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HVACR IS OUR BUSINESS

Thank you for your interest in National Technical Institute. We offer real world HVACR training with a hands on curriculum. This catalog should answer most of your questions about our training programs. Please contact us at (602) 600-0035 and ask for David, or feel free to email if that is more convenient at david@ntitraining.com if you have other questions.

National Technical Institute is licensed by the Arizona State Board for Private Postsecondary Education.

OUR FACILITY

We have a 10,000 square foot training facility that is dedicated to technical training. Our classrooms have audio/video equipment and computerized teaching aids. Our 6,000+ square foot lab is a fully equipped, professional atmosphere with 3 phase power and electrical training units available to practice control wiring and circuit troubleshooting. Students reinforce classroom instruction with “hands on” training using industrial and commercial equipment as well as A/C, gas heating units and refrigeration equipment, including ice machines, reach-in coolers and basic refrigerators.
BUILDING A BETTER WORLD ONE STUDENT AT A TIME

Hands on Air Conditioning & Refrigeration Training

The HVACR technical profession is one of the fastest growing careers in the country (www.trade-schools.net). Highly skilled technicians are in high demand, and as buildings become more energy efficient, trained HVACR professionals become essential to the successful operation of these facilities. National Technical Institute can help you enter this exciting profession.

I was able to complete my HVAC certificate with the help of NTI and their amazing instructors. I have a great job making more money than ever before and I have the chance to help my family knowing I have the skills to secure employment whenever and wherever I want.

JOHN RODRIGUEZ / Las Vegas, NV

I started this school in hopes of starting a career without the time or money to go on a long college path or an expensive trade school. Well, 6 weeks into schooling I already was offered a job and now have my own van and running HVAC calls full time for a large company and I don’t even graduate for 2 more weeks. If you want a life changing career starter this is it. As with any school you’re not gonna jump out a pro but this will give you the knowledge and tools to start a successful career in HVAC. Highly recommend this school. David, Ty, Alan and Travis all work together to make an excellent learning experience for the better.

MATT GEISLER / Las Vegas, NV

In only 4 months, I earned my certificate in Air Conditioning, Heating and Refrigeration. NTI taught me the skills I needed quickly and in a way that worked for my schedule.

JEFFREY SANCHEZ / Las Vegas, NV
WHY HVAC TRAINING?

According to the US Department of Labor (Bureau of Labor Statistics)*, employment of heating, air conditioning, and refrigeration mechanics and installers is projected to increase 14 percent during the 2014-24 decade. HVAC systems generally need to be replaced after 10-15 years, and due to the large number of homes and commercial properties built in recent years, these units will need to be repaired and replaced by 2024. With the increased complexity in production of these units, HVAC technicians will need advanced and superior training. *www.bls.gov

www.ntitraining.com
THE NTI DIFFERENCE

OUR MISSION

To produce problem solving, creative thinking graduates who possess industry-standard knowledge and skills that prepare them for a promising career.

OUR STUDENTS

At NTI, we cater to those students who are interested in entering the technical trades and those already employed seeking training to sharpen their skills.

OUR PROMISE

Our NTI students will acquire the necessary technical training to fill the growing vacancies in the HVACR job sector. Upon graduation, students will receive a certificate of completion to prepare them for a career in the workforce.

BECOME A SKILLED HVAC PROFESSIONAL

If you enjoy working with your hands and are looking for technical career with a future, you could be well-suited to succeed as an HVAC Technician. NTI will give you the necessary training to embark on a new career today.

www.ntitraining.com
HVACR SKILLED TRADES ARE IN DEMAND.

