Contractor HVAC Technical Service Courses

EPA Refrigerant Certification Training & Testing Program (Section 608) (1 Day) - $215.00

Course Description - This course is designed to review the technical subject areas necessary to prepare HVACR technicians to take and pass an EPA approved refrigerant transition and recovery certification program administered by Ferris State University. The objective of the course is to have attendees achieve a universal certification rating pursuant to the U.S. Clean Air Act (Section 608) Title VI, 40 CFR Part 82, Subpart F.

Topics to include –
- EPA Exam Expectations
- General HVACR Systems
- Basic Refrigeration
- Refrigerant Chemistry
- Refrigerant Oils
- Ozone Depletion
- Global Warming
- Montreal Protocol
- United States Legislation & Regulations
- Recovery Recycling & Reclaiming Refrigerants
- Safe Handling & Transportation of Refrigerants
- Conservation – Servicing & Testing of Systems
- Waste Oils
- High & Low Pressure Chillers
- Exam Rules Regulations and Structure

R-410A Refrigerant Certification Training & Testing Program (1 Day) - $225.00

Course Description - This one-day certification course will discuss proper servicing procedures when working with refrigerant R-410A in residential and light commercial applications. As the air conditioning industry transitions from the use of R-22 to R-410A in new package and split systems, it is important that all contractors and technicians understand refrigerant safety, handling procedures, proper charging techniques, POE oil concerns and the operating characteristics of R-410A. EPA regulations have prohibited the use of R-22 in new equipment starting January 1, 2010 and a complete phase out of R-22 production and importation scheduled for the year 2020. Installation, servicing and replacement of equipment with R-410A will require special tools, instruments and procedures. The operating pressures and thermal performance of R-410A are significantly higher than conventional R-22 machines and care must be exercised when working with these systems. A detailed comparison of the thermal performance of R-22 and R-410A will be discussed as well as the new federally mandated minimum 13 SEER that went into effect January 2006. Unlike the federally mandated certification requirements for section 608 of the US Clean Air Act, the equipment manufacturers and distributors of R-410A products require this certification program because of safety and liability issues when working with very high-pressure refrigerants.
HVAC Electrical Motor Testing & Replacement Course (2 Days) - $430.00

Course Description – Detailed analysis of electrical motor manufacture’s warranty results have identified that a great majority of the field return motors have no defect found. Good motors are routinely returned in error due to mis-diagnoses by service technicians. Data analyzed also concluded that many of the defective motors that did return were the result of multiple repeat failures concluding that the original root cause of the problem was never determined. The goal of this seminar is to develop troubleshooting skills for service technicians to become proficient in motor testing and replacement for common single and three phase motors. Attendees will be taught root cause analysis to prevent repeat failures.

Topics to include –
- Alternating current fundamentals and sine wave analysis
- Principles of electromagnetic induction
- Single phase motor theory, testing, construction and replacement guidelines
- Three phase motor theory, testing, construction and replacement guidelines
- Motor identification techniques
- Design characteristics of (6) common single phase motors
- Calculation of motor horsepower for single & three phase motors
- Power factor and power factor correction
- Winding resistance and resistance to ground guidelines
- Electric motor starting gear – start relay/start capacitor/soft start kits
- Run and start capacitor failure modes
- Capacitor testing methods
- Replacement rules for start and run capacitors
- Schematic wiring diagrams – emphasis on motors
- Motor terminal arrangements of single and three phase motors
- Three phase voltage and current imbalance calculations
- Discuss CSR motor circuit operation and failure analysis
- Variable speed motors
- Multi speed motor operation and troubleshooting
- ECM motors and application
- Discuss three phase wye and delta connected motors
- Reduced inrush starters -wye delta starters, part winding start
- Common three phase motors - 3,6, and 9 lead motors
- Part winding verses across the line start motors
- Perform root cause analysis and prevention of repeat failures
- Safe electrical motor testing guidelines and recommendations

Refrigeration - Technical Service & Troubleshooting Course (4.75 Days) - $975.00

Course Description: This course is designed to teach the principles of the mechanical refrigeration process. Students will gain an understanding of the basic skills necessary to properly service, troubleshoot and maintain modern HVAC systems. Studies of adult education have identified that the majority of adults learn by doing and our state of the art lab does just that. Technical lecture material taught in the classroom is re-enforced in our supervised lab where students will work on actual equipment and put to practice what was just learned in the classroom. Attendees will be taught practical service procedures and troubleshooting techniques that will enhance their performance back on the job. This course was developed for equipment operators, maintenance personnel and service technicians who maintain, troubleshoot, and service residential and commercial HVAC.

