MINNESOTA TRADE CAREERS LLC

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Catalog Volume 4

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www.MNtradecareers.com

This edition adds the HVAC Technician Program – Spanish Version, Electrical Technician, Building & Facilities Maintenance and Plumbing Technician programs to the School's course offerings.

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I. Catalog Disclosures

Date of publication: September 1, 2026

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the program descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New programs, as well as program changes, are included in this edition of the catalog. Students who leave the school and return at a later date will be required to follow the edition in place at the time of re-enrollment.

This catalog is published to inform students and others of Minnesota Trade Careers LLC programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Minnesota Trade Careers LLC cannot assure that changes will not occur that will affect this information.

Minnesota Trade Careers LLC expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from applying for any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of the current completion requirements of his/her program.

Minnesota Trade Careers LLC reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

In this Catalog, the words “Student”, “I”, “me,” and “my” means the person who has applied, has been accepted, and/or who is attending Minnesota Trade Careers LLC and pursuing a program described in this Catalog. The words “MNTC” or “School” means Minnesota Trade Careers LLC.

Reservation of Rights

MNTC reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Change Instructors by replacement or substitution.
- Relocate the facility within a reasonable distance.

Information contained in this catalog is subject to change as deemed necessary and without written notification.

II. Mission and Objectives

Our Mission

Our mission at Minnesota Trade Careers LLC is to help students develop job skills necessary to facilitate a permanent positive impact on their lives and earning ability in a rewarding career that they find interesting.

Our Objective

Student Achievement: Provide comprehensive support from enrollment through the post-completion journey to ensure every student has the opportunity to excel.

Collaboration: Highlight the importance of effective teamwork in both business and educational environments as a core part of the student experience.

Integrity: Uphold the highest standards of integrity in all interactions with colleagues and students and adhere to institutional regulations and policies.

Empowerment: Foster a supportive community that inspires students to strive for a better future and achieve their fullest potential.

III. General Information

School History

Minnesota Trade Careers LLC was founded by Ilya Pidkalyuk in 2025 in Maple Grove, Minnesota. The online programs are designed to provide our students with opportunities to further their education and obtain certification in their ideal career field.

Ownership

Minnesota Trade Careers LLC was founded and is operated by Ilya Pidkalyuk. Ilya Pidkalyuk retains 100% ownership of Minnesota Trade Careers LLC.

IV. School Governing Body and Officials

Name	Title
Ilya Pidkalyuk	President / School Director
Tyler Watkins	HVAC Instructor
John “Dan” Parker, M.S.	Building & Facilities Maintenance Instructor
Erik D. Bon Fleur, MBA, MSIE	Plumbing Technician Instructor

V. Enrollment Dates and Entrance Requirements

MNTC offers open and continuous enrollment for the HVAC Technician, HVAC Technician (Spanish Version), Appliance Repair Technician, Electrical Technician, Building & Facilities Maintenance, and Plumbing Technician Programs. Because the programs are delivered entirely online, students may enroll at any time throughout the year. Courses begin on a rolling basis, and students may start their training once their enrollment agreement has been accepted and they have completed the required orientation. This flexible start structure allows each student to progress at an individualized pace while maintaining regular contact with instructors through virtual meetings, discussion boards, and scheduled progress reviews.

To be admitted to the School, applicants must meet the following entrance requirements:

Education – Applicants must hold a high school diploma, GED, or recognized equivalent.

Age Requirement – Applicants must be at least 18 years old at the time of enrollment.

Technology Access – Students must have daily access to a personal computer or laptop meeting the school’s Technology Requirements, as well as a reliable internet connection, webcam, and microphone.

Orientation and Readiness – All students must complete a brief online orientation and technology readiness assessment before beginning coursework.

Language Proficiency – All instruction is conducted in English. Students must demonstrate sufficient proficiency in reading, writing, and comprehension to successfully complete the program. Students enrolling in the HVAC Technician – (Distance) Spanish Version program must demonstrate Spanish language proficiency in lieu of English proficiency; a high school diploma or GED is not required for that program.

Physical Capability – Students enrolling in the Building & Facilities Maintenance or Plumbing Technician programs must be physically capable of performing multi-trade maintenance or plumbing field tasks, with or without reasonable accommodation.

Enrollment becomes effective once the student has submitted all required application materials, signed the enrollment agreement, and received official confirmation of acceptance from the school. Students may begin coursework immediately following acceptance and completion of orientation.

Housing

Minnesota Trade Careers LLC does not offer any form of student housing.

Licensure

Minnesota Trade Careers LLC is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Accreditation

Minnesota Trade Careers LLC is not accredited.

Academic Standards

Program Delivery Method

The institution is approved to offer programs through online delivery. Online programs are delivered through online lectures. Minnesota Trade Careers LLC does not offer any externship programs. Refer to the program outline for details for each program.

Definition of a Course

A course is defined as a series of modules in a particular subject. Once all modules are completed in the course, the student may move on to the next course if applicable. Once all courses are completed, the student is considered to have graduated from their program.

Definition of a Module

A module is a self-contained unit of instruction. Courses contain modules in order to cover all curricula. Students may enter at the beginning of the first module and continue in order of the modules until the completion of the course.

Definition of a Clock and Credit Hour

A clock hour is defined as a 60-minute span of time during which at least 50 minutes are devoted to actual class instruction, with the remaining portion designated as a break.

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal a grade. No changes will be made after seven (7) days.

Graduation Requirements

To be eligible for graduation and receive a certificate of completion, the student must complete each module in the program with a minimum grade point average of 70%, or all modules completed for Trade programs, and be current with all financial obligations to the school. Where a program's published Completion Requirements specify a higher minimum score, that program-specific standard applies.

Transcript Policy

Upon successful completion of his/her educational program, each eligible student (as noted above) will receive an official transcript and a certificate of completion. There is no charge for the first official transcript and certificate; however, a fee of $10 will apply for each additional copy of official diplomas and official transcripts.

Copyright Policy

Minnesota Trade Careers LLC does not allow or condone the use of Minnesota Trade Careers LLC resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty and staff, to civil and criminal prosecution. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

VI. Grading Policies: grading system, standards of progress for minimum grades, probation, re-enrollment

Academic Advisement

Academic advising is provided to students throughout their program, based on individual needs. Students not meeting Satisfactory Academic Progress (“SAP”) requirements must communicate weekly with their Success Coach until they improve their academic progress or are dismissed from the Institution.

Grading Policies

Minnesota Trade Careers LLC uses the following grading scale:

Letter Grade	Percent Grade	Grade Point Average
A	90-100%	4.0
B	80-89.99%	3.0
C	70-79.99%	2.0
D	60-69.99%	1.0
F	0-59.99%	0.0

Students who do not achieve a letter grade of “C” or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the “D” or “F” grade will remain in the student’s cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

Students enrolled in Trade programs must complete all modules before a Certification of Completion can be awarded. It is required that students make progress in their program each week by completing a minimum of one module.