As the world shifts to a more energy efficient, technology based focus, lucrative opportunities are available for tradesmen. The NTI program is designed to prepare you for today’s exciting careers in the HVAC and Refrigeration fields.
OUR PROGRAMS

A student with no industrial experience can advance to a job-ready, entry-level HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration) technician job with hands on training in just 2 to 4 months. Classes are held either 3-nights (5pm-9pm) or 3-mornings (8am-noon) per week (Tuesday, Wednesday and Thursday) for either 2 to 4 months; depending on program. You can also choose to take your program through our online system where you will receive online curriculum, with a 1-week long, hands on lab experience upon completion of all online tutorials. We also have a Fusion model where the student will take the online curriculum and come to the campus one day a week for hands on instruction.

The objective of the different programs of study at NTI, is to prepare students for entry-level job opportunities within the HVAC industry. The objective of the HVAC Install Technician program is to prepare students for jobs in the residential installation of HVAC equipment. The HVAC/R Technician program is to prepare graduates for entry level technician and repair services in residential settings. HVAC/R also includes preparation for entry level commercial refrigeration repair, troubleshooting and maintenance jobs.
### HVAC Install Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Electrical I - Basic Electrical Theory</td>
<td>24 hours</td>
</tr>
<tr>
<td>Electrical II - Electrical Application</td>
<td>24 hours</td>
</tr>
<tr>
<td>Air Conditioning &amp; Refrigeration Fundamentals</td>
<td>32 hours</td>
</tr>
<tr>
<td>EPA Certification Seminar &amp; Exam</td>
<td>8 hours</td>
</tr>
<tr>
<td><strong>TOTAL COST FOR THIS PROGRAM</strong></td>
<td><strong>88 hours</strong></td>
</tr>
</tbody>
</table>

**Tuition:** $3,255.00

### HVAC/R Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Electrical I - Basic Electrical Theory</td>
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<td>8 hours</td>
</tr>
<tr>
<td>Advanced Air Conditioning</td>
<td>32 hours</td>
</tr>
<tr>
<td>Gas Heating Seminar</td>
<td>8 hours</td>
</tr>
<tr>
<td>Heat Pump Seminar</td>
<td>8 hours</td>
</tr>
<tr>
<td>HVAC Troubleshooting</td>
<td>24 hours</td>
</tr>
<tr>
<td>Commercial Refrigeration</td>
<td>32 hours</td>
</tr>
<tr>
<td><strong>TOTAL COST FOR THIS PROGRAM</strong></td>
<td><strong>192 hours</strong></td>
</tr>
</tbody>
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**Tuition:** $6,895.00

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NOTE: "Modern Refrigeration & Air Conditioning textbook is used for all the courses with *."
FUSION MODEL TRAINING
Pricing for the Fusion model is the same as the traditional pricing found on page 8.

ONLINE MODEL TRAINING
Pricing for the Online model is the same as the traditional pricing found on page 8. Price also includes all breakfasts and lunch and also 5 night hotel accommodations during the 1-week long lab practicum.
E101 Electrical I - Basic Electrical Theory - 24 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:
Electron Theory, Basic Electrical Math, Ohm’s Law, Basic Electrical Circuits, Series and Parallel Circuits, Schematics and Diagrams, Electrical Testing Instruments, Electric Motors and Electrical Safety.

OBJECTIVE:
Students will become familiar with basic electrical theory and fundamentals. The use of electrical testing equipment and basic hand tools will be covered and practiced. Circuit wiring will be studied and practiced in a lab environment.

E102 Electrical II - Electrical Application - 24 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:
Industrial Control Circuits, Motor Controls, Starting and Running Circuits and Motor Protection. An emphasis will be placed on understanding and wiring control circuits. Electrical Safety will be emphasized.

OBJECTIVE:
Students will become familiar with electrical components. Each student will build and test circuits used in HVAC equipment and industrial controls. The use of hand tools and electrical test equipment will be studied and practiced in a lab environment.
A101  Air Conditioning & Refrigeration Fundamentals – 32 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

OBJECTIVE:
Students will understand the basic refrigeration cycle, the components that are common to refrigeration systems and the physical laws that apply. Upon completion the student will be able to competently Solder and Braze copper refrigeration fittings.