Topics to include:
- Identification of essential system component parts and accessories
- Review of ARI system classifications
- Thermodynamic mechanical refrigeration cycle analysis
- Pressure enthalpy diagrams and practical applications
- Direct and indirect cooling systems
- System troubleshooting to include – identifying refrigerant over/under charge, low air flow evaporator/condenser, restricted liquid line, and system non-condensables
- Superheat and sub cooling determination for common refrigerant types
- Proper system evacuation and dehydration techniques
- Machine room guidelines and refrigeration safety concerns
- Basics of heat transfer methods and measurement
- Identifying refrigeration system irregularities and proper use of refrigerant data logs
- Refrigerant charging procedures
- EPA concerns and guidelines per section 608 US Clean Air Act
- Single component and blended refrigerant mixture service considerations
- HVAC service practices and procedures
- System performance factors and design considerations
- Common compressor types, operation, service and troubleshooting
- Compressor and system capacity control methods
- Air and water cooled condenser types, operation, service and troubleshooting
- Common evaporator types, operation, service and troubleshooting
- Various metering devices, operation, service and troubleshooting
- Effective system clean up after mild and severe burnouts
Electrical - Technical Service & Troubleshooting Course (4.75 Days) - $975.00

Course Description – The majority of field problems in the HVAC industry are the result of electrical system malfunctions. Properly identifying and correcting these malfunctions in a timely manner represents the greatest challenge to the skills of service technicians. This course was specifically designed to address these concerns and give attendees the “technical tools” and confidence necessary to fix the problem right the first time and reduce costly callbacks. The course takes a logical and practical approach in teaching wiring diagram interpretation and the application of time proven troubleshooting procedures and techniques. Studies of adult education have identified that the majority of adults learn by doing and our state of the art lab does just that. Technical lecture material taught in the classroom is re-enforced in our supervised troubleshooting lab where students will work on actual equipment and put to practice what was learned in the classroom by troubleshooting actual systems with electrical faults. Attendees are taught practical service procedures and troubleshooting techniques that will enhance their performance back on the job. This course was developed for maintenance personnel and service technicians who maintain, troubleshoot, and service residential and light commercial HVAC equipment.

Topics to include –
- Reading and interpretation of various electrical schematics for residential and light commercial heating and cooling systems - determining the sequence of operation
- Applying factual ladder schematics and component location diagrams to various systems
- Use and application of common electrical meters in electrical troubleshooting
- Developing a logical approach to troubleshooting and timely correction of system malfunctions – prevention of repeat failures
- Troubleshooting common electromechanical safety and operating controls
- Troubleshooting various printed circuit boards and solid state controls – identifying function of boards and testing inputs/outputs
- Develop safe electrical troubleshooting practices and procedures – hopscotch method of troubleshooting
- Troubleshooting single phase motor starting gear – hard and soft start kits
- Single and three phase motor theory and construction
- Troubleshooting common single and three phase motors
- Three phase voltage and current imbalance determination
- Motor testing and replacement guidelines
- Determining root cause and failure analysis

Screw Liquid Chiller - Technical Service, Troubleshooting & Maintenance Course (4.75 days) - $1,150.00

Course Description: This course is specifically designed to meet the needs of service technicians who service, maintain and install screw liquid chillers. The seminar is a blend of practical theory and application involving the specific concepts of screw liquid chillers. Comparisons to reciprocating and centrifugal chillers will help to define and position screw chillers in today’s HVAC marketplace. Attendees will develop an in depth working knowledge of the oil management system, refrigerant circuitry, waterside and compression processes unique to screw chillers. Studies will focus on Product Integrated Control™ (PIC) and the latest version of the ComfortLink™ control platforms. Students will gain the practical skills and confidence required to operate, maintain, troubleshoot, and service screw liquid chillers. Carrier models 30GX/HXC/HXA economized and non-economized chillers will be discussed. As indicated by the topics covered, this will be a comprehensive training course and one that you will not want to miss.

