2022/2023
Course Catalog

PPATEC
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The provisions and requirements stated in the PPATEC catalog are not to be considered as an irrevocable contract between the student and PPATEC. PPATEC reserves the right to make changes that it deems necessary at any time. A 60 day notice will be issued to highlight any pending changes. Alterations may include course and program changes and cancellations. The online version of the catalog will be updated to reflect such alterations. The responsibility for understanding and meeting the completion requirements published in the PPATEC catalog rests entirely with the student.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at theofficial U.S. government Web site at https://www.benefits.va.gov/gibill

Academic calendar

Year-Round Calendar 2022 / 2023

Each term is generally ten weeks in length. Individual courses are offered one at a time throughout the course of the terms. Contact PPATEC for and updated list of offerings.

Hours of Operation: Classes are offered Monday – Friday 8:00 AM – 5:00 PM during the week. No classes are scheduled on the weekends.

Academic Year 2022

Term I……..……

Term II..... July 11, 2022 – September 16, 2022

Academic Year – 2023

Term I ..... January 16, 2023 – March 24, 2023

Term II… ..... July 10, 2023 – September 15, 2023

Registration deadline for each term is the day before the scheduled start date pending availability.

No Classes – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

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About Us

PPATEC offers industry specific training opportunities to individuals and employers in the Mid-Atlantic region. Member companies contribute to coursework to help design training programs that offer students a direct, hands-on learning experience that results in strengthening the professional skills of their employees and ensure they maintain proper industry certification.

The Value of a PPATEC Education

Industry Specific Training

When you sign up for PPATEC training classes you are only receiving information that directly relates to your field. There are no filler courses or content. Our classes and curriculum are created by industry professionals who continuously strive to put together training programs that you will be able to directly apply when you return to the field.

Learn in a Hands-On Setting

PPATEC takes learning beyond textbooks to bridge the gap between a classroom and a job site. Every PPATEC class incorporates hands-on learning from equipment that would commonly be encountered in the field.

Save Time & Money

PPATEC offers classes that only cover the relevant materials attendees need to know. This efficient use of time and resources eliminates unnecessary expenses.

PPATEC

PPATEC Mission Statement:

To promote and represent the Pennsylvania energy marketing industry by providing industry-led, employer driven workforce development training resulting in career opportunities for our graduates.

Vision Statement:

PPATEC will be a leader in industry-led, employer driven workforce development training by providing industry specific hands-on training that leads to meaningful employment.

Description of Space, Facilities, and Equipment

PPATEC facilities are located at 911B South Eisenhower Boulevard, Middletown, PA 17057. This 5,000 Sq.foot facility is a state-of-the-art facility that recently went through a $250,000 building renovation in 2020.

The facility has a new large multi-purpose classroom that comfortably seats up to 20 students. The building includes 25+ pieces of live fire HVAC equipment and appliances which are used for hands-on training applications.

The training center has all the props and training aids students will need to see and touch the actual tools and equipment that pertain to all the classes they will be receiving instruction on. This includes: electrical boards, hydrometer, regulators, tanks, cutaways, valves, brass fittings, tools, gauges, projectors, white boards, and free WIFI.

Due Process

PPATEC affords all persons involved in appeals due process. This includes the right to receive written notice of the alleged violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

Standards of Conduct

PPATEC expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students are subject to civil authority both on and off campus. PPATEC files criminal charges in appropriate cases and cooperates with public officials in their prosecution.

Prohibited Conduct

Prohibited conduct shall include but not be limited to the items listed below:

- Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of PPATEC staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or

written by others as one's own (plagiarism); and failure to abide by any other academic regulation established by the instructor that appears on the individual course syllabus addendum (Note: The syllabus serves as a contract between the instructor and the student.)