Abbreviation	Meaning
TC	Transfer Credit
AF	Attendance Failure

Abbreviation	Meaning
LS	Leave of Absence during module (less than 25% attendance of scheduled module hours)
L	Leave of Absence during module (attended more than 25% of scheduled module hours)
WS	Withdrawn (Attendance in module is less than 25% of scheduled module hours)
W	Withdrawn (Attendance in module is more than 25% of scheduled module hours)
EW	An early withdrawal occurs when a new student whose Last Day of Attendance (LDA) falls after the seventh (7) day but before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (Winter, spring, and summer breaks only) and any holidays published in the academic calendar in this catalog.

Required Grades

Students must complete and pass all modules and achieve a cumulative 2.0 grade point average or 70% upon completion of the program to be eligible for graduation, except where a program's published Completion Requirements specify a higher minimum score. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules. Students in Trade programs must complete all modules; however, they will not receive grades with the modules.

Grade Changes and Repeats

Any change to a final grade must be completed within seven (7) calendar days after the grade entry due date. Requests to change a final grade must be reviewed and approved by the leadership team of Student Services. A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Standards of Progress for Minimum Grades

To remain in good academic standing, a student must maintain a minimum cumulative grade point average of 70% or 2.0 and a minimum rate of completion, which is progress at a specified rate in order to complete the program by the specified end date. For students in trade programs, one module must be completed a week to be considered making satisfactory academic progress. Each program has a specific number of weeks and modules; therefore, a student's rate of completion differs across programs. The satisfactory progress is calculated by dividing the total number of modules by the total number of weeks assigned to the program (# of modules/# of weeks).

Academic Evaluation

A student's academic progress is evaluated on a weekly basis by the Student Services team. Should a student have incomplete or failing grades, the student will be notified on what specific tasks they need to complete in order to return to satisfactory status the following week.

Academic Probation

If after three consecutive weeks the student is still not making satisfactory academic progress, the student will receive a written notice of probation from the school representative. The school representative will require the student to meet with their Success Coach to establish an academic plan. This plan will be individualized based on the student's program and the number of modules the student is failing or has yet to complete. The goal of this plan is to guide the student back toward satisfactory academic standing. The student and their Success Coach will continue to meet weekly to ensure the student is meeting pre-determined goals and future goals for the upcoming week until the student's academic plan is fulfilled. At the end of the probation term, the student must achieve the minimum standards to return to good standing.

Academic Warning

After five consecutive weeks of unsatisfactory academic progress and no communication with the school representative or their Success Coach, the student will receive an official academic warning. If the student has met with the school representative or their Success Coach but has failed to fulfill the weekly expectation of their academic plan, the student will be placed on official academic warning. In both cases, the student will receive a formal written notice of their changed status from academic probation to academic warning. The students will be taken off the warning status once they meet with their Success Coach and fulfill all aspects of their assigned academic plan.

Conditions for Interruption or Dismissal

If after the probationary term the student still fails to meet minimum progress standards, the institution may interrupt or dismiss the student from the program due to unsatisfactory progress. A record of dismissal for unsatisfactory progress will be maintained in the student's file. The institution will notify the student in writing of the dismissal and provide information about the appeal and re-enrollment policies.

Academic Dismissal (Termination of Enrollment)

After six consecutive weeks of unsatisfactory academic progress, the students will receive an official notice of dismissal from their Minnesota Trade Careers LLC program. Dismissal means that the student is no longer enrolled and cannot attend classes, earn grades, or receive financial aid for that program. The same will apply for students on academic plans who fail to meet their goals for four consecutive weeks. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average of 70% or 2.0 and a minimum rate of completion, which is progress at a specified rate in order to complete the program by the specified end date. The dismissal is documented in the student's permanent academic record, including the reason. The school must notify the student in writing, stating the reason for dismissal; the effective date; the student's right to appeal; and the conditions for possible re-enrollment.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family or self. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a visible plan for the student to successfully complete the program within the maximum timeframe allowed. The Appeals Committee will examine all appeals. The student will be sent the committee's written decision within five days of the School Director's receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal are on a probationary status for the next 30 days, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time of the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Re-Enrollment / Re-Entry After Dismissal

Students dismissed for unsatisfactory progress may apply for re-enrollment under the following conditions: (1) minimum of one full term (or an institution-defined "rest period") must elapse before re-entry, during which the student must complete a self-assessment or remedial plan; (2) the student must submit a Re-Enrollment Application which includes: (a) a statement of intent and plan for ensuring academic success, and (b) evidence of meeting with an academic advisor to review the previous failure(s) and outline a success plan; (3) the institution reserves the right to place the student on Re-Entry Probationary Status, during which the student's progress will be reviewed at the midpoint of the term; (4) if the student fails to meet the requirements during the re-entry probationary term, the student may be dismissed permanently from the program or required to change to another program in which the student is better prepared; and (5) all re-enrollment decisions will be made by the School Director and a written decision will be given to the student within 10 business days.

VII. Student Code of Conduct

The aim of education is the intellectual and professional development of the individual. The educational process is ideally conducted in an environment that respects the rights of others, expects academic integrity, and reciprocates professionalism and courtesy to both student and staff. These are necessary in order to ensure a safe and successful experience for all students. The Student Code of Conduct is designed to promote this environment.

Terminology

"Academic Standing" refers to the student's cumulative average, with 70 being the lowest grade a student may receive to be considered passing or in good academic standing. Students in trade programs will remain in good academic standing through weekly module completion.

"Attendance" refers to the student's presence within their program through logging in to their account.

"Communication" refers to any form of contact made between any student or Minnesota Trade Careers LLC staff. This would include phone calls, texts, email, discussion boards, or messaging.

"Program Activity" is defined as student engagement and/or completion of required course content (including but not limited to readings, activities, labs, quizzes, exams, etc. unless otherwise specified by a member of Minnesota Trade Careers LLC administration).

"Full Business Day" is defined as any 24-hour day beginning at the initial point of contact or communication. This does not include Saturday, Sunday, any officially recognized employee holiday, or any day the school is closed.

"Fabrication" is defined by falsification or creation of false data or information.

"MNTC" refers to Minnesota Trade Careers LLC.

"Participation" refers to the action or state of taking part in student module work.

"Plagiarism" is defined as the theft of another's words or ideas and passing them off as one's own.

"Progress" refers to the advancement or completion of modules (or lack thereof) by the student in their selected program.

"Staff" refers to any persons hired by or contracted by Minnesota Trade Careers LLC to conduct administrative or instructional activities.

"Student" applies to any person taking a program (including, but not limited to, students who take a leave of absence and return to their program).

Prohibited Conduct

A. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and equipment and records. This applies to student attendance sheets, module work, etc.

B. Misuse, theft, misappropriation, destruction, damage, or unauthorized use of equipment of services of any and all materials. These materials include, but are not limited to, Minnesota Trade Careers LLC provided laptops, chargers, monitors, books, specialized equipment, etc. Should these materials or equipment receive any damage, it will be the student's responsibility to repair it. This may include screen damage, water damage, viruses, etc.

