

# Ford's RV Training Center Catalog

## Date of Issue January 1, 2018

### **ADMISSIONS POLICIES & PROCEDURES**

#### STATEMENT OF NON-DISCRIMINATION

Ford's RV Training Center does not discriminate on the basis of sex, age, disability, race, creed, religion or sexual orientation in its admissions to or treatment in its programs and activities, including advertising, training, and employment. The Director is the coordinator of Title IX – the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Administrator. The Administrator must act equitably and promptly to resolve complaints and should provide a response within seven working days.

#### ADMISSION PROCEDURES & REQUIREMENTS

Applicants considering program enrollment at Ford's RV Training Center should contact the School Office. A representative will explain the entire program and answer all questions. Each applicant to FRVTC must complete an application and submit application fee. There are no pre-qualifications required for acceptance. A student, who has applied to and is accepted by the Ford's RV Training Center, must enroll a minimum of 60 days prior to the program start day. In addition, the student may postpone a class starting date up to one calendar year from initial deposit date with approval from the Director. Mitigating circumstances such as an accident, death in the family, or other such special circumstances causing the student to postpone a class within 30 days of the program start date will be addressed on a case by case basis.

#### RE-ADMISSION

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Administrator. Re-entry will be determined on a case by case basis. All reinstating students must have met all financial and class obligations prior to readmission. Additional tuition costs may be applicable without mitigating circumstances approved by the Director and/or Administrator.

#### CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND/OR EXPERIENCE

As there are no pre-requisites for the programs offered by Ford's RV Training Center, no credit will be applicable from previous training, education, and/or experience.

#### PROGRAM PERFORMANCE INFORMATION

Any student or prospective student may obtain from the Kentucky Commission on Proprietary Education information regarding each program's enrollment, completion rate, placement rate and pass rate of graduates on any program. Kentucky Commission on Proprietary Education, Capital Plaza Tower, Room 303, 500 Mero Street, Frankfort, KY 40601, phone (502) 564-4185.

## TRANSCRIPT REQUESTS

Upon request, FRVTC will forward a student's official transcript to the student, another school or an employer after graduation. One free copy will be provided upon completion of the program. There is a \$10.00 fee for any subsequent request of transcripts and a \$10.00 fee for copies of the certificate. Requests must be submitted in writing to the Administrator and include students full name, approximate attendance dates, student signature, name and address of the person or entity where the transcript and/or certificate is to be sent.

## **ADMINISTRATIVE POLICIES & PROCEDURES**

### CANCELLATION OF CLASSES

In the event of inclement weather, training may be canceled or delayed. Call the school regarding any delays or cancellations.

### CURRICULUM, POLICIES & PROCEDURES REVISIONS

Since Ford's RV Training Center periodically reviews, updates and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, textbooks, toolkits along with policies and procedures contained in this Catalog.

### DRUG FREE POLICY

Ford's RV Training Center maintains a drug-free workplace and school for its employees and students. Specific policy information is available upon request.

### DRESS CODE

FRVTC maintains a dress code that encourages both safety and professionalism. As all courses include a "hands-on" approach, students should dress appropriately for that course. Inappropriate clothing depicting profanity, vulgarity, obscenity, or violence; as well as promoting the use or abuse of drugs or alcohol is prohibited. Footwear should also be appropriate for the "hands-on" approach used in all courses. Sandals are prohibited.

### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their Instructor. Unresolved complaints should be made to the Administrator. Written responses will be available to the student within seven working days. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider filing a complaint with the Kentucky Commission on Proprietary Education. Each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## WITHDRAWAL REFUND AND REPAYMENT POLICY

The school realizes that conditions arise that cause changes in plans and attitudes of prospective enrollees and students. Under such circumstances, provisions for cancellation should be made. Therefore, please consider the following methods of cancellation and the school's refund policy:

Cancellation may be made in person with signed, hand delivered withdraw notice, by electronic mail, by Certified Mail or by termination in writing.

Full Refund - A full refund of all tuition paid to the School will be made if:

1. The applicant is not accepted by the school.
2. KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov)

### Partial Refund

A partial refund of tuition paid to the School will be made if:

1. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
2. Cancellation after completing 50% of the program will result in no refund.
3. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.

Refunds will be made within forty-five (45) days of the occurrence of the above.