- Theft, misuse, or damage to PPATEC property, the property of a member of the PPATEC community or the property of a visitor on PPATEC premises or at PPATEC functions; unauthorized entry upon the property of the PPATEC or into a PPATEC facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a PPATEC facility after closing hours.
- Possession or the use of alcoholic beverages on property owned or controlled by the PPATEC or at PPATEC sponsored events is prohibited unless approved in writing by the PPATEC President. Possession of alcohol in PPATEC owned vehicles and other places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the PPATEC campuses or PPATEC-sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.
- Mental or physical abuse of any person on PPATEC premises or at sponsored activities, or at PPATEC supervised functions, including severe and persistent verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice
- Comments of a sexual nature, including innuendoes, suggestive statements, jokes, propositions, threats, and degrading/discriminating/ stereotypical words whether directed at the victim or made in the victim's presence. Nonverbal - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures that are severe, persistent, unreasonably impactful, and outside the scope of academic pursuits.
- Unwanted physical contact, including touching, pinching, grabbing, and stroking, and when sexual penetration occurs may rise to the level of rape.
- Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or at other PPATEC activities including public service functions, and other duly authorized activities on PPATEC premises.
- Occupation or seizure in any manner of PPATEC property, a PPATEC facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.
- Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of PPATEC facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the PPATEC.
- Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- Gambling.
- The use of tobacco products is prohibited except in designated areas.
- Littering which includes disposing of paper, bottles, cans, or any other form of litter on PPATEC grounds or in any building.
- Violation of PPATEC regulations regarding the operation and parking of motor vehicles.
- Forgery, alteration, or misuse of PPATEC documents, records, or instruments of identification.
- Failure to comply with instructions of PPATEC officials who are acting in performance of their duties.

- Violation of the terms of disciplinary probation or any PPATEC regulation during the period of probation.
- Fiscal irresponsibility such as failure to pay PPATEC levied fines and foundation loans or the passing of worthless checks to PPATEC officials.
- Violation of a local, state, or federal criminal law on PPATEC premises.
- Furnishing false or incomplete information to the PPATEC.
- Pagers, cell phones, and other communication devices must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructors in advance.
- Use of PPATEC computers or networking resources to engage in any behavior that violates any federal, state, or local laws, or PPATEC regulations including downloading of copyrighted material or any unauthorized software.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to PPATEC data.

Procedures for Reporting Violations

When a violation of the student standards of conduct is suspected, the observer should immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the President for investigation and follow-up action.

Admissions

Open Door Policy

Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to PPATEC. Admission to PPATEC, however, does not ensure admission to any individual program or course or continued enrollment at PPATEC. PPATEC is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. PPATEC may refuse admission to an applicant who poses a safety threat.

Application

For admission, applicants must provide a completed application for admission, a copy of high school transcript or high school equivalency certificate, and a $25 application fee. PPATEC reserves the right to ask for additional supporting materials.

Application deadlines

Applications will be reviewed on a continuous basis as they are completed.

Prerequisites: Certificate Programs

Certificate Programs: Applicants must be high school graduates or possess high school equivalency certificates.

Enrollment limitations

Class enrollment limitations will be set for each term based on space requirements and availability as well as the availability of instructors to maintain appropriate instructor- student ratios determined by specific course of instruction.

Written record (transcript) of previous education and training
Prior to enrollment, eligible students, veterans, and active duty military should submit written records or transcripts of previous education and training for evaluation by PPATEC for the purpose of determining whether appropriate credit should be awarded for previous education and training. For the purposes of evaluating military training, DD Form 295, Application For the Evaluation of Learning Experiences During Military Service will be used as the template for assessing submitted documented training whether or not a signed form is submitted by the student.

Granting appropriate credit for previous education and training
Previous education and training will be assessed by PPATEC and on a case-by-case basis training may be shortened proportionately where prior proficiency has been documented. Students will be notified in writing when previous training and education has been found to meet the standards to shorten the normal course of instruction. In addition, for eligible veteran and military students, PPATEC will notify the Department of Veterans Affairs in writing of this determination.

Transfer of credit
There is no guarantee that credits completed at PPATEC will transfer.

