



# **Air Conditioning, Refrigeration, & Heating Technology**

## **1 & 2**

Emerald Coast Technical College  
761 N. 20<sup>th</sup> Street DeFuniak Springs, FL 32433  
Phone: 850.892.1241 Fax: 850.892.1249  
<http://www.ectc.edu>

Effective Date: August 2017

# STUDENT HANDBOOK

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## Air Conditioning, Refrigeration, and Heating 1 & 2

### Welcome

Welcome to ECTC's Air-Conditioning, Refrigeration, and Heating Technology Programs. Basic expectations and classroom rules will apply to both programs that are offered. Air-Conditioning 1 will provide you with a solid foundation in general principles and in residential aspects of the industry while Air-Conditioning 2 will expand your knowledge and experience to the commercial field. The program will offer you opportunities to apply theoretical principles as you work on equipment that is in current use in the industry.

Successful program completion will afford you with expanded employment prospects. So, welcome to class as you begin your new career or brush up on skills that are needed in this growing industry.

James Love

Instructor

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## Air Conditioning, Refrigeration, and Heating 1 & 2

### Program Mission Statement

Teach real skills that will last.

### Faculty

R. James Love  
Instructor

HVAC Industry for 30 years  
Certified xxxxxx  
State Certified Mechanical Contractor License # xxxxxxxxxxxxxx  
A.A. Degree –  
xxx-xxx-xxxx  
LoveJ@walton.k12.fl.us

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### Program Advisory Committee

Glenn D. Key  
HVAC Business Owner

Larry D. Cheatham  
HVAC Business Owner

Quentin Smith  
Certified Instructor/Tec

### Role of Advisory Committee

The advisory committee plays an integral role in this program of study. The committee provides invaluable input on occupation requirements, industry certification/licensure and salary expectations. The advisory committee meets at a minimum of twice annually.

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## Air Conditioning, Refrigeration, and Heating 1 & 2

### Programs of Study

Program: C400100- Air-Conditioning, Refrigeration and Heating Technology 1 Total Clock Hours: 750

TABE 9/10 ("A" Level Required Exit Scores): Reading 9 Math 10 Language 9

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2013): \$12.05/ hour, with anticipated growth of 3.41% in this field. Please visit [www.employflorida.com](http://www.employflorida.com) for more information.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours	Estimated Program Cost for All Courses Listed (planning purposes only)	
Air Conditioning, Refrigeration and Heating Helper	ACR0041	250	Tuition (Florida Resident)	\$2,085.00
Air Conditioning, Refrigeration and Heating Mechanic Assistant	ACR0043	250	Lab Fees/Supply Fees	562.50
Air Conditioning, Refrigeration and Heating Mechanic 1	ACR0047	250	Books	250.00
<b>Total Clock Hours in Program</b>		<b>750</b>	<b>Estimated Total Investment</b>	<b>\$2,897.50</b>

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## Air Conditioning, Refrigeration, and Heating 1 & 2

Program: C400200- Air-Conditioning, Refrigeration and Heating Technology 2 Total Clock Hours: 600

TABE 9/10 ("A" Level Required Exit Scores): Reading 9 Math 10 Language 9

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2013): \$12.05/ hour, with anticipated growth of 3.41% in this field. Please visit [www.employflorida.com](http://www.employflorida.com) for more information.

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours	Estimated Program Cost for All Courses Listed (planning purposes only)	
Air Conditioning, Refrigeration and Heating Mechanic 2	ACR0049	250	Tuition (Florida Resident)	\$1,668.00
Air Conditioning, Refrigeration and Heating Technician OR Refrigeration Mechanic	ACR0044/45	350	Lab Fees/Supply Fees	450.00
			Books	250.00
<b>Total Clock Hours in Program</b>		<b>600</b>	<b>Estimated Total Investment</b>	<b>\$2,368.00</b>

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## **Air Conditioning, Refrigeration, and Heating 1 & 2**

### **Program Orientation**

Orientation to program expectations and requirements as well as information related to available industry certifications is provided to students on an individual and/or small group basis upon enrollment. During the orientation, students are provided with an overview of the program curriculum delivery methods, anticipated outcomes for successful students, and safety requirements. Students are encouraged to use the orientation as an opportunity to ask questions and to discuss the handbook and syllabus requirements.

