works on equipment using a low pressure refrigerant such as HCFC-123 or CFC-11. The units are primarily chillers.
- **Universal** - Any candidate passing all three of these EPA types is certified as UNIVERSAL.

Note: To pass any EPA type, a candidate must pass a CORE section of the test plus one of the technician types listed above. Once CORE is passed it need not be taken again and it may be used for additional EPA types.

ICE (Industry Credential Exam): This online exam will be held at the end of the program year in the computer lab at MCCC. Prior to the test, students will spend up to three weeks studying and reviewing material for this exam. Details of the exam follow:

ICE (Industry Competency Exam) tests measure industry-agreed standards of basic competency for entry-level (one year or less) technicians. ICE is the only industry validated test for entry-level technicians. ICE has required participation by over 360 schools and is an excellent pretest for NATE. To keep tests current with new technology each question is validated yearly by a diverse industry group consisting of manufacturers and contractors. Candidates are permitted to have a silent, non-programmable, non-printing, hand-held calculator.

Residential Air Conditioning and Heating (equipment 5 tons or smaller)

The Residential Air Conditioning and Heating exam consists of six sections:

1. Core
2. Air Distribution
3. Air Conditioning
4. Heat Pumps
5. Gas Heating
6. Oil Heating

The ICE exams are offered at vocational-technical training schools across the nation as a measurement of industry-agreed standards of basic competency. As ICE measures entry-level competency, it serves as an excellent pretest to the North American Technician Excellence (NATE) exam.

Passing of the Core section is required for competency in any of the other five sections.

Tool Kits: Students are assigned a tool kit for their use during the program year. Tool kits remain at the school and are locked in the tool room before leaving for the night. It is the students' responsibility to maintain their complete tool kit.

Dress Code: Students are supplied with two (2) uniform shirts. Students are required to wear them while at school and maintain their upkeep by keeping the shirts freshly laundered. Students will be responsible for purchasing additional shirts if the school-issued ones are lost. Long, clean pants, steel-toe work boots and work gloves are required. ID badges must be worn while on campus.

Textbook: Upon completion of enrollment, each student will receive his/her textbook. The textbook is to serve as the support material for the lectures and lab learning. Textbooks are to be brought to class each session.

Refrigeration & Air Conditioning Technology – Textbook & Lab Manual

Author: W. Whitman, W. Johnson, J. Tomczyk, E. Silberstein

Publisher: Cengage Learning

ISBN: 1133798748 and ISBN: 9781133798743 Edition: 7th ed.

Copyright Year: 2013

Guide to NATE/ICE Certification Exams

Author: Robert Featherstone, Jesse Riojas

Publisher: Prentice Hall

ISBN: 0132319705

Edition: 3rd ed.

Career-Technical Credit Transfer: Upon successful completion of the HVAC program, students may earn 22 semester or 33 quarter hours college credit. This college credit can be transferred to any 2-year or 4-year public college or institute of higher education in the state of Ohio.

College credit is also available through an articulation agreement with Franklin University.

Academic Counseling: The Academic Counselor and Job Placement Coordinator works with each student throughout the year to identify pathways to achieving success with their program and career goals. Barriers to success are identified and goals for overcoming these obstacles are set. Students learn to understand their learning style and suggestions are presented for developing solid study and test-taking skills. The adult student also learns about prioritizing and balancing school with personal, family and/or employment commitments. Developing and meeting both short-and long-term goals culminates in a rewarding career in HVAC.

Job Placement: Students complete 15 hours of intensive resume writing, interviewing skills and job readiness preparation within HVAC. By program end, students submit a completed resume and cover letter as well as participate in a mock interview as part of their grade. Students receive feedback on the resume, cover letter and mock interview. Students also have the opportunity to post their resume and credentials with *Ohio Means Jobs* and learn how to access job opportunities using this resource. Routinely, job leads for consideration will be forwarded directly to each student’s personal email account. Students provide job placement information to the school through a follow-up survey.

Individual Assistance: Individual appointments to discuss academic, career or personal/social concerns with the Academic Counselor and Job Placement Coordinator may be arranged directly with the Coordinator or through the Adult Education Office. On occasion, instructors may also refer students for individual assistance to address concerns. **Information discussed in private will remain confidential unless a student is in danger of hurting themselves or others.**

Contact Information: Elizabeth Swartz, M.A. Ed., LPCC, LMFT
 Academic Counselor and Job Placement Coordinator
 330-725-8461, Ext. 269
 eswartz@mcjvs.edu

MCCC Media Services: Educational resource materials are current and available for use by students and instructors. These materials include classroom periodicals; business, professional and technical reference manuals; audiovisuals; instructional DVDs/CDs and industry related software. Computers and Internet access is available in the Adult Education Computer Lab. Check at the Adult Education office for a current schedule of open hours.

