



## ADDENDUM

This addendum revises MIAT Institute of Technology  
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# ADMISSIONS REQUIREMENTS AND PROCEDURES

Persons interested in obtaining additional information about MIAT Institute of Technology and its program offerings should contact MIAT Institute of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT Institute of Technology and based on this discussion will determine if the prospective student should be scheduled for a Student Interest and Motivation Assessment (SIMA). During the SIMA, Admissions Representatives will explain admissions requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT Institute of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT Institute of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a \$25 application fee. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation to the Admissions Committee detailing the applicant's strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation.

The applicant will then, with the assistance and guidance of MIAT Institute of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations. The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

- I. Proof of Graduation** – Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:
- Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
  - Copy of a high school or college transcript indicating high school graduation status;
  - Copy of form DD-214 indicating graduation status;
  - Copy of a letter indicating graduation status and graduation date from an appropriate school or state official;

All documentation must be in English or have been translated to English by a recognized translator.

- II. Academic Evaluation** – Applicants must complete an academic evaluation recognized by MIAT Institute of Technology. The evaluation offered on campus is the Career Programs Assessment Test (CPAT), the Wonderlic Scholastic Level Exam (SLE), and the Office Proficiency Assessment and Certification (OPAC). MIAT Institute of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.

- CPAT minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
- ACT minimum acceptable score is 16 in Reading and 17 in Math.
- Wonderlic SLE minimal acceptable score for the Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimal acceptance score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
- OPAC minimal acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 70%.

Based on extenuating circumstances, the Campus President or Director of Training may waive the minimum standards of the CPAT , ACT, Wonderlic SLE or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program. A student may be admitted on an academic probationary status not to exceed fifteen (15) school days.

All courses are taught in English therefore; applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the Test of English as a Foreign Language (TOEFL) exam or other acceptable documentation of ability to read, write and understand the English language.

- III. Background Evaluation** - All applicants are required to complete an authorization and disclosure form permitting MIAT Institute of Technology to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitation and advise applicants prior to investing in the training. This also helps to ensure the safety of our current student population, staff and faculty. Background evaluations include, but are not limited to:

**HVACR TECHNICIAN PROGRAM**

The HVACR (Heating, Ventilation, Air-conditioning and Refrigeration) Technician Program is a combination of classroom, hands-on assignments and outside/homework. The program consists of four phases: heating, ventilation, air-conditioning, and refrigeration. Students will develop troubleshooting skills, learn the proper and safe handling of potentially hazardous materials, understand how to balance ventilation systems and develop a variety of other skills necessary to perform the functions of a HVACR technician. Upon successful completion of this this program, graduates will have entry-level career opportunities in a variety of areas in the HVACR industry to include, **residential and commercial heating, air-conditioning, and refrigeration**. A sample of job titles include: AC Technician, Environmental Technician, Building Maintenance Technician, Industrial Air Handling Technician, Refrigeration Technician, and Furnace Repair Technician. The North American Technician Excellence (NATE) certificate is recognized by the HVACR industry. Graduates are eligible to take this exam for an additional fee. It has been recommended candidates should take this exam within 12 months after graduation.

**HVACR Technician Program  
Diploma  
960 Clock Hours  
58 Quarter Credit Hours  
All Quarters are a minimum of ten calendar weeks  
Day or Afternoon Program:  
Full Time - 9 Months/4 Quarters/40 Weeks  
Half Time - 18 Months/8 Quarters/80 Weeks**