Financial aid

Institutional Grants – The Pennsylvania Petroleum Association maintains a charitable organization on behalf of its membership. Institutional grants may be awarded to students based on the availability of funds. The qualifying criteria for awarding institutional grants will be applied in a consistent manner and will be established by the charitable organization's board on a reoccurring basis based on priorities and availability of funds. The qualifying criteria for awarding institutional grants will be published by the board and information distributed to applicants at the time of application when available.

Financial information

Tuition and fees for 2022 & 2023

Full Term $8,995

Other surcharges and fees

Application Fee $25
Lab Fee $275*
Admin Fee $175*
Facilities Fee $125*

Tools ..... $1,850** †
Books $350**

* These Fees for non-tangible services will refunded according to the same policies that apply to the refund of tuition in accordance with the refund regulations outlined in the catalog and enrollment agreement.

** These costs are subject to change and will be updated at least 60 days prior.

† The specific tool list published by the school is required of all students without exception or substitution. This is a tangible cost to the student and the student will keep the tools at completion or withdrawal from the program. The fee for tools is non-refundable.

Payment Information

Payment shall be made by check, money order, or credit/debit card transaction and/or by third party organization e.g. Veterans Administration by the following dates.

Payment due dates	*2022*	*2023*
Term I	July 1, 2022	December 30, 2022
Term II		June 30, 2023

Payment for the term is expected to be made in full 10 days prior to the term start date.

**** Title 38 United States Code Section 3679(e) regarding the disbursement of tuition shall supersede billing regulations stated in this Rule for covered individuals.**

PPATEC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to PPATEC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of Title 38 USC.

PPATEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to PPATEC due to the delayed disbursement of a payment to be provided by the Veterans Administration under chapter 31 or 33 of Title 38 USC.

For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of Title 38 USC

Refund procedures

Refund in the event of rejection. An applicant rejected by the school is entitled to a refund of monies paid.

If a class is canceled, applicants will receive a 100% refund of monies paid.

For a student cancelling prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the $25 application fee. The application fee is fully refundable however, if the student requests cancellation within five calendar days after signing the enrollment agreement if no classes have been attended, lessons completed, or materials used.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following minimum refunds apply:

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term.
- For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition.
- For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

Refunds shall be made within 30 calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

Voluntary withdrawal: Students wishing to withdraw completely from the PPATEC initiate the process by notifying their instructor. The instructor will notify PPATEC administration to complete the withdrawal process including all necessary official notifications and refunds processed accordingly.

Involuntary withdrawal: The last date of attendance for students will be established and documented for students who stop attending classes and do not follow withdrawal procedures. A W or I will be recorded based on the date of Involuntary withdrawal and refunds processed accordingly.

Withdrawal and refund policy for reservists called to active duty: Full refund of tuition shall be granted to students who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States or the Governor of the Commonwealth of Pennsylvania.

Please see the catalog addendum, “Special Policies for Veterans Administration Requirements” for specific pro rata refund policy for applicable students.

Attendance

Attendance is required and will be taken for each class each day.

Tardiness

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance.

Grading and evaluation

PPATEC's system of evaluation is based on a pass or fail standard. A passing grade is meeting a standard of 70% in any evaluation.

NR Grade not reported (temporary grade)
I Incomplete (temporary grade)
W Withdrew
P Passing; 70% or higher
F Fail; less than 70%

Incomplete grades

A grade of I (incomplete) may be given for illness, accident, or other unusual hardship beyond the student's control. This grade may be granted with the intent to resume classes once the hardship has been resolved.

Graduation requirements

All work and assessments must be completed with a standard passing grade of 70% as outlined in the class syllabi. PPATEC will proctor and administer the test at the end of each certification block of instruction. Certification records are maintained online. Students have access to their online records indefinitely.

Certificates of completed training will be presented on the final day of class to students that met attendance requirements and completed the required hours for course completion. Students will be provided or mailed a certificate of completion when they passed the course in 7-10 business days. Students can re-test the following day and any time after until they pass the course.