The following resources are available to all MCCC students:

Resource	Description	Username	Password
www.mcjvs.edu	District Information		
www.mcjvs2.org	Online software, calendar		
www.learningexpresslibrary.com	Career specific test prep	mccc	explore
www.ocis.org	Careers, Ohio Information System	medinacc	ohiocis03
www.infohio.org	Collection of resource sites	infohio	power
find.galegroup.com	Online electronic books	medinacc	medina

A resource list of websites related to employment, job readiness and county/state services is located on the Admissions webpage for Adult Education at www.mcjvs.edu.

A resource list of websites related to industry-specific information, textbook resources and test prep will be distributed by the instructor.

Break Times: HVAC students are allowed one 15-minute break at the instructor's discretion per class. Any student needing more time must get permission from the instructor or else be docked class time.

Absences: Students must notify the Adult Ed office of absences PRIOR to the beginning of class. Any work or tests missed on that day must be made up the day that the student returns to class unless special circumstances exist. It is the student's responsibility to turn in all work and/or approach the instructor to schedule a testing time for missed exams.

HVAC Attendance Policy: MCCC sets rigid expectations for promptness and attendance in all of their fulltime programs. HVAC students are required to attend at least 90% of their 600 hour program in order to graduate and in some individual cases, to maintain funding.

Students may miss 10% of class, or 60 hours total during the year. In order to maintain steady learning, students must maintain a 90% attendance rate for each grading term. Please see the MCCC Student Handbook for further details. Any absence after 10% will end in termination from the program.

Attendance is kept similar to time clocks in the job environment. Attendance is taken at the beginning of each class through the use of a sign-in sheet. Students record their name and time-in as well as their time-out when they leave. Students are docked time for tardies, early departures from class, extra-long break times, and absences.

Attendance Procedure for HVAC

- 1. Sign in sheet is placed near instructor desk.**
- 2. Entering students must sign their name and time they arrived into classroom.**
- 3. At 5:45, instructor draws marker line below last student name.**
- 4. Tardy students continue to sign in using accurate times. Inaccurate recording times will be addressed with the instructor and professionalism points.**
- 5. Students leaving early must record the time they left. If they fail to sign out or use an incorrect time, their attendance will reflect a 2-hour absence.**

**ADULT WORKFORCE DEVELOPMENT
CAREER DEVELOPMENT PROGRAM CALENDAR
HVAC
2016-2017**

August 22, 2016	First Day of Class
September 5, 2016	Labor Day
October 19, 2016	Offsite Class
October 27, 2016	Offsite Class
October 31, 2016	Term Two Begins
November 23-24, 2016	Thanksgiving Break – NO SCHOOL
December 21-30, 2016	Holiday Break – NO SCHOOL
January 1-2, 2017	New Year's Break – NO SCHOOL
January 16, 2017	Martin Luther King Day – NO SCHOOL
January 24, 2017	Term Three Begins
January 26, 2017	Offsite Class
February 1, 2017	Offsite Class
February 16, 2017	Offsite Class
February 20, 2017	President's Day – NO SCHOOL
March 27-30, 2017	Spring Break – NO SCHOOL
April 11, 2017	Term Four Begins
May 29, 2017	Memorial Day – NO SCHOOL
June 15, 2017	Last Day of Class

HVAC CT2 Learning Outcomes

MODULE I LESSON I FUNDAMENTALS

At the completion of this lesson, the HVAC/R student will be able to:

- 1-1.1 Analyze the effects of comfort factors.
- 1-1.2 Evaluate air samples using psychometrics
- 1-1.3 Create, interpret and use graphical displays and statistical measure to describe and evaluate data
- 1-1.4 Explain the fundamentals of forced air
- 1-1.5 Identify basic system components
- 1-1.6 Identify basic system designs
- 1-1.7 Discuss local and state codes
- 1-1.8 Discriminate between the common instrumentation and test equipment used by the HVAC technician
- 1-1.9 Review and interpret Blue Prints

MODULE II LESSON I ELECTRICAL VALUES

At the completion of this lesson the HVAC/R student will be able to:

- 2-1.1 Analyze and measure electrical values
- 2-1.2 Explain the basics of magnetism
- 2-1.3 Apply magnetic principles to electrical theory
- 2-1.4 Identify conducting and insulating materials
- 2-1.5 Differentiate AC circuits from DC circuits
- 2-1.6 Discuss and apply Ohm's Law
- 2-1.7 Construct and analyze basic alternating current AC/DC circuits
- 2-1.8 Identify and troubleshoot basic electrical, electromechanical and solid state controls
- 2-1.9 Measure current, voltage and resistance in AC/DC circuits
- 2-1.10 Use electrical test equipment
- 2-1.11 Compare peak (PK), root mean squares (RMS), and average values

