



# **HVAC** *Excellence*

## **2012 Accredited Program Annual Compliance Report**

[www.hvacexcellence.org](http://www.hvacexcellence.org)





# 2012 Annual Compliance Report

## Required for HVAC Excellence Accredited Programs

HVAC Excellence requires accredited programs to submit an annual report each year. This is required for your accreditation to remain in effect.

Annual reports are mailed to all accredited program no later than September 1st of each year.

You must file your completed report with HVAC Excellence no later than December 1, 2012 with your \$150.00 review fee for your accreditation to remain in place.

The reports can be mailed to:

**HVAC Excellence**  
**Accreditation Committee**  
**P.O. Box 491**  
**Mount Prospect, IL 60056-0491**

The annual report informs our accreditation review committee about substantive changes in your program. This might include: a change in your curriculum, new text books, the acquisition or disposal of equipment, or a change in instructors.

If there is a change in instructors, please forward us the instructors educational and industry credentials along with your report.

Upon receipt, the HVAC Excellence review committee will review and evaluate the report. Once it is determined that the annual report reflects continued compliance with the accreditation standards, you will be notified in writing that the accreditation will remain in effect until the next school year. At that time, you will be required to submit another report.

Enclosed is the annual report form and invoice. If these documents need to be sent to someone other than yourself, please contact us immediately to update your record.

If you have any questions contact HVAC Excellence toll free at 1-800-394-5268.





# Demographics

Date of Report \_\_\_\_\_

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Type of Institution \_\_\_\_\_  
(Community College, Technical College, High School, Correctional Center, JATC, etc.)

## Chief Administrative Officer

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## HVAC Department Head or Instructor

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Additional Instructors (full time or adjunct)

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Name of Individual Responsible for Annual Report and Invoice

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



All questions on this report that are answered **no** require an explanation on a separate sheet referencing the specific standard and statement number.

**Standard 1**  
**Mission of Program**

1. The primary mission of the HVACR program is to train and educate students to such competency levels that they are qualified to become gainfully employed at entry level or above and/or be eligible for career advancement.

Yes  No  N/A

2. The HVACR program has a published document containing its curriculum and goals that is available to potential students.

Yes  No  N/A

**Standard 2**  
**Administrational Responsibilities**

1. Students of the HVACR program are awarded a diploma, certificate or degree upon completion of the program.

Yes  No  N/A

2. The institution publishes its policies and makes them available to students and staff.

Yes  No  N/A

**Standard 3**  
**Finance and Funds**

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

Yes  No  N/A

2. The institution facilitates an annual budget for the operation of the HVACR program.

Yes  No  N/A

**Standard 3**  
**Finance and Funds (Continued)**

3. The HVACR programs instructor is actively involved in the preparation of the programs annual budget.

Yes  No  N/A

**Standard 4**  
**Student Services**

1. Preadmission procedures are in place to give prospective students the best opportunity for successful completion of the program.

Yes  No  N/A

2. The office of student services maintains on file a written record for each student showing any or all allergies, medications and special medical information in case of emergency.

Yes  No  N/A

3. The office of student services office provides student counseling.

Yes  No  N/A

4. Student records are kept and maintained by the office of student services.

Yes  No  N/A

5. The office of student services assists the HVACR instructor in the placement of graduates of the program.

Yes  No  N/A

6. Follow up procedures are in place to monitor student success during employment in the HVACR field.

Yes  No  N/A

All questions on this report that are answered **no** require an explanation on a separate sheet referencing the specific standard and statement number.

**Standard 5**  
**Instructional Design and Elements**

1. The program design consists of a standardized curriculum outline which is organized in logical procedures with stated tasks, objectives and competencies. Yes  No  N/A
2. HVACR shop/lab classes do not exceed 20 students per class per instructor. Yes  No  N/A
3. Specialized and/or individualized training plans are available to students. Yes  No  N/A
4. Safety is taught and a test is administered prior to the beginning of shop/lab classes Yes  No  N/A
5. Work habits and ethics exhibited by students are comparable to those required by industry. Yes  No  N/A
6. Student progress is evaluated and communicated at regular intervals. Yes  No  N/A
7. Student evaluations are both written and competency based and are communicated to the student. Yes  No  N/A

**Standard 5**  
**Instructional Design and Elements (Cont)**

8. The HVACR program has current service information from major equipment manufacturers available to students. Yes  No  N/A
9. The HVACR Program has related reference materials, textbooks, newspapers, magazines, and periodicals available for students as well as the instructor. Yes  No  N/A
10. Multimedia equipment is available for the HVACR program to enhance the teaching/learning experience. Yes  No  N/A
11. The HVACR program has a craft advisory committee consisting of employers, program graduates, HVACR distributors, and local manufacturers. Yes  No  N/A

**Standard 6**  
**Physical Facilities**

1. All shop/lab areas are in full safety compliance and utilize OSHA standards. Yes  No  N/A
2. The facility maintains separate classroom and office space for the HVACR program as well as ancillary equipment necessary for an effective teaching/learning experience. Yes  No  N/A
3. Maintenance and housekeeping are integrated into the HVACR program. Yes  No  N/A

All questions on this report that are answered **no** require an explanation on a separate sheet referencing the specific standard and statement number.

**Standard 6**  
**Physical Facilities (Cont)**

4. All lab stations, workbenches, trainers and equipment are located in a well lighted and ventilated area.  
Yes  No  N/A
5. The HVAC&R shop/lab has a secured area for the storage of tools, supplies and specialized training equipment.  
Yes  No  N/A
6. The HVACR shop/lab area is in full compliance with the Americans with Disabilities Act.  
Yes  No  N/A

**Standard 7**  
**Equipment and Tools**

4. The HVACR shop/lab is in full compliance with the accreditation standard with regards to equipment, trainers, and specialized tools.  
Yes  No  N/A
5. The HVACR program is in full compliance with the accreditation standard with regards to hand tools for students.  
Yes  No  N/A
6. Supplies such as cleaning equipment, towels, and other expendables are supplied by the program.  
Yes  No  N/A

**Standard 8**  
**Cooperative training**

1. Cooperative students are supervised and graded with the results forwarded to the instructor for inclusion in the students permanent record.  
Yes  No  N/A

**Standard 9**  
**Instructor Qualifications**

1. The instructor complies with standard 9.1 of the accreditation manual and has remained current with applicable requirements.  
Yes  No  N/A

**If there are substantive changes that would materially effect the outcome of the program such as changes in; personnel, equipment, physical location of the program, curriculum, etc., we require you submit a narrative explaining the changes.**

**If the change pertains to instructors, please submit their educational and industry work experience with this report.**

- There are substantive changes.  
 There are no substantive changes.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# HVAC<sup>TM</sup> Excellence

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National HVACR Educators Conference

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[www.hvacexcellence.org](http://www.hvacexcellence.org)

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