

HVAC On-Site Training Solutions

Client Information & Policies



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INFORMATION AND FACILITIES

HVAC On-Site Training Solutions
2249 Broadway St
San Leon, TX 77539
Phone: (832)802-9848

Owners: Chris Walters & Jennifer Barta

About Us

"Chris and I are very passionate about the HVAC Industry. We noticed that the HVAC Industry lacked the training in the Basic Fundamentals of Air Conditioning & Heating. Those skills are needed to be able to properly install, diagnose and troubleshoot AC equipment. We spoke with several manufacturers and suppliers and were told the same thing, they need training! After doing our programs with TACCA Greater Houston for 4 years, we decided we needed to find a way to reach individuals all over the United States.

That's when we decided to make our own training trailer called HVAC On-Site Training Solutions!"

– Jennifer Barta

HVAC On-Site Training Solutions was established in July of 2023 by Chris Walters and Jennifer Barta. They planned, design, constructed and outfitted the training trailer to be a mobile classroom that would travel nationwide. Their goal was to make the HVAC Industry stronger with knowledge and hands-on skills. They have trained individuals with *no experience to 30 plus years* of experience in more than 9 states throughout the US.

Chris Walters is the Founder, Director and one of the Instructors of The Training Center of Air Conditioning & Heating. Chris has over 43 years of experience in the HVAC industry and holds a Class "A" air conditioning license in the State of Texas with refrigeration and process heating and cooling endorsements. He is the past President and CEO of Extreme Air Conditioning Services, Inc., a commercial HVAC corporation that was in business for 21 years. He also served as a Subject Matter Expert on the TDLR Licensing Advisory Board for Air Conditioning & Refrigeration.

Chris is a member of Texas Air Conditioning Contractors Association. He has provided hands-on tech training to hundreds of TACCA members. He is also working with TACCA State developing their Continuing Education Curriculum for in person and online CE courses each year.

Chris started his education in the A/C field in 1976 at Houston Technical Institute. It was clear this would be a challenging and rewarding field and would lead to job opportunities in different areas. During training, Mr. Walters went to work servicing commercial refrigeration systems and ice machines. He learned to build ice machines from parts and prepare them for lease. He then was put in a service van and repaired ice machines, beverage coolers, and dispensers all over Houston.

He continued to work In HVAC during a 16-year employment at a high-rise building. It was here that Chris learned commercial HVAC, obtained his maintenance electricians license, and obtained his class A Texas State HVAC License. He obtained the universal EPA certificate and attended training at Liebert School in Ohio for computer room air conditioning. He has attended numerous other seminars on cooling towers, R-410 refrigerant, and kept up with all continuing education training required of license holders. He is also certified in blower door/duct and envelope testing.

Working in the high rise offered experience with chillers, boilers, cooling towers, and all the many different components of high-rise HVAC. Promotions allowed for him to experience the HVAC field from the building management point of view. During this time, he was responsible for multi-floor build outs, hiring the mechanical work, and running the in-house construction and maintenance departments.

Chris oversaw nationwide programs such as ADA compliance and Green Lights energy efficiency that furthered his knowledge of mechanical workings and infrastructure of commercial buildings. He is an accomplished welder and, in the past, frequently welded process chilled and condenser water piping for Extreme Air Conditioning Services, where he was the CEO. Owning an air conditioning company was a lifelong dream that came true in March of 1996. He left his high-rise job and opened the doors of Extreme with focus on both residential and commercial service.

As the past CEO of Extreme A/C, Chris designed and built custom computer room units, airplane ground cooling units, and other custom A/C units for export to other countries. In addition to building custom air conditioning units, the company also built custom controls for many purposes.

Under Chris's direction there have been controls designed and installed for pumps, computer room temperature alarms, water under the floor alarms, and power loss alarms. Custom designed timer systems can shut down multiple units during unoccupied times. Chris has a railroad commission exemption that allows service and installation of propane-fueled equipment and stays current with all changes in the industry. He keeps up with many trade publications and stays prepared for changes that affect his customers and employees.

Jennifer Walters, **Owner and Business Manager**, has a business degree from Purdue University. She has over 20 years of experience in business operations and financial oversight. She has been in the HVAC industry for over 7 years and has also attended The Training Center of Air Conditioning & Heating's HVAC training program.

She previously worked as the Executive Director of Texas Air Conditioning Contractors Association for Greater Houston, Austin & North Texas.