C. Communications or conduct that is disrespectful, unprofessional, or otherwise unethical towards other students or staff. All communications are recorded and observed by Minnesota Trade Careers LLC staff.

D. Failure to comply with the directions of staff concerning coursework, participation, attendance, progress, academic standing, or communication.

E. Unreasonable amounts of communications in any full business day that disrupts online instruction, administrative responsibility, or daily operations of staff.

Responses to Alleged Code Violations

Should you for any reason be alleged of violating the Student Code of Conduct, you may be subject to one or more of the following disciplinary or administrative actions.

Administrative Intervention: formal communication between administrative staff and student discussing alleged violation and creating a proactive intervention plan that will be applied moving forward to prevent repeat offenses.

Warning: a written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

Withdrawal: permanent removal of the student from Minnesota Trade Careers LLC and loss of access to their program material and required return of Minnesota Trade Careers LLC materials at the student's own expense (materials include, but are not limited to, Minnesota Trade Careers LLC provided laptops, chargers, monitors, books, specialized equipment, etc., if any)

The adoption of the Student Code of Conduct does not prohibit Minnesota Trade Careers LLC from adopting or maintaining additional rules to govern the conduct of students.

VIII. Tuition and Fee Schedule

MNTC will acknowledge any valid notice of cancellation in writing within ten (10) business days of receipt, and will refund any tuition, fees, and other charges due within thirty (30) business days of receipt of the student's notice, consistent with Minnesota Statutes § 136A.827, subdivision 6. See Section XV for the complete refund policy.

Program Name	Gross Tuition Cost
Entry Level HVAC Technician – Distance Education	$ 7,500
Entry Level HVAC Technician – Distance Education (Spanish Version)	$ 7,500
Entry Level Appliance Repair Technician – Distance Education	$ 7,500
Entry Level Electrical Technician – Distance Education	$ 7,500
Building & Facilities Maintenance – Distance Education	$ 7,500
Plumbing Technician – Distance Education	$ 7,500

VIII-A. Financial Terms

Tuition Structure

Minnesota Trade Careers maintains a fixed Gross Tuition of $7,500 for all primary programs. This rate is locked for the duration of the student's enrollment.

The Net Tuition Cost is determined by applying applicable financial aid mechanisms (discounts, scholarships, and grants) to the Gross Tuition. The school will clearly identify all deductions in the Enrollment Agreement executed at the time of enrollment.

Financial Aid and Payment Options

To promote program accessibility and support student success, the school offers a range of financial pathways, including:

- Discounts and scholarships
- Third-party financing agreements with partner lending institutions
- Other applicable financial assistance programs

All applicable financial arrangements must be finalized and documented during the enrollment process. Students are responsible for reviewing and understanding the terms of any financing agreements prior to execution.

Enrollment Agreement

Each student will receive a formal Enrollment Agreement that specifies:

- The Gross Tuition of $7,500
- All applicable deductions, scholarships, grants and their calculation
- The resulting Net Tuition Cost
- Payment schedule and terms

Completion and Certification Requirements

Students must maintain current status with all financial obligations to both Minnesota Trade Careers and any third-party lenders to be eligible for a Certificate of Completion. The school will not issue transcripts or certificates, nor will graduation be cleared, until all outstanding accounts are resolved.

Students are responsible for satisfying all payment obligations to third-party lenders according to the terms of their individual financing agreements.

IX. Facilities and Equipment

The Minnesota Trade Careers LLC office is located at 11670 Fountains Drive, Suite 200, Maple Grove, Minnesota 55369, United States of America.

Our office and any equipment used will fully comply with all state, federal, and local ordinances and regulations.

MNTC is a fully virtual institution offering the HVAC Technician, HVAC Technician (Spanish Version), Appliance Repair Technician, Electrical Technician, Building & Facilities Maintenance, and Plumbing Technician Programs through online distance education. The school does not maintain any physical classroom, laboratory, or campus facilities. All instruction, coursework, assessments, and student support services are delivered entirely online through the school's secure Learning Management System (LMS).

The LMS provides students with access to live instructor-led lectures, recorded demonstrations, course materials, assignments, discussion forums, and academic advising. Students can access the system 24 hours a day using a personal computer that meets the school's published Technology Requirements. Reliable broadband internet access, a webcam, and a microphone are required to participate in all live and interactive activities.

To simulate hands-on learning experiences, the school utilizes virtual training software and interactive simulation platforms. These tools replicate diagnostic, installation, maintenance, and repair procedures for heating, ventilation, air conditioning, and refrigeration systems in a safe, online environment. For the Electrical Technician program, the integrated Virtual Reality (VR) software simulates real-world system diagnostics, testing procedures, component metrics, and safe troubleshooting practices across five immersive VR skill labs. For the Plumbing Technician program, the same VR platform simulates soldering copper pipe joints, core plumbing hand-tool use, faucet and toilet installation, and gas and electric water heater troubleshooting across six immersive VR skill labs. For the Building & Facilities Maintenance program, VR labs simulate electrical measurement and diagnostic tasks spanning the multiple trades covered by the program. Students engage in guided digital exercises designed to reinforce key technical competencies and industry safety standards without the need for in-person practice.

All instructional resources, including e-textbooks, lab simulations, schematics, and multimedia content, are provided digitally within the online learning environment. Reference materials embedded in the LMS include HVAC manuals, comprehensive electrical wiring manuals, plumbing code references, National Electrical Code (NEC) references, and digital trade databases. The school ensures that all software and learning tools are regularly updated to reflect current industry practices, environmental regulations, and safety protocols.

Administrative functions, student records, and academic services are managed through secure cloud-based systems. Technical support and instructor communication are available via email, chat, or scheduled video conferencing sessions. Students maintain synchronous access to instructors through virtual office hours and continuous in-platform support.

Since the school operates exclusively online, no physical tools, equipment, or lab supplies are provided or required to be purchased from the school. Any suggested or optional tools (such as gauges, meters, or practice kits) are clearly identified as optional resources intended for independent practice. Instructors utilize professional trade equipment, including HVAC equipment, electrical hand tools, plumbing tools, digital meters, and code resources, solely for instructional video creation.

MNTC complies with all disclosure requirements under Minnesota Statutes §§ 136A.822–136A.828, including clear statements of the school's distance education delivery model and technology requirements.

X. Course Outline

Online programs allow students to create their schedule during the allotted time given for their program. Students log into the education platform to view their program syllabus and instructions on how to complete modules, assignments, and exams. The instructor evaluates the coursework, and communication is via the education platform or email. These programs are a flexible option for students with busy schedules, family responsibilities, and/or work obligations.

