



HVAC TRAINING COURSE CATALOG

START YOUR HVAC JOURNEY TODAY!



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SCHOOL OWNERSHIP & ADMINISTRATION

Anthony's Cool School

Licensed and Operated in the State of Florida

Owner / President

Michael Zeppi

President & Owner

Florida HVAC Contractor License: **CAC058046**

Background:

- USAF veteran
- Class B HVAC license
- N.A.T.E. Certification
- Air Balance Certification

Education:

- Bachelor of Science, Business Administration — University of South Florida
- Associate of Science, Intelligence Collection — Community College of the Air Force

Program Administrator & Director of Training

Joshua Pickel

Also serves as lead instructor. Responsible for Academic advisement, Financial Aid advisement, Personal advisement, and Placement services.

Professional Experience:

- Over **25 years of experience** in the HVAC trade.
- Extensive background in both **field operations and technical training**.

Certifications & Credentials:

- EPA Section 608 Certification
- NATE Certified Technician
- ESCO EPA 608 Certified Proctor
- NATE Certified Proctor



SCHOOL FACILITIES & LEARNING ENVIRONMENT

School Facilities & Learning Environment

Physical Facilities

Anthony's Cool School operates from a modern commercial training facility designed to provide students with a safe, professional, and hands-on learning environment that reflects real-world HVAC industry settings. The facility includes a dedicated classroom equipped with digital instructional technology, practical laboratory space featuring residential and light commercial HVAC equipment, and designated areas for hands-on technical training.

Students have access to industry-standard tools, diagnostic instruments, and training equipment necessary to develop the knowledge and practical skills required for employment in the HVAC industry. Instruction combines classroom education with supervised laboratory activities to reinforce technical concepts through real-world application.

The institution maintains its facilities in compliance with applicable federal, state, and local health, safety, fire, building, and sanitation requirements. Documentation demonstrating compliance with relevant local safety and health standards is maintained by the institution and is available for student review upon request.

The training facility is maintained to promote a safe, clean, and professional learning environment. Students are expected to follow all safety policies, utilize appropriate personal protective equipment (PPE) when required, and conduct themselves in accordance with established laboratory safety procedures.



PURPOSE OF THE INSTITUTION

Anthony's Cool School is a private career school established to provide vocational education and workforce training in the heating, ventilation, air conditioning, and refrigeration (HVAC/R) industry. The institution prepares students for entry-level employment by delivering classroom instruction, hands-on laboratory training, and practical skill development that aligns with current industry standards and employer needs.

MISSION STATEMENT

The mission of Anthony's Cool School is to provide high-quality, hands-on HVAC training that prepares students for successful entry-level employment in the heating, ventilation, and air conditioning industry.

Our programs are designed for adult learners, career changers, and individuals seeking practical, real-world skills that can be used immediately in the field.

We strive to:

- Deliver clear, easy-to-understand instruction supported by hands-on learning
- Equip students with the technical, safety, and customer-service skills required by today's HVAC employers
- Support each student's individual learning style and pace
- Maintain a learning environment that is safe, respectful, inclusive, and focused on student success
- Prepare students to meet industry expectations, certification standards, and professional workplace behavior
- Provide training that aligns with employer needs and supports long-term career growth

Anthony's Cool School is committed to helping students build confidence, competence, and the foundational skills needed to begin a strong career in the HVAC industry.



ACADEMIC CALENDAR

Anthony's Cool School operates on a **non-traditional academic calendar**. Our programs do **not follow a typical fiscal or semester-based schedule**. Each course is scheduled individually, based on its total clock hours, with start dates, class days, and session lengths determined independently to optimize learning and efficiency.

Because our programs are **accelerated and modular**, the academic calendar for each course may differ from traditional semester schedules. This approach allows us to offer flexible course start dates and condensed training periods, helping students complete their programs in a timely and practical manner.

Course start dates, class sessions, holidays, and breaks are **clearly communicated to enrolled students** before the start of each course. Students are provided with a **course-specific calendar** that includes all instructional days, hands-on lab sessions, proctored exam dates, and expected completion timelines.

This structure ensures that students can **plan their schedules effectively**, know exactly what to expect, and maximize the time spent in training. Our approach reflects our commitment to **flexibility, efficiency, and student success**, while remaining fully compliant with state academic calendar requirements.

Observed Holidays

Anthony's Cool School observes the following holidays, during which classes will not be in session:

- New Year's Day
- Memorial Day
- Labor Day
- Christmas Day
- Martin Luther King Jr. Day
- Independence Day (4th of July)
- Thanksgiving Day

If a scheduled class session falls on one of these holidays, the session will be rescheduled or made up in accordance with the institution's Make-Up Work and Missed Hours policy, located in Attendance Policy, Page 19. Any additional school closures or schedule adjustments will be communicated to enrolled students in advance via the course-specific calendar.