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### **Program Overview**

The Air-Conditioning, Refrigeration, and Heating Technology program at ECTC began in January, 2012. With only two students in the first class session, the program rapidly increased in enrollment to 15 by the end of SY 2012-2013, an indicator of the potential employment opportunities available in this industry in the local and surrounding area. At the end of program year 2013-2014, the placement rate for program completers was over 90%, with students employed in a variety of occupations as well as self-employed in the industry or related fields.

Air-Conditioning, Refrigeration, and Heating Technology 1 is a 750 clock hour program with curriculum organized using the State of Florida Department of Education curriculum frameworks. Air-Conditioning, Refrigeration, and Heating Technology 2 is 600 clock hours. Each program can be completed in about one school year. Most students anticipate enrolling in Air-Conditioning 2 upon completion of the first program.

Both programs are delivered using lecture, videos, hand-outs, hands-on labs, as well as live work as available.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the HVAC industry; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the industry.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

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## **Air Conditioning, Refrigeration, and Heating 1 & 2**

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigeration.

The program provides hands-on training for students using current industry equipment, including Trane, Carrier, Rudd, Rheem, and Nordyne brands. Supplies are provided for student use in the program.

### **Site Location**

The Air-Conditioning, Refrigeration, and Heating Technology programs are provided on site at ECTC, 761 North 20<sup>th</sup> Street, DeFuniak Springs, Florida. Students may also be provided with opportunities to visit off-site locations to become familiar with various locations and aspects of the industry.

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### **Description of Career Field**

These programs prepare students for employment as HVAC installers, technicians, and helpers. Students can expect to be employed by HVAC companies, as maintenance workers in rental and public agencies, and in self-employment upon becoming licensed in the field.

Working conditions: Workers in this field usually work mainly outdoors, but also work a portion of their time in an indoor environment, including attics and crawl-spaces.

Lifting requirements: Workers in this field should be able to lift at least 50 pounds.

## Air Conditioning, Refrigeration, and Heating 1 & 2

### Employment Outlook for Career Field

The 2015-2016 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2013): \$12.05/ hour, with anticipated growth of 3.41% in this field. Please visit [www.employflorida.com](http://www.employflorida.com) for more information.

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### Completion, Placement and Licensure Rates

2013-2014 completion rates for Air-Conditioning 1 are currently listed at 67%, with placement rates currently reported at 90%. For Air-Conditioning 2, completion rates are currently reported at 75%, with 100% placement.

### Industry Credentials/Licensure

ESCO Institute

HVACE001 – HVAC Excellence Employment Ready - Heat Pump  
HVACE002 – HVAC Excellence Employment Ready - Air Conditioning  
HVACE003 – HVAC Excellence Employment Ready - Light Commercial Air Conditioning  
HVACE004 – HVAC Excellence Employment Ready - Electric Heat  
HVACE005 – HVAC Excellence Employment Ready - Light Commercial Refrigeration  
HVACE006 – HVAC Excellence Employment Ready - Gas Heat



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## Air Conditioning, Refrigeration, and Heating 1 & 2

The above tests are not required but encouraged.

It is a way to re-enforce what has been taught in the class and labs and shows potential employers the ability of the future new hire has been evaluated by an independent party in regards to industry standards.

Testing is on-line and proctored by R James Love

The student will be able to take these exams between the 500 and 750 clock hour mark.

The cost of the exams have been included in the lab fees at \$15.00 per test. Any additional costs due to re-taking the exams because of initial failure will be the responsibility of the student

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For AC 2 students only

North American Technician Excellence (NATE)

NATEX001 - Air Conditioning Service Technician

NATEX002 - Air Conditioning Installation Specialist

NATEX003 - Air to Air Heat Pump

NATEX004 - Air to Air Heat Pump Service Technician



ACCA certifying agency

This test is not required but it is encouraged to show commanding knowledge of the HVAC service and repairs that is recognized throughout the industry

This is a nationally recognized brand and symbol of excellence.

The location for testing is the ECTC campus and the proctor is Mrs. Harrison

The student will have had enough preparation between 300 and 600 clock hours of AC 2

The cost for this exam has been paid for by the lab fees for the initial test. Any student that fails the first attempt will be responsible for paying the additional fees at \$250.00 per test session.

