



Secondary  
Accreditation Manual

Revised 10/27/2008

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# **HVACR TECHNOLOGY PROGRAM ACCREDITATION**

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# INTRODUCTION

HVAC Excellence, a non-profit organization, has established minimum skill standards and adopted the National Skill Standards objectives. These objectives are an integral part of each accreditation. Accredited programs shall meet or surpass the standards set forth in the section of this manual labeled "**HVACR PROGRAM STANDARDS**".

A major benefit of accreditation is the raising of standards among educational institutions and creating goals for improvements of emerging and weaker programs. **HVAC Excellence** grants accreditation status and lists the institution in an official publication with other similarly accredited programs. Accredited programs may more easily articulate credits between its member institutions. Programmatic accreditation helps to identify institutions and programs for the investment of public and private funds, as well as provide one of several considerations used as a basis for determining eligibility for Federal assistance.

HVAC Excellence Accreditation provides the opportunity for institutions and programs to become part of the national movement to create parity in education in the heating, ventilation, air conditioning and refrigeration field.

# INSTRUCTIONS

The following instructions will provide an approximate maximum timetable for each step of the accreditation process. Dependent upon your response time, the program may be completed in as little as 90 days or as long as 6 months.

**Step 1;**

Complete and submit the HVAC Excellence Accreditation Application.

**Step 2;**

Complete the HVAC Excellence Accreditation Self Study and submit the document along with the curriculum and objectives.

Average timetable - 90 days.

**Step 3;**

The HVAC Excellence review committee will assess the Self Study and documents during its monthly meeting.

Average timetable – 15 to 20 days.  
Maximum timetable - 45 days.

**Step 4;**

If HVAC Excellence finds the Self Study and its accompanying documents acceptable, an on-site evaluation team will be selected and a visitation will be scheduled.

Average timetable – 15 to 20 days.  
Maximum timetable - 45 days.

**Step 5;**

The HVAC Excellence review committee assesses the on-site evaluation report and makes a final determination at its monthly meeting.

Average timetable – 20 days.  
Maximum timetable - 45 days.

# TERMS AND CONDITIONS

Full accreditation from HVAC Excellence is for a period of six years. A training program and/or institution receiving a six-year accreditation will have embraced and surpassed all of the standards within the program.

Training programs and/or institutions that meet most but not all of the accreditation standards may receive accreditation for a lesser period of time with required compliance corrections. Training programs and/or institutions that fail to qualify for accreditation may not reapply for a period of one year.

Required compliance corrections reflect the areas required to upgrade the training program and/or institution to full compliance with accreditation standards. Any program or institution receiving an accreditation with required compliance corrections must submit an implementation plan to correct compliance issues within 90 day of accreditation. All corrections must be completed, documented and filed with HVAC Excellence prior to the first anniversary of accreditation.

HVAC Excellence requires accredited programs to submit an annual report each year on the anniversary of the accreditation. Upon receipt, the report is evaluated by the HVAC Excellence review committee. Once it is determined that the annual report reflects continued compliance with the accreditation standards, the school is notified in writing that the accreditation will remain in effect until the next anniversary date. Without your annual report, we cannot determine if in the prior year there were any substantial changes to your faculty and/or program that may effect your compliance with our standards.

Schools that fail to submit an annual report on a timely basis will be notified by telephone call to the HVAC program chair or instructor that they are delinquent in reporting and are given thirty days to comply. After thirty days, if the school fails to comply, the school's chief administrator will be mailed a letter with notification of intent to suspend the accreditation if the annual report is not received within forty five days. After the 45 day period, should the school still fail to comply; the administration will receive a certified letter indicating that program accreditation is officially suspended. The suspension will appear on the listing of accredited HVAC programs at [www.hvacexcellence.org](http://www.hvacexcellence.org).

HVAC Excellence reserves the right to refuse accreditation on the basis that such accreditation may adversely affect the integrity and purpose of the overall program, notwithstanding the fact that the program or institution may have otherwise met the standards for qualifications set forth above. Under such unusual circumstances, HVAC Excellence would refund the application fee to the applying program and/or institution.

# FEES

## ACCREDITATION FEES

The HVAC Excellence Program fees will total \$1500.00 plus on-site evaluation team expense.

