Program Information: HVAC Professional Training

Program Overview:
The Heating, Ventilation, and Air Conditioning (HVAC) Professional with Credential program prepares students for the NCCER HVAC Level 1 credential. Coursework includes math related to HVAC, basic electricity, heating, cooling, air distribution systems, basic copper and plastic piping practices, soldering and brazing, and basic carbon steel piping practices.

Program Provider:
Curriculum is provided by Condensed Curriculum International (CCI). Program is delivered by Bitterroot College University of Montana.

Program Location:
Bitterroot College, 103 South 9th Street, Hamilton, 59840

Program Days and Times: June 3 through June 28, 2019
- Classroom Instruction (140 contact hours)
  - 8:00 AM – 4:00 PM, Mon-Fri, June 3 – June 28 (includes 1-hr lunch break)
- NCCER HVAC Level 1 Credential Exam
  - Location, date, and time TBA

Program Fee
- Full payment of $3,100 due by Thursday, May 30, 2019
- Fee includes tuition, textbooks, and certification exam fee
- Refund Policy: 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance
- IMPORTANT: Program Fee Assistance takes time to process; connect with assistance providers ASAP
  - Pathways Programs Funding (formerly WoRC), Human Resource Council, 303 North 3rd Street, Hamilton
    - Lisa Kears, (406) 363-6101 ext. 237 or Holly Montgomery, (406) 363-6101 ext. 239
  - Rural Employment Opportunities (REO) (for eligibility, must have worked in agriculture within last 2 years)
    - Will Bodle, william@reomontana.org, (406) 274-4172
  - Veterans Administration Educational Benefits, Valley Veterans Service Center, 217 N 3rd St, Suite L, Hamilton
    - Veterans and family members: check your benefits eligibility, call (406) 363-9838 for an appointment
  - Veterans Administration Vocational Rehabilitation Services Training Funds
    - Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
  - Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
    - Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203, Bitterroot College, 103 S 9th Street, Hamilton
  - Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton
    - DeLynn Gardner, dgardner@mt.gov, (406) 560-1689 or Chelle Twist, chelle.twist@mt.gov, (406) 565-2243
  - WIOA Youth Employment Program (serves ages 14 to 24), Human Resource Council, 303 N 3rd Street, Hamilton
    - Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236

Age, Education, Email, and Other Requirements for Program Application
- 16 to 17 years of age
  - Public or state-accredited private high school student: recommendation letter from high school counselor or appropriate academic administrator
  - Home school student: qualifying TABE scores (explained below) and interview with
Program Administrator or Instructor – to schedule an interview, contact Meri Telin at (406) 375-0100 or meri1.telin@umontana.edu

- 18 years of age or over
  - High school diploma, high school equivalency diploma (GED or HiSET), OR qualifying Test of Adult Basic Education (TABE) scores
    - TABE is available free of charge every Monday at 9AM at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information
- Must have a photo ID for proof of identity
- Must have a personal email account which can be accessed frequently
- Must demonstrate requisite emotional and mental maturity/health for professional placement

Background Check Required with Program Application
- Visit app.mt.gov/choprs/ and under Public Users click on Start Service
- Cost is $14.50 pay online with eCheck, credit card, or debit card
- Print background check document and attach to program application

Retain Program Information for Your Records

Questions? Contact the Bitterroot College at (406) 375-0100 or email Meri Telin at meri1.telin@umontana.edu
Program Application: HVAC Professional Training

Application Requirements (see program information sheet for details)

1) Must meet age, ID, email, and emotional/mental health requirements
2) Must submit HS transcript, GED or HiSET transcript, or TABE scores with application
3) Must submit cleared background check with application

Application Deadline is Thu, May 30, 2019 for program starting on Mon, June 3, 2019

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or meri1.telin@umontana.edu

Include with completed application:

☐ Full program fee payment of $3,100 — make checks payable to Bitterroot College UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
☐ Cleared background check documentation (see accompanying information for details)
☐ HS transcript, GED or HiSET transcript, or TABE scores (see program information sheet for details)
☐ High School Counselor/Academic Administrator letter if applicable (see information sheet for details)

Full Legal Name: __________________________________________________________
 First        Middle          Last

Mailing Address: ____________________________________________________________

City: ___________________________ State: ___________ Zip Code: ______________________

Social Security Number (required for exam registration): ________________________________

Telephone No: _________________ Email Address (required): _______________________________

Date of Birth: ___________________________ Gender (optional): Male _______ Female _______

Age at Start of Program: __________________________

If age 16 to 17 (check one): ☐ Public High School (attach letter from high school counselor)
☐ State-accredited Private High School (attach letter from academic administrator)
☐ Home School (attach TABE scores & schedule interview)

(application has two pages – continue to second page)
List any industry certifications or college certificates/degrees currently held: ________________________________


Summarize previous work-related experience (if any): ________________________________


What are your employment goals for obtaining an HVAC Credential? ________________________________


By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Continuing Education HVAC Professional with Credential Program.

Applicant’s Signature ____________________________ Date ______________

For Office Use Only

Required Application Materials

_____ Complete Application
_____ HS/HS Equiv/TABE/Letter
_____ Photo ID
_____ Background Check

Reviewer’s name: ________________________________

Review date: ________________________________

Reviewer’s comments:

Circle one: Accepted Denied

Photo ID: ID Type ____________________________ ID No. ____________________________ ID Checked By _______

Payment Type: ________________________________

Exam Results: ________________________________

5/7/2019