MODULE III LESSON I SINGLE-PHASE, SPLIT-PHASE AND THREE-PHASE CIRCUITS AND DEVICES

At the completion of this lesson, the HVAC/R student will be able to:

- 3-1.1 Demonstrate knowledge of single-phase and split-phase motors
- 3-1.2 Explain motor starting components and sequencing
- 3-1.3 Analyze motor protection
- 3-1.4 Interpret motor nameplate information and motor specifications
- 3-1.6 Identify various types of three phase motors
- 3-1.7 Troubleshoot three phase motors
- 3-1.8 Discuss phase protection
- 3-1.9 Identify motor loads
- 3-1.10 Apply the use of motor assisting devices (i.e. hard start kits and capacitors)
- 3-1.11 Wire single phase and three phase motors and motor control devices
- 3-1.12 Verify motor rotation and operation
- 3-1.13 Interpret schematics and control diagrams
- 3-1.14 Explain Electronic Control Module (ECM) motors

MODULE IV LESSON 1 PHYSICAL LAWS OF REFRIGERATION

At the completion of this lesson, the HVAC/R student will be able to:

- 4-1.1 Record and compare temperature and pressure measurements
- 4-1.2 Analyze and interpolate temperature and pressure relationships
- 4-1.3 Explain heat and heat transfer
- 4-1.4 Explain energy and energy conversion
- 4-1.5 Differentiate sensible, latent and total heat

MODULE V LESSON 1 REFRIGERATION CYCLE AND COMPONENTS

At the completion of this module, the HVAC/R student will be able to:

- 5-1.1 Analyze the mechanical refrigeration cycle and components
- 5-1.2 Discuss the principles of thermodynamics
- 5-1.3 Compare and contrast the functions of evaporators, condensers, compressors and metering devices
- 5-1.4 Compare various refrigerants and their characteristics
- 5-1.5 Explain the refrigeration cycle and its components
- 5-1.6 Define superheating and subcooling
- 5-1.7 Interpret and compare temperature pressure chart relationships
- 5-1.8 Determine the saturation temperature of a refrigerant
- 5-1.9 Calculate and record superheating and subcooling
- 5-1.10 Discuss various refrigeration applications

MODULE VI PIPING FUNDAMENTALS

MODULE VI LESSON 1 SOLDERING AND BRAZING

At the completion of this lesson the HVAC/R student will be able to:

- 6-1.1 Identify and perform soldering and brazing procedures including a nitrogen purge
- 6-1.2 Identify different soldering and brazing materials
- 6-1.3 Join materials with low-temperature solder
- 6-1.4 Join materials with high-temperature brazing
- 6-1.5 Join ferrous and non-ferrous materials

MODULE VI LESSON 2 PIPING AND LEAK DETECTION

At the completion of this lesson, the HVAC/R student will be able to:

- 6-2.1 Discuss the proper use of piping materials, fabrication and application
- 6-2.2 Identify different types of piping and tubing
- 6-2.3 Demonstrate proper techniques for bending and connecting tubing and piping
- 6-2.4 Demonstrate proper fabrication of tubing
- 6-2.5 Identify and use proper tubing and piping fittings
- 6-2.6 Perform leak detection procedures
- 6-2.7 Explain common leak detection techniques (i.e. the soap bubble, inert gas, electronic and fluorescent dye technique)

MODULE VII LESSON I INSTALLATION TECHNIQUES OF REFRIGERATION AND COOLING EQUIPMENT

At the completion of this lesson, the HVAC/R student will be able to:

- 7-1.1 Install refrigeration and air conditioning equipment to local and state codes (i.e. a window air conditioner, central air conditioner)

MODULE VIII LESSON 1 SYSTEM MAINTENANCE

At the completion of this lesson, the HVAC/R student will be able to:

- 8-1.1 Perform system maintenance (SM) on related environmental controls technology equipment
- 8-1.2 Perform SM on: electric heating equipment, air handler, filtration equipment, humidifier/dehumidifier and indoor and outdoor sections of an air conditioner or heat pump and refrigeration systems, etc.

MODULE IX TROUBLESHOOTING

MODULE IX LESSON 1 TROUBLESHOOTING – A/C

At the completion of this lesson the HVAC/R student will be able to:

- 9-1.1 Troubleshoot refrigeration and air conditioning equipment
- 9-1.2 Connect a hermetic/semi-hermetic compressor to a power supply
- 9-1.3 Check circuitry of a compressor, protector relay, capacitor and hard start kit
- 9-1.4 Connect manifold and gauges to service valves and access fittings and check pressures
- 9-1.5 Examine unit operation, oil level and sight glass moisture indicator
- 9-1.6 Identify circuitry of refrigeration defrost
- 9-1.7 Check and adjust refrigeration control thermostat and pressure and safety controls