The on-site evaluation fee will vary depending on region, calendar, transportation, etc.

### HVAC Excellence Accreditation Program Fee Schedule:

|  |                  |
|--|------------------|
| Application Fee (Non-Refundable)                     | <b>\$ 500.00</b> |
| Application review (due upon application acceptance) | <b>\$1000.00</b> |
| On-site evaluation team fee                          | <b>varies</b>    |

### Projected on-site fees:

|                           |                                       |
|---------------------------|---------------------------------------|
| Team Honorarium           | <b>\$400.00 ( per day)</b>            |
| Meals (evaluation team)   | <b>(\$50.00 per person per day)</b>   |
| Travel (evaluation team)  | <b>(Transportation expense)</b>       |
| Lodging (evaluation team) | <b>(Lodging not to exceed 3 days)</b> |

**Annual Report Fee** **\$150.00**

All training programs and/or institutions accredited by HVAC Excellence shall be required to file an annual report. This report shall include a status report on any and all required compliance corrections made at the time of accreditation as well as any changes, additions or modifications to the program, including, but not limited to, curriculum, staffing, facilities, issues of safety compliance, etc. This report is to be filed 30 days prior to the anniversary of the accreditation.

# **HVACR PROGRAM STANDARDS**

Revised October 27, 2008

# **HVACR POST SECONDARY PROGRAM STANDARDS**

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# **HVACR PROGRAM STANDARDS**

## **STANDARD 1 MISSION OF PROGRAM**

**The mission of the HVACR program and its students shall be clearly stated.**

### **Standard 1.1 Mission for Program Students**

The HVACR program student shall be trained and educated to the level(s) as described in the program goals, in order to become gainfully employed at entry level or above. There should be potential jobs available in or near the service area for students of the HVACR program.

### **Standard 1.2 Program Mission and Description**

There shall be a documented program description, listing goals for the students of the HVACR program. This document shall be available to any potential student. A student handbook listing tuition, maintenance fees, special clothing or safety equipment, textbooks, tools and any other pertinent information must be given to each new student during orientation prior to entering the program. Employment potential for students and technical qualifications of the HVACR instructor shall also be included in the orientation.

**See Self-Study section page 1 for a list of required exhibits and instructions.**

**STANDARD 2 ADMINISTRATIONAL RESPONSIBILITIES**

**The HVACR program's instruction and curriculum shall accomplish the goals and mission of the program.**

**Standard 2.1                      Competency of Student upon Completion**

Upon completion of the program, the student should be trained to the levels as described in program goals in order to become gainfully employed at entry level or to advance to a technical diploma or certificate on the post secondary level.

**Standard 2.2                      Administration Support of the HVACR Program**

The HVACR program must have the full support of the institution's administration. Equipment, facilities, trainers, tools, training materials, special equipment needs, and supplies will evidence said support. Any specialized and new equipment training, or update training for the instructor must be supported and encouraged by the administration.

**Standard 2.3                      The Institution's Requirements**

The institution's policies concerning attendance and violations, prohibitions, liabilities, safety, parking, or any other pertinent information must be provided to students and staff of the HVACR program.

**See Self-Study section page 2 for a list of required exhibits and instructions.**

**STANDARD 3 FINANCES AND FUNDS**

**The institution shall support the objectives and goals of the HVACR program by providing adequate funding.**

**Standard 3.1 Student's Fees**

The student shall pay any tuition or maintenance fees deemed necessary by the institution. The student shall be responsible for acquiring supplies, safety equipment, hand tools, and special equipment listed in the student handbook.

**Standard 3.2 Annual Budget for HVACR Program**

The institution shall develop and implement an annual budget for the HVACR program. The administration shall inform each instructor in all proper and legal procedures for making purchases.

**Standard 3.3 Formulation of Budget**

It shall be the responsibility of the institution's administration to prepare an annual budget. The administration shall consult with the HVACR Department in the preparation of the annual budget. Each instructor will be notified quarterly of the remaining funds.