Standards for academic progress

Students must show Satisfactory Academic Progress (SAP) toward completing course objectives. All periods of enrollment count toward SAP. In order to meet SAP, students must achieve at least a 70% passing grade in each course. Students who fail to make satisfactory progress will be subject to dismissal from PPATEC. If a student fails to meet the 70% pass standard in a given course, they will be placed in a probationary status for a period of one week in order to retest to meet the 70% standard. At the end of the probationary period, if the student fails to meet the 70% standard, the student will be terminated from PPATEC.

Leave of absence policy

Students whose enrollment is interrupted may apply for a leave of absence. Formal requests for leaves should be made to PPATEC administration via the course instructor. Justifiable reasons for a leave include the following:

- Medical leave
- Family care
- Military duty
- Jury duty

The following requirements apply:

- A LOA request is submitted in writing within 14 calendar days of the student's last date of attendance, but prior to the student taking the LOA. The written request includes the reason for the request and is signed and dated by the student and an authorized school official. PPATEC will make a determination on granting a LOA within 5 calendar days of the written request. Approval of the request will be in accordance with the published policy.
- PPATEC will determine there is a reasonable expectation that the student will return to the school prior to approving the LOA request.
- The LOA cannot exceed 180 days in any 12-month period. Only one leave of absence may be granted to a student in a 12-month period.
- A student who receives an approved LOA will not occur any additional during charges.
- The total days considered on LOA will include days up to the point in the coursework where the student left on LOA. It is strongly advised that the student return at the beginning of the program when possible in order to benefit from a review of the material. Any resubmitted work the student completes will be graded, and the higher of the two grades will be counted.
- If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal. This may have an impact on aid, loan repayment and exhaustion of the loan grace period for the total days the student was on the LOA, and any unearned tuition shall be refunded within refund guidelines.

Conditions for re-entrance for students dismissed for unsatisfactory progress

Students can request to meet with school administration to develop a plan for achieving satisfactory progress. Students must wait for the next class to begin unless given approval by instructor to re-join current class.

Academic integrity

PPATEC expects all students and faculty members to practice academic integrity. Honesty, trust, fairness, respect, and responsibility are essential building blocks in creating a vital learning community. They are also the foundation for lifelong integrity. Academic dishonesty at PPATEC is considered a serious breach of the "PPATEC Commitment to Community Standards." Academic dishonesty is any act that misrepresents academic work or interferes with the academic work of others. It includes:

- Plagiarism (giving the impression that another person's work is your own)
- Cheating on assignments or exams
- Falsification of data
- Submission of the same (or substantially the same) paper in more than one course without the prior consent of all instructors concerned
- Depriving others of necessary academic sources
- Sabotaging another student's work

Violation of academic integrity standards may result in dismissal from PPATEC.

Academic grievance policy

The academic grievance policy seeks to provide a fair and expeditious process that allows for both informal and formal resolution of conflicts. Students of PPATEC who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures or other incidents related to academic affairs. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or test was too difficult is not grounds for a complaint. A student must have evidence that specific policy was violated or that he or she was treated in a prejudicial or capricious manner. This policy does not limit PPATEC's right to change rules, policies, or practices.

Informal resolution

1. A PPATEC student must first contact the faculty member who allegedly violated his/her rights to determine if there can be an informal resolution. The contact should be made by the student within ten business days (Monday-Friday, excluding observed holidays) of when the alleged violation occurred. The student must provide written documentation to the faculty member which includes:
    - A statement concerning the nature of the complaint
    - Any evidence on which the complaint is based
    - The outcome that the student seeks.

2. The faculty member will respond in writing within ten business days to the student's written document. The student and faculty member will then meet to determine if an informal resolution can bereached.

Formal resolution

1. If the student is not satisfied with the outcome of the meeting in #2 above, the student may contact, within five business days, the President to appeal the outcome.

PPATEC is licensed by the State Board of Private Schools, Pennsylvania Department of Education and questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Schools, Pennsylvania Department of Education, 333 Market St, 12th Floor, Harrisburg, PA, 17126-0333.

