



CAREER TRAININGSCHOOL

Phone: (713)-269-3288



Catalog Volume [2.1]



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SCHOOL HISTORY, ACCREDITATIONS, AND APPROVALS



HISTORY

Career Training School (CTS) started between two industry professionals. Each brings to the school a different, but extremely important facet towards our educational philosophy. As a business owner and HVACR Contractor, Mohibbur Rehman brings a sense of professionalism and a drive for students to see the importance of timely completion and customer satisfaction. Shawn Gibson, with 27 years of field service experience, brings technical knowledge and a strive for safety. Combined, our experience allows us to focus on exactly what is needed in an apprentice candidate.

APPROVALS

Approved and Regulated by the Texas Workforce Commission, Career Schools, and Colleges; Austin, Texas

- 6800 BINTLIFF DR. # F, HOUSTON, TX 77074
(713) -269-3288

Career Training School (CTS) is a 1,000 square foot facility encompassing administrative offices, classrooms, and a lab training area. We have up-to-date and relative HVACR equipment and tools specific to the mechanical trade as well as various workplace equipment and computers dedicated for student use.

MISSION STATEMENT

Our mission is to train individuals with an employable skillset that exceeds the demands for entry-level career positions, allowing students an opportunity for personal growth and success.



MANAGEMENT

Teamwork Network Inc.
CareerTrainingSchoolTexas@gmail.com

Owner

Mohibbur Rehman

President / Representative / Instructor

- Careertrainingschooltexas@gmail.com
- Qualified HVACR Instructor with 29 years of industry experience
- Universal EPA Certified

Anita Rehman

School Director

- S5494Director@gmail.com
- Bachelor of Business Administration Management, University of Houston

STAFF

Hena Rehman

Office Manager

- admissions@careertrainingschool.com

Shawn Gibson

Lead Instructor

- Featherstone.cts@gmail.com
- HVACR Technician Graduate, Hartzog Trade School, May 1994.
- Qualified HVACR Instructor with 20 years of industry experience.
- Universal EPA Certified

VISION

The primary goal of the Career Training School is to bridge the gap between employer, educator, and student by developing authentic relationships for the industries we train for. We are committed to delivering our community valued and employable individuals with our fast-track training supported by a certified up-to-date curriculum. Our success is ultimately defined by the success of students and through employer satisfaction.

VALUES AND PHILOSOPHY

- The student's success comes first.
- Standards of excellence are always adhered to by staff and students.
- The industry changes and trends are acknowledged and incorporated continuously.
- An open-door policy for employers and students is always welcome within regular business hours.
- There is a zero tolerance for breach of conduct for both student and staff.
- Every available known effort will be made to assist students with training and attendance impediments.
- Smiles are contagious and laughter in a positive manner will be encouraged.

HOURS OF OPERATION OFFICE

Monday – Thursday | 9:00 am to 5:00 pm



Day Class | 6 Weeks, 180 Hours

Monday–Thursday: 9:00 am to 4:30 pm		
•	09:00 am to 10:00 am	Instruction
•	10:00 am to 10:10 am	Break
•	10:10 am to 12:30 pm	Instruction
•	12:30 pm to 1:00 pm	Lunch Break
•	1:00 pm to 3:00 pm	Instruction
•	3:00 pm to 3:10 pm	Break
•	3:10 pm to 4:30 pm	Instruction

7.5 Instructional Hours per Day

Total 180 hours.

**Daily Homework, equal to 2.5 hours per week or 20 hours total*

Evening Class | 9 Weeks, 180 Hours

Monday–Thursday: 5:30 pm to 10:30 pm		
•	5:30 pm to 7:30 pm	Instruction
•	7:25 pm to 7:40 pm	Break
•	7:45 pm to 9:30 pm	Instruction
•	9:25 pm to 9:40 pm	Break
•	9:45 pm to 10:30 pm	Instruction

5 Instructional Hours per Evening

Total 180 hours.

