The Training Center of Air Conditioning & Heating, LLC

2026/2027 Catalog & Handbook

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LOCATION & FACILITIES

THE TRAINING CENTER OF AIR CONDITIONING & HEATING, LLC
4727 Strack Road
Houston, Texas 77069
Phone: (281)580-4239

Facilities

We are a workshop-based training center where the student receives instruction and labs in a hands-on work center. This area allows active interactive learning with operational air conditioning and heating equipment including but not limited to condensers, coils, thermostats, furnaces, relays, and duct runs.

Students will learn by demonstration, workbooks, hands-on performance testing and a multitude of exercises. The instructional area consists of workbenches for lectures and applications, a lab area for additional hands-on exercises, and an outdoor lab with operational equipment in real life scenarios.

SCHOOL MANAGERS & STAFF

- Owner, Instructor & School Director – Chris Walters
- Administrator & Financial Management – Jennifer Walters

This school is approved by the *Texas Workforce Commission* to operate as a residence school in the State of Texas. The school operates out of the training facility located at *4727 Strack Rd. Houston, Texas, 77069*. The facility houses all necessary equipment, tools and resources to train individuals in a workshop and lab training environment.

Chris Walters is the school ***Director and Instructor***. Chris has almost 47 years' experience in the HVAC industry and holds a Class "A" Air Conditioning license in the state of Texas with refrigeration and process heating and cooling endorsements. He was the President and CEO of Extreme Air Conditioning Services, Inc., a commercial HVAC corporation for 22 years. Chris started his education in the A/C field in 1976 at Houston Technical Institute.

He was a subject matter expert for the State of Texas and has helped develop several state air conditioning tests. The biggest challenge in running an air conditioning company constantly came back to a lack of quality in the job pool. He decided to open the training center to fill the educational gap within the HVAC Industry. He has designed a unique program that will teach each part of the program separately with a hands-on effort. Using his work history as an example, students will see the potential available to hard working and motivated individuals who start with the proper training. Chris & Jennifer Walters are the Owners of the LLC.

Jennifer Walters brings over 24 years of experience in business development and strategy to our team.

She received her degree from Purdue University in Business Management. Jennifer's specializing in business development, website development, financial management, marketing and training. She has served as a consultant for several businesses to evaluate processes, provide insight, techniques, and tools to make these processes become more efficient and cost effective. She develops and implements our educational programs to suit our customer's needs.

Jennifer was the full-time Executive Director of Texas Air Conditioning Contractors Association of Greater Houston. She also was the Part-Time Executive Director of two other chapters, Greater Austin & North Texas where she served as a resource for HVAC contractors, suppliers, distributors & manufacturers throughout Texas.

Jennifer is also an owner of HVAC On-Site Training Solutions, a nationwide mobile training business with her partner Chris Walters. The mobile business provides customized training to contractors, technicians, maintenance facilities, commercial and industrial sites throughout the United States.

Her passion is to help introduce new individuals into the HVAC Industry by providing them with quality educational programs & training to close the work shortage gap.

Tuition

10 Week Air Conditioning & Heating Technician Program

Tuition	**$6000.00**
Books	Included
Tools & Supplies	Included
TOTAL	**$6,000.00**

School Calendar

2026/2027/ 2028 Class Dates				Holidays	Make-Up Date(s)
Begins	September 14th	*Ends*	November 19th	None	NA
Begins	December 7th	*Ends*	February 18th, 2027	December 21st -24th January 1st	*February 12th* *February 15th – 18th*
Begins	March 1st	*Ends*	May 6th 2027	None	*NA*
Begins	May 24th	*Ends*	July 29th 2027	May 31st	*May 28th*
Begins	August 9th	*Ends*	October 14th 2027	September 6th	*September 3rd*
Begins	October 25th	*Ends*	January 13th 2028	November 22nd – 25th December 20th – 23rd	*January 3rd -6th* *January 10th – 13th*
Begins	January 24th	*Ends*	March 31st 2028	None	*None*

