

Ace Community College
 Unit 101-102 9486 120th Street, Surrey, B.C. V3V 4B9
 Phone: 604-603-ACE1 (2231)
 Email: admissions@acecollegecanada.com
www.acecollegecanada.com



The application is currently in process. No enrollments, advertisements, or marketing will be entertained until this program is approved by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education and Future Skills.

STUDENT INFORMATION

Last Name		First Name & Middle Name	
Usual First Name		Personal Education Number (if available)	
Mailing Address			
Mailing Address in Canada (if different from above)			
Student Telephone Number		Student Email Address	
International Student:		If you are an international student:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Citizenship: _____	
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Birth:		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Y Y Y Y M M D D		

Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No

If you answered "Yes", please indicate if you are: First Nations Métis Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? Yes No

PROGRAM INFORMATION

Program Title: **HVAC and Heat Pump Installer Training Program**

180		6			
Hours of Instruction During Contract Term		Program Duration in Weeks		Contract Start Date	Contract End Date
Credential Issued on Graduation	<input type="checkbox"/> Diploma	<input checked="" type="checkbox"/> Certificate			
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> In-class	<input type="checkbox"/> Distance	<input type="checkbox"/> Combined		
Language of Instruction	English				

REQUIRED COURSE MATERIALS

- **HVAC & Heat Pumps Installer Training E-book**
Author: ACE Community College

RECOMMENDED RESOURCES

- **Audel HVAC Fundamentals, Volume 2: Heating System Components, Gas and Oil Burners, and Automatic Controls** by James E. Brumbaugh
- **Becoming a Modern HVAC Technician and Installer: Technical Skills for HVAC Technicians and Installers** by Scott Oakley
- **HVAC Principles and Systems: Heating Ventilation and Air conditioning** by Dr. Ilango Sivaraman

REFERENCE BOOKS (OPTIONAL)

- **HVAC Installations Best Practices** by Charles Nehme

Admission Requirement

Applicants must successfully complete an admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 40/80).

Domestic Students:

Domestic students who can provide a Canadian transcript showing completion of English 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the English Entrance Assessment.

Domestic students who can provide a Canadian transcript showing completion of Math 10, 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the Math Entrance Assessment.

International Students:

International students can meet the Math Entrance Assessment requirement by providing an equivalent to Canadian High School Math 10, 11 or 12 with a passing grade of 'C'. The credential must be evaluated and verified.

PROGRAM OUTLINE

Course Duration and Schedule

Total program hours 180 hours

Total program length Full-time 6 weeks

The campus determines the start date for this program. Students may only enter the program in the introductory phase as the program is cohort-based.

On-campus courses are scheduled Monday to Friday, with students expected to attend all sessions, which are 6 (six) hours in length. Specific class hours and schedule will be provided by the campus at the time of enrolment.

Brief Course Description

The HVAC & Heat Pumps Installer Training Program provides comprehensive instruction in the installation, maintenance, and repair of heating, ventilation, air conditioning (HVAC), and heat pump systems. Through a blend of theoretical learning and practical application, students acquire the necessary skills to excel in this rapidly growing industry.

The program covers fundamental concepts of HVAC systems, including thermodynamics, fluid mechanics, and psychometrics. Students learn to install, troubleshoot, and service a variety of HVAC equipment, such as furnaces, air conditioners, heat pumps, and ductwork. Hands-on training allows students to apply theoretical knowledge in simulated real-world scenarios, preparing them for the challenges they will face in the field.

Safety protocols and compliance with industry regulations are emphasized throughout the program. Students learn to prioritize safety while working with HVAC equipment, ensuring the well-being of both them and others. They also gain an understanding of relevant codes and standards governing HVAC installation and operation. The curriculum includes instruction on emerging technologies and trends in the HVAC industry, such as energy-efficient systems and smart thermostats. Students are equipped with the knowledge and skills needed to meet the demand for sustainable HVAC solutions and stay competitive in the field.

Upon completion of the program, graduates are prepared to pursue entry-level positions as HVAC technicians, installers, or maintenance technicians. Industry-recognized certifications, such as EPA 608 and NATE, validate

their skills and enhance their employability. With a solid foundation in HVAC principles, hands-on experience, and a focus on safety and compliance, graduates are poised for success in this dynamic and essential industry.

Learning Objectives

- Proficiency in installing, maintaining, and repairing HVAC systems, with a focus on heat pump technology.
- Competence in assessing site conditions, selecting appropriate equipment, and performing installations according to industry standards.
- Ability to troubleshoot HVAC and heat pump systems, diagnose problems, and implement effective solutions.
- Understanding of safety protocols, regulations, and codes governing HVAC installations to ensure compliance and minimize risks.
- Mastery of basic principles of heat transfer, thermodynamics, and refrigeration necessary for efficient operation of HVAC and heat pump systems.
- Skill development in reading blueprints, schematics, and technical manuals to interpret system designs and perform installations accurately.
- Knowledge of energy efficiency practices and sustainability principles to optimize system performance and minimize environmental impact.
- Proficient use of tools, equipment, and diagnostic instruments essential for conducting installations, maintenance, and repairs effectively.
- Effective communication and customer service skills to interact with clients, understand their needs, and provide professional service.
- Preparation for industry certifications and licensure, demonstrating competency and enhancing employability in the HVAC field.