**Daily Homework, equal to 2.5 hours per week or 20 hours total*

Weekend Class | 18 Weeks, 180 Hours

Friday: 5:30 pm to 10:30 pm		
•	5:30 pm to 7:30 pm	Instruction
•	7:25 pm to 7:40 pm	Break
•	7:45 pm to 9:30 pm	Instruction
•	9:25 pm to 9:40 pm	Break
•	9:45 pm to 10:30 pm	Instruction

5 Instructional Hours per Evening

Saturday: 9:00 am to 2:00 pm		
•	9:00 am to 9:50 am	Instruction
•	9:50 am to 10:00 am	Break
•	10:00 am to 12:00 pm	Instruction
•	12:00 pm to 12:30 pm	Lunch
•	12:30 pm to 2:00 pm	Instruction

5 Instructional Hours per Day

Total 180 hours.

**Daily Homework, equal to 1.25 hours per week or 20 hours total*



ENROLLMENT REQUIREMENTS

To ensure the continuing success of our student graduates, Career Training School requires the following minimum competency to be met prior to enrollment.

- Present valid government issued photo identification.
- Interview with an admissions representative.
- Demonstration of English competency including reading, writing, and verbal skills such that the student can become an employable candidate.
- Express time available as well as motivation to attend all classes, labs, and, internship hours as required.
- A level of mechanical ability to allow the student to succeed and understand the material presented to him/her, as well as being able to secure credible employment upon course completion/graduation.
- Student Candidate must possess or be able to easily obtain a valid TX driver's license.
- Student Candidate must be able to pass a criminal background check required by most contractors.
- Student Candidate must be able to pass a random Drug Screen test as required by most contractors.
- Student must establish satisfactory financial stability in order to maintain enrollment as a student for the duration of his/her curriculum.
- All financial arrangements regarding tuition etc. to be finalized prior to start of first class.
- Present proof of secondary education (High School diploma or GED certificate)

STUDENT CODE OF CONDUCT

The student code of conduct is a list of rules that apply to every enrolled individual while on campus. Career Training School has a zero tolerance for major infractions and students violating these rules will be asked to leave the campus immediately. A student terminated for Major Code Infractions are terminated immediately. Non-Major infraction are handled as follows:

- First offence student is given a reprimand.
- Second offence or a repeated offence - student is placed on probation.
- Third offence or a second repeated offence - student is suspended.
- Any further offence - student is dismissed/expelled a partial refund of tuition will be given. Student expelled for non-major infractions may petition the school director in writing for readmittance.



DISCIPLINARY DEFINITIONS

Reprimand:	A verbal or written warning implying that any further infractions of school rules will result in probation.
Probation:	Written warning for a specified period implying that any further violations or infraction of school rules will result in Suspension.
Suspension:	The withdrawal of a student from class for a specified period of time.

MAJOR CONDUCT INFRACTIONS

- 1. DRUG/ALCOHOL:**
Possession or use of Alcohol and/or illegal drugs on campus will not be tolerated.
- 2. AGGRESSIVE/ABUSIVE BEHAVIOR:**
Any fighting, aggressive arguing, or disruptive behavior will not be tolerated.
- 3. SEXUAL HARASSMENT:**
Unwelcome advances or inappropriate behavior of suggestive or sexual nature will not be tolerated.
- 4. THEFT OR VANDELISM:**
If caught, you will be prosecuted to limit of the law.
- 5. ACADEMIC DISHONESTY:**
Most tests are open book, thus there should be no need to cheat or copy. If you're caught doing so, you will be excused immediately and a failing grade for that test or quiz will be recorded.

CODE OF CONDUCT

- 1. DRESS CODE:**
 - No open toed shoes, sandals, or flip flops
 - No vulgar or explicit printed t-shirts
 - No sagging pants
 - Personal hygiene/appearance needs to be maintained
- 2. Students will come to class on time or call/text their instructor in case of a tardy or absence.**
- 3. Break times and meal times will be adhered to strictly.**
- 4. Cell phones will be silenced and their use limited to emergency calls only.**
 - Ear buds are prohibited
- 5. Housekeeping: Please pick up your own trash and dispose of it in receptacles.**
- 6. Vulgar language should be left outside the campus.**
- 7. Students are expected to maintain a level of integrity concurrent with employment requirements. Lying, falsifying, or omitting issues regarding background can result in student termination in accordance with school policies.**



ATTENDANCE POLICY

All students must complete the entire time to the minute for each course of study. Any time missed must be made up. If more than 15% is missed in the program, the student will be terminated and allowed to petition for re-enrollment. Students are required to submit a request to their instructor to make up time, and all time that is not completed must be done prior to graduation.

