

# Commercial HVACR Training Program

- **Electrical Credential** (140 hours)
- **Gas Heat Credential** (140 hours)
  - ✓ includes OSHA 10 Certification
- **Light Commercial Air Conditioning Credential** (180 hours)
  - ✓ includes EPA 608 Universal Certification
- **System Diagnostics & Troubleshooting Credential** (140 hours)



**Class schedule:** Monday through Thursday, 5:30 PM – 9:00 PM

**Duration:** 12-month program starting in January

**Location:** Fort Hayes Career Center, 546 Jack Gibbs Blvd, Columbus 43215

**Cost:** Financial aid including grants is available for eligible students!  
Entire program \$7200. Contact us for individual course pricing.

**For the online program application and more details,**  
click *HVACR* on our webpage [ccsoh.us/ACE](https://ccsoh.us/ACE)  
or contact Julie Kudika (380)997-7617  
email: [jkudika2700@columbus.k12.oh.us](mailto:jkudika2700@columbus.k12.oh.us)



*Adult & Community Education improves the lives of  
adult students through personalized, quality learning.*

# HVACR Application Checklist

## Items due for application:

<input type="checkbox"/>	Completed current program application
<input type="checkbox"/>	High School Diploma or High School Equivalency verification
<input type="checkbox"/>	Legal Photo I.D. or Driver's License
<input type="checkbox"/>	Social Security Card
<input type="checkbox"/>	Skills Readiness Assessment passing score - to be arranged through Student Services

## Foreign Education Evaluation

If your high school diploma is from a foreign country, your foreign high school transcripts will need to be evaluated by a credential evaluation service and sent to:

Adult & Community Education - HVACR  
2323 Lexington Avenue  
Columbus, OH 43211

Please keep in mind that the process may take several weeks. **A general statement or summary is sufficient**; we do NOT need a course by course evaluation.

The following are some services offering education evaluation:

<https://validential.com/>

<https://usces.org/>

<https://www.ece.org/ECE>

## Adult Workforce Education Program Application 2025-2026

Please review the application checklist to make sure you  
have attached all required documentation prior to submitting your application.  
Incomplete application packets will not be accepted.

Program:

☐ HVACR      ☐ Other \_\_\_\_\_

Today's Date: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Name as it appears on ID:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Other Names (Maiden) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birth Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Street: \_\_\_\_\_ APT.# \_\_\_\_\_

City: \_\_\_\_\_, OH Zip: \_\_\_\_\_

Cell Phone: (      ) \_\_\_\_\_ - \_\_\_\_\_

Have you previously attended college or a post-secondary school? Yes \_\_\_\_ No \_\_\_\_

- *We reserve the right to reschedule or cancel any course that does not meet our minimum enrollment requirements. If a course is cancelled or rescheduled, all fees paid are subject to reimbursement or transference, upon presentation of a receipt.*

The Columbus Board of Education does not discriminate based upon race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information, or any other legally protected category (collectively, "protected classes") in its educational programs, activities, treatment of people and employment practices.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

## Financial Aid Resources

Financial Aid Coordinator, Jennifer Wells 380-997-7620  
[jwells@columbus.k12.oh.us](mailto:jwells@columbus.k12.oh.us)

## Federal Resources

### FILING THE FAFSA

The FAFSA may be filed online at [www.studentaid.gov](http://www.studentaid.gov)

You will need the following:

- Your most recent completed Federal Income Tax Return
- Our school code: **015235**

### Steps to complete FAFSA:

- Establish a FSA ID on <https://studentaid.gov/fsa-id/create-account/launch>
- Complete & Submit your application at <https://studentaid.gov/h/apply-for-aid/fafsa>
- You will receive a Confirmation Page with EFC (Estimated Family Contribution) which provides an estimate of what you can afford. Print this page for your records.
- You will receive an email that your FAFSA has been processed after the application deadline date. Give the Financial Aid office 3-5 business days to receive your application.

## State Resources

**Second Chance Grant-** Have you stopped out of an Ohio public college or university within the last 5 years? You may qualify for up to \$3,000 to enroll and complete your Practical Nursing Certificate. Contact Student Services for details.

**Ohio Reach Grant-** Network of resources designed to support former foster youth as they go through their higher education journey.

## Other Resources

**Columbus City School Scholarship** – One full tuition scholarship is awarded to a graduating Columbus City Schools senior attending the HVACR Program. Contact Student Services for more information.

**WIOA funding-** Local counties MAY have funds available to cover part of your tuition costs. Participants who qualify for the WIOA program may receive an "Individual Training Account" to assist with tuition costs. Call Franklin County Ohio Means Jobs: 614-559-5052.

**Check with your employer.** Many employers offer tuition assistance.

**Conduct an internet search.** Many scholarships are available.

### Consumer Information:

See the ACE website at <https://www.ccsch.us/Page/2207> for consumer information on financial aid.