**See Self-Study section page 3 for a list of required exhibits and instructions.**

**STANDARD 4            STUDENT SERVICES**

**Student Services shall maintain student records, administer pre-admission procedures, provide job placement assistance, and/or post-secondary placement. Student services should provide post-completion transition assistance.**

**Standard 4.1                    Pre-admission Procedures**

The student shall be pre-tested to assess reading, mathematical and language skills.

**Standard 4.2                    Student Medical Information**

Student services shall keep on file a written document for each student showing any or all allergies, medications and special medical information in case of emergency.

**Standard 4.3                    Counseling**

Student services shall be available for student counseling.

**Standard 4.4                    Student Transcripts**

Student services shall maintain student records for all completers and non-completers, and / or graduates. Student records shall be maintained in duplicate. One copy shall be kept offsite or in a fireproof environment. Both copies shall be maintained in a secure (locked) environment.

**Standard 4.5                    The School-to-Work/Post-Secondary Transition**

Student services shall assist the HVACR instructor in promoting job placement assistance and/or assisting in Post Secondary transition for completers and/or graduates of the HVACR program.

**See Self-Study section page 4 for a list of required exhibits and instructions.**

**STANDARD 5                    INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS**

**An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. A listing of objectives and task assignments to achieve the goals must be a major part of the instruction plan.**

**Standard 5.1                    Program Design**

The program design or plan shall consist of using a curriculum outline, organized in logical sequential procedures, with stated tasks, objectives and competencies. The curriculum shall reflect the requirements for entrance and/or articulation to local Post Secondary programs. Basic skills such as mathematics, reading, communication skills, team concepts and any other related instruction necessary for gainful employment should come as a result of the curriculum.

**Standard 5.2                    Students Per Instructor**

The number of students per instructor shall be reasonable and allow for individual instruction. Classes should consist of no more than a maximum of 20 students per instructor. Open enrollment programs comprised of 15 or more students at multiple levels of instruction should be two instructor programs.

**Standard 5.3                    Specialized Training Plan**

Well-defined exit points shall be established for students that opt to specialize in segments of the program.

Supplemental / part-time preparatory training to meet the specialized training needs of area employers requires that the instructor devise individual training plans to achieve special objectives or goals.

**Standard 5.4                    Safety**

Safety shall be taught during the first week of training and throughout the entire training program. Instruction will include all safety rules and special safety practices. Safety equipment such as eye protection and gloves are required equipment. All safety instructions shall be administered before any student is allowed to operate shop and/or lab equipment. All safety tests shall be given to each student and kept on file as documentation. The instructor shall review student safety exams and discuss all questions answered incorrectly by the student with the student. All students shall sign a statement indicating their understanding of all safety procedures discussed in safety lectures and / or covered in exams. Students under the legal age of consent shall have a written document on file showing parental consent to participate in the HVACR Program.

**Standard 5.5                    Work Ethics & Worker Characteristics**

The development of high personal standards for the student shall be an on-going part of training. The work ethics exhibited by students shall be comparable to those required by industry. Appropriate work ethics and worker characteristics shall be taught as an on-going part of the students' training. Each student will be evaluated continuously for attendance, tardiness, completion of assigned jobs, tasks and lab projects. This evaluation shall be reviewed with the student each month or grading period.

**Standard 5.6 Student Progress Report**

Evaluation of the student's progress in the training program will be on a consistent and continuing basis. Performance evaluations shall be included in the student progress report. Student progress reports shall be provided to each student every grading period.

**Standard 5.7 Performance Standards**

The HVACR instructor will be responsible for assigning shop/lab projects to all students. The instructor shall compile and archive documentation of all projects and evaluations of student competencies. The instructor shall assign a single grade for each performance test. The criterion for evaluation of a student's lab performance shall include established grade values for; task time, process, and outcome.

Prior to each task or project, the student shall be given the standards for acceptable work and be graded at the completion of the task by the instructor. Students shall be notified of unacceptable work, indicating the good and bad characteristics along with any correction. The student must prove task competency before advancing to the next task. To ensure competence of all students, provisions for individuals performing tasks at slower levels should be made.

**Standard 5.8 Evaluations**

Student evaluations shall be based on both retained knowledge (written) exams and performance (hands-on) competencies. After each evaluation, the student must be informed of the evaluation results. The instructor shall encourage the HVACR Advisory Committee to participate in the evaluation of demonstrated competencies.