Class Days & Times

Students will attend class ***Monday thru Thursday*** for 10 weeks.
Class Times shown below:

10 Week Program – Monday thru Thursday		
AM Class	**MID Class *(if offered)***	**PM Class**
8:00 – 9:30 Class time	1:00 – 2:30 Class time	5:30 – 7:00 Class time
9:30 – 9:40 Break	2:30 – 2:40 Break	7:00 – 7:10 Break
9:40 – 11:00 Class time	2:40 – 4:00 Class time	7:10 – 8:30 Class time

Hours of Operation

Office: By Appointment
School: Monday thru Thursday 8:00 AM – 8:30 PM

ADMISSION/ENROLLMENT & POLICIES

Admission for 10 Week Air Conditioning & Heating Technician Programs

- Must be 18 years of age.
- Must have High School Diploma or GED or pass the Wonderlic Test with a minimum score of 13.
- Speak, read, and write in English.
- Prospective Students will not be denied admission based on race, color, national origin, sex, handicap, age or veteran status except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Open Enrollment

For open enrollment periods: please call for appointment 281-580-4239

Policy for Granting Credit

Credits for previous education will be evaluated to determine if credit can be granted for previous education, training, or experience. This information will be recorded on form PS-010. The granting of previous credits will be at the discretion of the director.

Cancellation & Refund Policies

The Training Center of Air Conditioning & Heating, LLC Cancellation & Refund Policy for 2025 and 2026.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance, if the student is terminated by the school;
    b. The date of receipt of written notice from the student; or
    c. ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. [1]

    [1] *More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.*

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student

will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

a. Once these materials are purchased by the school on behalf of the student, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and is permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school; or
   b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the *United States or the Texas National Guard* may elect one of the following options for the program in which the student is enrolled:

Option 1: A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

Option 2: The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

If tuition and fees are collected in advance of the withdrawal, a prorated refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete, prior to their withdrawal.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

PROGRAM

10 Week Air Conditioning & Heating Technician Program

Program Description: The air conditioning and heating technician training program is a comprehensive course designed to teach students the skills and techniques required for entry level employment into the residential and light commercial heating ventilating and air conditioning (HVAC) field. Upon completion of this program, students will be able to install, service and maintain typical air conditioning and heating systems found in the southern environment of the United States. Graduates may find suitable entry level employment with air conditioning companies, building maintenance departments, high rise building engineering departments or other employment where HVAC skills are required. Graduates will learn with class lecture and discussion and with hands-on experience in lab environments. They will also be exposed to a variety of actual equipment and mockup situations designed to prepare them for fieldwork.

Program Outline

10 Week Air Conditioning & Heating Technician Program

The approximate time required to complete this program is 10 weeks.

The certificate awarded is a Certificate of Completion in the Air Conditioning & Heating Technician Program.

Subject Number	Subject Title	Clock Hours Lecture / Lab	Total Clock Hours
HVAC 101	Introduction to Air Conditioning Service, Installation and Maintenance	01/0	01
HVAC 102	Refrigeration Cycle	12/06	18
HVAC 103	Basic Electrical	04/10	14
HVAC 104	Systems and Applications	05/05	10
HVAC 105	Basic Installation Techniques	02/12	14
HVAC 106	Ductwork	01/07	08
HVAC 107	Motors	01/05	06
HVAC 108	Safety	01/01	02
HVAC 109	Brazing	01/06	07
HVAC 110	Tools	01/02	03
HVAC 111	Codes, Licensing and EPA Certification	02/0	02
HVAC 112	Professional Conduct and Ethics	01/0	01
HVAC 113	Introduction to Commercial Buildings	01/0	01
HVAC 114	Heating Equipment	04/08	12
HVAC 115	Trouble Shooting and Repair Techniques of the Most Common Failures	02/12	14
HVAC 116	Charging Systems and Refrigerant Recovery	02/05	07
	TOTAL HOURS	**41/79**	**120**