Topics to include:
- Liquid chiller classifications
- Direct versus indirect cooling systems
- World chiller market – Applied and Heavy Chillers
- Compressor Performance Factors – Balance Diagrams
- Reciprocating, centrifugal and screw chiller comparisons (pro/con)
- Chiller system design envelop, application guidelines, operational parameters
- Discussion of various water piping systems, ΔT and approach temperatures
- Loop volume and water flow rate requirements and determination
- Factory installed options (FIOPS) and field installed accessories
- Refrigeration and waterside troubleshooting techniques
- Cooler construction, heat transfer, flow rate and performance testing
- Liquid level sensor operation and troubleshooting
- Electronic flow switch operation and setting
- Condenser coil options to suit environmental conditions
- Chiller installation recommendations – water, service and air flow
- Low and high frequency sound consideration
Reciprocating Liquid Chiller - Technical Service, Troubleshooting & Maintenance Course (4.75 days) - $975.00

Course Description: This course is specifically designed for personnel that operate, service, maintain and install reciprocating liquid chillers. Attendees will develop an in depth working knowledge of the electrical control systems of microprocessor based chillers, lubrication system, refrigerant circuitry, waterside and compression processes of reciprocating chillers. Studies will concentrate on Carrier Flotronic™ and ComfortLink™ control platforms used in reciprocating chillers. Technical lecture material taught in the classroom is re-enforced in our supervised troubleshooting lab where students will work on electrical control panels and put to practice what was just learned in the classroom by troubleshooting trainers with electrical faults. Attendees will be taught practical service procedures and troubleshooting techniques that will enhance their performance back on the job when servicing and maintaining reciprocating liquid chillers.

Topics to include:

- Liquid chiller classifications - Direct versus indirect cooling systems
- Compressor operation and performance factors – Reduced inrush starting
- Reciprocating chiller operation – Flotronic™ & ComfortLink™ machines
- Chiller system design envelop, application guidelines, operational parameters
- Discussion of various water piping systems, ∆T and approach temperatures
- Loop volume and water flow rate requirements and determination
- Factory installed options (FIOPS) and field installed accessories
- Refrigeration and waterside troubleshooting techniques
- Cooler construction, heat transfer, flow rate and performance testing
- Condenser coil options to suit environmental conditions
- Chiller installation recommendations – water, service and air flow
- Oil circulation, oil pressure and oil level requirements
- Refrigerant considerations - R-22, R-134a EPA recovery guidelines
- Global warming & ozone depletion concerns. Machine room safety ASHRAE 15, safety group classifications
Reciprocating Liquid Chiller - Technical Service, Troubleshooting & Maintenance Course (Cont’d)

- Split system chiller piping design and layout concerns
- Part load performance, capacity control systems and hot gas bypass applications
- Refrigerant charging procedures package/split system chillers
- Microprocessor configuration, operation and troubleshooting.
- ESD/EMI awareness
- Alarm and alert codes
- Proportional Integral Derivative (PID) control algorithm, lead lag & pull down control
- Electronic Expansion Valve (EXV) operation and testing
- Familiarization and operation of the HSIO, scrolling marque display, and hand held Navigator.
- Communication bus wiring
- Thermistor operation and troubleshooting
- Energy Management Module (EMM) installation and operation
- Compressor Expansion Board (CXB), Main Base Board (MBB) operation
- Temperature reset and demand limit configuration and operation
- Machine commissioning startup sheets, system data logs

All pricing is valid through December 31, 2018.

Air Conditioning Training Specialists, Inc.

Air Conditioning Training Specialists, Inc. (ACTS) is a provider of quality technical training solutions for the HVACR industry. We designed our skills related training programs based on an underlying philosophy that “adults learn by doing.” ACTS reinforces this approach to learning through a delicate balance of classroom lecture applied with “hands on” troubleshooting labs. The goal of ACTS is to offer cost effective HVAC training that exceeds the expectations of the learner.

Principles of Refrigerant Piping – For Service Technicians (2 Days) - $525.00

Course Description - This course will teach the principles of proper refrigerant piping in respect to design and layout. Service technicians will gain an understanding of accepted methods of proper pipe sizing and layout in regard to pressure drop (full load), oil return (light load) and off cycle drainage. Improper refrigerant piping practices result in a loss of system capacity and efficiency as well as contribute to compressor failures in both residential and commercial equipment. Attendees will be taught practical sizing procedures using a system design manual and ASHRAE piping guidelines not only to design and layout a proper piping system but also to recognize piping deficiencies on existing systems. Piping recommendations for Refrigerants R-22, R-410A and R-134a will be discussed. This course was designed specifically for service technicians who maintain, troubleshoot, and service residential and commercial HVAC equipment.