Success in an online program requires a great deal of motivation and self-discipline. Minnesota Trade Careers LLC offers the following online programs that award a Certificate of Completion:

Program Name	Clock Hours
HVAC Technician – (Distance)	100
HVAC Technician – (Distance) Spanish Version	100
Appliance Repair Technician – (Distance)	120
Electrical Technician – (Distance)	150
Building & Facilities Maintenance – (Distance)	150
Plumbing Technician – (Distance)	150

HVAC Technician – (Distance) Course Overview

Credential Awarded:	Certificate of Completion | CIP Code: 15.0501
Education Delivery:	Online | SOC Code: 49-9021.00
Total Program Hours:	100 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	Online Lecture components available 24/7.
Program Costs:	Total Tuition Cost: $7,500. Tuition includes: all required program materials; access to the Learning Management System; Certification Exams for OSHA 10, NATE Ready to Work, and EPA 608 Universal.
Estimated Completion Time:	Students who commit to 20 hours per week of study can complete in 5 weeks. Students who commit to 10 hours per week can complete in 10 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	At least 18 years of age; High School Diploma or GED; Proof of US Residency; English Proficiency; Prerequisites: None
Methods of Evaluation:	Knowledge checks; Skills Demonstrations; Learner-centered Activities; Summative Assessments
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Online Virtual Reality
Description:	The HVAC industry continues to thrive, offering stable, rewarding career opportunities. This comprehensive program equips you with the essential skills to step confidently into entry-level HVAC roles. You'll gain hands-on experience in HVAC system maintenance, electrical troubleshooting, refrigerant handling and safety, and the tools and techniques of the trade. Beyond technical skills, this program prepares you with critical safety knowledge, including OSHA 10 training, and the opportunity to earn industry-recognized certifications: OSHA 10 Certificate, EPA Section 608 Certification, and NATE Ready to Work Certificate.
Upon successful completion, students will be able to:	● Understand the basics of HVAC systems, their core functions, and essential safety practices. ● Identify key components and maintenance practices across HVAC system types. ● Understand electrical fundamentals and the parts/tools used in HVAC systems. ● Understand refrigeration principles, including temperature, pressure, and heat transfer. ● Troubleshoot common issues in basic circuits, motors, residential A/C systems, and heat pumps. ● Understand compressors and diagnose common compressor problems. ● Understand heat pumps and their practical HVAC applications.

	• Understand workplace rights, including employer responsibilities for a safe working environment. • Build career readiness skills for the job market. • Develop a safety-first mindset and foundational job site skills.
Completion Requirements:	Students must complete all modules with a minimum score of 70% or higher to be eligible for a certificate of completion.
Recommended Certifications:	NATE Ready to Work; OSHA 10-Hour Construction Industry; EPA Section 608
Employment Opportunities:	HVAC Apprentice
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

HVAC Technician (Distance) Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: What is HVAC?	What is HVAC?, Components of an HVAC System, How Air Conditioning Works, Major Heating Components, Basic Tools	8	0	0	8
Module 2: OSHA 10	OSHA regulations, hazard communication, PPE, fall protection, electrical and fire safety, health hazards, equipment safety, emergency response, environmental risks, ergonomic safety, and proactive safety culture	10	0	0	10
Module 3: NATE Ready to Work	Components, Tool Identification & Selection, Measurement and Units, Basic Heat Transfer, General Safety, Electrical Safety, Exam Prep	8	0	0	8
Module 4: HVAC Specific Safety	Compressed Gas Safety	1	0	0	1
Module 5: HVAC Fundamentals	Introduction to Refrigeration, Temperature, Pressure, Heat, Trades Math, Evaporators, Condensers, Refrigerant Overview, HVAC Supplies and Aftermarket Parts	10	0	0	10
Module 6: Electrical for HVAC/R	Atoms & Electrons, AC & DC Current, Meters, Circuits, Loads, Switches, Symbols & Wiring Diagrams, Motors, Motor Starting, Compressor relays, Capacitors, Contactors, Motor Starters, Troubleshooting Motors, Thermostats, Heating Controls, Refrigeration Controls, Timers, Power	33	0	0	33

Module	Topics	Lecture	Lab	Externship	Total
	Distribution, Delta, Wye Systems, Wire Sizing & Materials, Electrical Panels, Circuit Breakers, and Disconnects				
Module 7: HVAC Maintenance	HVAC Maintenance	4	0	0	4
Module 8: Evacuation & Charging	Evacuation and Charging	2	0	0	2
Module 9: HVAC Troubleshooting	How to use a multimeter	2	0	0	2
Module 10: EPA Section 608	EPA Core, Type 1, Type 2, Type 3, Type 4	10	0	0	10
Module 11: Gas Furnace Simulations	Gas Furnace Sequence of Operations, General Troubleshooting, Dirty Filter, Faulty Flame Sensor, Faulty Gas Valve, Faulty Gas Wire, Faulty HIS, Faulty IFC, Faulty Switch, Faulty Thermostat, Loose IFC Wire, Loose Thermostat Wire	0	10	0	10
Module 12: Electric Furnace Sequence of Operations	Electric Furnace Sequence of Operations	2	0	0	2
Total		**90**	**10**	**0**	**100**

HVAC Technician – (Distance) Spanish Version Course Overview

Credential Awarded:	Certificate of Completion | CIP Code: 15.0501
Education Delivery:	Online | SOC Code: 49-9021.00
Total Program Hours:	100 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	Online Lecture components available 24/7.
Program Costs:	Total Tuition Cost: $7,500. Tuition includes: all required program materials; access to the Learning Management System; Certification Exams for OSHA 10, NATE Ready to Work, and EPA 608 Universal.
Estimated Completion Time:	Students who commit to 20 hours per week of study can complete in 5 weeks. Students who commit to 10 hours per week can complete in 10 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	At least 18 years of age; Proof of US Residency; Spanish Language Proficiency; Prerequisites: None
Methods of Evaluation:	Knowledge checks; Skills Demonstrations; Learner-centered Activities; Summative Assessments
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Online Virtual Reality
Description:	The HVAC industry continues to thrive, offering stable, rewarding career opportunities. This comprehensive program equips you with the essential skills to step confidently into entry-level HVAC roles. You'll gain hands-on experience in HVAC system maintenance, electrical troubleshooting, refrigerant handling and safety, and the tools and techniques of the trade. Beyond technical skills, this program prepares you with critical safety knowledge, including OSHA 10 training, and the opportunity to earn industry-recognized certifications: OSHA 10 Certificate, EPA Section 608 Certification, and NATE Ready to Work Certificate.
Upon successful completion, students will be able to:	● Understand the basics of HVAC systems, their core functions, and essential safety practices. ● Identify key components and maintenance practices across HVAC system types. ● Understand electrical fundamentals and the parts/tools used in HVAC systems. ● Understand refrigeration principles, including temperature, pressure, and heat transfer. ● Troubleshoot common issues in basic circuits, motors, residential A/C systems, and heat pumps. ● Understand compressors and diagnose common compressor problems. ● Understand heat pumps and their practical HVAC applications.