Career Occupation

- **Install HVAC Systems:** Set up heating, ventilation, and air conditioning systems in residential, commercial, and industrial settings.
- **Maintain HVAC Systems:** Perform routine maintenance to ensure optimal performance and efficiency of HVAC systems.
- **Repair HVAC Systems:** Diagnose and fix issues with HVAC systems, including heat pump technology.
- **Heat Pump Expertise:** Specialize in the installation, maintenance, and repair of heat pump systems.
- **Residential Applications:** Apply HVAC skills to residential heating and cooling needs.
- **Commercial Applications:** Manage HVAC systems for commercial buildings and businesses.
- **Industrial Applications:** Handle HVAC systems in industrial environments for large-scale operations.

Teaching Methods

Course delivery is instructor-led and combines theory lectures with shop demonstrations and practical shop engagement.

- In-class lecture including demonstrations
- Focused course activities
- PowerPoint presentations as applicable
- Application based exercises

Homework Hours

Homework expectation is a minimum of one to three hours per day to support the course learning.

Methods of Student Evaluation

- Weekly on-campus tests
- Final exam at end of course

Completion Requirements

- Successful completion of all on-campus tests with a minimum of 50% overall average.
- Successfully passing final exam with a minimum of 50% overall average.
- Successful completion of Confined spaces, ladder safety and WHMIS training which will be completed during the program

STATEMENT OF STUDENT RIGHTS

Ace Community College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- You were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

REGULATORY REQUIREMENTS (If applicable)

Applicants must successfully complete the admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 40/80).

Domestic Students:

Domestic students who can provide a Canadian transcript showing completion of English 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the English Entrance Assessment.

Domestic students who can provide a Canadian transcript showing completion of Math 10, 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the Math Entrance Assessment.

International Students:

International students can meet the Math Entrance Assessment requirement by providing an equivalent to Canadian High School Math 10, 11 or 12 with a passing grade of 'C'. The credential must be evaluated and verified.

PROGRAM COSTS		
Domestic Students	Domestic Students	International Students
Tuition	3925	3925
Application Fee	250	250
Administrative Fee	100	200
Testing/Assessment Fee	250	250
Textbooks Fee	Nil	Nil
Materials Fee	200	200
Other Fee	250	250
Taxes	248.75	253.75
Total	5223.75	5328.75

TUITION REFUND POLICY		
<p>A student may be entitled to a refund of tuition fees in the event that:</p> <ul style="list-style-type: none"> • The student provides written notice to the institution that the student is withdrawing from the program or, the institution provides written notice to the student advising that the student has been dismissed from the program. • The written notice of withdrawal or dismissal must include an effective date. • The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and the student may be required to make up for monies due under the contract. <p>Where a student withdraws or is dismissed from their program after receiving tools and/or technical equipment from the institution free of charge, the student must return the tools and/or technical equipment unopened or as issued within 14 calendar days. If the student fails to return the tools and/or technical equipment within 14 calendar days, or the student does not return the tools and/or technical equipment unopened or as issued, the institution may deduct the reasonable cost of the tools and/or technical equipment from any amount to be refunded to the student.</p>		

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.

After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

International Students:

- An international student is a person who is not a Canadian Citizen, Permanent Resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.

If an international student's Study Permit has not been issued by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue a second Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$200.00 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should the student fail to advise the institution, the institution's tuition refund policy will apply.

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about

PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

SCHOOL POLICY INFORMATION

It is the student’s responsibility to read and understand the ACE Community College policy information. The following policies can be reviewed in detail at this link: <https://acecollegecanada.com/our-policies/>

<ul style="list-style-type: none"> • Academic Transcript • Accessibility and Special Accommodation • Archived Student Records • Class Cancellation • Course Cancellation • Dispute Resolution • Grade Appeal 	<ul style="list-style-type: none"> • Employment Preparation and Assistance • Leave of Absence • Attendance • Health and Safety • Payment Method • Prior Learning Assessment and Transfer Credit 	<ul style="list-style-type: none"> • Privacy • Program Changes and Deferrals • Respectful Behaviour • Student Withdrawal and Dismissal • Tuition and Refund • Workplace Bullying and Harassment • Sexual Violence • Statement of Student Rights
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STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Ace Community College and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills Training, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature	Date Signed
Signature of Parent or Legal Guardian	Date Signed
INSTITUTION SIGNATURE	
Signature of Institution Representative	Date Signed