A103  EPA Certification Seminar & Exam – 8 Hours

FORMAT: Lecture and Proctored Testing

STUDY TO INCLUDE:
Students will become familiar with the EPA Rule 608 40-CFR, part 82 subpart (f). Students will become familiar with types of certification, theory on ozone loss, legal requirements regarding use and disposal of refrigerants. Proper recycling techniques, recovery techniques and refrigerant disposal will be covered.

OBJECTIVE:
Students will be prepared to successfully complete the EPA 608 Universal Certification exam, which will be given at the end of the 2-day EPA module.

NOTE:
• Tuition includes taking the EPA Exam one time; Exam “retake” fee is $25.00
A102  Advanced Air Conditioning – 32 Hours

FORMAT:  Lecture and Lab

STUDY TO INCLUDE:
Review of Refrigeration Systems, Introduction to Duct Systems and Airflow, Refrigerant Controls, Electrical Controls, Air Conditioning Troubleshooting, Recovery, Evacuation and Recharge, Superheat and Sub-cool. Safety will be emphasized.

OBJECTIVE:
Students will understand the use of test equipment and will comprehend superheat, sub-cooling and airflow, and how to use these key indicators of system performance in the troubleshooting process.

A104g  Gas Heating Seminar – 8 Hours

FORMAT:  Lecture and Lab

STUDY TO INCLUDE:
Introduction to Gas Heating, Ignition Theory, Combustion Theory, Operational Controls and Safety Controls, Furnace Types. Safety will be emphasized.

OBJECTIVE:
Students will learn the fundamentals of gas heating systems and components. Troubleshooting techniques will be studied and practiced in a lab environment. Safety practices will be covered.
A104h  Heat Pump Seminar – 8 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:
Heat Pump Theory, Design and Components and Troubleshooting Heat Pump systems. Safety will be emphasized.

OBJECTIVE:
Students will learn the fundamentals of Heat Pump operation and system components, and troubleshooting techniques unique to Heat Pump systems will be covered.

A105  Commercial Refrigeration – 32 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:
Types of Commercial and Industrial Refrigeration Equipment and Systems, Refrigeration System Components, and Troubleshooting Commercial Refrigeration Systems. Safety will be emphasized.

OBJECTIVE:
Students will become familiar with commercial refrigeration systems and their components. Troubleshooting will be covered for commercial refrigeration systems. Students will study, troubleshoot and repair commercial refrigeration systems in a lab environment.
A108  HVAC Troubleshooting – 24 Hours

FORMAT: Lecture and Lab

STUDY TO INCLUDE:
Troubleshooting concepts and techniques, review of control circuits, review of refrigeration cycle. Lab practice on commercial and residential package and split units covering a wide variety of HVAC problems.

OBJECTIVE:
To provide students with the knowledge and skills to successfully troubleshoot any type of problem associated with commercial and residential package or split HVAC systems.
1. Effective Date: 08/08/2019

2. Admissions Requirement—A student must provide proof of High School Graduation or equivalent; AND be at least 18 years of age.

3. Entrance Requirements: There is no entrance examination but each prospective student will be interviewed. Please bring any questions you may have along with proof of age and education.

4. Governing Body:
   A. Service Education AZ LLC Owner

5. Faculty & Staff:
   A. David Lee Campus Director
   B. Ty Branaman Academic Director/Instructor

6. Class schedule: Classes are held in the mornings from 8am to 12pm, evenings 5pm to 9pm.

7. Registration deadline: You must register for the program of choice before the first day of class.

8. School Calendar:
   2019 Holiday Schedule: 9/02/19 (Labor Day), 11/11/19 (Veteran’s Day), 11/28/19 (Thanksgiving Day), 12/25/19 (Christmas Day)

9. School Hours of Operations: Monday thru Saturday 7:30am-9:00pm.

10. Business Hours: Monday thru Friday 9am-5pm. All facility tours are by appointment only
11. Career Services: NTI assists with employment opportunities by passing along job leads from local companies who let us know about their job openings from time to time. In addition, students can discuss employment opportunities with faculty to help identify job prospects. After graduating, students are strongly encouraged to provide their employment information in the HVAC/R field to NTI for tracking purposes.