The instructor shall use a national outcome assessment exam that provides a competency breakdown and comparative analysis. The analysis must provide the instructor with the tools to evaluate their programs content and curriculum effectiveness.

Environmental Protection Agency Certification Section 608 training and testing shall be an integral part of the program. Other individual certifications should be offered and HVACR students should be encouraged to participate in these programs.

The Administration shall perform an annual evaluation of the instructor by reviewing the instructor's methods of teaching, usage of developed curriculum guides, and implementation of approved curriculum. All evaluations shall be maintained on file in a central location.

**Standard 5.9 Outside Work Projects (Live work orders)**

Students shall not receive monies for work performed on live work orders. Outside work projects must receive approval of the administration. Outside work must reflect the skill level of the student (s) assigned. The instructor shall determine the education value and appropriate level prior to acceptance of the project, and assignment to students. Documentation shall include but not be limited to; a work order, and disclaimer of liability.

**Standard 5.10 Maintenance and Repair Reference Materials**

The HVACR program shall have service / installation information for all laboratory equipment available to students.

**Standard 5.11 Multimedia References and Periodicals**

Current HVACR related multi-media reference materials such as; textbooks, newspapers, magazines, periodicals and computer-based programs must be available to students, as well as the instructor. Textbooks and reference materials must be current (written within six years or less). All multimedia materials shall be cataloged. Each catalog listing shall include a title, description, and length. The catalog and its listed materials shall be available for student and instructor use.

**Standard 5.12 Multimedia Equipment**

Multimedia equipment shall be available to enhance the HVACR teaching/learning experience.

**Standard 5.13 HVACR Program Advisory Committee**

The program chair or instructor shall appoint a craft advisory committee consisting of one each or more of the following; employers, program graduates, local HVACR representatives, manufacturers and / or distributors of HVACR equipment or related equipment. A listing of these members' names, addresses, telephone numbers and business or business connection shall be available for review. The responsibilities of the committee include observation, advice and discussion of the HVACR program, as well as an annual review of the program efficacy as it relates to the community's future workforce requirements.

This committee must meet no less than twice a year. The program chair should provide an agenda prior to the meeting. Minutes for each meeting shall include a list of attendees, and a description of all discussions and proposals. Minutes shall be retained on file for future reference.

The program efficacy review shall include but not be limited to; stated mission, curriculum, equipment, lab condition, fees, and testing procedures. The annual program review shall be documented and a copy maintained on file.

**See Self-Study section page 5 for a list of required exhibits and instructions.**

**STANDARD 6                      PHYSICAL FACILITIES**

The HVACR program's physical facilities shall provide a safe learning environment and provide the means to facilitate the achievement of the program goals and mission.

**Standard 6.1                      Safety**

Fire extinguishers and first aid kits shall be available and accessible. The location and operation of all safety equipment must be included in the curriculum. All classrooms and lab/work areas must comply with all applicable OSHA regulations. All classrooms and lab/work areas shall comply with local fire codes. The minimum required combined classroom and shop area per student is 120 square feet.

**Standard 6.2                      Classroom and Office**

There shall be an area or room separate from the lab or shop area designated as a classroom, and another room designated as the instructor's office. The classroom must be adequately lighted, heated/cooled, void of noise or distractions as much as possible, and equipped with a marker board, multimedia equipment, as well as reference materials, computers (if applicable) and other teaching/learning equipment necessary to enhance learning. The instructor's office shall be separate and convenient for conference needs. The classroom must be kept clean and orderly.

**Standard 6.3                      Maintenance and Housekeeping**

Good housekeeping and maintenance of equipment shall be an on-going priority to assure general safety, establish good work habits, and to provide an adequate training environment. These practices shall be incorporated as part of the student's training.

**Standard 6.4                      Shop/Lab Area**

Training areas or lab stations shall be located in a separate area, and near the classroom. Workbenches, training mock-ups, and equipment shall be readily available in the shop area. The entire area shall be well lighted and contain a positive ventilation system.

**Standard 6.5                      Tool Room and Storage Area**

An area for storage and for keeping tools, supplies and special training equipment shall be designated. The tool room and storage area shall be securable.