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## Air Conditioning, Refrigeration, and Heating 1 & 2

### Program Curriculum

**Air-Conditioning, Refrigeration, and Heating Technology 1    C400100                    CIP: 0647020107**

#### Course List

ACR0041	Air Conditioning Refrigeration & Heating Helper	250 Clock Hours
ACR0043	Air Conditioning Refrigeration & Heating Mechanic Assistant	250 Clock Hours
ACR0047	Air Conditioning Refrigeration and Heating Mechanic 1	250 Clock Hours

**Air-Conditioning, Refrigeration, and Heating Technology 2    C400200                    CIP: 0647020108**

#### Course List

ACR0049	Air Conditioning Refrigeration & Heating Mechanic 2	250 Clock Hours
ACR0044	Air Conditioning Refrigeration & Heating Technician	350 Clock Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the HVAC industry; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the industry.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician (SOC 49-9021). The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigeration.

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## **Air Conditioning, Refrigeration, and Heating 1 & 2**

### **Program Progression and Grading**

Students in Air-conditioning, Refrigeration, and Heating Technology 2 should have successfully completed Air-conditioning, Refrigeration, and Heating Technology 1 or have been assessed by the instructor as having the equivalent experience.

A = 94 to 100

B = 84 to 93

C = 74 to 83

D = 64 to 73

Any student that has credit hours or coursework similar to the state frameworks for this program may be able to skip AC Tech 1 provided they can demonstrate the lab proficiencies to the instructor.

### **Satisfactory Academic Progress**

Please refer to the ECTC Catalog for general information regarding Satisfactory Academic Progress. Students in Air-conditioning, Refrigeration, and Heating Technology 2 should have successfully completed Air-conditioning, Refrigeration, and Heating Technology 1 or have been assessed by the instructor as having the equivalent experience.

### **Appeals**

Students who do not demonstrate satisfactory academic progress are referred to student services for counseling to determine if there is a reasonable possibility of successful program completion. Students who do not demonstrate satisfactory academic / program progress may be placed on academic probation for a minimum of one course to resolve the unsatisfactory progress or may be recommended for dismissal from the program. Students who have left the program due to lack of satisfactory academic progress may re-apply up to two times to the program.. After two\* unsuccessful attempts in a program in a two year period, the student must submit an appeal to the appeals committee in order to be considered for re-enrollment into a program.

### **Program Completion/Graduation Requirements**

Successful completion of field competencies (labs) and a 2.0 average or above in theory/written tests.

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## **Air Conditioning, Refrigeration, and Heating 1 & 2**

### **Additional Support and Resources**

A career counselor is available to help in planning coursework to maximize the student's possibility of benefiting from the educational experience and to assist in planning for successful entry into employment and/or additional education. Student interests, aptitudes, and long-term goals are considered when developing the student's program of study.

Career counseling services are available to students to help in planning and achieving career and academic educational goals. Student services can help students explore possible career options through current labor market information and objective and subjective assessment of student interests, aptitudes, attitudes, and values. By assisting the student in acquiring relevant information, the counselor can help the student make informed career choices. The student services department is also available to help the student gain job search skills as well as job placement.

Students who require additional academic skills preparation to facilitate success in career education programs or in adult high school can benefit from tutoring and developmental skills programs available in the ECTC Developmental Programs Lab. Student services can help the student in determining a workable schedule as well as assist in registering students for these services.

The goal of the student services department is a successful learning experience for students enrolled at Emerald Coast Technical College. Along with assisting students with specific academic and career related needs, counselors can assist students in developing skills for successful goal-setting, test-taking, and conflict resolution.

### **Program Admission Policy**

This program adheres to the Emerald Coast Technical College's admission policy as outlined in the current ECTC Catalog. Please refer to this catalog for ECTC admission requirements and procedures.

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### **Background Checks and Drug Screening**

Students are not required to submit background checks and drug screens for this program, but may be required to do so for most employers. Students who have concerns in these areas should discuss their situation with the instructor during orientation.

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## Air Conditioning, Refrigeration, and Heating 1 & 2

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### Services for Students with Disabilities

ECTC student services is available to assist students with disabilities who self-identify or are identified as requiring accommodations through the IEP (Individual Education Plan) process. Disabilities must be documented in order to secure specific accommodations. Such accommodations may not impact the level of instruction or constitute a fundamental alteration in the nature of the program, but are intended to assist with the delivery of such instruction to facilitate student success. Students may also be referred to the Office of Vocational Rehabilitation or other agencies for collateral support services. As a Walton County School District educational institution, ECTC complies with all applicable local, state, and federal laws in serving the needs of persons with disabilities.