	• Understand workplace rights, including employer responsibilities for a safe working environment. • Build career readiness skills for the job market. • Develop a safety-first mindset and foundational job site skills.
Completion Requirements:	Students must complete all modules with a minimum score of 70% or higher to be eligible for a certificate of completion.
Recommended Certifications:	NATE Ready to Work; OSHA 10-Hour Construction Industry; EPA Section 608
Employment Opportunities:	HVAC Apprentice
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

HVAC Technician (Distance) Spanish Version Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: What is HVAC?	What is HVAC?, Components of an HVAC System, How Air Conditioning Works, Major Heating Components, Basic Tools	8	0	0	8
Module 2: OSHA 10	OSHA regulations, hazard communication, PPE, fall protection, electrical and fire safety, health hazards, equipment safety, emergency response, environmental risks, ergonomic safety, and proactive safety culture	10	0	0	10
Module 3: NATE Ready to Work	Components, Tool Identification & Selection, Measurement and Units, Basic Heat Transfer, General Safety, Electrical Safety, Exam Prep	8	0	0	8
Module 4: HVAC Specific Safety	Compressed Gas Safety	1	0	0	1
Module 5: HVAC Fundamentals	Introduction to Refrigeration, Temperature, Pressure, Heat, Trades Math, Evaporators, Condensers, Refrigerant Overview, HVAC Supplies and Aftermarket Parts	10	0	0	10
Module 6: Electrical for HVAC/R	Atoms & Electrons, AC & DC Current, Meters, Circuits, Loads, Switches, Symbols & Wiring Diagrams, Motors, Motor Starting, Compressor relays, Capacitors, Contactors, Motor Starters, Troubleshooting Motors, Thermostats, Heating Controls, Refrigeration Controls, Timers, Power	33	0	0	33

Module	Topics	Lecture	Lab	Externship	Total
	Distribution, Delta, Wye Systems, Wire Sizing & Materials, Electrical Panels, Circuit Breakers, and Disconnects				
Module 7: HVAC Maintenance	HVAC Maintenance	4	0	0	4
Module 8: Evacuation & Charging	Evacuation and Charging	2	0	0	2
Module 9: HVAC Troubleshooting	How to use a multimeter	2	0	0	2
Module 10: EPA Section 608	EPA Core, Type 1, Type 2, Type 3, Type 4	10	0	0	10
Module 11: Gas Furnace Simulations	Gas Furnace Sequence of Operations, General Troubleshooting, Dirty Filter, Faulty Flame Sensor, Faulty Gas Valve, Faulty Gas Wire, Faulty HIS, Faulty IFC, Faulty Switch, Faulty Thermostat, Loose IFC Wire, Loose Thermostat Wire	0	10	0	10
Module 12: Electric Furnace Sequence of Operations	Electric Furnace Sequence of Operations	2	0	0	2
Total		**90**	**10**	**0**	**100**

Appliance Repair Technician (Distance) Course Overview

Credential Awarded:	Certificate of Completion | CIP Code: 47.0106
Education Delivery:	Online | SOC Code: 49-9031.00
Total Program Hours:	120 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	Online Lecture & Skill Lab components available 24/7.
Program Costs:	Total Tuition Cost: $7,500. Tuition includes: all required program materials; access to the Learning Management System; Certification Exams for OSHA 30 and EPA 608 Universal.
Estimated Completion Time:	Students who commit to 20 hours per week of study can complete in 6 weeks. Students who commit to 10 hours per week can complete in 12 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	At least 18 years of age; High School Diploma or GED; Proof of US Residency; English Proficiency; Prerequisites: None
Methods of Evaluation:	Knowledge checks; Skills Demonstrations; Learner-centered Activities; Summative Assessments
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Hands-on Skill Labs; Online Virtual Reality
Description:	This all-inclusive appliance repair training program equips students with the skills to service modern home appliances safely and effectively. Students gain strong foundations in electrical and gas systems, refrigeration principles, diagnostic techniques, and hands-on troubleshooting. The curriculum is designed to prepare students for EPA 608 certification and real-world success in appliance repair roles. Students apply theory through interactive simulations and optional hands-on labs, covering appliances such as dryers, refrigerators, washers, dishwashers, cooktops, and microwaves. Virtual Reality modules reinforce safe handling of electricity and appliance components.
Upon successful completion, students will be able to:	● Understand electrical fundamentals and safe testing procedures. ● Interpret wiring diagrams and circuit behavior (series, parallel, complex). ● Diagnose and service major appliances including washers, dryers, refrigerators, dishwashers, and microwaves. ● Identify and resolve common issues in gas-powered and electric appliances. ● Practice ethical, customer-first repair strategies. ● Demonstrate safe recovery, brazing, and EPA-compliant refrigerant handling. ● Pass the EPA Section 608 certification exam. ● Develop safety awareness through OSHA 30 training.

Completion Requirements:	Students must complete all modules with a minimum score of 70% or higher to be eligible for a certificate of completion.
Recommended Certifications:	EPA Section 608 Type II
Employment Opportunities:	Appliance Repair Technician
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

Appliance Repair Technician (Distance) Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: Introduction to Appliance Repair	Introduction to Appliance Repair, Tools and Equipment, Ethical Repair Practices, Customer Service	3	0	0	3
Module 2: OSHA 30	OSHA regulations, hazard communication, PPE, fall protection, electrical and fire safety, excavation and trenching, scaffolding, confined spaces, health hazards, equipment safety, emergency response, environmental exposures, safe driving practices, ergonomic safety, and proactive safety culture	30	0	0	30
Module 2: Electrical Fundamentals	Introduction to Electricity, how to use a digital meter, electrical flow, resistance, components, batteries, electrical series, parallel circuits, alternating current, house current, Ohms law, sample circuits, Electrical labs	10	8	0	18
Module 3: Clothes Dryers	Gas Combustion, Principles of Drying, Installation, Dryer Components, Wiring, Troubleshooting, Dryer Gas Burner System, Basic Refrigeration, Brazing for Refrigerators	6	0	0	6
Module 4: Refrigeration and Cooling Systems	Evaporators, Refrigerator Components, Refrigeration Operation, Ice makers, Window AC Units, Ice Machines, Wine Coolers, Troubleshooting	17	0	0	17
Module 5: EPA Exam Prep	EPA Core plus Type 1	6	0	0	6
Module 6: Washers	Operation and Components, Topload Washers, Front Load Washers, Troubleshooting, Module test	12	0	0	12

Module	Topics	Lecture	Lab	Externship	Total
Module 7: Gas Cooking Appliances	Burner Systems, Cook HSI, Direct Spark Ignition, Carbon Monoxide	8	0	0	8
Module 8: Electric Cooking Appliances	Electric cooking appliances, Operations and controls, Microwave Ovens, Microwave Lab	6	4	0	10
Module 9: Dishwashers and Garbage Disposals	Dishwasher Overview, Garbage Disposals, Installation basics	6	0	0	6
Module 10: Career and Exam Preparation	Career Establishment and Certification Exam Prep	4	0	0	4
Total		**108**	**12**	**0**	**120**

