



LANCASTER COUNTY CAREER & TECHNOLOGY CENTER



Link to More Information!

- Uniform Ordering Directions
- Cafeteria/Food Service
- 2025-2026 Calendar
- ...and more!

Dear Student and Parent/Guardian:

<https://tinyurl.com/bddyjdf5>

Welcome to the Heating, Ventilation, and Air Conditioning (HVAC) program at the Lancaster County Career and Technology Center, Brownstown Campus. I am the HVAC Instructor, and I can tell you that after spending 20 years in the field of HVAC and instructing many students since I began teaching in January of 2015, a student who chooses this class is picking a very demanding, challenging, diverse, and constantly changing trade to learn about; with new technologies and standards coming every year. The student will gain valuable knowledge and trade skills necessary to help them enter the HVAC workforce. Some important things that should be considered and remembered by any student who is taking this class are: listen to and do what I tell them to do; try their absolute best; avoid missing any days of school whenever possible; abide by the rules of this class and the school. The student will see the year go by very fast, and they will learn a ton of information in a short amount of time. If the student follows these guidelines, they could very well have a job by November if they have a "B" average, and my approval. **The student should obtain their driver's license before school starts if at all possible, even if they do not have a vehicle to drive at the moment.** The student can be out working one day a week in November, two days a week by February, and five days a week beginning in May. They will be getting paid to work in the field of HVAC during school hours with local HVAC contractors. If you are a student and this information does not entice you, you should probably look elsewhere for training in another career. We have many very good classes and instructors here at the LCCTC who can possibly take you. Aggressive, knowledge-seeking students who are going to take this class seriously and want to be here will find success. If you already know that you do not want to be in HVAC, it will be a very long year for you. Otherwise, come join us. I am here to train my students for a career in the real world of HVAC. This job could very well be the start of the student's new lifelong career upon completion of school. Some of my former students have shared with me that they are making more money than their parents or guardians do. The HVAC trade needs people, and you can work anywhere in the United States doing this kind of work. I set high standards for my students. I will be demanding and tough on the students in this program. Please be prepared to give your maximum effort when you show up here to begin your education in HVAC this coming school year.

My goal is for the students to learn more about HVAC while they are here than I knew after working in the field during my first five years. I want to help every single student who applies themselves to obtain employment with an HVAC company before they graduate high school. We have numerous HVAC contractors who consistently hire students from this program each year and others trying to get a chance to hire students from this program before they are all employed.

Grooming and Safety Equipment:

Grooming and safety equipment will be required for this program. Working in the HVAC field can be extremely dangerous at times. It is very important that the students follow the classroom and lab rules that are set in place. Each student will be issued a hard hat and a set of safety glasses. If the hard hat or safety glasses are lost or damaged, the student will be responsible for replacing them. The hard hat will cost \$10 and the safety glasses will cost \$5 to replace. If the student wears prescription glasses, the student will need prescription safety glasses with side shields, or the school will provide the student with clear safety goggles to cover the prescription glasses. Students will not be permitted to wear jewelry. Long hair will need to be cut, or tied back and tucked up and under their hard hat while in the lab area,

BROWNSTOWN CAMPUS

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these are industry standards. The tool list attached to this letter will mention needing two sets of gloves. These gloves will be needed to participate in the HVAC program, and it is the student's responsibility to purchase them.

Uniforms:

The students will need to be in uniform on day one and the uniforms should be kept neat in appearance. If a student's shirt or pants develop holes or are stained badly, they will need to be replaced as needed. The students will need to purchase **leather steel-tipped/electrical hazard (E.H. rated) work boots.**

These boots are required.

Since our uniforms are black, the student may want to consider black leather work boots to match. Sneakers, soft shoes, sandals, or open-toed shoes are prohibited. All HVAC students are required to purchase black "Dickies" brand work pants. The pants can be any style, as long as they are Dickies, black in color, and fit properly. The pants can be purchased at several retailers such as Wal-Mart, Tractor Supply, hardware stores, and other locations as well. They can also be ordered very easily on Amazon or other online retailers. I strongly recommend that students purchase at least two pairs of pants, but preferably five. Jeans, shorts, and capris are not permitted. The students will need to purchase black LCCTC shirts (t-shirts, long-sleeved shirts, and crew sweatshirts) through Fully Promoted, which can be found on the LCCTC website school store (www.lancasterctc.edu). I recommend the students purchase five shirts (short or long-sleeved), and two sweatshirts. **Be sure to place the shirt order promptly to ensure that the student will be in uniform on their first day of school.**

Hand Tools:

If the student does not have the required hand tools that are listed on the attached sheet, it is okay. The student will be issued a toolbox by the CTC with the hand tools needed to participate in the HVAC program at no charge. The student will be responsible to replace or pay for the exact brand and type of tool if any are lost or damaged. The student will be required to purchase their own hand tools that are listed on the attached sheet if they would like to participate in API and CO-OP. API and CO-OP are the programs offered by the school that allow a student to work with industry professionals during school hours starting as early as November if the student qualifies. These are paid positions for the student.

Text Books and Certification:

Students enrolled in the HVAC program will be issued three textbooks by the school during the first few days of school. The students will not need to cover the cost of these textbooks unless they are lost or damaged. The cost of the EPA Certification will be covered by the CTC.

Students are also encouraged to participate in the student organization SkillsUSA. "SkillsUSA empowers its members to become world-class workers, leaders, and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of framework skills that include personal, workplace, and technical skills grounded in academics." If students choose to participate, there will be a membership fee to join; in addition to the other costs mentioned above. The cost for this will be announced after school begins in the fall.

If you have any questions, please call the school at 717-859-5100. You can also email me at marnt@lancasterctc.edu

Sincerely,



Michael A. Arnt