### Fees and Expenses

Please refer to the current ECTC Catalog for tuition information.

#### Air-Conditioning, Refrigeration, & Heating Technology 1

Estimated Program Cost for All Courses Listed (planning purposes only)	
Tuition (Florida Resident)	\$2,085.00
Lab Fees/Supply Fees	562.50
Books	250.00
<b>Estimated Total Investment</b>	<b>\$2,897.50</b>

#### Air-Conditioning, Refrigeration, & Heating Technology 2

Estimated Program Cost for All Courses Listed (planning purposes only)	
Tuition (Florida Resident)	\$1,668.00
Lab Fees/Supply Fees	450.00
Books	250.00
<b>Estimated Total Investment</b>	<b>\$2,368.00</b>

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### Uniform Policy and Personal Appearance

**School dress code applies, no uniform provided or needed. Students must wear closed-toe shoes for OSHA safety regulations.**

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## Air Conditioning, Refrigeration, and Heating 1 & 2

### Program Calendar

The Air-Conditioning, Refrigeration, and Heating Technology Programs operate on a four-night schedule, with classes scheduled Monday through Thursday.

### 2014 – 2015 Calendar

#### 2015

August 18	Class Begins
September 7	HOLIDAY Labor Day – Center Closed
October 1, 5 & 6	No class, teacher out
November 11	HOLIDAY Veterans Day – Center Closed
November 23-27	HOLIDAY Thanksgiving – Center Closed
December 8-12	NEW Students Registration
December 21-31	HOLIDAYS – Center Closed

#### 2016

January 1-5	HOLIDAY New Year's - Center Closed
January 6	Class Begins
January 18	HOLIDAY Martin Luther King Day – Center Closed
February 15	HOLIDAY Presidents Day – Center Closed
	No Classes Scheduled this Week
March 10	Mid-Point Registration for Selected PSAV Programs (See Student Services)
March 28 April 1	Spring Break – Center Closed
May 25	Last day for class

### Attendance Policy

Career and technical education integrates acquisition of rigorous skill development and work ethics and personal and professional responsibility. Attendance and participation are essential components of career education. To facilitate student success in the industry, each career education program details attendance requirements that correlate with industry and regulatory agency provisions. Students are responsible for familiarizing themselves with these specific requirements. For many programs, **including practical nursing, patient care technician, and cosmetology, these attendance requirements are more stringent than general school attendance requirements.** Students who are unable to meet the

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attendance and participation requirements of the career education program in which they are enrolled may be administratively withdrawn or dismissed from the program.

Excessive absences and/or tardies in PSAV courses may result in the award of lower grades for work ethics and work habits. Students who accumulate more than 20% absences in scheduled PSAV classes may be administratively withdrawn. Students are reminded that some CTE programs have a much stricter attendance policy regarding absenteeism. Students who receive financial aid should be aware that administrative withdrawal as a consequence of excessive absences prior to completing 60% of scheduled classes may result in both loss of financial aid and a requirement to repay a portion of funds previously awarded. Students who believe that attendance may present a problem should discuss their situation with the instructor and with student services. Students who receive financial aid should also discuss their situation with the financial aid director.

Students who are receiving veteran's benefits may be withdrawn for failure to meet attendance requirements. Withdrawal may affect the student's veteran's benefits. Students are encouraged to access all available resources through veterans' assistance and ECTC student services to assist them in meeting attendance requirements.

Students enrolled in developmental programs and adult high school will be administratively withdrawn following six (6) consecutive absences. The date of withdrawal will be reflected as the regularly scheduled class day following the last date of attendance. Students who are administratively withdrawn may face delays in re-enrolling if space is not available.

Students will have the ability to perform make up work as long as it is approved by the instructor.

### Safe and Ethical Conduct/Principles of Professional Conduct

Emerald Coast Technical College is dedicated to not only to the preparation of students for rewarding and satisfying careers, but also to the development of persons who behave ethically and responsibly. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and their career programs and will not infringe on the rights of others. Dress and behavior of students attending ECTC should reflect that of the mature student seeking career preparation, and industry credentialing. Students choosing **not** to follow school rules and regulations as described in this handbook and detailed in the Walton County School District Student Code of Conduct, will receive appropriate disciplinary action in accordance with Emerald Coast Technical College established policies and expectations and the Walton County School District Student Code of Conduct.