Topics to include:

- Basic system design considerations - balance diagrams, refrigerant velocities, oil return, off cycle drainage, refrigerant and oil miscibility, refrigerant migration, temperature limitations. Residential long line set limitations and adjustments for cooling and heat pump systems refrigerant charge/metering device concerns.
- Refrigerant line pressure drop limitations expressed in saturated refrigerant temperature drop °F.
- Calculations of pressure drop from line length, fittings and accessories. Residential, commercial & duct free splits.
- Equivalent length verses actual pipe length.
- Discussions on why refrigerant vapor lines are more critical to design as compared to liquid lines.
- Compressor performance factors and its effect on pipe design and sizing.
- AC&R refrigerant piping physical properties for types (M, K, L) tubing.
- Buried line set issues and recommendations.
- Vertical hot gas, liquid and suction line risers – issues pertaining to oil return and sub-cooling losses. Interpretation of pipe sizing charts and oil return tables.
- Pipe sizing examples hot gas, liquid and suction lines to include single standard risers, reduced risers and double suction/hot gas risers.
- Capacity control methods effects on refrigerant velocities – mechanical unloading and loading systems, two stage reciprocating and scroll compressors, digital scrolls and hot gas bypass applications and concerns.
- Liquid line solenoid use to include solenoid drop, pump down and pump out control.
- Suction line accumulators, crankcase heaters, traps, inverted traps, filter driers applications and recommendations.
- TXV sizing procedures use of bleed valves and hard shut off applications. Flash gas control.

Student Evaluation: Student progress incorporates various classroom worksheets for design sizing exercises.

Suggested Prerequisite:

Students should have a minimum of three years of field experience in the installation, startup, service and maintenance of residential or commercial air conditioning and refrigeration systems coupled with appropriate levels of vocational and/or HVACR technical education.

Air Conditioning Training Specialists, Inc. 2018
Course Description - This course will provide a practical approach to the understanding and application of psychrometrics and the methods and procedures for field measurement of air flow for residential and commercial HVAC equipment. The course will discuss the psychrometric treatment of air for both process and comfort cooling applications. During the hands on lab students will perform air flow measurement and calculations utilizing common field procedures and instruments such as pitot tubes, anemometers, temperature rise, external static pressure and measurement of cooling coil static pressure drop methods.

This course was designed specifically for service technicians who maintain, troubleshoot, and service residential and commercial HVAC equipment and are knowledgeable on the refrigeration and electrical aspects of air conditioning systems but wish to expand their knowledge of the air side of the business. In too many cases existing HVAC systems do not perform to their design expectations due to improper air flow which goes undetected. HVAC systems will not produce the design efficiency, performance or reliability with improper air flow. This course will give the service technician the skills necessary to diagnosis and correct air side problems and is very useful for design engineers in obtaining the knowledge necessary in understanding the field application of the air side of systems, e.g, LEED commissioning & troubleshooting.

Topics to include:
- Discussion of human comfort to include:
  - Metabolic Rate
  - Body’s heat rejection methods
  - Conduction, convection and, evaporation
  - Thermal equilibrium
  - Wind chill factor
  - Humidity index
  - Psychrometric chart
  - comfort zones
  - summer/winter
- Discussion of the earth’s atmosphere to include:
  - Barometric pressure
  - Pressure measurement scales
  - Various altitudes and temperature psychrometric charts
  - Ideal gas laws of Charles, Boyle and Dalton
  - Dry & wet air composition, gas constants and specific heat
  - Definition of standard air conditions
- Psychrometric chart overview
- Properties of air (8)
- Plotting state points and psychrometric chart interpretation
- History and development of the psychrometric chart
- Birth of air conditioning industry and historical milestones
- World’s first scientific air conditioning unit
- Psychrometric chart construction
- Dew point discovery, the law of constant dew point depression
- Sling & electronic psychrometers
- Adiabatic saturators
- Air spray washers
- Evaporative cooling
- Cooling & dehumidification process
- Total heat formula, sensible heat formula and latent heat formula
- Sensible heating & cooling processes
- Rational psychrometric formulae
- Dew point, vapor barriers & IAQ issues – avoid equipment over sizing
- Heating & humidification processes
- Direct refrigerant expansion coil design
- Row split, face split and intertwined circuitry
- Cooling coil bypass factors and typical applications
- Ventilation & mixed air processes – enthalpy wheels
- Setting outside air dampers for ventilation
- Hospital operating room considerations
- Calculating % outside air & room air changes
- Chemical dehydration
- Humidification processes & setting humidistats
- Cooling towers
- Air moving devices – fan rating points
- Centrifugal & axial fan types
- Fan curves and practical interpretation
- Duct system pressures – static, velocity & total
- Velocity profiles and pressure measurement points
- Sources of system resistance to air flow
- System effect concerns and recommendations
- Air flow measurement methods & procedures
- Digital manometers
- Inclined manometers & magnehelics
- Pitot tubes, anemometers, temp rise, external static pressure, temp rise, cooling coil pressure drop calculations
- Individual room cfm requirements
- Altitude correction factors
- The three fan laws, practical applications & solutions