**Standard 6.6                      Restrooms**

A restroom for students adjacent to or near the HVACR shop is mandatory. Provisions for males and females as well as full compliance with the Americans with Disabilities Act are required. Alternative restrooms located in other areas of the facility may be necessary.

**See Self-Study section page 6 for a list of required exhibits and instructions.**

**STANDARD 7            EQUIPMENT AND TOOLS**

In order to meet the goals and fulfill the mission of the HVACR program, training equipment and tools must be readily available. The equipment and tools must be equal in quality to those used in industry. The curriculum shall prescribe the equipment needed.

**Standard 7.1            Shop/Lab Equipment**

High quality equipment and tools necessary for training shall be located in the shop/lab area.

All tools and equipment shall be available for hands-on comprehensive training and performance testing. The curriculum shall dictate the types and variations of equipment or tools needed for training purposes. A sufficient budget for the tool room shall be available to keep up with advancing tool and equipment technologies. Tools shall be available in sufficient quantities for the students to use during the lab portion of the training program.

**SUGGESTED SHOP TOOLS****ELECTRICAL TEST EQUIPMENT**

Digital multi-meter  
Inductive amp probe  
Capacitor analyzer  
Megohmmeter  
Wattmeter  
Recording voltmeter  
Recording ammeter

**REFRIGERATION SERVICE EQUIPMENT**

Manifold gauge set  
Thermometers  
    Bi-metal  
    Glass tube  
    Recording thermometer  
Psychrometer  
Refrigerant leak detectors  
    Halide torch  
    Electronic  
    Ultrasonic  
    Ultra-violet w/ fluorescent die  
    Bubble solution  
Electronic charging scale  
Charging cylinder  
Micron vacuum gauge  
Vacuum pump  
Refrigerant identifier  
Refrigerant recovery/recycling equipment  
Refrigerant storage tanks  
Acid test kit  
Oil pump  
Oil pressure gauge  
Heat gun

**HEAT SERVICE EQUIPMENT**

U-tube manometer  
Inclined manometer  
Carbon monoxide tester  
Combustion analyzer  
Vacuum gauge  
Air velocity instruments  
Draft gauge  
Magnahelix gauge

**MISC. SHOP TOOLS**

Torque wrenches  
C-clamps  
Combination squares  
Scratch awl  
Flare / swage set  
Tubing bender  
Gear puller set  
Pipe thread taps & dies  
Pipe wrench set

**MISC. SHOP EQUIPMENT**

Workbenches w/ vise  
Bench grinder  
Pipe vise  
Drill press  
Sheet metal working equip.  
Spot welder  
Oxy-acetylene welding unit  
Nitrogen tank w/ regulator and relief valve  
Appliance truck  
Vacuum cleaner  
Droplights  
Heavy-duty extension cords

**Standard 7.2 Hand Tools for Students**

During the course of study, the student will be required to use basic hand tools. The following is a recommended list of tools for each technician. A tool purchase program should be in place where the student can obtain tools at reasonable cost. The student should purchase hand tools required to perform shop/lab experiments. A listing of necessary hand tools shall be given to each new student by the instructor or by student services. These tools should be acquired by the student and brought to shop/lab each day.

**SUGGESTED TOOLS LIST FOR STUDENTS****Socket wrench sets (SAE)**

1/4" - 3/8" - 1/2" drive

**Wrenches (SAE)**

Combination wrench set  
Flare Nut wrench set  
Adjustable wrenches  
Pipe wrenches  
Hex key wrenches  
Service valve wrenches

**Hammers**

Ball peen  
Soft face mallet

**Pliers**

Slip joint  
Tongue and groove  
Diagonal cutting  
Linesman pliers  
Long nose pliers  
Locking pliers  
Pinch-off pliers  
Wire-end crimpers

**Screwdriver set**

Slotted  
Phillips  
Torx

**Nut drivers****Tin snips**

Straight cut  
Left-hand curve cut  
Right-hand curve cut

**Drill bits****Cold chisels****Punches****Files****Hacksaw****Tube cutter****Reamer****Fin straightener****Schrader valve core tool****Soldering iron / gun****Multimeter****Electric drill****Tape measure****Flashlight****Thermometer****Drop light****Safety glasses****Gloves****Gauge manifold set****Standard 7.3****Supplies**

Supplies such as cleaning equipment, towels, and other expendable supplies shall be provided by the HVACR program and be readily available.