	Theory Hours	Lab Hours	Total Clock Hours	Total Credit Hours
<b>Course – HV001H</b> ..... <b>OSHA and Basic Safety</b> <i>NCCER Level I Certification in HVACR Technology A: Introduction to Basic Safety, OSHA Safety Training, Tool Safety, Construction Math and Drawings</i>	48	18	66	4.0
<b>Course – HV002H</b> ..... <b>Customer Relations and Introduction to HVACR</b> <i>NCCER Level I Certification in HVACR Technology B, Introduction to Customer Relations and Communication Skills, Material Handling, Introduction to HVACR</i>	38	16	54	3.0
<b>Course – HV003H</b> ..... <b>Basic Electricity</b> <i>NCCER Level I Certification in HVACR Technology C, Basic Electricity, Piping Practices, Trade Math</i>	30	36	66	4.0
<b>Course – HV004H</b> ..... <b>Introduction to Heating and Cooling</b> <i>NCCER Level I Certification in HVACR Technology D, Introduction to Heating and Cooling, Air Distribution Systems</i>	28	26	54	3.0
<b>Course – HV005H</b> ..... <b>Air Handling and Hydronic Systems</b> <i>NCCER Level II Certification in HVACR Technology A, Commercial Airside Systems, Chimneys, Vents and Flues and Introduction to Hydronic Systems.</i>	30	18	48	3.0
<b>Course – HV006H</b> ..... <b>Cooling System Maintenance</b> <i>NCCER Level II Certification in HVACR Technology B, Air Quality Equipment, Cooling System Leak Detection, Evacuation, Recovering and Recharging</i>	36	36	72	4.0
<b>Course – HV007H</b> ..... <b>Electrical and Mechanical System Troubleshooting</b> <i>NCCER Level II Certification in HVACR Technology C, Basic Electronics, Alternating Current and Troubleshooting System Control Circuits, Heating Systems and Cooling Systems</i>	36	36	72	4.0

# COURSE DESCRIPTIONS

## HVACR TECHNICIAN PROGRAM

### Course HV001H

#### OSHA and Basic Safety

*NCCER Level I Certification in HVACR Technology A: Introduction to Basic Safety, OSHA Safety Training, Tool Safety, Construction Math and Drawings*

**66 Clock Hours** 48 Theory Hours

18 Lab Hours

**4.0 Credit Hours**

Prerequisite: None

This class explains OSHA safety obligations of workers, supervisors, and managers to ensure a safe workplace. In this class we will discuss the causes and results of accidents and the impact of accident costs as well as defining safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Students will be able to identify other potential construction hazards, including hazardous material exposures. Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Students will be able to explain the specific applications of each tool and show how to use them properly. Also discussed is the important safety and maintenance issues related to hand tools. This class provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders and reviews the application, proper use, safety, and maintenance. Many illustrations are used to show power tools used in on-the-job settings. This class reviews basic mathematical functions and explains their applications to the construction trades. The student will be shown how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. This class explains decimal-fraction conversions and the metric system, using practical examples and also reviews basic geometry as applied to common shapes and forms. The student will become familiar with basic terms for construction drawings, components, and symbols. As well as the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection). The student will be shown how to interpret and use drawing dimensions. Four oversized drawings are included.

### Course HV002H

#### Customer Relations and Introduction to HVACR

*NCCER Level I Certification in HVACR Technology B: Introduction to Customer Relations and Communication Skills, Material Handling and Introduction to HVACR*

**54 Clock Hours** 38 Theory Hours

16 Lab Hours

**3.0 Credit Hours**

Prerequisite: None

This class identifies the roles of individuals and companies in the construction industry and introduces trainees to critical thinking and problem solving skills as well as the computer systems and their industry applications commonly found in this industry. Students will review effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress, and substance abuse. This class provides trainees with techniques for communicating effectively with co-workers and supervisors and includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discussed is effective telephone and e-mail communication skills. This class helps the student recognize hazards associated with materials handling and explains proper materials handling techniques and procedures. This class also introduces materials handling equipment, and identifies the appropriate equipment for common job-site tasks. The students will learn the history behind climate control and the evolution of the technology over the years. This class includes the basic principles of heating, ventilating, and air conditioning, as well as commercial and industrial refrigeration systems and their applications.

### Course HV003H

#### Basic Electricity

*NCCER Level I Certification in HVACR Technology C: Basic Electricity, Piping Practices and Trade Math*

**66 Clock Hours** 30 Theory Hours

36 Lab Hours

**4.0 Credit Hours**

Prerequisite: None

The students will learn how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. This class also introduces scientific notation, powers, roots, and basic algebra and geometry. This class covers the selection, preparation, joining, and support of copper and plastic piping and fittings, and provides information on tools, materials, and safety precautions. The student will learn step-by-step procedures for soldering and brazing piping. This class covers iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping. The students will become familiar with power generation and distribution, electrical components, DC circuits, and electrical safety.