

# 2019 -2020 Course Catalog



*Basic Appliance Repair - **Includes student housing***  
*Appliance Electrical Theory & Microwaves - **Includes student housing***  
*Basic Refrigeration - **Includes student housing***  
*Basic Laundry - **Includes student housing***

*Ohio State Board of Career Colleges and Schools  
Registration #13-03-2010T*

## Staff

### **Timothy Gleba - Instructor**

### **Robert Arotin - Instructor**

Tim and Robert have both worked in our service department for several years now. When not teaching or updating our curriculum, Tim and Robert complete calls on the road and help our other technicians on problem calls.

### **Fred Butcher - Founder**

President /Owner of Fred's Appliance Academy.

Previously taught an appliance repair course at Lakeland Community College.

Fred founded the Academy in 2008.

### **Adam Butcher - Director/Owner**

President of Fred's Appliance – service department.

Adam has overseen Fred's Appliance Academy operations since 2008.

Adam's passion for the business keeps us on our toes as he encourages thinking outside the box and welcomes change.

### **Jamie Lovejoy - Director of Student Services and Affairs**

### **Jamie Harkins - Support Staff**

*updated 05/28/2019*

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## Certifications

### **NASTeC Certification ([www.iscet.org](http://www.iscet.org))**

NASTeC stands for National Appliance Service Technician Certification. Those who take the NASTeC exam (as everyone does at the end of our training course) will be measured on their overall ability to handle the job of servicing major home appliances. By passing the exam, you're proving that you have the knowledge, ability and the skills to do the job right.

### **Appliance Service Fundamentals Certificate ([ioAST.org](http://ioast.org))**

ioAST stands for Institute of Appliance Service Technicians. The exam tests various skills required to be an appliance repair technician. When you pass the ASF certification you'll be able to show an employer that you have the knowledge, ability and the skills to do the job right.

### **EPA Certification ([epatest.com](http://epatest.com))**

Student will earn their 608 Type I certification during the course

### **Fred's Appliance Academy Certificate**

A certificate of completion is awarded to each student who satisfactorily completes required coursework with a total average of 75% or better and attends 90% of scheduled classes.

## Basic Appliance Repair (3 Week Program)

Includes Student Housing

### *SEQUENCE OF COURSES AND CLOCK HOURS*

Appliance Electrical Theory	15
Microwave Ovens	7
Gas and Electric Dryers	7
Gas and Electric Ranges	7
Front and Top Load Washers	7
Dishwashers	6
Garbage Disposals	1.5
Trash Compactors	1.5
Refrigerators	29
Freezers	21
Ice Makers	2
Review	8
National Certification Testing	8
<b>Total Clock Hours</b>	<b>120</b>

## Basic Appliance Repair Training Skills

### BASIC ELECTRICITY

- What is electricity
- How is electricity made
- A/C and D/C
- Series and parallel circuits
- Ohm's Law

### MICROWAVES

- Requirements: installation, electrical, and venting
- Testing for microwave leakage
- Basic Theory and testing of components

### DRYERS

- Electrical components used: switches, timers, electronic controls and sensors
- Installation requirements: venting, electrical, and plumbing requirements
- Importance of proper airflow
- Gas burners and controls

## Basic Appliance Repair Training Skills-cont.

### RANGES

- Installation: proper electrical and plumbing requirements
- Discuss types of heating elements
- Infinite switches & electronic oven & surface unit controls
- Gas burners and converting from natural to LP
- Types of ignition control

### WASHERS - Top Load

- Requirements for: installation, electrical, and plumbing
- Disassembly and reassembly of complete washer
- Proper use of detergent and additives
- Identifying chemical damage of clothing
- Electrical circuit including mechanical and electrical controls

### WASHERS - Front Load

- Requirements for: installation, electrical, and plumbing
- Disassembly and reassembly of complete washer
- Electrical circuit including mechanical and electrical controls
- Advantage over top load washers

### REFRIGERATION

- Top mount, side by side, and bottom mount refrigerators
- Defrost systems
- Proper electrical & plumbing requirements
- Ice makers
- Water and ice dispensers
- Electronic controls
- Proper sealed system repairs
- Use of torch and high temperature braze
- Diagnosing of sealed system
- Damper controls
- Fast, efficient, & safe way to defrost evaporator coils

### Garbage Disposals

- Requirements for: installation, electrical, and plumbing
- Basic theory and testing of components

