

CAREER HVACR PROGRAM INFORMATION:

Congratulations on taking your first steps toward a rewarding career in the field of HVACR. Porter and Chester Institute's Career HVACR program is designed to provide a comprehensive education with a focus on hands-on learning. Our integrated education model encourages students to "learn by doing" as they take information learned in the classroom and practice and apply it in the lab, using industry standard equipment and tools. As you explore enrollment, we'd like to share some additional information.

Porter and Chester Institute (PCI) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the HVACR program, like all of PCI's programs, is an approved program under this grant of accreditation. This accreditation assures students of the quality of the education they are receiving and the commitment of their school to maintaining high standards of performance and accountability. Additional information about accreditation may be found at www.accsc.org

The HVACR field requires keen attention to safety standards. Students will be expected to observe all necessary precautions as directed by their instructors. Students must:

- Follow the catalog policy regarding uniforms, appropriate footwear, and hair restrictions
- Wear their safety glasses at all times in the lab
- Use ear and hand protection as directed by their instructor
- Follow all written and verbal classroom safety procedures and instructions

Students who fail to comply with safety requirements are subject to disciplinary procedures up to and including dismissal from their program.

Most employers will only hire candidates who have reliable private transportation and the right to operate it. Suspended licenses or traffic violations will limit your employment opportunities. Public transportation is not acceptable to get to job sites as your work hours may fall outside of operational days and hours. For these reasons, you must provide a valid driver's license to be eligible to enroll in the Career HVACR program.

Additionally, there are a number of other factors which contribute greatly to a student's chances of obtaining employment in the Heating, Ventilation, Air Conditioning and Refrigeration profession after graduation.

- Generally, individuals who have been found guilty of a felony are not eligible to be bonded by many employers' insurance companies. This may cause problems finding work in residential, commercial, and medical HVACR. Your options may be limited to working in a supply house or industrial position.
- Many employers' automotive and general liability insurance companies will prevent them from hiring anyone with a DUI (or related) charge on their records. You may have to find a position that does not require the use of company or personal vehicles on company time.
- Any kind of drug conviction could prevent a candidate from being hired as any kind of mechanical contractor. You will not be allowed to work in Federal or State projects. Convictions for other crimes may also prevent you from being hired for other positions.

All PCI faculty and staff are committed to helping you achieve academic and professional success. Our Career Services staff will assist you with career planning, professional expectations, and job search strategies. Instructors can provide you with information about their actual work experiences in the HVACR field. Please let your Career Program Specialist (CPS) know if you would like to speak with an Instructor or Career Services Advisor during your enrollment process.

By completing the acknowledgement form, I certify that the items listed above were covered with me prior to enrolling.