

WWW.NHTRADESCHOOL.COM

(603) 622-6544

2020 COURSE CATALOG



7 Perimeter Road
Manchester, NH 03103

NOW OPEN!
109 Towle Farm Rd
Hampton, NH 03842

BUILD A HANDS-ON FUTURE TODAY

MANCHESTER

7 PERIMETER ROAD



11,535 SQ. FT. facility with 7 classrooms and 6 hands on labs.



From South:

Northbound 93 towards Manchester

Take Exit 5 - Londonderry

Left onto Rte 28

Follow 28 until it becomes South Willow

Left onto Perimeter rd. (Triangle Plaza)

The School will be on your right!

From North:

Southbound 93 towards Boston

Merge right onto 293

Take Exit 1 off 293

Left on South Willow towards the Airport

Right on Perimeter rd. (Triangle Plaza)

The School will be on your right!

Dean Millard and John Duff attest

"All of our trade programs and school policies have been developed with the best of our knowledge and resources."

Manchester Office Hours:

(These hours are Office hours only)

Monday 9am-4pm

Tuesday 9am-4pm

Wednesday 9am-4pm

Thursday 9am-4pm

Friday 9am-3pm

CHECK OUT OUR JOB OPPORTUNITIES BOARD!

Looking for a new job? Looking for employees?

We have a job board on our website and in the lobbies of our schools for students and companies to look for and post positions!

Manchester Office Personnel: Alyse@tnhsmt.com | Barbie@tnhsmt.com | Joanne@tnhsmt.com

HAMPTON

109 TOWLE FARM ROAD

NOW OPEN!



11,535 SQ. FT. facility with 6 classrooms and 6 hands on labs.

From NH- 101:

Take Exit 13 toward NH-27 -Hampton

MERGE ONTO LIBERTY LN E

(SIGNS FOR HAMPTON/NH-27)

Turn right onto NH-27 E/Exeter Rd

Turn right onto Towle Farm Rd

From 95 :

Take exit 2 for State Route 101 E

(Hampton toll Exit)

Merge onto NH-101 E

Take Exit 13 toward NH-27 -Hampton

MERGE ONTO LIBERTY LN E

(SIGNS FOR HAMPTON/NH-27)

Turn right onto NH-27 E/Exeter Rd

Turn right onto Towle Farm Rd



Director - Dean Millard
Dean@tnhsmt.com

Vice President - John Duff
John@tnhsmt.com

Office Manager - Gina Millard
Gina@tnhsmt.com

"Welcome to the Trades!"

TAKE A TOUR OF OUR FACILITIES!

We give tours during office hours. Come see the labs, classrooms, talk about classes and job opportunities.

Hampton Office Hours:

(These hours are Office hours only)

Monday	9am-4pm
Tuesday	9am-4pm
Wednesday	9am-4pm
Thursday	9am-4pm
Friday	9am-3pm

Hampton Office Personnel: Melissa@tnhsmt.com | Rose@tnhsmt.com



TABLE OF CONTENTS

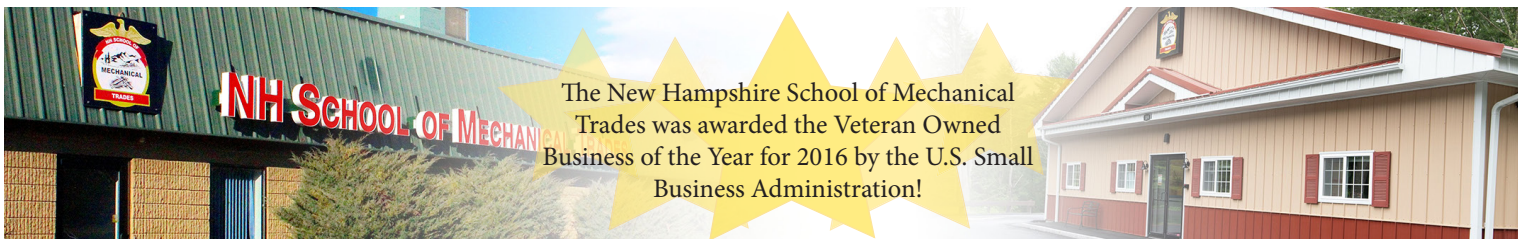
JOB PLACEMENT ASSISTANCE AVAILABLE!

We have a Job Opportunity board in our front lobby where students can look for open positions. We also have them posted up on our website!

This board is also open for companies to post available positions that they wish to advertise. Any company looking to post and fill positions can fill out the form on our website or e-mail our staff.

Posts should have contact information, logos, job description, and benefits listed for students to see. A flyer can also be added when submitting a posting!

