

A TABE test, which will test their basic reading, language and math skills, will be given to certify a 10th grade minimum skill level. A preentry placement exam will be administered by the committee to verify his/her existing knowledge of the trade for proper placement.

**APPLICATION FOR INTERVIEW OF APPRENTICE**

I hereby submit the following names of apprentices to be reviewed by the committee for placement into the ACCA/CF HARV Mechanics program. I understand upon acceptance of my employees into the program, I will be billed \$500 per year per apprentice.

I understand I must be an ACCA/CF member and pay a one time only participating contractor fee in order to enter employees into the ACCA/CF program.

**Apprentice Applicant:**

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Company Name

Address

City                      St              Zip

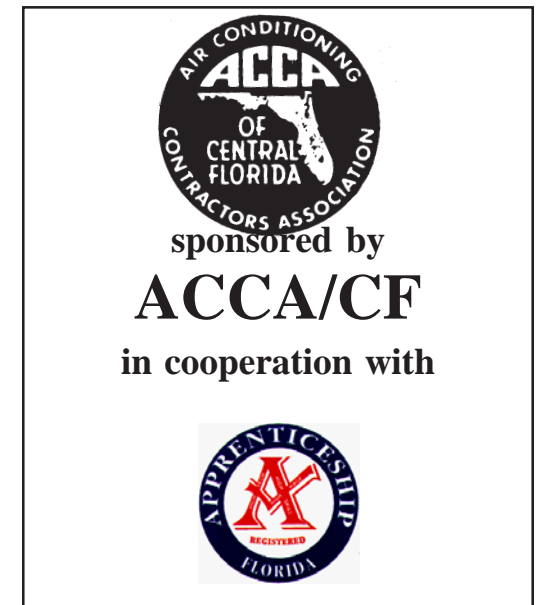
Phone

Signature

Please submit the application to:

ACCA/CF Apprenticeship  
PO Box 180458  
Casselberry, FL 32718-0458

**ACCA/CF  
HARV  
Apprenticeship  
Mechanic  
Program  
Group Non-Joint**



**Full 3-Year  
Indentured  
Apprentice Program  
START NOW!**

## WHAT IS THE ACCA/CF HARV MECHANIC PROGRAM?

The ACCA/CF program is a full 3-year indentured apprentice program, State Certified, through the Florida Department of Education. This program curriculum was hand-picked by the ACCA/CF Apprenticeship Committee for the local contractors to train their employees.

A certificate of competency will be issued for each full year of completion. Upon third year completion apprentice receives a final certificate of completion from the State of Florida and will be prepared to sit for the ARI/GAMA exam. He/she will be certified by ACCA/CF and receive patches for their uniforms.

## HOW DOES IT WORK?

Employees who already have some type of experience will take a diagnostic exam to determine their strong areas. Using the exam and interview by the committee, the apprentice will be placed in the appropriate year of instruction.

The employer and the coordinator will work hand-in-hand to supervise the training of his apprentices.

## HOW MUCH DOES IT COST?

The ACCA/CF program is offered to members of the association and their employees. The cost is less than \$3.50 cents per student hour of instruction, plus books each year.

### FEES:

\$400.00 Per Year Per Employee-1st Student  
\$300.00 Per Year Per Employee - 2nd Student or More.

There is a one-time only fee of \$150 per participating employer regardless of the number of years and employees participating in the program.

All participating employers MUST be members of ACCA/CF.

## WHEN AND WHERE ARE THE CLASSES?

Classes are held at the Westside Tech, 955 E. Story Road, Winter Garden, FL 34787. Monday through Thursday from 6:30pm to 9:30pm. For additional information, you may phone Westside Tech Center, Air Conditioning Department, 905-2000, Ext. 2226 or ACCA/CF at 260-2206.

## RELATED INSTRUCTION OUTLINE

### First Year HARV Mechanic:

	Class Hours	OJT
Safety & First Aid	6	50
Air Conditioning Fundamentals	21	50
Basic Electricity Apprenticeship Program & History	21	100
& History	3	0
Basic Blueprint Reading	3	25
Customer Relations	6	150
Tools & Use	18	750
Types of Equipment & Application	12	300
Basic Codes	9	50
Basic System Components	12	100
Basic Mathematics	15	75
Basic Piping & Soldering & Braising	9	250
Refrigerant Recovery	6	100
Testing & Review	9	0
Additional Seminar	9	0
Totals	166	2000

### Second Year HARV Mechanic:

	Class Hours	OJT
Ventilation & Filtration Duct Design & Code Requirements	6	100
Registers, Grills & Diffusers	18	100
Electrical Installations	9	180
Introduction to Basic Control Circuitry	21	135
Principles of Air Conditioning	36	405
Heat Pumps Air to Air	15	235
Electric Heat	9	145
Oil & Gas Heat	12	135

Water Source Heat Pumps	12	145
Interpersonal Relations within the Work Force	6	35
Customer Relations	6	150
Refrigerant Recovery	6	100
Testing & Review	9	0
Totals	168	2000

CFC Certification is required by the end of the second year.

### Third Year HARV Mechanic:

	Class Hours	OJT
Electric Motors and Motor Controls	21	250
Electric Control Valves	6	100
Control Circuits	48	650
Control Devices	27	225
Control Wiring Diagram	18	400
Waste Heat Recovery	3	45
System Start-Up & Check Out	9	90
Refrigeration Specialties		
Driers, Sight Glasses, Receivers, Relief Valves, Vibration Absorbers	9	90
Leadership Training	3	50
Refrigerant Recovery	6	100
Testing and Review	9	0
ARI Test Discussion	3	0
Totals	162	2000

Taking of the ARI/GAMA exam is required at the end of the 3rd year.

## QUALIFICATION OF APPRENTICE

Applications for apprenticeship shall possess the following minimum qualifications:

1. Proof of at least eighteen (18) years of age.
2. Be physically capable of performing the work.
3. Document a High School Diploma or GED.
4. Show proof of a valid Florida Drivers License.
5. Read & Write English.

## INTERVIEW PROCESS OF APPRENTICE

All apprentices making application to enter the program will be interviewed by the Apprenticeship Committee to verify all qualifications required are met and to confirm placement.