1. An absence shall be charged for a full day when the student attends none of the scheduled class on that day. A partial day of absence shall be charged for any period of absence during the day.
2. School holidays such as July 4th, Thanksgiving, etc., shall not be considered days of absence.
3. Students terminated may be eligible for enrollment at the next available class session start. There is a \$25.00 fee for enrollment of a student who was terminated. Students who are allowed to enroll after termination or withdrawal will pay the tuition rate in effect at the time of the new enrollment. Students readmitted must meet with a school official prior to starting classes.

MAKE-UP WORK:

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

1. Be supervised by an instructor approved for the class being made up.
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
3. Be completed within two weeks of the end of the grading period during which the absence occurred.
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor.
5. Be signed and dated by the student to acknowledge the make-up session.

LEAVE OF ABSENCE:

There are no leaves of absence at Career Training School. If a student cannot attend for an extended period of time, the student must withdraw and officially apply for enrollment at a later date.

TARDINESS/EARLY DEPARTURE:

Students are required to report to the campus in advance of class starting times to ensure their presence in the classroom. Students who are marked "Tardy" or leaving classes early must make up the minutes missed in class. Instructors will record minutes missed in any class and these must be made-up in order to satisfactorily complete a course. Three (3) tardies constitute an absence.



CREDIT FOR PREVIOUS TRAINING OR WORK EXPERIENCE

Skill classes in major areas of study may require testing before credits/clock hours are allowed to transfer. Only a certain percentage of the total required clock hours may be transferred to Career Training School. Students requesting transfer of credit must submit copies of official transcripts for evaluation by the Director or other school officials. The maximum credits or clock hours that may be transferred into a program are 25%.

All transfer credits must be determined before the end of the first week of attendance at the school. Only credits/clock hours from an institution whose accrediting body is recognized by the U.S. Department of Education will be accepted provided they meet the criteria above.

ACADEMIC TRANSCRIPTS and PROGRESS REPORT

An unofficial copy of each student's transcript is available upon request by the student. Career Training School (CTS) reserves the right to withhold transcripts if the student's financial account is in arrears. Transferability of these credits is limited and rests entirely on the decision of the receiving institution. There is no guarantee that credits earned at CTS will be accepted anywhere else.

PROGRAMS OF STUDY

HVACR MAINTENANCE CERTIFICATE

The following courses are designed to teach students the basic technical skills, work ethics, and abilities necessary to obtain a job as an entry-level apprentice HVACR technician, facility maintenance or apartment maintenance.

The approximate time required to complete the program is as follows:

DAY CLASS Mon – Thurs	6 WEEKS 180 HOURS 9:00 am to 4:30 pm, 7.5 hours per day
EVENING CLASS Mon – Thurs	9 WEEKS 180 HOURS 5:30 pm to 10:30pm, 5 hours per evening
WEEKEND CLASS Friday Saturday	18 WEEKS 180 HOURS 5:30 pm to 10:30, 5 hours per evening 9:00 am to 2:00 pm, 5 hours per day



Class Code	Prerequisites	Subject Title	Subject Discription	Lecture Hours	LAB Hours	Total Contact Hours
HVCM-1	HS Diploma /GED	Basic Redrigration Theory	Refrigeratiob history, physics, chemistry & heat transfer principles	25	20	45
HVCM-1	HVCM-1	Electricity For HVACR	Simple circuits, voltage, troubleshooting & control systems	20	25	45
HVCM-1	HVCM-2	System Proterties & Measurments	Superheat, Sub-Cooling, proper charge methods, Delta-T, Humidity & indore air quality.	15	25	40
HVCM-1	HVCM-3	System Proterties & Measurments & GAS Heat	Basic PM inspection, Gas furnace safetys & system Troubleshooting	10	25	35
EPA -1	hvcM-1 -Thru hvcM3	EPA 608 Preperation Universal Certification	Course review & EPA 608 preperation for universal certification test	15		15
TOTALS				85	95	180