Please note that the application fee and deposit are non-refundable and are therefore not subject to the above stated policy.

## **ACADEMIC POLICIES**

### CLASS SCHEDULING

The RV Absorption Refrigeration Reconditioning Program is offered on the following schedule:

8:00 a.m. to 5:00 p.m., Monday through Friday

(40 hours per week / 1 total week / 40 total hours required to obtain Level 1 Certification)

(40 hours per week / 2 total weeks / 80 total hours required to obtain Level 2 Certification)

(40 hours per week / 3 total weeks / 120 total hours required to obtain Level 3 Master Certification)

## CLASS SIZES

The number of students assigned to each class is based on a student teacher ratio that provides adequate time allocation to each individual in classroom lecture and hands-on shop practical training. The maximum student to instructor ratio is 4:1.

## GRADING

Instructor progress reports are verbally given to each student at the end of each segment so that they are aware of their progress. Upon completion of training, grades are verified and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by written exams, shop projects (practical) and professionalism. For purposes of comparison, the relationship between numerical and letter grades is shown below.

### GPA Conversion

A = 95 - 100% 4.0

B = 90 – 94% 3.0 – 3.9

C = 87 – 89% 2.0 – 2.9

F = Below 87% Failure (F)

## ACADEMICS

Students are required to achieve at least an 87% grade point average to obtain certification. Students who do not achieve the required academic minimum and are not given certification are given the opportunity to obtain certification based upon the Director's discretion.

## ATTENDANCE

Students are required to have regular attendance. Due to the intense nature of the program, absences are highly discouraged and students with excessive absence are subject to failure in obtaining certification. Make-up work will be addressed on a case by case basis.

## TARDINESS/EARLY DEPARTURE

The school discourages lateness and early departure. All students are expected to be in class at the time instruction is scheduled to begin. Excessive tardiness may result in failure to obtain certification.

## CLOCK HOUR/CREDIT HOUR

A clock hour is defined as 50 minutes of instruction per hour. One credit is awarded for each hour of classroom lecture or shop. Credits earned are for determining progress towards program completion only; and the credits are not necessarily transferable and in most cases will not transfer to another private career school or collegiate institution.

# **STUDENT CONDUCT AND DISCIPLINE**

The following statements define some behaviors that are not in harmony with the educational goals of Ford's RV Training Center:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials and institute property.
- Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- Theft or damage to property of Ford's RV Training Center; using or attempting to use school property in a manner inconsistent with its designed purpose. This includes any surveillance equipment.
- Unauthorized entry to; or use of; or occupation of school facilities.
- Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
- Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devices prohibited by law.
- Disorderly or lewd conduct, indecent or obscene conduct or expression.
- Violation of federal, state and local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which a violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school)
- Allowing access to the school to unauthorized persons.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.
- Conviction of a crime in which is of a serious nature. Upon filing of charges in court involving an offense of a serious nature; and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in court.
- Refusal to abide by the student dress code policy
- Speaking negatively about a fellow classmate or employee of the school, encouraging rumors about the school or other students.

Violation of the fore-listed areas of conduct may subject the student to dismissal

# OVERVIEW OF PROGRAMS

## GENERAL INFORMATION

Ford's RV Training Center offers programs designed to prepare students in the shortest time possible for technical positions in industry as well as the creation and implementation of new businesses and/or new services to an existing business. The approved programs and awards are as follows:

<u>Program</u>	<u>Award</u>
RV Absorption Refrigerator Reconditioning	Certificate

## EQUIPMENT BY PROGRAM

The following is a list of the major equipment used in the program:

1 Oxyacetylene torch	2 Ford's RV Charging Wrenches
3 RV Absorption Refrigerators Complete	1 Ford's RV Leak Check Manifold
3 RV Absorption Refrigerator Cooling Units	1 MIG Welder
1 Ford's RV Charging Board Model # SSCB-1113	1 Air Compressor

### RV ABSORPTION REFRIGERATOR RECONDITIONING Certificate Programs 40.00-120.00 Credits, 40-120 Hours

## OBJECTIVES

This program is designed to provide graduates with the skills required to properly diagnose and repair absorption refrigerators. The program covers in practice and theory the requirements for diagnosing, repairing and installing RV absorption refrigerators, cooling units, testing, and urethane installation as well as an understanding of RV absorption refrigerator parts and accessories. Graduates should be able to provide service and repair of RV absorption refrigerators as part of an existing or stand alone business.