**See Self-Study section page 7 for a list of required exhibits and instructions.**

**STANDARD 8            COOPERATIVE TRAINING**

**A legally written agreement involving all participants, including the instructor, student, work agent and the administrative office shall be executed before any student participates in any cooperative training program.**

**Standard 8.1                            Performance Standards**

**All cooperative students shall be under the supervision of an experienced supervisor or instructor while on-the-job. Grading, evaluations, worker characteristics and attendance of student's work and progress, shall be made by this person. These evaluations shall then be returned to the HVACR instructor and to the institution for records and review.**

**See Self-Study section page 8 for a list of required exhibits and instructions.**

**STANDARD 9**

**Instructor Qualifications**

**The instructor shall meet all state and local government requirements for employment. The instructor shall be able to conduct demonstrations, provide explanations and convey ideas, concepts and theories for all aspects of the curriculum. The instructor must reflect an image of high ethical values, honesty, tactfulness, patience and friendliness toward others. All instructors should have five years HVACR field experience.**

**See Self-Study section page 9 for a list of required exhibits and instructions.**

**INSTRUCTIONS FOR DEVELOPING  
A SELF STUDY FOR  
HVACR PROGRAMMATIC  
ACCREDITATION**

# **INSTRUCTIONS FOR DEVELOPING A SELF STUDY FOR HVACR PROGRAMMATIC ACCREDITATION**

A self-study is a compilation of narratives and exhibits that demonstrates your program's compliance with the established standards.

A review committee assesses the self-study prior to scheduling an on-site visitation. The purpose of the on-site visitation is to verify and further document the self-study.

It is our goal to provide a cost efficient on-site visit. Self-studies that lack depth or that are less than complete, lead to longer and more expensive on-site visitations.

## **Self-Study Instructions**

### **Narratives**

Provide a comprehensive narrative that describes your programs compliance with each standard and standard sub-section.

Number each narrative by the standard and standard sub-section number to which the narrative refers.

### **Exhibits**

Exhibits may be any type of document, such as a form, report, letter, minutes, handbook or catalog, or page in a handbook or catalog, etc. If several exhibits for various standards and / or sub-sections of standards are located in the same document, such as a hand book or catalog, only one handbook or catalog (per self-study) is required. Note in the narrative the location i.e. page number of the exhibit. When an exhibit is located within a website, print the appropriate page(s) for inclusion as an exhibit.

### **Submittal**

Submit your self-study in **triplicate** to:

**HVAC Excellence  
P.O. Box 491  
Mount Prospect, IL 60056**

**Provide the following narratives and exhibits:**

**STANDARD 1                      Mission of Program**

Provide a comprehensive narrative that describes your programs compliance with Standard 1 and each sub-section of Standard 1.

1. Provide as exhibit 1 a copy of the HVACR program mission statement.
2. Provide as exhibit 1.1 a list of potential jobs located near or in the immediate area.
3. Provide as exhibit 1.1A a copy of the student handbook and catalog.

**STANDARD 2                      Administrative Responsibilities**

Provide a comprehensive narrative that describes your programs compliance with Standard 2 and each sub-section of Standard 2.

1. Provide as exhibit 2.1 a copy of a diploma, certificate, degree or transcript that clearly specifies level(s) of competency achieved.
2. Provide as exhibit 2.2 the line item budgets for the current and two previous years.
3. Provide as exhibit 2.3 the location by page number in the student handbook or catalog, the institutions policies concerning attendance and violations, prohibitions, liabilities, safety, parking.

**STANDARD 3**                      **Finances and Funds**

Provide a comprehensive narrative that describes your programs compliance with Standard 3 and each sub-section of Standard 3.

1.     Provide exhibit number 3.1 illustrating compliance with standard 3.1.
2.     Provide as exhibit 3.2 a copy of the HVACR program's current annual budget.
3.     Provide as exhibit 3.2A a copy of the purchasing procedures.
4.     Provide as exhibit 3.3 a copy of a quarterly instructor's notification of remaining budget funds.