She works with companies all over the United States by assisting them in developing an HVAC program that meets their company's needs.

Facility & Mobile Training Unit

We are a mobile workshop-based training unit where the student receives instruction and labs. The trailer allows active interactive learning with operational air conditioning and heating equipment including but not limited to condensers, coils, thermostats, furnaces, relays, and duct runs.

Students will learn by demonstration, workbooks, hands-on performance testing and a multitude of exercises. The instructional area consists of workbenches for lectures and

applications, hands-on exercises, and an outdoor lab with operational equipment in real life scenarios.

Our Business Plan & Mission

Our goal is to educate as many individuals as we can throughout the United States on the Fundamentals of HVAC. We have a mobile training trailer with fully operational equipment, that allows us to take the training to contractors, maintenance engineers, building maintenance staff, technicians, sales teams and more.

We use a combination of book work, exercises and hands-on tasks to enforce the concepts being taught to our attendees. We offer classes from 4 hours to 5 Day Courses depending on the needs of the company. We also have a variety of advanced courses available to our clients.

We have done training for Texas Air Conditioning Contractors Association for the past few years, including the 2024 development of the 8-hour TDLR HVAC Continuing Education material. We also work closely with several supply houses including Shearer Supply and do training for them in 7 states. We also work with Daimler Chrysler in North Carolina and Michigan to train their HVAC maintenance departments.

We own a building in Galveston County, and plan to expand our training to our building to offer local classes for technicians and contractors.

State Approved Continuing Education Providers

Currently we are Approved in the State of Texas as an HVAC Continuing Education Provider.

TDLR Provider Number: 2395

Air Distribution & Load Calculation Considerations 6 hours TDLR CE: 29497

Gas, Electric & Heat Pump Operations 3 hours TDLR CE: 29491

Electrical Controls & Schematics 3 hours of TDLR CE: 29496

Other States: Alabama (pending), Arkansas, Oklahoma & Florida (pending).

Class Days & Times

Our program is mobile, so times and days vary based on bookings. You can view our upcoming classes at www.hvaccosts.com.

Hours of Operation

Office: By Appointment

Booking Policies

You can book courses by calling (832)802-9848, emailing us at hvaccosts@gmail.com or on our website at www.hvaccosts@gmail.com.

Training in Texas:

- 1-day Local classes must register online and pre-pay.
 - Local classes may be held at our business location in San Leon or in Houston.
- Texas training requires a 25% deposit in order to schedule a group class.
 - We require two 3- 4 hour courses or one 6-hour course, one full day, to book a class further than 300 miles from our office.
 - If the mobile unit is being used, a flat rate for fuel, propane and supplies will be charged. An estimate will be provided.
 - Trailer Space Required for Group Classes – a 27 ft area is needed to set-up the trailer.
 - Class Sizes-
 - ☐ For under 8 attendees – Classes can be held solely in the training trailer.
 - ☐ For over 8 attendees – We will need a room large enough to accommodate your attendees. We will perform a hybrid class with exercises inside and outside in the trailer.

Outside the State of Texas:

- **Out of state** courses require a 50% deposit **required** to schedule the class.
- **Minimum of 2 days** of training needs to be requested for us to travel. It can be a combination of 3–4-hour classes or the 6-hour courses.
 - *Example:*
 - ☐ **Day 1**- “All About Motors” & “Copper & Aluminum Brazing”
 - ☐ **Day 2** – “Air Distribution”
- **Flat Rate Fees** - If the mobile unit is being used, a flat rate for fuel, propane and supplies will be charged.
- **Trailer Space Required** – a 28 ft area is needed to set-up the trailer.
- **Mobile unit can accommodate 8 individuals.** If you are requesting larger classes, all instructional materials and equipment are portable to accommodate your needs. A training room or conference room will need to be provided by the customer to conduct the classes in.
 - **For under 8 attendees** – Classes can be held solely in the training trailer.

- **For over 8 attendees** – We will need a room large enough to accommodate your attendees. We will perform a hybrid class with exercises inside and outside in the trailer.

Prospective Students will not be denied admission based on race, color, national origin, sex, handicap, age or veteran status except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Cancellation & Refund Policies

Cancellation Policy

For Texas Individuals or Companies: These classes are limited in size so refunds will not be issued without notification of cancellation at least 7 days prior to the class date. You can email us at training@hvaccosts.com to request to cancel your registration. If proper notification is given for cancellation a refund will be made back to your card minus any transaction fees. A full refund will be made to any Texas company who cancels within 7 days (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after deposit is received.