PAGE 2 MANCHESTER LOCATION DETAILS
 PAGE 3 HAMPTON LOCATION DETAILS
 PAGE 5 PAYMENT PLANS
 PAGE 6 HOW TO ENROLL FOR CLASSES
 PAGE 7 HOW TO ENROLL FOR EXAMS
 PAGE 8 & 9 AIR CONDITIONING TECHNICIAN
 PAGE 10 & 11 OIL HEAT TECHNICIAN
 PAGE 12 & 13 GAS SYSTEMS, CONTROLS AND SERVICE
 PAGES 14 & 15 GAS LICENSE CODE COURSES & COMBOS
 PAGES 16 & 17 ELECTRICAL 101
 PAGE 18 & 19 PLUMBING 101
 PAGE 20 & 21 APPRENTICE COURSES
 PAGE 22 OSHA, MA SESSIONS, & PREP COURSES
 PAGE 23 NH GAS LICENSE RENEWAL
 PAGE 24 STUDENT HANDBOOK - OUR POLICIES
 PAGE 25 STUDENT HANDBOOK - ENROLMENT FORM
 PAGE 26 & 27 . STUDENT HANDBOOK - POLICIES CONTINUED



WE ACCEPT VA BENEFITS AND OTHER STATE FUNDING!

To enroll for a class using VA Benefits please have your Letter of Eligibility ready and provide your social security number. Without this information, your benefits will not be processed and you, as the student, will be responsible for the course tuition.

For other State funding, we will need contact information for the organization and the councilor working with you for training approval to begin.

**To ensure proper enrollment, we need enrollment information prior to 30 days of the course starting date.*

The New Hampshire School has been approved by:
 The New Hampshire Mechanical Licensing Board
 Licensed by the NH Department of Education, Division of Higher Education, Higher Education Commission – Office of Career School Licensing.



**FOLLOW US ON FACEBOOK, TWITTER AND GOOGLE+
 WWW.NHTRADESCHOOL.COM**

PAYMENT PLANS

Course Title:	Total Tuition:	Down Payment:	Weekly Payment:	Payment Duration:	Course Duration:
Air Conditioning Technician - Evening	\$2,300	\$500	\$120	15 Weeks	15 Weeks
Air Conditioning Technician - Day	\$2,300	\$500	\$225	8 Weeks	8 Weeks
Oil Heat Technician - Evening	\$2,300	\$500	\$120	15 Weeks	15 Weeks
Oil Heat Technician - Day	\$2,300	\$500	\$225	8 Weeks	8 Weeks
Combo: A/C & Oil Heat - Evening	\$4,200	\$700	\$140	25 Weeks	30 Weeks
Combo: A/C & Oil Heat - Day	\$4,200	\$700	\$250	14 Weeks	16 Weeks
Combo: Oil Heat & Gas Systems	\$4,200	\$700	\$140	25 Weeks	30 Weeks
Gas Systems, Controls, and Service Program	\$2,300	\$500	\$120	15 Weeks	15 Weeks
Gas Piping Installer	\$1,500	\$700	\$100	8 Weeks	8 Weeks
Gas Equipment Installer	\$1,000	\$500	\$100	5 Weeks	5 Weeks
Gas Service Technician	\$1,000	\$500	\$100	5 Weeks	5 Weeks
Combo: Gas License Code	\$3,200	\$500	\$150	18 Weeks	18 Weeks
Combo: Gas License & Service	\$5,200	\$700	\$150	30 Weeks	33 Weeks
Electrical 101 - Evening	\$2,300	\$500	\$120	15 Weeks	15 Weeks
Electrical 101 - Day	\$2,300	\$500	\$225	8 Weeks	8 Weeks
Journeyman Electrician 1	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Journeyman Electrician 2	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Journeyman Electrician 3	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Journeyman Electrician 4	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Accelerated Journeyman Electrician 1	\$1,400	\$400	\$100	10 Weeks	16 Weeks
Plumbing 101 - Evening	\$2,300	\$500	\$120	15 Weeks	15 Weeks
Plumbing 101 - Day	\$2,300	\$500	\$225	8 Weeks	8 Weeks
Plumbing Year 1	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Plumbing Year 2	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Plumbing Year 3	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Plumbing Year 4	\$1,400	\$400	\$100	10 Weeks	40 Weeks
Accelerated Plumbing Year 1	\$1,400	\$400	\$100	10 Weeks	16 Weeks
NH Plumbing Prep	\$400	-	-	-	4 Weeks
MA Gas Fitters Prep	\$300	-	-	-	3 Weeks
MA Plumbing & Gas Prep	\$600	-	-	-	6 Weeks
NH Electrical Prep	\$400	-	-	-	4 Weeks
NH Gas License Renewal	\$50	-	-	-	1 Day; 3hr
MA Session 12 Gas	\$40	-	-	-	1 Day; 3hr
MA Session 12 Plumbing & Gas	\$80	-	-	-	1 Day; 6hr
OSHA 10	\$165	-	-	-	2 Days
NORA Certification Exam	\$50	-	-	-	
EPA Certification Exam	\$50	-	-	-	

Prices have increased for the 2020 year. Course dates and durations are subject to change.