Privacy rights of students

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at PPATEC are hereby notified of their rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the PPATEC receives a request for access. Students should submit to the registrar, dean of students, or other appropriate official, written requests that identify the record(s) they wish to inspect. The PPATEC official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the PPATEC to amend a record that they believe is inaccurate or misleading. They should write to the PPATEC official responsible for the record, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the PPATEC decides not to amend the record as requested by the student, the PPATEC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to prohibit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the PPATEC in an administrative, supervisory, academic, research or support staff position (including security personnel); a person or company with whom the PPATEC has contracted (such as an attorney, auditor or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the PPATEC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.`
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PPATEC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605. FERPA further provides that certain information concerning the student, designated as "directory information," may be released by the PPATEC unless the student has informed the PPATEC that such information should not be released. "Directory information" includes:

- Student's Name
- Permanent address
- Local address
- Telephone number
- E-mail address
- ID photo
- Verification of birth date supplied by inquirer
- Dates of attendance

- Classification and enrollment status (full- or part-time)
- Date of graduation and degree received
- Major field(s) of study
- Awards and honors received
- Most recent previous educational institution attended by the student
- Participation in officially recognized activities and sports
- Height and weight of athlete

PPATEC does not provide student e-mail lists to public or private entities. Any student who desires that any or all of the above-listed information not be released may contact the PPATEC administration office. Questions about this policy may be directed to the PPATEC administration offices.

Privacy rights of deceased students

FERPA rights of an individual expire with that individual's death. However, it is PPATEC's policy not to release educational records of deceased individuals, unless required to do so by law or authorized to do so by either the executor of the deceased's estate or the deceased's spouse, parents or children. PPATEC may request proof of death.

Educational Objectives of the Program

The overall objectives of the program are for graduates to be prepared for entry–level employment as HVAC & Energy technicians, working in both residential and commercial applications. Graduates should be prepared for employment in the following entry level fields or occupational specialties or similar:

Career Opportunities:

HVAC Service Technician

Heating Oil Service Technician

Propane Service Technician

HVAC Installer

Employment Assistance

Employment assistance will be offered to program graduates but employment is not guaranteed.

PPATEC will share employment opportunities with students. In addition, when the opportunity is afforded, PPATEC will coordinate networking opportunities with prospective employers. Opportunities are based on the information provided by the employer or person offering the job. PPATEC is unable to fully research the integrity of each organization or person that posts a job vacancy or guarantee that all jobs are still available at the time of student inquiry.

PPATEC makes no guarantee about positions publicized and is not responsible for safety, wages, working conditions, or other aspects of employment. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which he/she is applying and to verify the specific information pertaining to the job posting. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position.

HVAC & Energy Professional Program

The HVAC & Energy Professional Program certification is 10 weeks in length and is broken down as follows:

- 1 week of basic electric training for HVAC systems
- 2 weeks of A/C and heat pump training with EPA 608 Technician Certification
- 4 weeks of oil and gas heat training with National Oilheat Research Alliance (NORA) Technician Certification
- 3 weeks of propane training with Certified Employee Training (CETP) Certification

HVAC & Energy Professional Program Certification

400 clock hours (147 Lab hours) (253 Lecture hours)

ELEC 1.0 Basic Electric Theory for HVAC Components ..... 40 hours
(30 classroom & 10 Lab)
A/C 1.0 AC Principles, Theories, Installation & Troubleshooting ..... 80 hours
(55 classroom & 25 Lab)
HEAT 1.0 Oil Heat Principles, Properties, Theories, Oil Burners & Components 40 hours
..... (24 classroom & 16 Lab)
HEAT 2.0 Oil Heat Nozzles, Chambers, Draft & Venting, and Combustion 40 hours
..... (24 Classroom & 16 Lab)
HEAT 3.0 Oil Heat Components & Controls.....40 hours
..... (24 classroom & 16 Lab)
HEAT 4.0 Gas Heating Fundamentals of Installation & Servicing……40 hours
..... (24 Classroom & 16 Lab)
PRO 1.0 Propane Basic Principles and Practices of Propane ..... 16 hours
(12 classroom & 4 Lab)
PRO 4.1 Propane Designing and Installing Exterior Vapor Distributions Systems 35 hours
(20 Classroom & 15 Lab)
PRO 4.2 Propane Placing Vapor Distribution Systems and Appliances into Operation 35 hours
(20 classroom & 15 Lab)
PRO 4.3 Propane Installing Appliances and Interior Vapor Distribution Systems 34 hours
(20 Classroom & 14 Lab)