GRADES

Grading Scale:

Mod Homework =10%, Mod Quizzes =10%, Lab Participation = 40% Mod Final Test = 40%			
Grade	Score	Interpretation	Grade Point
A	90 – 100	Excellent	4.0
B	80 – 89	Good	3.0
C	75 – 79	Average	2.0
D	70 – 74	Below Average	1.0
F	0 – 69	Failing	0.0
I		Incomplete	0.0
W		Withdrawal	0.0

TESTING

Tests will be given at the end of each MOD. Tests may consist of both written and hands-on lab exercises. If a student no-shows/fails a test, the student will receive a failing grade for the module and the student must repeat it.

INCOMPLETES

A career school or college shall record a grade of "incomplete" for a student who withdraws during the portion of a course or program for which the student is not eligible to collect a refund if the student requests the grade at the time the student withdraws and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the course or program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program. Should a program of instruction be discontinued by the career school or college and this prevents the student from completing the program, all tuition and fees paid are then due and refundable.



WITHDRAWAL (W)

A “W” for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the course. A student with a grade of “W” cannot complete the program and will be issued a refund in accordance with the refund policy stated in the catalog. Under the Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student’s academic status, may request a grade of “I” for incomplete.

NOTE

Incomplete & Withdrawal

UNDER TEXAS EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF “INCOMPLETE” IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT’S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF INCOMPLETE MAY RE-ENROLL IN THE PROGRAM DURING THE TWELVE (12) MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

SATISFACTORY PROGRESS AND ACADEMIC PROBATION POLICIES

i. A cumulative grade average of at least 75% is required for the student to receive the course certificate. Students will receive written notification of their progress at the midpoint and end of each 6-week day class, 9-week evening class and 18-week weekend class evaluation period. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The school Lead Instructor will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student’s permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student’s enrollment will be terminated.

ii. A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student’s file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student’s enrollment will be terminated.

TUITION AND FEE’S

CLASS COST	\$5,000.00
TOOL KIT	\$500.00
REGISTRATION FEE	\$200.00
LAB FEES AND SUPPLIES	\$150.00
STUDY GUIDE	\$150.00
TUITION TOTAL	\$6,000.00



FEDERAL AID AND SCHOLARSHIPS

Currently no Federal Financial Aid is offered for the HVACR program. Scholarships are provided to students on a case-by-case basis.

Financing methods for payment of tuition and fees are due and billed in advance of the start of the course, HVACR MAINTENACE CERTIFICATE. All funding arrangements including cash payment plans, agency funding, VA benefits, and private loans must be set up prior to the student starting classes.

NSF Check Policy

A \$15 fee will be applied against a student who presents a check in payment of tuition or fees and which is returned because of insufficient funds. The student will be required to present cash or a money order to cover the charge remaining unpaid. If the bank has made an error, a signed letter from the bank on letterhead will provide an exception to this policy.

Unpaid balances to the institute may be turned over for collection to a collection agency. The student will be responsible for paying all costs of collections, attorney fees, and other charges necessary for the collection of any unpaid balance.