CREDIT TRANSFER POLICY

Anthony's Cool School does not guarantee the transferability of its training hours, certificates, or coursework to any other institution.

Transfer of credits is always at the sole discretion of the receiving school, employer, or agency.

Students who wish to transfer previous training or experience into our program may request an evaluation. Approval of any transfer hours is based on but not limited to:

- Demonstrated competency
- Documentation of prior training
- Alignment with course objectives
- Instructor and administrative review

Anthony's Cool School reserves the right to **accept, deny, or limit** transfer hours based on program standards.



COURSE OFFERINGS

HVAC (Accelerated HVAC/R Program)

\$4997.00 (Includes non-refundable administrative fee of not more than \$150.00)

Course Code: HVAC101

Description: Comprehensive HVAC / HVAC-R training including classroom instruction and hands-on field/lab experience.

Clock Hours / Duration: The program provides 120 hours of immersive classroom and hands-on training, where classroom instruction meets real-world lab and field experience.

Credential: Certificate of Completion (State-licensed and industry-recognized)

Requirements / Notes: High School Diploma or GED required; 70% minimum on exams; attendance per SAP.

Disclosures

Licensure / Accreditation Status: All courses are offered by Anthony's Cool School, a Florida Commission for Independent Education–licensed institution.

Refund / Cancellation Policy: Refunds and cancellations are handled according to the policy outlined in this catalog.

Employment / Licensing Disclaimer: Completion of these courses does not guarantee licensing or employment. Students are responsible for verifying licensing or employer requirements in their area.

Course Numbering System

Anthony's Cool School assigns a unique alphanumeric course number to each educational program for identification, scheduling, student records, and administrative purposes. The course number consists of an alphabetic program identifier followed by a three-digit numeric designation.

Example:

HVAC101

- **HVAC** identifies the **HVAC** program.
- **101** designates the program as an entry-level course.

As additional educational programs are developed, each program will be assigned a unique course number using the same standardized numbering convention.



HVAC PROGRAM CURRICULUM

Our HVAC program is designed to give students a complete foundation in residential and light commercial HVAC systems. Rather than memorizing parts or procedures, students learn **how each component works together as a complete system**, building the confidence and diagnostic mindset needed to succeed in the field.

Throughout this immersive 120-hour program, students receive a balanced combination of classroom instruction, hands-on laboratory training, live demonstrations, troubleshooting exercises, and real-world diagnostic scenarios.

Core Curriculum

- HVAC Safety & Professional Work Practices
- Refrigeration Cycle Fundamentals
- Basic Electrical Theory
- Reading Wiring Diagrams & Schematics
- Electrical Components
- Transformers & Low-Voltage Controls
- Metering Devices
- Airflow Fundamentals
- Temperature Split Diagnostics
- Refrigerant Charging Procedures
- Indoor Air Quality (IAQ)
- Basic Installation Practices
- Service Call Fundamentals
- Diagnostic Procedures & Critical Thinking
- Career Readiness & Professional Mindset
- Hand Tools, Power Tools & Test Instruments
- Heat Transfer & System Operation
- Ohm's Law & Electrical Measurements
- Sequence of Operation
- Motors, Relays, Contactors & Capacitors
- Thermostats & Control Systems
- Evaporators, Condensers & Compressors
- Static Pressure Testing
- Superheat & Subcooling
- Psychrometrics & Humidity Control
- Filtration Systems
- Preventative Maintenance Procedures
- System Troubleshooting Techniques
- Customer Communication & Professionalism
- EPA Section 608 Certification Preparation (Included)

Hands-On Learning

Students don't just watch, they participate.

Throughout the program, students gain practical experience using industry-standard tools and equipment while performing common HVAC service procedures. Training includes electrical diagnostics, airflow testing, refrigeration measurements, component identification, wiring exercises, preventive maintenance, and structured troubleshooting labs designed to reinforce classroom concepts.



Daily hands-on activities, instructor demonstrations, and guided diagnostic exercises help students build confidence before entering the workforce.

Assessments & Skill Development

Student progress is measured through a combination of daily knowledge evaluations, practical skill demonstrations, hands-on laboratory activities, troubleshooting scenarios, and instructor observation. These assessments are designed to identify strengths, reinforce learning, and ensure students develop both technical competency and professional confidence.

Our Teaching Philosophy

At Anthony's Cool School, we believe successful technicians don't simply replace parts, they understand systems.

