

## PROGRAM ADMISSIONS and ENROLLMENT PROCESS

Welcome! We're here to help you start your career in HVACR.

1. Students should be 18 years or older. Submitting your enrollment for a program validates that you are at least 18. If you are not yet 18, please email [info@hvacredu.net](mailto:info@hvacredu.net) before enrolling.
2. It is recommended that students are employed in the HVACR industry; OR that they make arrangements with an HVACR industry professional who can supervise the practical application of competencies, provide hands-on work experience, OR that you have the use of a learning lab throughout the program. If you do not yet have these arrangements, you are encouraged to make some local contacts. If you cannot find a placement, please let us know so we can help you locate a situation in your area.
3. Students need frequent reliable access to a computer with high speed internet and need to allow sufficient time (6 hours or more per week) to devote to learning.
4. Complete this self-assessment: ["Is Online Learning Right for You"](#) that will help you think about what you need to prepare for learning online.
5. Select the Program of your choice and be prepared to pay in full or to make a down payment (if you select the Pay-as-you-go plan) with a credit or debit card. Your employer may want to pay for all or part of your enrollment as your on-the-job-training program. Or your employer may reimburse you for all or part of your enrollment after you successfully complete the program. If your employer pays for your enrollment, HVACRedu.net will provide your activity and progress reports (when requested) to your employer.
6. Complete the Program Enrollment Information:
  - student's first and last name, mailing address, email, and phone; and
  - your employer's company title, contact person's first and last name, email, and phone
7. Proceed to the payment page and complete (choose pay in full, or pay-as-you-go).
8. Once your purchase is processed, Student Services will email a welcome letter with your User Name and Password along with instructions for logging into the campus. Check your email and save it.
9. As soon as you can, log into the campus and complete your "Program Pre-Assessment" that will provide us with your Computer, English, and Math readiness. Whatever your score, it's fine. There is no pass or fail.
10. Your Program begins with an orientation with one of our faculty. The Orientation information will be provided to you in your email welcome letter. Please complete and submit #9 above before your orientation, as your faculty may want to discuss this with you.
11. You do not need to wait until your Orientation is completed to start your first course. And you do not need to wait for your textbook (if there is one). The time starts ticking on your enrollment period the day we email your welcome letter, so you'll want to get started.
12. Once you begin studying online, you may ask questions or get assistance by emailing your instructor or Student Services. We are here to support your educational success.