The following situations are provided as a broad, non-specific guide for student behavior that may result in disciplinary action:

- Student refusal to follow established rules and regulations (program/school/district)
- Student misconduct that provides for serious negative effects on Emerald Coast Technical College students, staff, and programs

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- Student conduct that negatively impacts safety of self, others, or the school
- Student lack of proper adjustment / response to correction

Students should review the Walton County School District [Student Code of Conduct](http://www.walton.k12.fl.us) available at [www.walton.k12.fl.us](http://www.walton.k12.fl.us). Questions related to the Code of Conduct may be directed to instructors, student services or administration.

### **Academic Misconduct/Academic Integrity**

Students are expected to be individually responsible for their own work and to uphold principles of personal and professional integrity. Academic dishonesty damages the reputation and ethical principles of the student, the student's career preparation program, and Emerald Coast Technical College. Academic dishonesty will not be tolerated. Cheating, collusion in dishonest behaviors or acts (including obtaining an unfair advantage), plagiarism, and forgery undercuts and weakens the mission, beliefs, and values that Emerald Coast Technical College is committed to uphold and maintain. Students who compromise or attempt to compromise the principle of academic honesty may be subject to oral admonition, oral or written warning, or disciplinary action including a grade assignment of "F" (failure) in related work; e.g., test, project, skills demonstration, or in the course. Students may also be placed on probation for a minimum of one term following the incident of academic dishonesty or be dismissed from the career education program.

Students who fail to report witnessed acts of academic misconduct will be considered as colluding in the misconduct or academic dishonesty and will be subject to the disciplinary actions noted.

Incidents of academic dishonesty should be reported in complete detail in writing to the instructor or to the administrator. Students involved in an incident of reported academic dishonesty will be notified and the charge will be investigated. At the conclusion of the investigation, the charge of academic dishonesty will be dismissed or the appropriate disciplinary action will be taken.

### **Student Grievance Procedure and Appeals**

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Emerald Coast Technical College. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here:

## Air Conditioning, Refrigeration, and Heating 1 & 2

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved: The student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.
3. If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.
4. Filed Student Grievances will be maintained for a period of seven (7) years from date of principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to the Equity Officer, Tom Blackshear, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

The following information is provided to students as referenced in the Walton County School District Student Code of Conduct. Students should consult the Student Code of Conduct for additional information. This handbook is available in student services and is available online at [www.walton.k12.fl.us](http://www.walton.k12.fl.us) and on the ECTC website at [www.ECTC.edu](http://www.ECTC.edu). A step by step procedure for students wishing to file a grievance is located at the end of this catalog/handbook (page 62). Filed grievances are maintained for a period of seven (7) years from the date of the principal's decision.

"A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the Superintendent. Before any punishment is issued to a disciplinary referral, the school administrator MUST afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in notice to the parent (if applicable).

The Walton County School District adheres to the guidelines established by the Florida Educational Equity Act. This act requires that each district of public education operate in a way that does not discriminate against students or employees on the basis of race, national origin, sex, disability, or marital status. The Walton county plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. The Walton County School District Equity Officer is

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. Contact may be made at the Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, phone (850) 892-1100.”

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. The Commission’s contact information is:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: 770-396-3898  
FAX: 770-396-3790  
[www.council.org](http://www.council.org)

### **Incident Reporting**

**If a medical emergency occurs due to accident or from a pre-existing or unforeseen medical condition, a full report of the incident will be turned into the principal within 48 hours along with the students involvement in that accident. Any safety procedures that were not followed will be reported and action will be taken by the principal.**

If there is an accident that is not life threatening or requires a 911 call in which there will be a report generated by the instructor and a copy will be given to the principal within 48 hours and the class will review all safety procedures to help ensure that type of accident is not repeated.

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### **Pregnancy Policy**

Students who are pregnant should present a doctor’s certification that they are able to safely perform the physical requirements of the program.

