

HVAC Technical Institute

Standard Operating Procedure – 701A
Institutional Eligibility – Institution Certificates
Date Implemented: August 30, 2015
Revised Date: 01/2020
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34 CFR 600.20, 34 CFR 600.21

PURPOSE:

An institution that wishes to establish its eligibility to participate in any HEA program must submit an application to the Secretary of Education for a determination that it qualifies as an eligible institution under this part. If the institution also wishes to be certified to participate in the title IV, HEA programs, it must indicate that intent on the application, and submit all the documentation indicated on the application to enable the Secretary of Education to determine that it satisfies the relevant certification requirements. Upon submitting HVAC Technical Institute's Eligibility and Certification Approval Report the Director needs to review all programs to identify that proper participation was made based on the institution's courses.

34 CFR 600.4(a)(3), 34 CFR 600.5(a)(4), 34 CFR 600.6(a)(3), 34 CFR 600.9, 34 CFR 668.43(b)

HVAC Technical Institute is a fully accredited institution through The Commission of the Council on Occupational Education (COE) and The Board of Higher Education (IBHE). In addition HVAC Technical Institute holds a programmatic accreditation from HVAC Excellence.

34 CFR 668.13

To ensure that a renewal of certification is completed at least 90 days prior to the expiration of the current period of participation continuous record keeping and in-house auditing must be done to facilitate the renewal process.

ROLES AND RESPONSIBILITY:

The Chief Executive Officer -Director of HVAC Technical Institute, based on the institutions courses submitted an ECAR on September of 2014 which became effective on February 2015 and is scheduled to expire on June 2016 pending full accreditation.

A copy of the E-APP is located in electronic and paper document within our external hard drive as well as filed within the director's office. In conjunction a signed Program Participation Agreement can also be located.

An eligible institution must report to the Secretary of Education in a manner prescribed by the Secretary no later than 10 days after the change occurs, of any change in the following but not limited to the name and/or address of a previously reported location, and measurement of program length.

The Chief Executive Officer -Director is responsible for coordinating to the response with the Secretary of Education in regards to any reported changes that affect the institution's eligibility, and the effective date of that response.

A career in the HVAC industry depends on the success of our current and future workforce and to validate and update the skills at all levels; students, technicians and educators.

The lead person responsible for coordinating the outlined provisions according to the Provisional Certification is:

Chief Executive Officer/School Director
Mario Recio
HVAC Technical Institute
4532 S. Kolin
Chicago, IL 60632

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As required by the Department of Education, the Financial Aid Officer, Business Officer, and Chief Executive Officer/School Director attend the following training:

Date of Training	Place of Training	Attendees
June 8, 2015 to June 12, 2015	U.S. Department of Education	Mario Recio/CEO-Director
	500 West Madison Street	Peter Magallanes/Financial Aid Officer
	Chicago, IL 60661	Jose Recio/Business Officer

PROGRAMS:

In doing so HVAC Technical Institute was eligible to offer perspective students the opportunity to qualify for:

- Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan

34 CFR 668.43

Institutional Information

At a minimum, HVAC Technical Institute provides the following general information concerning the institution.

Clerk's office provides the names of association and/or government bodies that provide accreditation, approval, and license for the institutions programs. Procedures on how to obtain a copy of the school's accreditation, license, and approval may also be provided.

The refund policy is also provided upon registration and within the student handbooks along with requirements for officially withdrawing from the institution.

Information regarding the HVAC course and the different modules is offered to all prospective students and can also be found within the student handbook by enrolled students. Prospective and currently enrolled students will also be provided with information in regards to the instructional classroom and laboratories used for the program.

A list of the faculty and other instructional personnel can also be found on the school website and the student handbook.

The financial aid officer provides prospective students with information concerning the cost of attendance and requirements for obtaining Financial Aid. Currently prospective students are informed of the requirements for the return of Title IV fund in the event that a student withdraws from school.

Name	Purpose	Approved in:	Renew By:
Council on Occupational Education (COE)	National Accreditation	July 2013	
Illinois Board of Higher Education (IBHE)	State Approval	July 2015	
Educational Department (ED)	Title IV		
HVAC Excellence (HEX)	Programmatic Accreditation	April 2015	