SCHOOL CALENDAR/STUDENT HOLIDAY SCHEDULE:

New Year's Day	January 1, 2021	Campus Closed
Memorial Day	May 31, 2021	Campus Closed
Independence Day	July 4, 2021	Campus Closed
Labor Day	September 6, 2021	Campus Closed
Veterans Day	November 25, 2021	Campus Closed
Thanksgiving	November 25–26, 2021	Campus Closed
Winter Holiday Break	December 24–25, 2021	Campus Closed



HVACR MAINTENANCE CERTIFICATE COURSE DATES

CLASS NUMBER	DAY START	DAY END	CLASS NUMBER	EVENING START	EVENING END	CLASS NUMBER	WEEKEND START	WEEKEND END
D20-05	3/22/21	4/29/21	E20-01	1/18/21	3/18/21	W20-01	4/19/21	8/07/21
D20-02	5/03/21	6/10/21	E20-02	3/29/21	5/29/21	W20-02	8/13/21	12/10/21
D20-03	6/14/21	7/22/21	E20-03	6/07/20	8/05/21			
D20-04	7/26/21	9/02/21	E20-04	8/09/20	10/07/21			
D20-05	9/06/21	10/14/21	E20-05	12/13/21	02/17/22			
D20-06	10/18/21	12/02/21	E20-06					
D20-07	12/06/21	01/13/22	E20-07					

ENROLLMENT PERIODS

Enrollment for a class is open until the day the class starts however a student may not sit in class until his full tuition has been arranged.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must complete the entire required course with a minimum GPA of 2.0 and a minimum attendance equal to 80% of all class hours (144 hours). The maximum time allowed to complete any course of study is equivalent to twice the clock hours for each class.

GRADUATION CEREMONY

A graduation ceremony will be held on the last day of class for each class.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. If the student is not scheduled for three class days during the first week, a full refund will be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.



REFUND POLICY

1. The student is not required to pay tuition during the first week of the program.
2. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.
3. The effective date of Withdrawal for refund purposes will be the earliest of the following:
 - a) The date of Withdrawal, if the student is Withdrawn by the school
 - b) The date of receipt of written notice from the student. Written notice shall be delivered electronically to careertrainingschooltexas@gmail.com, delivered in person, or mailed via USPS to school's physical address: CAREER TRAINING SCHOOL, 6800 BINTLIFF DR. # F, HOUSTON, TX 77074
 - c) The first of the following dates when the student's participation in an academically related activity cannot be documented; at the end of the first week of each academic term, at the end of the first month of each academic term, at the midpoint of each academic term, and at the end of each academic term.
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
5. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro-rated portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
6. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.



7. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "Incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school.
 - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course.
 - c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a) If tuition and fees are collected in advance of the withdrawal, a pro-rated refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
 - b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.
 - c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - I. Satisfactorily completed at least 90 percent of the required coursework for the program.
 - II. Demonstrated sufficient mastery of the program material to receive credit for completing the program.



2. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

JOB PLACEMENT ASSISTANCE

Computers, printers, and a copy machine are available to students to aid them in their job search. Students are coached in self-marketing as well as resume and cover letter development. Students are also given 'Job Leads' that come to the school job placement office. Career Training School does not guarantee employment, nor does it guarantee any specific wage.

GRIEVANCE POLICY

A student having a grievance against another student, a member of staff, grades, academic progress, and/or curriculum may find resolution in the steps below:

1. Discuss directly with the person(s) involved.
2. Request a meeting with an instructor (Open Door Policy).
3. Request a meeting with the Office Manager (Open Door Policy).
4. Request a meeting with the school Director (Open Door Policy).

All meetings will be in strict confidence all resolutions will be as needing to know. If the steps above cannot resolve the grievance, then matters may or will be forwarded to:

TEXAS Workforce Commission
Career Schools and Colleges, RM 226T
101 E 15th Street
Austin, TX 78778
P# (512)- 936-3100
<http://csc.twc.state.tx.us/>



TRUE AND CORRECT STATEMENT

“The information contained in this catalog is true and correct to the best of my knowledge”

Anita Rehman. Director

COURSE CATALOG ACKNOWLEDGEMENT

Instructions:

- **Students** – Fill and sign this form completely after reviewing the course catalog. Turn only this form into your Admissions advisor.

I, _____, acknowledge that I have received the class syllabus for the HVACR Maintenance Certificate and agree to the conditions set forth.

I agree to meet at the scheduled class days and times as listed above:

Student Printed Name: _____

Email: _____

Phone: _____

Signature _____

Date _____



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