Our instruction emphasizes critical thinking, accurate testing, proper diagnostics, and professional communication while encouraging students to ask questions, solve problems, and develop the confidence to think independently.

Our goal is simple:

Measure. Verify. Teach.

GRADING & ACADEMIC EVALUATION

Anthony's Cool School utilizes a **Pass/Fail** grading system designed to evaluate each student's competency in both theoretical knowledge and practical HVAC skills. Student performance is assessed through written examinations, laboratory exercises, hands-on skill demonstrations, participation, attendance, and instructor observation throughout the program.

To successfully complete the **HVAC** program and receive a Certificate of Completion, students must:

- Earn a minimum score of **70%** on all required written examinations.
- Successfully demonstrate competency in required laboratory activities and practical skill assessments.
- Maintain Satisfactory Academic Progress (SAP) as outlined in this catalog.
- Satisfy all attendance requirements established by the institution.



Students who successfully meet all program requirements will receive a final transcript notation of **Pass (P)**. Students who do not successfully complete the program requirements will receive a final transcript notation of **Fail (F)**.

The following transcript marks may appear on an official Anthony's Cool School transcript:

Mark	<u>Definition</u>
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P	Pass – Student successfully completed all program requirements.
F	Fail – Student did not successfully complete the program requirements.
W	Withdrawn – Student voluntarily withdrew prior to program completion.
T	Terminated – Student was administratively dismissed or terminated prior to program completion.



ADMISSION REQUIREMENTS

Tuition & Materials

The total tuition for each program will be required at enrollment to reserve your seat. All required textbooks, lab manuals, course materials, handouts, and supplies are included as part of the program cost.

Financial Assistance

Anthony's Cool School does not currently participate in any federal or state financial aid programs, including Title IV federal student aid. Prospective students seeking financial assistance for tuition are responsible for researching and securing their own funding sources, such as personal savings, employer tuition assistance, private loans, or other third-party financing options. Anthony's Cool School does not endorse or guarantee approval for any third-party financing product.

Tuition Reductions, Scholarships & Fee Adjustments

Anthony's Cool School may offer tuition reductions, scholarships, or other authorized fee adjustments in accordance with applicable state laws and institutional policies.

Any tuition reduction, scholarship, or fee adjustment will be administered through a written policy that establishes eligibility requirements, application procedures, selection criteria, and award conditions. When such opportunities are offered, all prospective students enrolling during the applicable enrollment period will have an equal opportunity to apply under the same published eligibility requirements.

Anthony's Cool School does not provide tuition reductions or fee adjustments based solely on the timing of enrollment, early registration, payment in full, or method of payment.

Documentation supporting all approved tuition reductions or scholarships will be maintained by the institution in accordance with applicable record retention requirements.

Certificate of Completion

Upon successful completion of training program requirements, students will receive the **Anthony's Cool School Certificate of Completion**, which is industry-recognized and issued by a **State of Florida** Licensed institution.

Specialty certification courses such as EPA 608 and NATE are not part of the accelerated HVAC program.



Program Hours

Anthony's Cool School offers a training and certification program, with its own required number of clock hours.

The Accelerated HVAC training program runs **120 total clock hours**.

All clock hours include a combination of classroom instruction and hands-on training.

The exact number of required clock hours for each program is listed in the Course Offerings section of this catalog.

Admission & Completion Requirements

A **High School Diploma, GED, or equivalent** is required for enrollment.

To successfully complete the program, students must:

- Attend all scheduled classes and field/lab training
- Maintain satisfactory academic progress
- Achieve a minimum score of **70% on the Mid-Term exam and the Final Exam**

Completion of a program does not guarantee employment or licensure.

Academic & Attendance Standards

Students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled, continue training, and receive a Certificate of Completion.

SAP standards include academic performance, attendance, conduct, evaluation periods, warning, probation, dismissal, and appeal procedures.

The full Satisfactory Academic Progress (SAP) Policy is outlined starting on page 15 of this catalog and is incorporated by reference into these admissions requirements.

Conduct & Dismissal Policy

Class attendance, participation, and behavior are monitored daily. Students exhibiting disruptive or inappropriate behavior will be counseled. Continued misconduct may result in disciplinary action in accordance with the Satisfactory Academic Progress (SAP) Policy. Students dismissed for disciplinary reasons will have **10 days** to submit a written appeal disputing the action.



Student Concerns & Complaints

All written student concerns or complaints will receive a response within **five (5) business days**.

Academic Progress Requirements

Students are expected to make continuous academic progress toward completion of their program.