Student Evaluation: Student progress incorporates various classroom worksheets for psychrometric plotting and problem solving including a hands on lab incorporating methods and procedures for performing air measurement checks.

Suggested Prerequisite:
Students should have a minimum of three years of field experience in the installation, startup, service and maintenance of residential or commercial air conditioning and refrigeration systems coupled with appropriate levels of vocational and/or HVACR technical education.
United States Government Orders via GSA Schedule

#GS-02F-0070S

Please note that Air Conditioning Training Specialists, Inc. is an active and registered company with the United States Department of Defense under the Central Contractor Registration (CCR) as listed with the Defense Logistics Agency. The CAGE Code number for Air Conditioning Training Specialists, Inc. is 1JM9V and the DUNS number is 045259616. All ORCA representations and certifications are current and up to date. The Federal Identification number for Air Conditioning Training Specialists, Inc is 20-3185963. James P. Curley is the instructor for these courses is a certificated proctor for the Ferris State University Refrigerant Transition and Recovery Program (FSU Registration: F000948). Mr. Curley has over 50 years of HVACR industry experience.

Custom On-Site Training Courses – Worth Considering

The best way to obtain the maximum value for your training budget is to schedule us to conduct the courses at your place of business. By arranging custom on-site training at your work place you can:

- Reduce travel related expenses for your employees
- Reallocate travel funds to training dollars
- Train and motivate a greater number of employees
- Maintain normal schedule of employees
- Audit the training program to ensure compliance to your training needs and objectives
- Retain the employees on-site in case of emergencies

What a great way to invest in your staff while at the same time stretching your training dollars. Training is an Investment in your most valuable commodity – your employees. Training reduces callbacks and makes your business more profitable. If you are interested in discussing this option further please give us a call at (480) 830-1634.