## CERTIFICATION PROGRAM OUTLINE

<u>Course #</u>	<u>Course</u>	<u>Total Hours</u>	<u>Lab Hours</u>	<u>Theory Hours</u>	<u>Credits</u>
R101	RV Absorption Refrigerator Reconditioning	40	28	12	40
(Optional) R102	RV Absorption Refrigerator Controls	8	8	0	0
	<b>Totals:</b>	<b>48</b>	<b>36</b>	<b>12</b>	<b>40</b>

## LEVEL 2 CERTIFICATION PROGRAM OUTLINE

<u>Course #</u>	<u>Course</u>	<u>Total Hours</u>	<u>Lab Hours</u>	<u>Theory Hours</u>	<u>Credits</u>
R103	RV Absorption Refrigerator Reconditioning	80	60	20	80
	<b>Totals:</b>	<b>80</b>	<b>60</b>	<b>20</b>	<b>80</b>

## MASTER CERTIFICATION PROGRAM OUTLINE

<b>Course #</b>	<b>Course</b>	<b>Total Hours</b>	<b>Lab Hours</b>	<b>Theory Hours</b>	<b>Credits</b>
R104	RV Absorption Refrigerator Reconditioning	120	90	30	120
	<b>Totals:</b>	<b>120</b>	<b>90</b>	<b>30</b>	<b>120</b>

## COURSE DESCRIPTION

### RV Absorption Refrigerator Reconditioning Courses

#### **R101 RV Absorption Refrigerator Reconditioning**

This course will provide a complete overview of the absorption refrigerator reconditioning process based upon The Ford Procedures. Shop and safety operations, tools, troubleshooting fundamentals, and fundamentals of controls used in RV absorption refrigerators, theory of operation, repair, testing procedures, and recharging of cooling units will be covered in this course. Consists of a written and practical exam.

#### **R102 RV Absorption Refrigerator Controls**

This course will provide a basic knowledge of the controls used in RV absorption refrigerators that goes beyond the required knowledge obtained in R101 RV Absorption Refrigerator Reconditioning. Theory, troubleshooting, resetting, repair and replacement of controls used in RV absorption refrigerators will be covered in this course. Please note that this course does not provide credit hours toward graduation and is not required but is made available for the further benefit of students in this program.

#### **R103 RV Absorption Refrigerator Reconditioning – Controls & Components– Customer Interaction**

This course will provide everything from the R101 and the R102 along with customer interaction, and a more in depth study of refrigerator controls and components, basic LP and 12 volt service and continued practice on comprehensive diagnostics and repair of the RV refrigerator cooling unit based on the Ford Procedures. Student will observe and participate in interaction with customers, manufacturers, distributors, etc. Student will perform diagnostics and repairs in shop and in the field. This course consists of classroom and practical with a written and practical exam.

#### **R104 Advanced RV Absorption Refrigerator Reconditioning – Controls & Components– Customer Interaction**

This revision will provide everything found in the R101, R102, and R103. Student will receive continued training on the objectives from weeks 1 and 2 with the addition of solo interaction with the customer, manufacturers, parts distributors etc. Student will complete RV refrigerator and cooling unit repairs based on the Ford Procedures while being observed by instructor. Student will also receive instruction on bookkeeping, computer graphics for advertising, and marketing during classroom training. This course consists of classroom and practical with a written and practical exam.

# Program Start and End Dates January 2018 – December 2018

## RV Absorption Refrigerator Reconditioning

Each Class Start Date	R101 End Date	R102 End Date	R103 End Date	R104 End Date
July 9, 2018	July 13, 2018	July 16, 2018	July 20, 2018	July 27, 2018
August 6, 2018	August 10, 2018	August 13, 2018	August 17, 2018	August 24, 2018
September 10, 2018	September 14, 2018	September 17, 2018	September 21, 2018	September 28, 2018
October 8, 2018	October 12, 2018	October 15, 2018	October 19, 2018	October 26, 2018
November 5, 2018	November 9, 2018	November 12, 2018	November 16, 2018	No Classes
December	No Classes	No Classes	No Classes	No Classes
January	No Classes	No Classes	No Classes	No Classes
February 5, 2018	February 9, 2018	February 12, 2018	No classes	No classes
March 5, 2018	March 9, 2018	March 12, 2018	March 16, 2018	March 23, 2018
April 9, 2018	April 13, 2018	April 16, 2018	April 20, 2018	April 27, 2018
May 7, 2018	May 11, 2018	May 14, 2018	May 18, 2018	May 25, 2018
June 4, 2018	June 8, 2018	June 11, 2018	June 15, 2018	June 22, 2018