12. Certificate: Every student who completes their entire program, including meeting the required overall attendance of 70% or better, meets minimum of 70% or higher grade and has a current payment balance is eligible to receive a Certificate of Completion from NTI.

13. School Transcript: The school will maintain a record of all students who attend. Any present or past student may request a copy of their transcripts at no charge.

14. Student Conduct Code: Students are expected to follow all school rules. A student will be immediately expelled for fighting, stealing or intentional destruction of school property. Any student found not complying with school rules (listed below) will be disciplined as follows:
   - 1st offense—verbal warning
   - 2nd offense—written warning
   - 3rd offense—expelled from the program and institution

   If a student receives three written notices they will be expelled from school. Expelled students will be treated as if they voluntarily dropped the course for purposes of refund policy.

15. School Rules:
   A. No smoking in building. Smoking is allowed on breaks only in designated area outside.
   B. No chewing tobacco or gum in class or lab.
   C. You must clean up after yourself.
   D. Treat everyone in the class with respect.
   E. You must not be under the influence of alcohol or drugs.
   F. Dress Code:
      1. Short sleeve shirt, no tank top or under shirt
      2. Jeans, work pants or work shorts.
      3. Work shoes (no open toe shoes in the lab)

16. Class Size: Maximum class size 24 students.
17. Federal funding is not available. NTI provides the following options for payment:

   a. A student that pays in full on or before the first day of class, will receive a 10% reduction on the total tuition cost of program. NTI accepts cash, check, credit/debit cards and money orders.

   b. Students can finance their tuition costs with NTI over six equal, monthly payments. Payments are as follows:

   I. HVAC/R Technician Program: Monthly payments of $1,149.17; to start on or before the first day of class.
   II. HVAC Install Technician Program: Monthly payments of $542.50; to start on or before the first day of class.
   i. NTI reserves the right to charge a $35.00 fee for any returned checks
   ii. While a student is enrolled and attending their program, if they fall more than 30 days late on their payments, NTI may suspend the student until their balance is brought current.
   iii. If upon meeting all components of the program but there is a past due balance, NTI reserves the right to withhold the Certificate of Completion and EPA Certificate until payments are made current.

18. National Technical Institute will not evaluate prior courses from other institutions, prior employment nor life experience for transfer credit towards any programs offered.

19. Additional Cost: $25.00 for additional EPA exam if a retake is necessary.

20. Student Grievance Procedure

   In the event of a complaint, dispute or grievance, all students should follow the following procedures:

   1. Complaints directed at an individual staff or faculty member must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.

   2. If after addressing the issue and you feel that the matter remains unresolved, you must submit a Formal Complaint, in writing, to the Campus Director or their Designee within 5 business days excluding Saturdays and Sundays, State and Federal Holidays. The Campus Director of Designee will respond, in writing, within 5 business days excluding Saturdays and Sundays, State and Federal Holidays.

   3. If complaint cannot be resolved after exhaustint the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

   The State Board’s address is:

   Arizona State Board of Private Postsecondary Education
   1740 W. Adams Street
   Phoenix, Arizona 85007

   Telephone: (602) 542-5709
   Fax Number: (602) 542-1253
   Website: www.azppse.gov
21. Cancellation and Refund Policy:

1. Refund of tuition:

a. Three-Day Cancellation: NTI shall allow an applicant to cancel an enrollment agreement if the applicant submits a written notice of cancellation to the NTI within three days, excluding Saturday, Sunday and state and federal holidays, of signing the enrollment agreement. NTI shall provide to the student a refund of 100% of all monies paid, no later than 30 days of receiving the notice of cancellation.

b. If an applicant cancels their enrollment on or before the start date of the training program, NTI shall refund all money they have paid, minus a $150.00 administration fee.