On a personal note, Jim is the father of five daughters and the proud grandfather of 13 grandchildren & 9 great grandchildren. Jim and his wife Joyce reside in Mesa, Arizona.
<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>Industry, CA</td>
<td>02/12/18 – 02/16/18</td>
<td>$975.00</td>
</tr>
<tr>
<td>2. EPA Refrigerant Certification Training &amp; Testing (Section 608)</td>
<td>Industry, CA</td>
<td>02/17/18</td>
<td>$215.00</td>
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<tr>
<td>3. Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>Industry, CA</td>
<td>02/19/18 – 02/23/18</td>
<td>$975.00</td>
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<tr>
<td>4. EPA Refrigerant Certification Training &amp; Testing (Section 608)</td>
<td>Tolleson, AZ</td>
<td>02/27/18</td>
<td>$215.00</td>
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<tr>
<td>5. <strong>PRIVATE</strong> Screw Liquid Chiller – Technical Service &amp; Troubleshooting Course</td>
<td>Fairfield, NM</td>
<td>03/12/18 – 03/16/18</td>
<td>CLOSED</td>
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<td>6. <strong>PRIVATE</strong> Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>Alamogordo, NM</td>
<td>03/19/18 – 03/23/18</td>
<td>CLOSED</td>
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<td>7. <strong>PRIVATE</strong> Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>Alamogordo, NM</td>
<td>03/26/18 – 03/30/18</td>
<td>CLOSED</td>
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<tr>
<td>8. Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>Tolleson, AZ</td>
<td>04/09/18 – 04/13/18</td>
<td>$975.00</td>
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<td>9. Air Side Fundamentals - Psychrometrics &amp; Air Measurement</td>
<td>Tolleson, AZ</td>
<td>04/16/18 – 04/20/18</td>
<td>$975.00</td>
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<td>10. Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>Brea, CA</td>
<td>04/23/18 – 04/27/18</td>
<td>$975.00</td>
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<tr>
<td>11. Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>Brea, CA</td>
<td>04/30/18 – 05/04/18</td>
<td>$975.00</td>
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<td>12. R-410A Refrigerant Certification Training &amp; Testing (Ferris State University)</td>
<td>Honolulu, HI</td>
<td>08/31/18</td>
<td>$225.00</td>
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<td>13. HVAC Electrical Motor Testing &amp; Replacement Course</td>
<td>Honolulu, HI</td>
<td>09/04/18 – 09/05/18</td>
<td>$430.00</td>
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<td>14. Principles of Refrigerant Piping - for Service Technicians</td>
<td>Honolulu, HI</td>
<td>09/06/18 – 09/07/18</td>
<td>$525.00</td>
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<td>15. Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>Honolulu, HI</td>
<td>09/10/18 – 09/14/18</td>
<td>$975.00</td>
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<td>16. Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>Honolulu, HI</td>
<td>09/17/18 – 09/21/18</td>
<td>$975.00</td>
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<td>17. Screw Liquid Chiller – Technical Service &amp; Troubleshooting Course</td>
<td>Honolulu, HI</td>
<td>09/24/18 – 09/28/18</td>
<td>$1,150.00</td>
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<td>18. Air Side Fundamentals - Psychrometrics &amp; Air Measurement</td>
<td>Honolulu, HI</td>
<td>10/01/18 – 10/05/18</td>
<td>$975.00</td>
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<tr>
<td>19. EPA Refrigerant Certification Training &amp; Testing (Section 608)</td>
<td>Honolulu, HI</td>
<td>10/09/18</td>
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<td>20. Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>Tolleson, AZ</td>
<td>10/29/18 – 11/02/18</td>
<td>$975.00</td>
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<td>21. Screw Liquid Chiller – Technical Service &amp; Troubleshooting Course</td>
<td>Tolleson, AZ</td>
<td>11/05/18 – 11/09/18</td>
<td>$1,150.00</td>
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<td>22. Refrigeration – Technical Service &amp; Troubleshooting Course</td>
<td>San Diego, CA</td>
<td>11/16/18 – 11/30/18</td>
<td>$975.00</td>
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<tr>
<td>23. EPA Refrigerant Certification Training &amp; Testing (Section 608)</td>
<td>San Diego, CA</td>
<td>12/01/18</td>
<td>$215.00</td>
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<tr>
<td>24. Electrical – Technical Service &amp; Troubleshooting Course</td>
<td>San Diego, CA</td>
<td>12/03/18 – 12/07/18</td>
<td>$975.00</td>
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<td>25. Screw Liquid Chiller – Technical Service &amp; Troubleshooting Course</td>
<td>Brea, CA</td>
<td>12/10/18 – 12/14/18</td>
<td>$1,150.00</td>
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</tbody>
</table>

**ENROLL NOW! – REGISTRATIONS ARE ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS AND SEATS ARE LIMITED.**

**CONSULT YOUR TAX ADVISOR REGARDING INCOME TAX DEDUCTION POSSIBILITIES FOR EDUCATIONAL EXPENSES TO IMPROVE & MAINTAIN YOUR PROFESSIONAL SKILLS**

**UNITED STATES TREASURY REGULATION §1.162-5**
Please Specify Payment Method

<table>
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<tr>
<th>Credit Card</th>
<th>Visa</th>
<th>Mastercard</th>
<th>GSA Schedule</th>
<th>American Express</th>
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Name on Credit Card

Credit Card Number

Credit Card Billing Information

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<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</table>

Expiration Date: ( )/( ) mm/yy

Credit Card Security Code Number ( )

☐ Purchase Order - copy of PO MUST accompany registration

PO Number:

☐ Checks - make payable to Air Conditioning Training Specialists, Inc. – payment due 10 days prior to start of class – must accompany registration

☐ US Government Orders Please Apply GSA Schedule #GS-02F-0070S

James P. Curley of Air Conditioning Training Specialists, Inc. is proud to be a GSA Schedule partner with the Federal Supply Service and registered with the United States Department of Defense under Central Contractor Registration (CCR) 1JMV9.