Electrical Technician (Distance) Course Overview

Credential Awarded:	Certificate of Completion | CIP Code: 46.0302
Education Delivery:	Online | SOC Code: 47-2111.00
Total Program Hours:	150 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	24/7 online availability; 12 months of total system access from enrollment date.
Program Costs:	Total Tuition Cost: $7,500. Tuition includes: all LMS access; digital learning assets; registration vouchers for the OSHA 10 and ATC CEA certification exams.
Estimated Completion Time:	Accelerated: 6 weeks (at 20 hours/week). Standard: 12 weeks (at 10 hours/week). Recommended Pace: 16 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	Minimum 18 years of age; High school diploma, GED, or equivalent; Proof of U.S. residency; English language proficiency
Methods of Evaluation:	Automated module knowledge checks (30%); Performance-based VR lab simulations (20%); Final Comprehensive Exam (50%)
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Online Virtual Reality
Description:	This comprehensive electrical technician training program equips students with the skills to install, test, and troubleshoot residential and commercial electrical systems safely and effectively. Students gain strong foundations in electrical safety standards, electrical theory, wiring methods and materials, National Electrical Code (NEC) application, power distribution, and systematic diagnostic techniques. The curriculum prepares students for the OSHA 10-Hour Construction Safety credential, NFPA 70E awareness, and the American Trade Certification (ATC) Certified Electrical Apprentice (CEA) designation. Students apply theory through interactive coursework and five immersive Virtual Reality skill labs covering tools, meters, and test equipment; wiring methods and materials; and residential wiring under the NEC.
Upon successful completion, students will be able to:	● Apply electrical safety standards including OSHA, NFPA 70E, lockout/tagout, and arc-flash awareness. ● Use electrical hand tools, power tools, and digital meters to install, test, and troubleshoot circuits safely. ● Apply electrical theory: Ohm's Law, power formulas, AC/DC behavior, and circuit analysis. ● Select wire, conduit, boxes, and fittings appropriate to the installation and apply NEC requirements. ● Navigate the National Electrical Code (NEC) to perform branch-circuit, receptacle, lighting, and service-entrance work. ● Identify panel components and explain single-phase vs. three-phase distribution, transformers, and grounding/bonding.

	• Diagnose and troubleshoot motors, control circuits, and relay logic using systematic methods. • Install and troubleshoot low-voltage, lighting, and communication systems. • Demonstrate workplace professionalism, customer-service skills, and job-search readiness.
Completion Requirements:	Students must successfully complete all core modules with an overall score of 80% or higher to receive their credential.
Recommended Certifications:	OSHA 10-Hour Construction Safety; NFPA 70E Awareness; American Trade Certification (ATC) Certified Electrical Apprentice (CEA) designation
Employment Opportunities:	Electrical Technician
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

Electrical Technician (Distance) Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: Orientation, Ethics & Safety Foundations	Career pathways from helper to master; licensing infrastructure; professional customer communication; arc-flash/blast hazards; Lockout/Tagout (LOTO) protocols; NFPA 70E compliance frameworks	8	0	0	8
Module 2: OSHA 10 Construction Industry	Complete industry-mapped safety certification: hazard communication, PPE deployment, fall mitigation, excavation protocols, scaffolding structures, confined space dangers, and emergency action plans	10	0	0	10
Module 3: Tools, Meters & Test Equipment	Safe handling of hand tools (strippers, crimpers, cutters) and power equipment (conduit benders, fish tapes). Diagnostics utilizing digital multimeters, clamp meters, and non-contact voltage testers. Includes three 2-hour VR Labs.	8	6	0	14
Module 4: Electrical Theory & Fundamentals	Atomic electron behaviors within conductors and insulators. Mathematical application of Ohm's Law and power formulas. Series, parallel, and combination circuitry. AC/DC waveforms, frequency, and phase relationships.	18	0	0	18

Module	Topics	Lecture	Lab	Externship	Total
Module 5: Wiring Methods & Materials	Wire profiles (NM-B, MC, THHN/THWN, UF-B) and standard AWG ampacity tables. Raceway routing installations (EMT, PVC, rigid, flexible). NEC support spacing rules; box fill calculations. Includes one 2-hour VR Lab.	14	2	0	16
Module 6: Residential Wiring & NEC Essentials	Navigation of the National Electrical Code codebook. Sizing branch circuits and calculating load configurations. Receptacle layouts, GFCI/AFCI protection. Wiring single-pole, 3-way, and 4-way switch paths. Service entrance and grounding/bonding rules. Includes one 2-hour VR Lab.	18	2	0	20
Module 7: Electrical Panels & Power Distribution	Overcurrent protection devices, bus bars, main breakers, and subpanel layouts. Single-phase (120/240V) vs. three-phase (208/480V) delivery. Transformer properties; Delta and Wye arrangements.	12	0	0	12
Module 8: Motors, Controls & Troubleshooting	Operational dynamics of single-phase, split-phase, and capacitor-start motors. Motor protection via contactors, starters, overloads, and VFDs. Ladder diagrams and industrial relay logic. Systematic troubleshooting.	18	0	0	18
Module 9: Low-Voltage & Communication Systems	System layouts and diagnostics for automated doorbells, electronic thermostats, and security panel relays. Cat5e, Cat6, coaxial, and fiber mediums. Smart home architectures.	8	0	0	8
Module 10: Lighting Systems	Efficiency scales across incandescent, fluorescent, and LED fixtures. Ballast and driver circuit behaviors. Installation methods. Code-mandated exit and emergency lighting rules.	8	0	0	8
Module 11: Career Readiness & Job Transition	Structuring professional pathways from trade helpers to master electrician status. Resumes emphasizing electrical knowledge and virtual lab experience. Interview skills and technical hiring assessments.	6	0	0	6
Module 12: CEA Certification Preparation	Independent targeted self-study and review of the comprehensive 6-domain American Trade Certification (ATC) Certified Electrical Apprentice exam blueprint.	12	0	0	12
Total		**140**	**10**	**0**	**150**

Building & Facilities Maintenance – (Distance) Course Overview

Credential Awarded:	Certificate of Completion
CIP Code:	46.0401 — Building/Property Maintenance
Education Delivery:	Online
SOC Code:	49-9071.00 (Maintenance and Repair Workers, General); 37-1011.00 (First-Line Supervisors of Housekeeping and Janitorial/Building & Grounds Workers) referenced as a related occupation
Total Program Hours:	150 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	Online Lecture & Skill Lab components available 24/7.
Total Tuition Cost:	$ 7,500
Tuition includes the following:	All required program materials; Access to Learning Management System; Certification Exam registration for OSHA 10 (General Industry), NATE Ready to Work, and EPA 608 Type I
Estimated Completion Time:	Students who commit to 20 hours per week of study can complete in 8 weeks. Students who commit to 10 hours per week can complete in 15 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	At least 18 years of age; High School Diploma or GED; Proof of US Residency; English Proficiency; Physical capability to perform multi-trade maintenance tasks (with or without reasonable accommodation); Prerequisites: None
Methods of Evaluation:	Knowledge checks; Skills Demonstrations; Learner-centered Activities; Summative Assessments
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Online Virtual Reality
Description:	This program prepares students for entry-level, multi-trade facilities and property-maintenance roles. Students build working knowledge across the trades a facilities technician is expected to cover in a single day: electrical fundamentals, plumbing and water systems, mechanical systems, HVAC awareness and refrigerant handling, appliance service, building systems and controls, and preventive maintenance using a computerized maintenance management system (CMMS). Embedded virtual reality labs reinforce tool use, electrical measurement, plumbing fixture installation, and water heater troubleshooting.
Upon successful completion, students will be able to:	• Apply OSHA 10 General Industry safety standards across facilities, mechanical, and electrical work. • Identify and safely use common hand tools, power tools, and test instruments used in facility maintenance. • Apply Ohm's Law and basic electrical theory using a digital multimeter.