## School Holidays

(Note: School office may be closed and no training courses will be conducted on the following dates)

First Week of April  
 Fourth of July  
 Labor Day  
 Thanksgiving  
 Christmas

New Years  
 Martin Luther King Day  
 Presidents Day  
 Memorial Day

## Program Schedule of Fees

### Course R101

Ford Procedures Manual	\$ 29.95
Application Fee (non-refundable)	\$ 120.00
Tuition	\$3800.00
Books (RV Electrical Systems Manual, RV Propane Systems, RV Refrigerators Digital format-Average Joe's RV Refrigerator)	\$ 19.95

FRVR-CTK1- Customized Tool Kit \$5883.00

(Consists of 1-SS-1113 Charging Board, 1-SSCW-116 Charging Wrench  
 1-SSLCW-116 Leak Check Wrench, 2-Hydrometers, 1- Formula Chart,  
 1-Stainless Steel Charge/Discharge Hose, 6-Norcold valves with stems  
 1- Training Packet of Industry Information, 1 lb. - Sodium Dichromate,  
 1 oz.- Phenolphthalein, 1-150 lb. safety pop-off valve, 20 ft. foil backing,  
 1 36" Cut- Stainless Steel Saw

**Total \$9852.90**

Other (Optional R102 Course Fee) \$ 680.00



**Total with R102 Course** **\$10,532.90**

**NOTE: Application fee and a deposit of \$200.00 (non-refundable) required to secure a training date.**  
**Course R103**

Ford Procedures Manual	\$ 29.95
Application Fee (non-refundable)	\$ 120.00
Tuition	\$7,600.00
Books (RV Electrical Systems Manual, RV Propane Systems, RV Refrigerators Digital format-Average Joe's RV Refrigerator)	\$ 19.95

**FRVR-CTK1- Customized Tool Kit** **\$5,883.00**

(Consists of 1-SS-1113 Charging Board, 1-SSCW-116 Charging Wrench  
1-SSLCW-116 Leak Check Wrench, 2-Hydrometers, 1- Formula Chart,  
1-Stainless Steel Charge/Discharge Hose, 6-Norcold valves with stems  
1- Training Packet of Industry Information, 1 lb. - Sodium Dichromate,  
1 oz.- Phenolphthalein, 1-150 lb. safety pop-off valve, 20 ft. foil backing,  
1 36" Cut- Stainless Steel Saw

**Total** **\$13,652.90**

**NOTE: Application fee and a deposit of \$400.00 (non-refundable) required to secure a training date.**

**Course R104**

Ford Procedures Manual	\$ 29.95
Application Fee (non-refundable)	\$ 120.00
Tuition	\$11,400.00
Books (RV Electrical Systems Manual, RV Propane Systems, RV Refrigerators Digital format-Average Joe's RV Refrigerator)	\$ 19.95

**FRVR-CTK1- Customized Tool Kit** **\$5,883.00**

(Consists of 1-SS-1113 Charging Board, 1-SSCW-116 Charging Wrench  
1-SSLCW-116 Leak Check Wrench, 2-Hydrometers, 1- Formula Chart,  
1-Stainless Steel Charge/Discharge Hose, 6-Norcold valves with stems  
1- Training Packet of Industry Information, 1 lb. - Sodium Dichromate,  
1 oz.- Phenolphthalein, 1-150 lb. safety pop-off valve, 20 ft. foil backing,  
1 36" Cut- Stainless Steel Saw

**Total** **\$17,452.90**

**NOTE: Application fee and a deposit of \$600.00 (non-refundable) required to secure a training date.**

**DIRECTORY OF SCHOOL PERSONNEL**

Co-Owner / Director / Lead Instructor	Roger D. Ford
Co-Owner / Administrator / Instructor	Onna Lee Ford