Student learning outcomes

Graduates will:

1. Learn the physical, chemical, and combustion properties of fuel gases.
2. Gain knowledge of sizing and installing piping and placing equipment in service.
3. Learn the proper design, placement, and installation of distribution systems and appliances into operation, as well as corresponding principles and practices of.

ELEC 1.0 Basic Electric Theory for HVAC Components 40 clock hours

Basic Electric Theory for HVAC Components is a robust class relating to the basic electrical theory for HVAC components. This course will provide a foundation or theory, practical application, and safety principles for working with the electrical components of HVAC systems. Students will progressively develop their knowledge and skills related to apply to residential and commercial air conditioning.

The full-color Basic Electric Theory for HVAC Components course offers classroom and hands on training. This course will cover topics of: Safety & Hazard Awareness, what is Electricity, Ohm’s Law, Circuits & Components,

Conductors, Transformers, 24V Controls, Thermostats, Motors, Motor side of compressors, Motor ratings and name plate definitions, Wiring diagrams, Automated control systems for residential, and Troubleshooting.

A/C 1.0 AC Principles, Theories, Installation & Troubleshooting 80 clock hours
A/C Principles, Theories, Installation & Troubleshooting is a robust class relating to Air Conditioning and Heat Pumps that culminates in the EPA Technician Certification. Students will progressively develop their knowledge and skills related to residential and commercial air conditioning. The full-color A/C Principles, Theories, Installation & Troubleshooting course offers classroom and hands on training leading to the EPA Technician Certification. This course will cover topics of: Electrical Controls & Wiring,Electric Motors & Compressors, Air Flow & Measurement, Refrigeration, Troubleshooting, Super Heat & Sub Cooling, and much more.

HEAT 1.0 Oil Heat Principles, Properties, Theories, Oil Burners & Components 40 clock hours
Oil Heat Principles, Properties, Theories, Oil Burners & Components is a prerequisite to the more advanced classes. It is the first class in a series of four oil heat classes. Students will progressively develop their knowledge and skills related to residential oil heating.

HEAT 2.0 Oil Heat Nozzles, Chambers, Draft & Venting, and Combustion 40 clock hours
Oil Heat Nozzles, Chambers, Draft & Venting, and Combustion is the second in a series of four oil heat classes. Students will progressively develop their knowledge and skills related to residential and commercial oil heating. Oil Heat Nozzles, Chambers, Draft & Venting, and Combustion course provides information on: Nozzle Construction and Flame Patterns, Combustion Chamber Sizing, Draft Adjustments and Regulating Draft with Chimneys and Power Venters, Combustion Theory, Efficiency Testing and Troubleshooting, Causes of Carbon Monoxide, Smoke and Soot, Providing a full understanding of these subjects, for the oil heat technician.

HEAT 3.0 Oil Heat Components & Controls 40 clock hours
Oil Heat Components & Controls is the third in a series of four oil heat classes. Students will progressively develop their knowledge and skills related to residential oil heating. Oil Heat Components & Controls provides information on: Ignition Systems, Motors, Fans & Couplings, Primary Controls, Limit Controls & Thermostats, Outdoor Reset Theory & Terminology for the oil heat technician.