	• Identify and service common residential plumbing fixtures and water-supply components. • Perform routine maintenance on mechanical systems including bearings, belts, and pumps. • Identify HVAC system components and perform basic refrigeration-awareness tasks for EPA 608 Type I. • Service common residential and light-commercial appliances safely. • Identify building system controls (BAS), lighting controls, and basic energy-management concepts. • Develop and execute preventive maintenance schedules using a CMMS platform. • Demonstrate workplace readiness including communication, ticket documentation, and customer service.
Completion Requirements:	Students must complete all modules with a minimum score of 70% or higher to be eligible for a certificate of completion.
Recommended Certifications:	Upon successful completion of the program, the student is prepared to sit for the following certifications: NATE Ready to Work; OSHA 10-Hour General Industry; EPA Section 608 Type I
Employment Opportunities:	Graduates of this program are prepared for entry-level positions with the following or similar job titles: Maintenance Technician, Facilities Technician, Building Engineer Helper, Apartment / Property Maintenance Technician, Appliance Service Helper
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

Building & Facilities Maintenance (Distance) Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: Introduction to Building & Facility Maintenance	Introduction to Building and Facilities Maintenance, Ethical Repair and Customer Service, Safety Fundamentals and Job Site Awareness	4	0	0	4
Module 2: OSHA 10 – General Industry	OSHA regulations, hazard communication, PPE, fall protection, electrical and fire safety, health hazards, materials handling, scaffolds, hand and power tools, emergency action plans, final assessment	10	0	0	10

Module	Topics	Lecture	Lab	Externship	Total
Module 3: Tools	Hand Tools for Facility Maintenance, Power Tools and Safety, Precision Measurement & Layout, Specialty Diagnostic Tools	6	0	0	6
Module 4: Electrical Fundamentals	Electrical Hazards & Arc Flash, Electrical Basics, Electron Flow & Circuit Logic, Electrical Components, Ohm's Law in Practice, Circuits and Troubleshooting	12	0	0	12
Module 5: Virtual Reality Labs	VR Lab – Measuring Voltage, Measuring Amperage, Component Resistance, Selecting Wire Gauges, Wiring a Circuit, Diagnosing Faults	0	5	0	5
Module 6: Garbage Disposals	Types/Styles and Theory of Operation, Key Components, Diagnostics & Troubleshooting, Installation	4	0	0	4
Module 7: Dishwashers	Dishwasher Basics and Repair, Theory of Operation, Key Components, Diagnostics and Troubleshooting, Installation	5	0	0	5
Module 8: Clothes Dryers	Gas Combustion, Principles of Drying, Installation, Dryer Components/Wiring/Troubleshooting, Dryer Gas Burner System	6	0	0	6
Module 9: Washers	Types and Styles, Theory of Operation, Key Components, Agitation and Tumble, Motors and Pumps, Drive/Suspension Systems, Water & Detergent Chemistry, Troubleshooting, Installation	10	0	0	10
Module 10: Gas Cooking Appliances	Gas Systems and Safety, Burner Combustion & Safety, Flame Characteristics & Ignition, Direct Spark Ignition, CO Exposure Minimization	6	0	0	6
Module 11: Electric Cooking Appliances	Radiant & Induction Operation, Types and Styles, Cooktop/Oven/Door Components, Self-Clean, Convection and Steam Cooking, Troubleshooting Basics	8	0	0	8
Module 12: Refrigeration & Cooling Systems	Basic Refrigeration, Brazing and Lok Ring, Recovery/Evacuation/Leak Detection, Window AC, Refrigerant Recovery/Recycling/Recharging, Ice Maker & Ice Machine Troubleshooting	10	0	0	10
Module 13: HVAC for Facilities	HVAC Fundamentals and the Comfort Triangle, Air Distribution Systems, Heating & Cooling Systems, Thermostats & BAS Interfaces, Ventilation and IAQ	10	0	0	10
Module 14: EPA 608 – Type I Prep	EPA 608 Core, EPA 608 Type 1	4	0	0	4
Module 15: Mechanical Systems	Bearings, Belts, and Pulleys, Lubrication Schedules, Vibration Basics, Fasteners & Torque Awareness, Pumps and Fans	8	0	0	8

Module	Topics	Lecture	Lab	Externship	Total
Module 16: Plumbing & Water Systems	Valves and Fittings, Toilets/Urinals/Sinks, Drain Clearing, Leak Diagnostics, Backflow Code and Boundaries, Water Heaters	10	0	0	10
Module 17: Building Systems & Controls	Doors, Locks, and Panic Hardware, Lighting Systems and Ballasts, Emergency Lighting, Fire Alarm Systems and Generators	6	0	0	6
Module 18: Preventive Maintenance	PM Fundamentals, CMMS Software Fundamentals, Asset Management and Tagging, PM Checklists and Execution, Seasonal Changeover and Planning	8	0	0	8
Module 19: Career Support	Starting Your Job Search, Resume Tips & Examples, Interviewing for Success, What to Expect on Your First Day	4	0	0	4
Module 20: ATC Certification Prep	Electrical Maintenance, Plumbing Maintenance, HVAC Maintenance, Carpentry & General, Life Safety, Preventive Maintenance & Work Orders, Safety & Multi-Hazard Awareness	0	14	0	14
Total		**131**	**19**	**0**	**150**

Plumbing Technician – (Distance) Course Overview

Credential Awarded:	Certificate of Completion
CIP Code:	46.0503 — Plumbing Technology / Plumber
Education Delivery:	Online
SOC Code:	47-2152.00 (Plumbers, Pipefitters, and Steamfitters); 47-3015.00 (Helpers – Pipelayers, Plumbers, Pipefitters, and Steamfitters) referenced as a related occupation
Total Program Hours:	150 Clock Hours
Max Student / Teacher:	40 : 1
Schedule:	Online Lecture & Skill Lab components available 24/7.
Total Tuition Cost:	$ 7,500
Tuition includes the following:	All required program materials; Access to Learning Management System; Certification Exam registration for the OSHA 10-Hour Construction Industry course and the Titan Plumbing Technician (ATC) Certification exam
Estimated Completion Time:	Students who commit to 20 hours per week of study can complete in 8 weeks. Students who commit to 10 hours per week can complete in 15 weeks.
Maximum Time to Complete:	Students will have access to online program materials for 12 months from enrollment.
Admissions Requirements:	At least 18 years of age; High School Diploma or GED; Proof of US Residency; English Proficiency; Physical capability to perform plumbing field tasks (with or without reasonable accommodation); Prerequisites: None
Methods of Evaluation:	Knowledge checks; Skills Demonstrations; Learner-centered Activities; Summative Assessments
Instructional Strategies:	Self-Directed Study; Skills Demonstration; Simulation; Online Virtual Reality
Description:	This program prepares students for entry-level plumbing service, installation, and registered-apprenticeship roles. The curriculum covers plumbing safety, hand and power tools, water properties and pressure, code awareness, pipe types and joining methods, water supply systems, drain-waste-vent (DWV) systems, fixtures, gas piping awareness, and preventive maintenance and troubleshooting. Six embedded virtual reality labs give students a controlled, repeatable environment to practice soldering copper joints, using core plumbing hand tools, installing a kitchen faucet and a toilet, and troubleshooting gas and electric water heaters before working on live equipment.
Upon successful completion, students will be able to:	• Apply OSHA 10 Construction Industry safety practices to plumbing jobsites. • Identify and safely use plumbing hand tools, power tools, and specialty equipment. • Explain water properties, pressure, and flow behavior in residential plumbing systems.