**STANDARD 4                      Student Services**

Provide a comprehensive narrative that describes your programs compliance with Standard 4 and each sub-section of Standard 4.

1.     Provide as exhibit 4.1A a list of assessment tests used to assess reading, mathematical and language skills.
2.     Provide as exhibit 4.2 a copy of the medical information form used to maintain student medical information.
3.     Provide as exhibit 4.3 a copy of the office hours for student services for counseling.
4.     Provide as exhibit 4.4 a copy of a blank student transcript form.
5.     Provide as exhibit 4.5 your process and /or records establishing proof of compliance with student placement and assistance.

**STANDARD 5            INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS**

Provide a comprehensive narrative that describes your programs compliance with Standard 5 and each sub-section of Standard 5.

1. Provide as exhibit 5.1 a detailed copy of the curriculum.
2. Provide as exhibit 5.2 documentation of your student to instructor ratio.
3. Provide as exhibit 5.3 a detail of your established exit points for completers.
4. Provide as exhibit 5.3A a copy of the course outline/ syllabus for any supplemental / part-time preparatory training provided within the past year.
5. Provide as exhibit 5.4 a copy of the program safety-training outline.
6. Provide as exhibit 5.4A a copy of a sample safety test.
7. Provide as exhibit 5.4B a copy of your student statement of safety understanding.
8. Provide as exhibit 5.4C a copy of the parental consent form.
9. Provide as exhibit 5.5 a copy of the forms used for student evaluations of attendance, tardiness, completion of assigned jobs, tasks and lab projects.
10. Provide as exhibit 5.6 a copy of the Student Progress Report.
11. Provide as exhibit 5.7 a copy of the forms for evaluation of lab projects and performance testing.
12. Provide as exhibit 5.8 a copy of a retained knowledge (written) exam.
13. Provide as exhibit 5.8A a copy of a job assignment used in performance testing.
14. Provide as exhibit 5.8B documentation of program compliance with the national outcome assessment requirement.
15. Provide as exhibit 5.8C evidence of how students receive EPA certification prior to completion.
16. Provide as exhibit 5.8D a copy of the annual evaluation of the instructor.
17. Provide as exhibit 5.9 a copy of a live work order and disclaimer of liability.
18. Provide as exhibit 5.10 a list and description of laboratory equipment available for training.  
Example: mid-efficiency gas furnace, condensing gas furnace, air-to-air heat pump, etc.  
(Supporting material will be inspected during the on-site visit.)
19. Provide as exhibit 5.11 a catalog or list of all multimedia reference materials.
20. Provide as exhibit 5.12 a list of multimedia equipment available for student training.
21. Provide as exhibit 5.13 a copy of the last three advisory committee minutes and agenda.
22. Provide as exhibit 5.13A a list of the advisory committee members. (Include; names, addresses, phone numbers, and organizations represented.)
23. Provide as exhibit 5.13B a copy of the duties of the advisory committee.
24. Provide as exhibit 5.13C a copy of the advisory committee's last efficacy review.

**STANDARD 6**                      **Physical Facilities**

Provide a comprehensive narrative that describes your programs compliance with Standard 6 and each sub-section of Standard 6.

Exhibits for Standard 6 are not required. The physical facilities will be inspected during the on-site visitation.

**STANDARD 7**                      **Equipment and Tools**

Provide a comprehensive narrative that describes your programs compliance with Standard 7 and each sub-section of Standard 7.

1. Provide as exhibit 7.2 a copy of the "student tool purchase program".
2. Provide as exhibit 7.2A a copy of the required student tool list.

**STANDARD 8          Cooperative Training**

Provide a comprehensive narrative that describes your programs compliance with Standard 8 and each sub-section of Standard 8.

1. Provide as exhibit 8 a copy of the cooperative training agreement.

**STANDARD 9          Instructor Qualifications**

Provide a comprehensive narrative that describes your programs compliance with Standard 9 and each sub-section of Standard 9.

1. Provide as exhibit 9 a copy of each instructors' resume and employment application where applicable.