### **Leave of Absence**

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Occasionally students find that temporary withdrawal from classes is necessary due to circumstances beyond their control. Serious illness, military obligations, and family situations are included in this term. A leave of absence maintains the student's status with ECTC for a maximum period of two terms or 180 days. Students who wish to return to ECTC at the end of an approved leave of absence may do so without applying for re-admission. Students must notify admissions of the expected date of their intent to return to classes a minimum of one quarter (three month period) prior to the return. Students who wish to benefit from the leave of absence provision should complete a leave of absence request form and discuss the matter with student services.

### **Withdrawal**

Students are encouraged to use available support services to help them achieve successful program completion. Students withdrawing from the program must notify the program instructor then discuss the matter with student services. The student will be referred to the financial aid office, if applicable. Afterwards, the instructor will submit the withdrawal form to data entry for processing.

### **Return to Title IV Funds Policy (R2T4)**

When students who have been awarded Title IV financial aid withdraw from, are administratively withdrawn from, or discontinue attendance in **all** courses **before** completing 60 percent of the hours for the period in which they are enrolled and charged, the student may be required to return a portion of the financial aid received. A Return to Title IV Funds (R2T4) calculation must be performed to determine the amount of unearned funds the student and/or school must return to the appropriate financial aid program. The student is responsible for any unearned funds repayment amounts owed to ECTC. Such amounts must be cleared before the student may re-enroll at ECTC. The unearned portion is calculated based on the percentage of the clock hours the student was scheduled to have completed as of the withdrawal date; i.e., the clock hours scheduled to have been completed is divided by the total clock hours in the term/period. If this calculation yields a result greater than 60%, the student will be considered to have earned the total award (100%). In the event that earned Title IV funds have not been disbursed as of the withdrawal date, the school will credit any outstanding charges for educationally related expenses remaining on the student's account as of the withdrawal date (Prior year charges cannot exceed \$200.00.). These charges will be subtracted from the student's post-withdrawal disbursement (PWD) of financial aid. Any remaining funds will be disbursed according to federal requirements. Funds included in the Title IV Return of Funds process include unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal supplemental Opportunity Grants (FSEOG), and other Federal programs/grants. Students who incur liability for return of Title IV funds will be notified by the financial aid department. Students who do not return the required funds within the specified time period (usually 45 days) or enter into a repayment agreement with the U.S. Department of Education, will lose Title IV eligibility. Emerald Coast Technical College is currently participating in the following Title IV Programs:

- Pell Grant

## **Air Conditioning, Refrigeration, and Heating 1 & 2**

As determined from attendance records, the withdrawal date used in calculating the portion of unearned financial aid to be returned is the **last day** of attendance in an approved and eligible PSAV career education course at ECTC. Continuing workforce education courses, community education courses, adult general promotion (adult high school, adult basic education, and vocational preparatory instruction /remedial courses are **not** eligible for Title IV assistance and are **not** considered as approved PSAV courses for determining this calculation

Students who are receiving Title IV financial aid should contact the Office of Financial Aid prior to withdrawing or discontinuing any or all courses.

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### **Personal Telephone/Cell Phone Usage**

Cell phones are a way of life. They are permitted to be in use but used with respect for others and in a way that does not disrupt the class.

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### **Emergency Procedures and Inclement Weather**

Recognizing that a safe environment contributes significantly to the learning process, Emerald Coast Technical College conducts semi-annual safety inspections of school facility and grounds. Exits are clearly marked and exit routes are displayed near office and classroom doorways. Safety drills are conducted throughout the school year and students and staff participate in regular, scheduled emergency drill exercises in order to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire and intruder (lockdown) alerts.

Students who witness or are hurt in an accident should notify and/or seek assistance from school staff immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the administrator, or the admissions office to facilitate notification of 911 emergency services.

Fire extinguishers are located and maintained throughout school facilities. Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program handbooks and follow all prescribed safety measures.

Effective Date: August 2017

## **Air Conditioning, Refrigeration, and Heating 1 & 2**

### **Transportation**

Transportation to off-site locations will be the responsibility of the student.

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### **Liability Coverage**

Students are not required to perform classwork off-site. Off-site visits are for observation and instructional benefit only. Students may work on their own equipment under direct supervision or at their own risk.

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### **Confidentiality Statement**

This program does not provide for a confidentiality statement. Students are expected to maintain appropriate business conduct on and off campus.

### **Forms**

N/A