### Trash Compactors

- Requirements for: installation and electrical
- Basic theory and testing of components

### Review

- Student will be given ample time to review notes with instructor

### National Certification Testing

- NASTEC - Two (2) hour time limit
- ASF - Two (2) hour time limit
- EPA Certification

## Basic Refrigeration (1 Week Program)

**Includes Student Housing**

### *SEQUENCE OF COURSES AND CLOCK HOURS*

Refrigerators and Freezers	28
Ice Makers	2
Brazing and Soldering	5.5
Review	2
<b>Total Clock Hours</b>	<b>37.5</b>

### Basic Refrigeration Training Skills

#### APPLIANCE ELECTRICAL THEORY

- How to check components with a meter

#### REFRIGERATION

- Top mount, side by side, and bottom mount refrigerators
- Defrost systems
- Proper electrical & plumbing requirements
- Ice makers
- Water and ice dispensers
- Electronic controls
- Proper sealed system repairs
- Use of torch and high temperature braze
- Diagnosing of sealed system
- Damper controls
- Fast, efficient, & safe way to defrost evaporator coils

#### National Certification Testing

- EPA Certification

## Basic Laundry (1 Week Program)

**Includes Student Housing**

### *SEQUENCE OF COURSES AND CLOCK HOURS*

Basic Electrical Theory	6
Gas and Electric Dryers	12
Top and Front Load Washers	10
Boot Camp	7
Hot Water Heaters	1
LP Conversion	1
<b>Total Clock Hours</b>	<b>37</b>

### Basic Laundry Training Skills

#### APPLIANCE ELECTRICAL THEORY

- As it applies to laundry products

#### GAS DRYERS

- Repair and Diagnostics

#### ELECTRIC DRYERS

- Repair and Diagnostics

#### TOP LOAD WASHERS

- Repair and Diagnostics

#### FRONT LOAD WASHERS

- Repair and Diagnostics

#### BOOT CAMP

- Interactive, hands-on training on boot removal and replacement

#### LP CONVERSION

- Proper conversion to and from LP and natural gas



# Appliance Electrical Theory and Microwaves (1 Week Program)

Includes Student Housing

## SEQUENCE OF COURSES AND CLOCK HOURS

Electrical Theory Lecture	8
Correct Meter Usage	7
Ohm's Law in Appliance Repair	3
Circuit Building	2
Reading Wiring Diagrams	4
Correct Outlet Testing	6
Microwave Diagnostics	6
Microwave Repair	5
<b>Total Clock Hours</b>	<b>40</b>

## Appliance Electrical Theory and Microwaves Training Skills

### APPLIANCE ELECTRICAL THEORY

- Correct meter usage
- Ohm's Law in appliance repair
- Circuit building
- Reading wiring diagrams
- Correct outlet testing

### MICROWAVES

- Microwave diagnostics
- Microwave repair
- Fast, efficient, & safe way to defrost evaporator coils

## Class Dates - Student Housing Included

Basic Refrigeration	1 Week	04/08/19	04/12/19
Basic Appliance Repair	3 Week	04/29/19	05/17/19
Basic Laundry	1 Week	06/03/19	06/07/19
Basic Refrigeration	1 Week	06/17/19	06/21/19
Basic Appliance Repair	3 Week	07/15/19	08/02/19
Basic Appliance Repair	3 Week	08/12/19	08/30/19
Basic Appliance Repair	3 Week	09/09/19	09/27/19
Basic Appliance Repair	3 Week	10/7/19	10/25/19
Basic Appliance Repair	3 Week	11/04/19	11/22/19
Basic Appliance Repair	3 Week	12/02/19	12/20/19

*Classes marked with an \* start on a Tuesday – time will be added to those class dates to make up for the lost day.*

**Enrollment closes at midnight on the Friday before class starts, or when all available seats have been taken.**

# How to Register

Register at [training.fredsappliance.com](http://training.fredsappliance.com)

## Tuition & Fees for Basic Appliance Repair - 120 Clock Hours

<b>Student Housing Fee .....</b>	<b>- FREE -</b>
Registration Fee .....	\$--0.00--
Tuition .....	\$4300.00
Total Cost .....	\$4300.00

*Total projected cost of program at current rates for Tuition and Registration Fee alone: \$4300.00*