Questions & Registrations

Fax or mail this payment form along with the registration form to the appropriate point of contact, then mail tuition check or purchase order.

For questions please contact

James P. Curley
Telephone: (480) 830-1634
Cell: (602) 361-4689

Air Conditioning Training Specialists, Inc.
PO Box 20190
Mesa, Arizona 85277-0190

Phone: (480) 830-1634
Fax: (480) 654-3604
Email: jamespcurleyhvac@aol.com

We look forward to seeing you in class!

REGISTRATION & PAYMENT

Industry & San Diego

AIR CONDITIONING TRAINING SPECIALISTS, INC.

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REGISTRATION & PAYMENT

Tolleson & Brea

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Telephone: (623) 388-5372
Fax: (623) 388-5188
Email: techservice@siglers.com

RUSSELL SIGLER, INC.

Brea, California

Darren K. Lanear & Fermín Trujillo
205 South Puente Street
Brea, CA 92821
Telephone: (714) 578-5103
Fax: (714) 578-5103
Email: dlaneear@siglers.com
Email: ftrujillo@siglers.com

CARRIER HAWAII

REGISTRATION & PAYMENT

Honolulu

AIR CONDITIONING TRAINING SPECIALISTS, INC.

James P. Curley
PO Box 20190
Mesa, AZ 85277
Telephone: (480) 830-1634
Cell: (602) 361-4689
Fax: (480) 654-3604
Email: jamespcurleyhvac@aol.com

Point of Contact

Kawai Neal
2060 Lauwiliwili Street
Kapolei, HI 96707
Telephone: (808) 792-1745
Fax: (808) 682-2828
Email: kneal@carrierhawaii.com

Class Location

Carrier Hawaii
2060 Lauwiliwili Street
Kapolei, HI 96707
Telephone: (808) 677-6339

REGISTRATIONS & PAYMENTS FOR ALL LOCATIONS PLUS ADDITIONAL INFORMATION & CUSTOM ON-SITE COURSES

Point of Contact

JAMES P. CURLEY
PO BOX 20190
MESA, ARIZONA 85277-0190
Telephone: (480) 830-1634
Cell: (602) 361-4689
Fax: (480) 654-3604
Email: jamespcurleyhvac@aol.com
<table>
<thead>
<tr>
<th>Instructors</th>
<th>Courses are taught by experienced and industry recognized HVAC professionals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>Rooms and meals are available at hotels, motels, and restaurants and are within driving distance to course locations. Tuition fee covers cost of the course and related materials. It does not include meals, housing, or transportation. These arrangements are the responsibility of the student.</td>
</tr>
<tr>
<td>Hours</td>
<td>Courses begin promptly and run from 7:30 am – 5:00 pm.</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment for the course is due prior to the start of class.</td>
</tr>
<tr>
<td>What To Wear</td>
<td>Comfortable work clothes and work shoes. Class rooms are air conditioned and at times may be too cool for some so dress accordingly.</td>
</tr>
<tr>
<td>Acceptance</td>
<td>We will confirm your registration with a confirmation letter and provide detailed information on local lodging and reporting instructions to class: IMPORTANT: Please Do Not make travel reservations until you receive confirmation from us that the class is confirmed. All tuition fees are in US dollars. We reserve the right to change class dates or cancel classes as deemed necessary at which point you may elect to be rescheduled or receive a full tuition refund.</td>
</tr>
<tr>
<td>Student Cancellation Policy</td>
<td>Cancellations received <strong>16 or more</strong> working days prior to the class start date will be refunded in <strong>full</strong>, <strong>11 – 15</strong> working days prior to the class start date will be <strong>charged 50%</strong> of the class fee. Cancellations made <strong>10 or less</strong> working days prior to the class start date <strong>no refund</strong> will be issued and the full class fee will be charged, you will receive a <strong>1 year tuition credit</strong> to attend any class of equal value. There will be <strong>no tuition credit</strong> issued for <strong>NO SHOWS</strong>. Students that do not complete the course will be charged the full tuition and receive a one year credit to retake with class materials.</td>
</tr>
</tbody>
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