	• Read plumbing drawings and identify code-awareness requirements for residential plumbing. • Select pipe materials and joining methods appropriate for water supply, DWV, and gas applications. • Solder copper joints to a code-compliant, leak-free standard. • Identify and install common residential plumbing fixtures including toilets, faucets, and tub/shower valves. • Diagnose common plumbing failures using systematic troubleshooting procedures. • Troubleshoot gas and electric water heaters using vendor-correct service procedures. • Apply preventive maintenance and documentation practices to plumbing systems. • Demonstrate workplace readiness including resume writing, customer communication, and apprenticeship pathways.
Completion Requirements:	Students must complete all modules with a minimum score of 70% or higher to be eligible for a certificate of completion.
Recommended Certifications:	Upon successful completion of the program, the student is prepared to sit for the following certifications: OSHA 10-Hour Construction Industry; Titan Plumbing Technician Certificate (American Trade Certifications)
Employment Opportunities:	Graduates of this program are prepared for entry-level positions with the following or similar job titles: Plumbing Apprentice, Plumber Helper, Service Plumber Helper, Maintenance Plumber
Technology Requirements:	Hardware Requirements: CPU 1 Ghz or higher; RAM: 2 GB or higher; Resolution: 1280 x 720 or higher; Speakers / headphones. Operating System Requirements: Microsoft Windows 7 or 10 (Home or Pro); MAC OSX 10 or higher. Basic Software Recommendations: Latest Chrome OS; Adobe Reader. Internet Connectivity: High-speed Internet Connectivity. Web Browser Requirement: Google Chrome Browser.
NOTE:	Our materials can be accessed on Android or iPhone mobile devices, but we do not recommend these devices for any simulation activities.

Plumbing Technician (Distance) Course Modules / Hours

Module	Topics	Lecture	Lab	Externship	Total
Module 1: Introduction and Ethics	Introduction to Plumbing, Ethical Work Practices & Customer Service, Plumbing Safety & Hazard Awareness	6	0	0	6
Module 2: OSHA 10 – Construction Industry	OSHA regulations, hazard communication, PPE, fall protection, electrical and fire safety, excavations, scaffolds, hand and power tools, emergency action plans, final assessment	10	0	0	10

Module	Topics	Lecture	Lab	Externship	Total
Module 3: Tools, Material, & Measurement	Plumbing Hand Tools, Power Tools and Specialty Equipment, Measurement and Layout	8	2	0	10
Module 4: Plumbing Fundamentals & Water Science	Water Properties: Pressure and Flow, The Plumbing System as a Whole, Blueprint Reading, Plumbing Code Awareness	12	0	0	12
Module 5: Pipe Types, Fittings, & Joining Methods	Copper Pipe and Tubing, PVC/CPVC/ABS Plastic Pipe, PEX Tubing, Cast Iron/Galvanized/Specialty Pipe	14	4	0	18
Module 6: Water Supply Systems	Water Distribution Fundamentals, Fixture Supply & Rough-In, Water Heaters (Gas/Electric/Tankless), Backflow Prevention, Boiler Systems & Hydronic Heating Awareness	14	0	0	14
Module 7: Drain, Waste, and Vent Systems	DWV Principles & Code Requirements, Drain & Waste Pipe Sizing and Slope, Traps/Cleanouts/DWV Configurations, Drain Clearing and Troubleshooting	12	0	0	12
Module 8: Fixtures & Appliance Connections	Toilets: Installation/Repair/Troubleshooting, Faucets/Sinks/Lavatories, Bathtubs/Showers/Tub-Shower Valves, Appliance Connections	14	4	0	18
Module 9: Gas Piping Awareness	Natural Gas and Propane Safety, Gas Piping Materials & Connections, Gas Appliance Connections & Testing	8	0	0	8
Module 10: Preventive Maintenance & Inspection	PM Schedules for Plumbing Systems, Common Plumbing Failures & Early Detection, Inspection Checklists & Documentation, Boiler Preventive Maintenance	12	4	0	16
Module 11: Career Readiness & Job Transition	Plumbing Career Pathways, Resume Writing (Plumbing-Focused), Interviewing & First Day Success	6	0	0	6
Module 12: ATC Certification Prep	Plumbing Safety, IPC/UPC Fundamentals, Water Supply & Distribution, DWV Systems, Joining Methods & Materials, Fixtures & Rough-In Dimensions, Backflow Prevention, Plumbing Calculations	20	0	0	20
Total		**136**	**14**	**0**	**150**

XI. Previous credits: transfer credit, work/life experience credit

The transferability of credits you earn at Minnesota Trade Careers LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Minnesota Trade Careers LLC to determine if your credits, diploma, or certificate will transfer. The school will provide guidance, a transcript, catalog, syllabus, and program descriptions for any student interested in transferring to another institution.

XII. Complaint Procedure

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school representative to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the School Director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the school representative is not required before a student files a formal written complaint.

Student Complaint Process and Rights under Minnesota Statutes § 136A.8295

The Minnesota Office of Higher Education (OHE) has authority to review student complaints against our institution under Minnesota Statutes §§ 136A.822 to 136A.834. A student may file a written, signed complaint to OHE if the school's policies or procedures or state law have been violated. Generally, students must first make use of the institution's internal complaint process, except when alleging fraud or misrepresentation. The complaint must be submitted within six years from when the issue should reasonably have been discovered.

OHE will notify the school, investigate the matter, and inform both parties of the outcome. If violations are found, OHE may require remedial action (such as refunds, policy changes, or student notifications) or impose penalties. Decisions may be appealed in writing within 30 days under Minnesota's administrative procedure law (Chapter 14).

MNTC discloses this process in catalog, handbook, and website in compliance with § 136A.8295.

XIII. Office of Higher Education Contact

For questions or complaints, students may contact:

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108

Phone: (651) 259-3976 | Email: irl.ohe@state.mn.us

XIV. Required Disclosure Statement

MNTC is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

XV. Buyer's Right to Cancel (Refund Policy)

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to $50, and minus the lesser of 25% of the total tuition or $100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX). If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX). If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school's Student Right to Cancel policy). If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student contacts the school.

XVI. True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Signed by President / Director	Date