## Tuition & Fees for Basic Refrigeration - 37.5 Clock Hours

<b>Student Housing Fee .....</b>	<b>- FREE -</b>
Registration Fee .....	\$--0.00--
Tuition .....	\$2150.00
Total Cost .....	\$2150.00

*Total projected cost of program at current rates for Tuition and Registration Fee alone: \$2150.00*

## Tuition & Fees for Basic Laundry - 37 Clock Hours

<b>Student Housing Fee .....</b>	<b>- FREE -</b>
Registration Fee .....	\$--0.00--
Tuition .....	\$2150.00
Total Cost .....	\$2150.00

*Total projected cost of program at current rates for Tuition and Registration Fee alone: \$2150.00*

## Tuition & Fees for Appliance Electrical Theory & Microwaves - 40 Clock Hours

<b>Student Housing Fee .....</b>	<b>- FREE -</b>
Registration Fee .....	\$--0.00--
Tuition .....	\$2150.00
Total Cost .....	\$2150.00

*Total projected cost of program at current rates for Tuition and Registration Fee alone: \$2150.00*

## Fees

### Tuition

Tuition must be paid in full when registering before the first day of class. Tuition and fee charges are subject to change at the schools' discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Computer Fees

Unless specified computer fees are not included in the cost of this program.

### Payment Options

Payment can be made on-line by credit card.

## Housing

Housing is provided free of charge to our students. Accommodation information can be found at [academy.fredsappliance.com/freds-flats/](http://academy.fredsappliance.com/freds-flats/)

## Prerequisites and Eligibility

Registration is open to any adult over the age of 18. Students are required to be able to lift fifty (50) pounds. Students must have a laptop with a Windows operating system and Internet Explorer or Edge browser. Students must have a personal or company email that they can access remotely. Students must complete their Orientation before attending; details will be emailed to them when their registration is complete.

## Grading System

Due to the nature of the program a traditional grading system is not used. Students are issued a certificate of completion when the graduating criteria have been met. Students must have an average of 75% or better to pass the course. Graded assignments may be turned in late with a 10-point penalty for each day late: assignments will not be accepted after the fourth day they are due. Students may not use class time to work on a late assignment. Attempts to do so will result in a zero for the late work. In the case of excused absences, you have two extra days for each excused absence not counting the day of your return.

Grade	Minimum	Maximum
A	93.72	100
B	87.48	93.71
C	81.24	87.47
D	74.45	81.23
F	0	74.44

## Leave/Absence/Tardiness/Makeup Work

Because of the nature of the course it is not possible to take a leave of absence; the course must be completed in one 3-week setting or 1-week setting, depending on the course. Students missing more than 1.5 days will not be issued a certificate from the Academy. Tardiness will not be tolerated; class will not be held up or time spent reviewing what has been missed. Makeup work will be issued at the instructor's discretion.

In the event of an observed holiday, inclement weather, an instructors' illness, or any other unforeseen circumstances that may cause interruption to normal class schedule a Saturday or Sunday may be used as a makeup day at the school's discretion.

## Conduct Policy

Fred's Appliance Academy shall not be held liable for any injury to individuals while on Fred's Appliance Academy, LLC, Fred's Appliance, LLC, or Gene Sr., LLC properties or any loss and/or damage to an individual's property that may occur while on Fred's Appliance Academy, LLC, Fred's Appliance, LLC, or Gene Sr., LLC properties.

All students are responsible for following safety codes and procedures related to the course. Students are expected to respect and adhere to school policies and course regulations. All students enrolled in any program at Fred's Appliance Academy are expected to display good conduct and self-discipline. Suspension or Termination and Probationary Period Policy.

## Suspension or Termination and Probationary Period Policy

Students may be suspended or terminated from the Academy for reasons including unsatisfactory work, attendance or disciplinary issues. If during the first week the instructor recognizes that the student has not completed coursework, as outlined in the Satisfactory Academic Progress section, the instructor may send the student home at his or her own expense (or his or her employer's expense). To be allowed re-entry into the program, students will need to re-register and seek permission of instructor. No refunds will be given for students who have been suspended or terminated.