HEAT 4.0 Gas Heating Fundamentals of Installation & Servicing 40 clock hours
Properly Perform an Oil to Gas Conversion; Understand how to size and install Gas Piping, Gas Regulators, and Gas Valves; Understand how to size, install, and maintain Gas Orifice’s, Diffusers, and Combustion Chambers; Understand, how to perform, and adjust Combustion, Draft, and Venting; Understand the operation and how to diagnose Ignition Systems, Primary Controls, Modules, Limited Controls, and motors.

PRO 1.0 Propane Basic Principles and Practices of Propane 16 clock hours
Basic Principles and Practices of Propane is a prerequisite to the more advanced classes. The full-color CETP Basic Principles and Practices of Propane course offers an "entry level" course that provides pre-requisite instruction about propane's physical and combustion properties, and how propane is produced and transported. Some of the other topics covered are: Organizations that influence publish or enforce codes and standards, how basic functions are performed in a bulk plant, including primary safety concerns, and customer service, Odorants and service interruptions, Complete and incomplete combustion characteristics, and much more.

PRO 4.1 Propane Designing and Installing Exterior Vapor Distribution Systems 35 clock hours.
Designing and Installing Exterior Vapor Distribution Systems focuses on designing and installing the exterior portions of a vapor distribution system for both residential and small commercial markets. This course addresses how to select and install containers, prevent corrosion, size and install regulators and meters, and select and install outdoor piping and tubing.

PRO 4.2 Propane Placing Vapor Distribution Systems and Appliances into Operation 35 clock hours.
Placing Vapor Distribution Systems and Appliances into Operation focuses primarily on the procedure of placing a vapor distribution system into operation. This course addresses the different system tests required for vapor distribution systems and appliances; validating the container, piping, and regulator; how and when to make the final connections; how to purge the system of air, appliance controls and safety devices; and how to adjust the burner.

PRO 4.3 Propane Installing Appliances and Interior Vapor Distribution Systems 34 clock hours.
Propane Installing Appliances and Interior Vapor Distribution Systems designed to train installation and service personnel on the interior of a piping system as well as the installation of gas appliances. The course addresses selecting and installing appliances, how to design and install interior venting systems, and designing and installing interior piping and tubing.

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Westminster, MD

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Jessica Reeder has worked at the Pennsylvania Petroleum Association for over 5 years, assisting with the PPATEC training program as a Program Administrator and with other aspects and programs of the association as a Membership Support Specialist. She believes that the training PPATEC offers, and the services PPA provides to its membership, are vital to the energy industry.

Jessica is an Air Force veteran, honorably discharged as an E-5, Staff Sergeant. She earned a bachelor's degree in accounting from the University of Maryland, from which she graduated Magna cum Laude. Jessica is originally from Pennsylvania and currently lives in the Harrisburg area with her husband and children.

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Ted Harris has worked in the energy and HVAC industry for over 10 years. He has held senior level positions within the industry prior to joining the Pennsylvania Petroleum Association (PPA) in 2016 as Directorof Marketing. He served in that role for over 3 years with a primary focus on expanding the technical training program which included introducing PPATEC in 2019.

Ted assumed the Executive Vice President of PPA effective in January 2020. His current role includes managing the daily operations of the association, continuing to expand the technical training offerings of PPATEC, and working with leadership to provide strategic direction for the industry. Ted is a Pennsylvania native. He grew up in York County and attended Shippensburg University where he earned a double BA degree in Marketing and Management. Ted currently lives in Harrisburg with his wife.

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Alan Mercurio has over 30 years of industry experience in various roles including service technician, equipment sales, and service manager. Today, he is an industry author, consultant, educator, trainer, and proctor. He holds certificates as a Master Technician in the State of Pennsylvania and Silver Certificate from the PPA. He is NORA Gold Certified, and is EPA Certified by the VGI Training Center as a Type I and Type II Air Conditioning Technician. He's the past President and Founder of the Susquehanna Valley Chapter of OESP (formerly NAOHSM) and is currently on OESP'S Education Committee and a sub- committee for NORA.