Standards for academic performance, attendance, evaluations, warnings, probation, dismissal, and appeals are governed by the Satisfactory Academic Progress (SAP) Policy starting on page 15 of this catalog.



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Purpose

Satisfactory Academic Progress (SAP) is used to measure a student's progress toward successful completion of their program at Anthony's Cool School. All students must maintain SAP in order to remain enrolled, continue training, and receive a Certificate of Completion.

SAP is evaluated throughout the program and applies to **academic performance, attendance, and conduct**.

SAP STANDARDS

To maintain Satisfactory Academic Progress, students must meet **all** of the following requirements:

1. Academic Performance

Anthony's Cool School utilizes a competency-based Pass/Fail grading system. Student performance is evaluated through written examinations, practical assessments, laboratory exercises, attendance, participation, and instructor observation. Students must satisfy all program requirements to maintain Satisfactory Academic Progress (SAP) and successfully complete the program.

To maintain SAP, students must:

- Achieve a **minimum score of 70%** on all required exams
- Pass both the **Midterm Exam** and **Final Written Exam**
- Successfully complete all required hands-on assessments and lab activities

Students are allowed **two (2) attempts** for the Midterm and Final Written Exams. Failure to pass after the second attempt may result in dismissal from the program.

2. Attendance Requirements

Because programs are accelerated and hands-on, attendance is a critical component of academic progress.

To maintain SAP, students must:

- Maintain a **minimum of 90% attendance**
- Complete **100% of required hands-on lab hours**



- Not exceed **10% of total allowable missed hours**

Failure to meet attendance requirements may result in:

- Academic warning
- Requirement to complete make-up hours
- Academic probation
- Dismissal if attendance cannot be recovered before program completion

3. Academic Progress Evaluation

Student progress is evaluated:

- Continuously throughout the program
- At key milestones, including the **Midterm Exam**
- Prior to eligibility for the **Final Written Exam** and **Capstone Skills Assessment**

Students who do not meet SAP standards at any evaluation point will be notified in writing.

SAP STATUS DEFINITIONS

Good Standing

A student is in Good Standing when they meet all SAP requirements for:

- Academic performance
- Attendance
- Conduct

Academic Warning

A student may be placed on Academic Warning if they:

- Fail to meet minimum academic performance standards
- Fall below required attendance thresholds
- Show signs of unsatisfactory progress

Students on Academic Warning may continue training while corrective actions are implemented.



Academic Probation

A student may be placed on Academic Probation if:

- SAP deficiencies are not corrected during the warning period
- Attendance or academic performance continues to decline

Students on probation may be required to follow a **corrective action plan** and may be restricted from progressing to the next phase of the program.

Dismissal

A student may be dismissed if:

- SAP standards are not met after probation
- Attendance requirements cannot be recovered
- The student fails required exams after allowable attempts
- Conduct policies are violated

SAP Appeal Process

Students dismissed for failure to maintain SAP may submit a **written appeal within ten (10) calendar days** of notification.

Appeals must include:

- Reason for the appeal
- Supporting documentation (if applicable)
- Explanation of corrective actions taken or planned

Appeals will be reviewed by the School Director. The decision following review is final.

Reinstatement

Students approved for reinstatement may be required to:

- Repeat coursework
- Complete additional lab hours
- Adhere to an academic improvement plan

Reinstatement is not guaranteed and is determined on a case-by-case basis.



Certificate Eligibility

Only students who:

- Maintain Satisfactory Academic Progress
- Meet all attendance requirements
- Successfully complete all exams and assessments

are eligible to receive a **Certificate of Completion**.



ATTENDANCE POLICY

Regular attendance is essential for successful completion of all programs offered at Anthony's Cool School. Because our program is accelerated and hands-on, students are expected to attend **100%** of scheduled instructional hours.

Minimum Attendance Requirement

To remain in good standing, students must maintain **at least 90% attendance** throughout the program. Falling below 90% attendance at any point may result in:

- Warning or counseling
- Requirement to complete makeup hours
- Academic probation
- Dismissal from the program if attendance cannot be recovered

Absences

All absences must be reported to the instructor or school director prior to the class start time when possible.

Excused absences may include:

- Illness
- Family emergency
- Jury duty
- Court appearance
- Pre-approved personal circumstances

Unexcused absences include:

- No-call / no-show
- Leaving early without permission
- Frequent tardiness exceeding 15 minutes

Unexcused absences count directly against the 90% attendance minimum.

Tardiness

Students arriving more than **15 minutes late** will be marked tardy.

Three (3) tardies = one (1) absence.