## VA-CH31 Policy

In accordance with Veterans Benefits and Transition Act of 2018, Public Law (Pub.L.) 115-407 and 38 U.S.C. § 3679(e):

- a.** Once we receive a valid VA authorization, such as a VAF 28-1905 for VR&E beneficiaries, we will permit the covered individual to attend or participate in the approved course(s) while awaiting payment from the VA for a period of 90 days from the date the facility submits a valid invoice for tuition/fees (T&F) to VA.
- b.** We will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries or other institutional facilities; or require any covered individual to borrow additional funds due to delayed T&F payments from the VA.
- c.** However, we require that a valid VA authorization, such as a VAF 28-1905 form for VR&E beneficiaries, be provided no later than the first day of a course(s) for a covered individual to participate in the course(s). A VA authorization will not be accepted after the first day of a course, and therefore, a SM/V will not be able to participate in the course(s) if the authorization is not received by the first day.

## Cancellation and Refund Policy

The enrollment agreement may be canceled within five days after the date of signing provided that the school is notified. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes, or if the classes are scheduled to begin in four days or less. If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 332-1-10.1.

There is one (1) academic term for this program which is: 120 clock hours in length (Basic Appliance Repair), or 37.5 clock hours in length (Basic Refrigeration), or 37 clock hours in length (Basic Laundry) or 40 clock hours in length (Appliance Electrical Theory and Microwaves).

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code 332-1-10.0:

- (i.) A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for the registration fee.
- (ii.) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (iii.) A student who starts class and withdraws before the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (iv.) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus registration fee.
- (v.) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the student is able to determine that the student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Students will be notified of a canceled session on or before the 30th day prior to the session start date.

## Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll-free 877-275-4219.

## Satisfactory Academic Progress (SAP)

The Fred's Appliance Academy Basic Appliance Repair Program is 120 clock hours. Satisfactory progress is evaluated every week throughout the program. The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

The student's hands-on participation in the classroom and in the lab, along with completion of required reading will be used to determine the student's qualitative progress. The minimum required is 75% at the end of each evaluation period. Incomplete grades are not given. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will not receive a certificate of completion. Students who withdraw from the program will not be eligible to complete the ASF and NASTEC certification tests.



## Transfer and Readmitted Students

Transfer students from outside Fred's Appliance Academy will be evaluated qualitatively only on work completed while at the Academy. The maximum time frame is not reduced for transfer students. The maximum time frame may be reduced for readmitted students with Instructor and School Director approval.

## Academic Probation

If a student fails to meet the cumulative 90% attendance or the 75% evaluation average for any evaluation period, or both, he or she will be placed on probation for the next evaluation period. Failure to achieve 90% attendance or the 75% evaluation, or both, at the end of the probation period will result in the administrative withdrawal of the student. Students (and their employer, if applicable) will be notified in writing when they are placed on academic probation and the steps necessary to be removed from academic probation status. Students will also receive attendance or academic counseling from the School Director, as appropriate, when they are placed on academic probation. Fred's Appliance Academy will notify a student in person, in writing, if he or she is being administratively withdrawn for unsatisfactory academic progress. If applicable, the student's employer will be notified by phone or email, and by certified letter.

## Appeal

The student may submit a written appeal of his or her dismissal within 2 calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to complete the program within the maximum time frame allowed.

The School Director will assess all appeals and determines whether the student may be permitted to continue in school or a probation status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of Fred's Appliance Academy's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at every evaluation period thereafter, the student's academic status will be reviewed. The student may continue probation if he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until satisfactory academic progress is regained. The student regains satisfactory progress status by meeting the minimum SAP standards.

## Non-Discrimination and EEO

Fred's Appliance Academy affirms that no person shall, based on sex, race, religion, color, national origin be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any educational program, employment opportunities or activities conducted under its auspices. This shall extend to employees therein and admissions thereto.

## Accessibility

We want to foster inclusive excellence by facilitating engaging learning spaces that invite multiple perspectives and identities, which builds the competencies and skills. We can offer Adaptive Computing Technology Consultations and Alternate Format Consultations. There is no fee associated with the consultation. You are responsible for any purchases. Consultations are available at Fred's Appliance Academy campus.

## Safety

Some areas of the program require protective clothing and/or safety equipment. It is mandatory that students wear or use this equipment in every hands-on class; this includes safety glasses. No sandals, open-toe shoes, or shorts will be permitted.

## Alumni

Fred's Appliance Academy is proud of our graduates, and we would like to hear from our alumni.

Let us know where you are now and what you are doing by joining Fred's Appliance Academy's Alumni.

This is a great way to keep in touch with former classmates and stay updated on the Academy's current and future activities. It's also a great way to get technical advice from prior students and the instructors.

Please join us at Facebook - Fred's Appliance Academy Alumni

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