SYNOPSIS OF PROGRAM OFFERED

10 Week Air Conditioning & Heating Technician Program

HVAC 101 – Introduction to Air Conditioning Service, Installation and Maintenance: This subject introduces the student to the field of air conditioning work. Upon completion of this subject, students learn what skills are required to install an air conditioning system, such as electrical, brazing, installation techniques, refrigerant recovery and what tools are required to complete the job. They will also learn the importance of ethics, licensing and EPA certification in getting and staying hired in the industry. Students will be introduced to other facets of air conditioning maintenance and installation such as trouble shooting, the refrigeration cycle, ductwork and applications which will give them

knowledge of where and what type of facilities hire HVAC contractors. *(Pre-req: None)*

HVAC 102 – Refrigeration Cycle: This subject introduces students to the basic refrigeration cycle. Students will be able to; 1) understand how the actual cooling process takes place inside air conditioning systems, 2) know the different refrigerants in common use today, 3) know the use of water as a cooling medium, 4) explain the basic heat pump cycle 5) understand mini-split systems, 6) understand heat wheels and HRV applications. *(Prerequisites: None)*

HVAC 103 – Basic Electrical: This subject introduces students to basic electrical circuits found in the HVAC entry level field. Students who complete this subject will: 1) understand basic electrical, 2) learn how to wire simple control circuits, 3) learn about single and three phase circuits, 4) be exposed to the dangers of electricity, 5) be exposed to common electrical components and learn how to wire them. This subject includes a lot of hands on work with contactors, relays, transformers, thermostats, wiring devices, capacitors and actual mock up wiring instruction. *(Prerequisites: None)*

HVAC 104 – Air Conditioning Systems and Applications: This subject is devoted to providing the students with an overview of how different types of systems, that are used to heat and cool both people and objects, operate. The different systems are: residential split DX units, residential split heat pumps, and basic geothermal applications, chilled water basics in commercial applications, package unit applications, mini split systems and dehumidifiers. *(Prerequisites None)*

HVAC 105 – Basic Installation Techniques: This subject is designed to teach the installation of a basic residential air conditioning system. At completion of this subject the student will be able to 1) set and connect a condenser unit, 2) make condenser copper connections, 3) make condenser line voltage electrical connections, 4) run and wire low voltage wiring for the condenser, 5) be familiar with methods of insulating and covering copper, 6) assemble a gas furnace in an attic mock up, 7) install and evaporator coil and plenum, 8) install drain systems with knowledge of proper traps and draining techniques. *(Prerequisites: None)*

HVAC 106 – Ductwork Techniques: This subject will teach the student basic ductwork techniques that entry level technicians will need for residential and light commercial work. The skills the student will obtain are: 1) the different

common types of duct systems in use, 2) how to properly install flex duct, 3) how to install duct taps in metal and duct board, 4) how to cut sheet metal, 5) basic duct board skills, 6) duct sealing, 7) duct installation, 8) basic metal rectangle duct measurements, order making and fabrication, 9) basic rule of thumb ductulator use. *(Prerequisites: None)*

HVAC 107 – Motors: This class will expose the student to common motors used in air conditioning work that entry level technicians can expect. The students will learn 1) condenser fan motors, 2) blower motors direct drive, 3) belt drive components and adjustments, 4) blower bearings and replacement techniques, 5) sheaves and pulleys, 6) special purpose motor applications and actuators. *(Prerequisites: None)*

HVAC 108 – Safety: This subject is devoted to putting safety first and to help prepare students for actual situations they may encounter. They will learn: 1) how to use personal protection equipment, 2) how to drive safely and how to tie down equipment safely in the back of a truck, 3) how to safely use ladders, 4) rotating equipment safety, 5) OSHA safety lockout tag out, 6) sun exposure and overheating in attics, 7) safe use of torches, 8) knowing your limitations and when to ask for help. *(Prerequisites: None)*