c. If student withdraws after the start date of the training program, the tuition refund, minus a $150.00 administration fee, will be determined as follows:

(a) *Prorated tuition rate:

10% or less of the clock hours attempted—90% tuition refunded

More than 10% and less than or equal to 20% of clock hours attempted—80% tuition refunded

More than 20% and less than or equal to 30% of clock hours attempted—70% tuition refunded

More than 30% and less than or equal to 40% of clock hours attempted—60% tuition refunded

More than 40% and less than or equal to 50% of clock hours attempted—50% tuition refunded

More than 50% of clock hours attempted—No refund is required

Note: The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.
2. Refunds will be issued within 30 calendar days of student’s written withdrawal notification, or date of school determination of withdrawal, based on absences or other criteria as specified in the school catalog.

22. Attendance: NTI is an attendance recording institution and requires a student to attend 70% or greater of all classes. Dropping below 70% attendance level will result in termination from the program.

1. Definition of Absence: A student missing more than half a class on any given day is deemed to be absent for the class.

2. Definition of Excused Absence: An absence will be recorded as “excused” if the student calls in before the start of class and has a valid reason for missing. Valid reason for mission are personal illnesses, court appearances or other emergencies. NTI reserves the right to request a physician’s note or other relevant evidence of valid reason for absence. Coursework missed is subject to the Make-Up policy.

3. Definition of Unexcused Absence: A student that fails to call in to notify NTI of reason for not attending will be recorded as an “unexcused” absence. Three consecutive unexcused absences will lead to automatic dismissal.

4. Definition of Tardy: A student will be recorded as tardy if they arrive more than 15 minutes late to class. Tardiness will be deducted from the clock hours for that particular 4-hour class and calculated in half-hour increments. For example, if a student arrives 39 minutes late, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.

5. Definition of Early Out: Early Out’s from class will be handled the same way as a tardy. Early Out will be deducted from the clock hours for that particular 4-hour class and calculated in half-hour increments. For example, if a student leaves 39 minutes early, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.
6. Readmission Policy: Any student that has left their program of study for any reason (excluding expulsion due to violating the Student Conduct Code found on page 17 of this catalog) will only be readmitted through the readmission policy.

   a. The student must have an interview with the Campus Director or designee. The student must demonstrate that the previous reason for dropping the program has been addressed and resolved.

   b. Must pay a $25 readmission’s fee

   c. Must have a zero dollar balance with the school

   d. Must be current with loan payments if schooling was financed through NTI.

7. Make-Up Policy: Students who miss class will be allowed make-up opportunities to catch up on the work and time missed. Class assignments may be made-up for full points. A make-up lecture may be granted at the discretion of the instructor and will be scheduled by the instructor. The due date for make-up assignments is at the discretion of the instructor. Please note, there will be no charge for any make up work.

8. Satisfactory Academic Progress:

   To maintain Satisfactory Academic Progress (SAP), a student must maintain a minimum cumulative program average of 70%. This requirement is assessed at the end of each separate class within the program the student is currently enrolled in. If student drops below the cumulative program average of 70%, they will be placed on Academic Warning and given until the completion of the next class to bring their cumulative program average above 70%. If the student remains below 70% cumulative program average after the Academic Warning period, they will be terminated. If student desires to restart, they will fall under the Readmission Policy.

   a. SAP Grading Scale:
      
      100%--90%=A  
      89%--80%=B  
      79%--70%=C  
      69%--60%=D  
      59%--50%=F
9. Dropped Program: If you were terminated due to attendance, grades or voluntarily dropped out of the program, but not dismissed, you will be allowed one “re-start” within 6-months of last day of attendance at no charge to the student. This one-time “re-start” does not fall under the Readmission Policy. Any refund would be postponed and calculated based on the percentage of program completed.

10. Dismissed or Terminated Students: Dismissed or terminated students will be presented with a written letter of explanation for their action. The letter will be given in person, or sent via certified mail to the address listed in their file.