- 9-1.8 Check condensate pump and drain
- 9-1.9 Verify proper operation of metering devices
- 9-1.10 Check systems for compressor burnout and perform clean-up

MODULE IX LESSON II TROUBLESHOOTING - HEATING

At the completion of this lesson the HVAC/R student will be able to:

- 9-2.1 Troubleshoot and service heating systems
- 9-2.2 Check furnace and boiler components (i.e. power supply, fuel supply, ignition assembly, wall thermostat, gas train assembly, electronic ignition system on gas unit, limit control, heat exchanger, oil ignition system, pump pressure, combustion analyzer and carbon monoxide meter)
- 9-2.3 Check and adjust: incoming gas manifold pressure, blower systems, and fan control
- 9-2.4 Perform combustion analysis and combustion air test
- 9-2.5 Verify operation of safety circuits
- 9-2.6 Remove and replace all applicable components

MODULE X SERVICE AND REPAIR

MODULE X LESSON I SERVICE

At the completion of this lesson the HVAC/R student will be able to:

- 10-1.1 Service and repair refrigeration and air conditioning equipment
- 10-1.2 Recover refrigerant from a system
- 10-1.3 Evaluate and recharge system
- 10-1.4 Pump down a system
- 10-1.5 Repair all leaks in a system
- 10-1.6 Isolate system components
- 10-1.7 Match oil to refrigerants in a system
- 10-1.8 Demonstrate use of a digital charging scale, vacuum pump and micron gauge

MODULE X LESSON II FORCED AIR

At the completion of this lesson the HVAC/R student will be able to:

- 10-2.1 Identify and install residential forced air heating systems
- 10-2.2 Fabricate and install a distribution system
- 10-2.3 Install a gas, electric and oil heating unit
- 10-2.4 Utilize proper combustion, venting and ventilation tables
- 10-2.5 Identify components of an air-to-air heat pump
- 10-2.6 Identify components of a geothermal system
- 10-2.7 Apply a manometer, psychrometer and other air analyzing instruments to determine proper air flow

MODULE X LESSON III HYDRONIC SYSTEMS

At the completion of this lesson the HVAC/R student will be able to:

- 10-3.1 Explain the application, selection and installation of hydronic system components
- 10-3.2 Explain the operation of a hydronics system
- 10-3.3 Identify components of a hydronics system
- 10-3.4 Select major components of a hydronics system
- 10-3.5 Review and test safety controls

MODULE X LESSON IV LOW PRESSURE STEAM SYSTEMS

At the completion of this lesson the HVAC/R student will be able to:

- 10-4.1 Explain the application, selection and installation of low pressure steam systems
- 10-4.2 Identify basic system components and designs
- 10-4.3 Review state codes related to boilers and piping
- 10-4.4 Explain the operation of a steam system
- 10-4.5 Identify and explain safety controls

MODULE X LESSON V SHEET METAL/DUCT WORK

At the completion of this lesson the HVAC/R student will be able to:

- 10-5.1 Demonstrate sheet metal layout and fabrication procedures
- 10-5.2 Apply cutting and shearing, bending and folding, forming and assembly, and sealing and insulating procedures
- 10-5.3 Identify various methods of fastening sheet metal and different methods of fastening and hanging
- 10-5.4 Assemble duct work in accordance to the appropriate manufacturer's specification

MODULE XVI LESSON I WORK SEQUENCE, ASSIGNMENTS AND CLIENTS

At the completion of this lesson the HVAC/R student will be able to:

- 11-1.1 Create work sequences for tasks and units of work
- 11-1.2 Discuss: sequence of activities on an environmental control project, logical sequences for different types of projects with space limitations, and the impact of project planning
- 11-1.3 Develop a timeline for sequencing activities for an entire project
- 11-1.4 Explain adjustments to special issues related to project startup and close
- 11-1.5 Identify different types of duct materials
- 11-1.6 Create work assignments for crew and individuals
- 11-1.7 Determine what constitutes a "unit of Work" and its role in construction economics
- 11-1.8 Discuss typical tasks, needed skills and task assignments
- 11-1.9 Coordinate and negotiate the work of tradespersons
- 11-1.10 Determine personnel needs and develop a plan to monitor progress and quality
- 11-1.11 Clarify client expectations
- 11-1.12 Communicate mutual goals of client and construction team
- 11-1.13 Maintain client communications
- 11-1.14 Implement conflict resolution
- 11-1.15 Employ proper use of change orders
- 11-1.16 Maintain ethical relationships
- 11-1.17 Confirm client satisfaction

Medina County Career Center HVAC Program Handbook Policies & Rules

I have read and understand the policies and rules for the HVAC Program at the Medina County Career Center and agree to abide by them. I further understand that the Instructors, Adult Education Director and Superintendent may amend, change, or institute new policies as deemed necessary.

Student Signature

Date