HVAC 109 – Brazing: This subject will teach students how to properly make brazed and flare connections on refrigerant tubing using a torch and flaring tools. This is a hands-on class with practical applications using mock ups of actual situations. *(Prerequisites: None)*

HVAC 110 – Tools: This class is designed to identify the different tools needed to perform most entry level services. The class will discuss proper use of tools and show examples. Upon completion of the class, the students will understand which tools are needed and the importance and function of each. They will also learn how to stock their truck with the proper tools to be the most efficient. *(Prerequisites: None)*

HVAC 111 – Codes, Licensing and EPA Certification: During this portion of the program, students will learn about codes, licenses, and certifications required when performing HVAC work. The student will learn: 1) common uniform mechanical codes as adapted by the City of Houston, 2) code inspector enforcement, 3) requirements by the State of Texas for technicians, 4)

requirements by the EPA for technicians, 5) how to obtain a state contractors' license and what is required to start your own HVAC business. *(Prerequisite none)*

HVAC 112 – Professional Conduct and Ethics: This subject will introduce students to proper behavior with customers. They will learn: 1) what a customer expects, 2) how to protect a customer's property, 3) what not to do on customer's property, 4) grooming habits, 5) how to speak to a customer, 6) importance of honesty and integrity with customers, co-workers and employers. *(Prerequisite: None)*

HVAC 113 – Introduction to Commercial Buildings: This subject will introduce the student to the broad world of commercial HVAC. The student will be exposed to: 1) Class A building chilled water and boiler systems, 2) building pneumatic controls, 3) building ventilation, 4) fire dampers, 5) stairwell pressurization systems, 6) toilet exhaust systems, 7) stationary engineering and maintenance interface, 8) Asbestos containing materials *(Prerequisites: None)*

HVAC 114 – Heating Equipment: Upon completion of this subject, the student will understand basic operation of: 1) warm air gas furnaces, 2) electric heat furnaces, 3) gas piping for natural gas, 4) special requirements for L.P. gas, 5) infrared and fan powered warehouse heaters, 6) water and air source heat pumps, 7) introduction to hot water and high rise heat systems, 8) vent pipe basics. *(Prerequisites: None)*

HVAC 115 – Trouble Shooting and Repair Techniques of the Most Common Failures: This subject is designed to provide the student with commonly found repair situations. The student will be taught how to: 1) diagnose condenser failures and fix them, 2) diagnose gas and electric furnace failures, 3) diagnose air flow issues on the supply side, 4) identify return air problems, 5) identify drain problems, 6) identify thermostat problems, 7) identify refrigerant system problems, 8) also discussed will be tricks of the trade, fan propeller removal, capacitor replacement, parts locating, warranty work, thawing frozen coils, leak detection, circuit card replacement tips, float switch and condensate pumps, 9) maintenance of residential air conditioning systems, 10) maintenance of light commercial package units. *(Prerequisites: None)*

HVAC 116 – Charging Systems and Refrigerant Recovery: Students will learn the techniques of the following procedures: 1) charging refrigerant into a system, 2) recovering refrigerant, 3) pulling a correct vacuum on a system, 4) methods of

sub cooling and superheat procedures, 5) rule of thumb quick checks of refrigerant charging. *(Prerequisites: None)*

Grading System

Grading based on 100 points

0 – 69	F
70-74	D
75-79	C
80-90	B
90-100	A

Policy Concerning Satisfactory Progress

Definition of satisfactory progress: A student who makes a grade of 80 or higher in each subject.

Progress evaluation period: At the end of each subject.

Frequency of progress reporting: At the end of each subject.

The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.

1. If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment shall be terminated.
2. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.
3. When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file.
4. The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.
5. The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file

accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

6. A progress report will be given to each student at the end of each subject.
7. All subjects must be complete in order to obtain a certificate of completion for the program.
8. If a student misses a subject, the make- up session will be scheduled with the instructor.
9. A student who is obligated for the full tuition may request a grade of incomplete if the student withdrawals for an appropriate reason other than the students' academic status. The student may re-enroll in the program during the 12-month period following the date the student withdrawals and complete the incomplete subjects without payment for additional tuition.