For out of state clients, they must cancel their booking within 14 days of the class to get a full refund minus any administrative costs and/or credit card processing fees. We require a 50% deposit to book your class dates.

Refund Policy

1. Refunds will only be given to Texas attendees if they give 7-day notification of cancellation prior to class minus any credit card transaction fees.
2. Refunds for out of state clients will only be given if a 14-day notice of cancellation is provided prior to the scheduled dates minus any credit card transaction fees.
3. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. If the course of instruction is discontinued by the instructor and this prevents the attendee from completing the course.

Programs

Program Description: We offer Ala-Carte HVAC Courses on various subjects that will benefit the individuals listed below.

We also offer a 5-Day HVAC Training Course that provides the attendees with all of the fundamentals needed to work in our industry. Our courses contain book work, instruction, exercises and hands-on tasks.

We offer customized training for Commercial & Industrial HVAC that are tailored to the facility's specific equipment. This course is typically after a 5-day training class and dives in deeper to processes and troubleshooting equipment.

Who benefits from our courses? HVAC helpers, technicians, installers, contractors, maintenance personnel, building superintendents, property managers, sales staff, supply house counter reps,

service managers, in-house trainers and anyone that can benefit from air conditioning and heating training.

Courses Available

Course No	Subject Title	Total Hours
HVAC 101	Refrigeration Cycle & Critical Charging	6
HVAC 102	All About Motors, Testing & Tools	4
HVAC 103	Copper, Aluminum Brazing & Safety	4
HVAC 104	Electrical Controls & Schematics	3-4
HVAC 105	Air Distribution, Static Pressure & Tight Homes	6
HVAC 106	Gas, Electric, Heat Pumps -Heating with Controls & Operations	3-4
HVAC 107	HVAC Trouble Shooting and Most Common Failures with Hands-on Skill Testing	4
HVAC 108	Codes, Licensing and EPA Certification	6
	Additional Courses (Customizable)	
Duct	Air Flow, Air Balancing Basics & Duct Leak Testing	6
Load	Basics of Residential Load Calculations, Common Considerations & ACCA approved Apps	6
Other	<i>Customized Classes Available including training on specific equipment residential or commercial</i>	-

Course Descriptions

Air Conditioning & Heating Training Courses

Course No	Course	Exercises	Equipment Used
101	Refrigeration Cycle & Critical Charging	Demos	Refrigeration Cycle, parts identification, proper charging, recovery & charging exercises, analog gauges vs digital, PT Charts, Superheat / Subcooling, Low Pressure / High Pressure sides, metering devices, driers, weigh-in methods, diagnostic tools, safety / codes, refrigeration detection system for 454B refrigerants, charging demo with some hands-on troubleshooting scenarios and performance testing.

102	All About Motors, Testing & Tools	Yes	Types of Compressors, Oils, compressor performance, ECM troubleshooting, capacitors, fan motors, blower motors & components operation, wiring up components, soft starts / hard starts, common failures & troubleshooting.
103	Copper & Aluminum Brazing	Yes	Tools, methods, safety, mostly hands-on with assigned exercises brazing copper and aluminum.
104	Electrical Controls & Schematics	Yes	Types of controls, operations, reading schematics, single and three phase circuits, wiring contactors, sequencers, relays, transformers, thermostats, capacitors, safety / codes, and troubleshooting. Wiring up circuit boards exercises.
105	Air Distribution, Static Pressure & Tight Homes	Instruction	Duct systems, static pressure, air flow adjustments, basics of load calculations, ductulators, latent heat, sensible heat, CFM, dampers, filters, returns, home comfort, humidity, blower fan speeds, proper installation, common code violations, diagnosing air flow issues and troubleshooting.
106	Gas, Electric, Heat Pumps- Heating Controls & Operations	Demos	Operations, how they work, pros/cons, inverter systems, controls, sequences of operations, safeties, circuit cards, schematics, parts identification, and common failures.
107	HVAC Troubleshooting, Diagnosing & Common Failures	Exercises	Task testing working on various systems, components, scenarios, diagnose gas and electric furnace failures, diagnose air flow issues on the supply side, identify return air problems, identify drain problems, identify thermostat problems, identify refrigerant system problems, also discussed will be tricks of the trade, fan propeller removal, capacitor replacement, parts locating, warranty work, thawing frozen coils, leak detection, circuit card replacement tips, float switch and condensate pumps, maintenance of residential air conditioning systems, maintenance of light commercial package units.