Make-Up Work and Missed Hours

Students may be allowed to make up missed hours at the discretion of the instructor and School Director. Make-up hours may include:



- Additional lab practice
- Review sessions
- Scheduled makeup classes
- Instructor-approved assignments

Make-up hours must be completed **within the same enrollment period**.

Maximum Allowable Missed Hours

Students may not miss more than **10% of total program clock hours**.

For a 120-hour program, the maximum missed time is **12 hours**.

Exceeding this limit results in:

- Academic probation, and
- Possible dismissal if hours cannot be recovered before graduation

Attendance Required for Certification

Students must complete **100% of required hands-on lab hours** to receive a certificate of completion.



CANCELLATION AND REFUND POLICY

Students may cancel their enrollment in person, by email, by certified mail, or by submitting written notice of termination.

Three-Day Full-Refund Right

If the school does not accept the applicant, or if the student cancels within **three (3) business days** of signing the Enrollment Agreement and making the initial payment, **all monies paid will be refunded.**

Cancellation Before First Class

If a student cancels **after the three-day period but before the first scheduled class**, the student will receive a full refund of all monies paid **except** the non-refundable administrative fee of \$150.00.

Refunds After Classes Begin (Pro-Rata)

If a student withdraws or is terminated after attendance has begun and through **40% of the total program hours**, refunds will be calculated **pro-rata** based on the number of hours completed to the total program hours.

No Refund After 40% Completion

No refund is due for students who withdraw or are terminated **after completing more than 40%** of the program.

Determination of Termination / Withdrawal Date

For refund calculations, the **last date of actual attendance** will be used unless the student provides earlier written notice of cancellation.

Refund Timing

Refunds will be issued **within 30 calendar days** of the institution's determination of the student's withdrawal or cancellation.

Short Certification Course Refund Policy



Short certification courses, including EPA 608 and NATE training, are stand-alone programs with accelerated instruction and immediate exam preparation.

Students enrolled in short certification courses may cancel their enrollment and receive a full refund in accordance with the three (3) business-day cancellation right and up until the start of the first scheduled class.

Once instruction has begun for a short certification course, no refund will be issued, as instructional services, materials, and exam-related costs are incurred immediately.

The Short Certification Course Refund Policy applies only to short certification courses and does not affect refund eligibility for our standard HVAC training programs, which follow the standard refund schedule outlined above.



GRIEVANCE/STUDENT COMPLAINT PROCEDURE

Anthony's Cool School is committed to maintaining a supportive and professional environment where all students feel heard, respected, and safe. Students who have concerns, misunderstandings, or problems related to their training are encouraged to follow the steps below to resolve the issue fairly and promptly.

Step 1: Informal Resolution With Instructor

Students should first bring their concern directly to their instructor. Most concerns can be resolved quickly through honest communication.

Step 2: Written Complaint to School Director

If the issue is not resolved after speaking with the instructor, the student may submit a **written complaint** to the School Director within **5 business days**.

The written complaint should include:

- Student name (optional)
- Date of the complaint
- Description of the issue
- Steps already taken to try to resolve the concern

The School Director will review the complaint and respond in writing within **10 business days**.

Step 3: Appeal Process

If the student is not satisfied with the Director's decision, they may request a meeting to further discuss the matter and provide additional documentation or clarification.

The Director's decision after the appeal meeting is considered final within the institution.

Step 4: External Complaint Option

If a student cannot resolve a complaint with the institution, they may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.



OUR LEGACY

Our story began in 1988, when Anthony “Tony” Zeppi started a small HVAC company in Bradenton with a truck, a toolbox, and a promise to always do what’s right. With his wife, Marian, by his side, he built a business rooted in honesty, hard work, and service to the community. That foundation grew into a trusted, two-generation family company, now led by Tony’s son, Michael, known for certified technicians, award-winning service, and decades of doing things the right way for the right reason.

From that legacy came something bigger: **Anthony’s Cool School.**

Built by the same technicians who earned the community’s trust, Cool School was created to pass on real skills, real experience, and real opportunity. Our instructors still work in the field, bringing 25+ years of hands-on knowledge into every lesson. This isn’t corporate training, it’s a family sharing a craft, a mission, and a standard of excellence.

Here, you don’t just learn HVAC. You learn from people who’ve climbed into attics in August, worked on rooftops in the rain, restored comfort after storms, and shown up when it mattered most. Our state-licensed program includes EPA 608 certification, practical training, and support that continues long after graduation.

At Cool School, we believe the trades change lives.

If you’re ready to build a career with purpose, integrity, and skill, you’re in the right place.

Welcome to Anthony’s Cool School, where your future begins.



GET IN TOUCH WITH US NOW!



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