ATTENDANCE POLICY

Termination of Enrollment

A school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1) More than 4 consecutive days for the 10-week program;
2) more than 25% of the total course time hours in a program with course time of 41 to 200 hours;
3) any number of days if the student fails to return as scheduled from an approved leave of absence.

The school can also terminate the enrollment of a student for any of the following reasons;

1. The student has not made payments that adhere to their pre-set payment arrangements;
2. A student that is disruptive during class on multiple occasions after verbal or written warnings;
3. Tardiness that becomes excessive after verbal and written warnings;
4. Lack of participation in coursework, discussions and exercises after verbal warnings;
5. Excessive use of their mobile devices during class after verbal and or written warnings.

Termination of Enrollment for any of the above listed reasons will result in an incomplete for the class. Students will not be allowed to make-up the class time, participate in graduation nor will receive their certificate of completion.

Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.

Make-up Work

No more than 5% of the total course time hours for a program may be made-up.

The school shall submit make-up work policies to the Commission for approval under the following guidelines;

a. Make-up work shall: be supervised by an instructor approved for the class being made up.
b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
c. Be completed within two weeks of the end of the grading period during which the absence occurred.
d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
e. Be signed and dated by the student to acknowledge the make-up session.

Leave of Absences

A school director may grant a leave of absence after determining that good cause is shown.

In a 12-month calendar period, a student may have no more than two leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.

School attendance records shall clearly define the dates of the leave of absence. A written statement as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the student's permanent file.

Late Arrivals

Three late arrivals will require a meeting with the school director.

Probation

Students who are in violation of the attendance policy are subject to being placed on Probation. The probation notice will be given to the student and will state the reason and terms of the probation. The terms will not exceed those set forth in the termination of enrollment and make up work policies. The probation policy is designed to forewarn students early enough of the pending termination to make changes and avoid termination.

STUDENT CONDUCT POLICY

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

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

GRADUATION REQUIREMENTS

The student must have an average grade of 80 or higher in the listed subjects.

The final exam will consist of a full air conditioning installation. The student must be able to complete the installation within the prescribed period of time and with a grade of 80 or higher.

The maximum time allowed to graduate is 10 weeks for the Air Conditioning Technician Training.

PLACEMENT ASSISTANCE POLICY

The instructor will give the student a list of potential employers. Students are encouraged to reach out to potential employers in person, prior to graduation for employment opportunities.

The school uses the network of contractors that contact The Training Center of Air Conditioning & Heating to hire students and they pass that information onto the students for employment opportunities. References can be provided from Chris Walters.

Employment is not guaranteed by The Training Center of Air Conditioning and Heating. If a student cannot obtain a position, they are encouraged to notify the instructor of the situation so that the instructor can provide them with resources or suggestions to assist them in their search.

STUDENT GRIEVANCES/COMPLAINTS POLICY

Steps for Resolution

1. Take your concern to the instructor.
2. If your concern is not handled at the instructor level, take your concern to the school director.
3. If your problem has not been resolved, the third step is to notify the Texas Workforce Commission.

NOTICE OF STUDENT COMPLAINT POLICY

Dear Students:

This school has a ***Certificate of Approval from the Texas Workforce Commission*** (TWC). The TWC-assigned school number is: **S 4380**.

The school's programs are approved by TWC, as well as (name(s) of other Texas state agencies, as applicable) and (name(s) of any relevant accrediting bodies). Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog.

Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog.

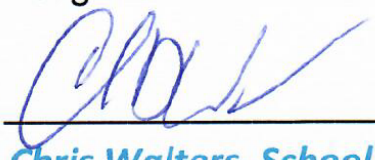
If, as a student, you were not provided with this information, please inform school management. Students dissatisfied with this school's response to their complaint or who cannot file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

APPROVED AND REGULATED STATEMENT

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

TRUE AND CORRECT STATEMENT

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

Signature: 

Chris Walters, School Director