108	EPA Class & Testing	Instruction / Testing	6 hours of Instruction & 1-2 hours testing.
101-107	5 Day Training Class	Fundamentals	All of the above classes listed <i>except</i> EPA Class & Testing.
Duct	Air Flow, Air Balancing Basics & Duct Leak Testing	Exercises	How to perform testing, balancing, duct leakage testing & solutions.
Load	Basics of Residential Load Calculations, Considerations & Apps	Exercises	Design basics for residential homes, thermal envelope, construction ratings, fenestration ratings, ACCA MJ8 defaults for applications, Relative Humidity & exercises on apps.
Other	Additional Customized Classes Available on specific equipment, commercial or residential.	Exercises	Required: Nameplate of similar equipment, number of units, name plates of additional equipment being used that requires training.

Credits Available

We provide NATE Certification credits for most of our courses. Continuing Education credits will vary depending on the state.

Grading System

Pre-tests and post tests are completed for each course. Grading is not completed unless requested by company or owner for their attendees. Reports on progressive is provided. Our courses are based on attendance and participation.

Policy Concerning Satisfactory Progress

Definition of satisfactory progress: A student who makes completes the tests and participates in the exercises and tasks.

Progress evaluation period: At the end of each subject.

Frequency of progress reporting: Provided either daily or weekly based on the requests of the company.

Attendance Policy

If an attendee misses a course, he needs to notify their employer, and they can discuss how they would like us to proceed.

Make-up Work

We will provide materials for missing classes and attempt to catch up student based on available time.

Leave of Absences

We do not grant leave of absences.

Late Arrivals

All students are expected to arrive on time.

Student Conduct Policy

Students are expected to always conduct themselves in a professional and safe manner while on campus. This includes the use of safety glasses, gloves and hearing protection when required. Vulgar language, outbursts, interruptions to the class will result in disciplinary action. These and similar minor offenses will be given a verbal warning first and the second offense will be a written warning. Three written warnings may result in termination with re admission being offered at the next semester.

Serious violations such as threats of bodily harm or sexual harassment will result in immediate suspension for 3 days. During this time the director will decide if reinstatement is possible. If the safety of the class will not allow reinstatement of the student, he or she will be terminated.

Safety

Safety Gear such as gloves, safety glass and other personal protection gear will be provided during labs or exercises by HVAC On-Site Training Solutions.

HVAC On-Site Training Solutions is not responsible for any injury, accident or occurrence that occurs during training in the mobile unit, offsite classrooms, or other facility to a student, attendee or other individual attending the course.

Certificate Requirements

Students that complete the 5-Day Training or 10-Day training course, complete all assignments, exercises and tasks, will be awarded a Certificate of Completion from HVAC On-Site Training Solutions.

The final exam will consist of a Task Testing Exercise that evaluates their skills.

Student Grievances Policy

Steps for Resolution

1. Take your concern to the instructor.
2. If your concern is not handled at the instructor level, take your concern to Training Coordinator at hvacosts@gmail.com.
3. If your problem has not been resolved, can also file a formal complaint with other relevant agencies or accreditors.

NOTICE OF COMPLAINT POLICY

Dear Students or Company:

Students must address their concerns about HVAC ON-SITE TRAINING SOLUTIONS or any of its educational programs by following the grievance process outlined in the training catalog.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the instructor, file a complaint with our Training Coordinator or can also file a formal complaint with other relevant agencies or accreditors.

Complaints will be addressed by the Training Coordinator in a prompt manner. You can email complaints to hvaccosts@gmail.com.

True and Correct Statement

The information contained in this catalog is true and correct to the best of my knowledge.

Signature: _____


Chris Walters, School Director

Statement of Understanding & Consent

_____(Company or Attendee), on this day _____
understand the information and policies written in this Client Information & Policies Manual by HVAC
On-Site Training Solutions.

I understand the HVAC On-Site Training Solutions cannot be held liable for any accident, injury or other
occurrence at _____ for the duration of the courses provided
per my request.

I have read the "In the State of Texas" and "Out of State of Texas", requirements for deposits necessary
to reserve my course dates.

Print Name

Date

Signature of Authorized Company or Attendee