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PPATEC Teaching Faculty

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Alan has over 30 years of industry experience in various roles including service technician, equipment sales, and service manager. Today, he is an industry author, consultant, educator, trainer, and proctor. He holds certificates as a Master Technician in the State of Pennsylvania and Silver Certificate from the PPA. He is NORA Gold Certified, and is EPA Certified by the VGI Training Center as a Type I and Type II Air Conditioning Technician. He's the past President and Founder of the Susquehanna Valley Chapter of OESP (formerly NAOHSM) and is currently on OESP'S Education Committee and a sub- committee for NORA.

Ed Howell

Ed brings over 40 years of industry experience to the PPATEC technical training program. Ed began his career working for a Pennsylvania HVAC company for nearly two decades. He has spent the last25 years at APR Supply, where his responsibilities included managing training efforts for their 30+ locations. Ed's credentials include Nortek TSA, NATE Certification in four disciplines (A/C, HP, Gas Furnace, and Oil and Gas Hydronics). He is also a member of RSES and his local OESP chapter.

Brent Cammett

Brent has over 30 years in the fuel/utility industry, specializing in safety in the workplace, hazardous material training, audits, and operations. He has implemented and maintained training material and content, as well as been responsible for all Federal/State and AHJ rules and regulations such as OSHA regulations and compliance. He is currently a Senior Consultant/Safety Training with P3 Propane Safety and is responsible for all training and compliance needs for a hazardous materials business from training, CETP, customized training, in field training, Crane training for the propane industry, policy & procedures, DOT security plans, etc.

Wes Sheppard

Wes has over 30 years of experience in various safety management and corporate instruction positions. He brings experience from energy, transport, and tech industries to offer seasoned management, regulatory compliance, and directional skills. Most recently, he served 7 years as Safety Director overseeing training and safety compliance for a multi-state, multi-unit propane company. As a certified CETP proctor and skills evaluator, he is well-versed in new employee and continuing education training along with development and compliance of operational and security manuals. He is currently a Senior Consultant, Safety and Training with P3 Propane Safety.

Addendum

Special Policies for Veterans Administration Requirements

Refund Policy
38 CFR 21.4255

Pro-Rata refund policy: PPATEC maintains a pro rata refund policy for the unused portion of tuition, fees, and charges for veterans or other eligible persons who fail to enter the course or withdraws or is discontinued from it before completion.

Our pro-rata refund policy will not vary by no more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completion portion of the course bears to its total length.

The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

All registration fees in excess of $10 will be refunded as a pro rata rate.

All consumable instructional supplies as distinguished from laboratory fees, PPATEC will refund the exact amount of charges for supplies not consumed

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PPATEC will issue the refund to the student(s) within 40 days after the student withdraws or is discontinued from the program of education.

Veterans Benefits and Transition Act of 2018
S.2248 Section 103.1.(b)

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits.

PPATEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

PPATEC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 (authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The Veterans Access, Choice and Accountability Act of 2014

For courses, semesters, or terms beginning after July 1, 2017, PPATEC will charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents.

For courses, semesters, or terms beginning after March 1st, 2019, PPATEC will charge individuals using education assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) the in-state residential rate.

PA MILITARY PERSONNEL - RESIDENCY STATUS FOR STUDENTS ACT - ATTENDANCE AT STATE-RELATED AND STATE-OWNED INSTITUTIONS OF HIGHER LEARNING AND COMMUNITY COLLEGES, APPLICABILITY AND ELIGIBILITY

The term "resident" or "residency," or any other term or expression used to designate a Commonwealth resident student, when used to determine the rate of tuition to be charged students attending community colleges, public institutions of higher learning and State-related and State-owned institutions of higher learning shall be construed to mean and include any veterans, their spouses and dependent children who do not currently reside in Pennsylvania. The term shall also be construed to mean and include military personnel [or their dependents], their spouses and dependent children who are assigned to an active-duty station in Pennsylvania and who reside in Pennsylvania and any civilian personnel [or their dependents], their spouses and dependent children employed at a Department of Defense facility who are transferred to Pennsylvania by the Department of Defense and who reside in Pennsylvania.