HOW TO ENROLL FOR CLASSES:

Option

1

Call (603) 622-6544

Talk to our staff about courses you are interested in and ask any questions you might have. Our staff can take your enrollment right over the phone!

Students can make a payment to reserve their spot by using a credit card or debit card.

Option

2

Log onto our website NHtradeSchool.com

Our website has all the course dates listed for both locations. We also have descriptions for all the courses listed too!

Some classes have online registration forms, but for most classes, a form will need to be downloaded and emailed to one of the office staff. Email addresses are listed on the bottom of every page of our website and on page 2 & 3 of this catalog!

Once received you will get an email response or phone call back from our staff!

Option

3

Fill out the form in this catalog

You can mail the attached form to the location of your choice.

Once received you will get an email response or phone call back from our staff.

Checks can be mailed with enrollment to reserve seats.

- Custom payment plans can be provided upon request.
- Custom auto payments are also available for students and payees through our credit card system.
- Payee agreements must be filled out, signed, and sent in if the student is receiving tuition assistance or is not paying for the course them selves. With out the payee agreement, the responsibility for the tuition of the course is the students under the contract of the Enrollment Agreement.
- We accept credit cards, checks, money orders, and cash.
- Books are nonrefundable, only books in NEW condition will be considered. All our students receive new books with the tuition of the course, so used books can not be returned.

HOW TO SIGN UP FOR EXAMS:

NH STATE EXAMS

Go to **nhgasfitters.com** to fill out the online registration form for any of the following exams:

- Gas Piping Installer
- Gas Equipment Installer
- Gas Service Technician
- Journeyman Plumbing
- Master Plumbing



*** Exams can be scheduled Monday through Thursday from 10am to 1pm and Friday 10am only.**

scott@nhgasfitters.com | www.nhgasfitters.com

Gas Exam \$100 | Plumbing Exam \$100

NATIONAL CERTIFICATION EXAMS

EPA 608 Certification Exam

This is a certification exam that is commonly known as 608 Certification. Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. We provide this exam at our location using EPAtest.com Call the office to schedule testing date. Exam prep material and books can be purchased at our facility.

The exam is 4 parts, 25 questions each: Core, Type I, Type II, Type III.

Core -A technician must pass Core in order to earn any other certification.

Type I -For servicing small appliances.

Type II -For servicing or disposing of high-pressure appliances, except small appliances and MVACs.

Type III -For servicing or disposing of low-pressure appliances.

Universal -The successful passing of all four sections of the examination.

NORA Certification Exam

NORA stands for National Oilheat Research Alliance. This non-profit organization sets the national standards for the Oil heat industry. They have three levels of certification:

Bronze Certification- Level one is designed for beginners to learn and execute fundamental skills.

Silver Certification - Level two is for technical competence established through training, a test and field experience.

Gold Certification - Highest level is established through previous participation in the Silver Certification program with additional competency in energy efficiency.

Call the office to schedule a testing date. Testing might be synced with our current courses and their testing dates.

Exam Cost: \$75 | Student Cost: \$50

COURSE OUTLINES

Air Conditioning Technician

Residential Air Conditioning Training Course

Tuition: \$2100

Books and Lab Fees: \$200

EPA Exam Cost - \$50

120 Hours



Our Air Conditioning course focuses on residential and light commercial air conditioning units, as well as preparation for the EPA 608 certification exam. This course is designed for students with little to no experience but desires a career in the HVAC industry.

Utilizing our fully functional Hands-On lab, students will learn how to clean, maintain, troubleshoot, and repair the equipment, as well as gain basic understanding of how to install the equipment. Students will receive manufacturing information on the equipment in the lab, as well as packets of information to prepare them for the EPA exam. Throughout the course, students will have to provide their own basic tools. This course, in conjunction with the EPA certification and proper tools, will provide new technicians with the knowledge and credentials towards gaining employment in the HVAC industry.

The EPA exam is a national certification incorporated into this course. The exam itself is optional and has an additional cost of \$50. This certification allows the technician to carry, purchase, and dispose of the chemicals needed for the A/C systems as well as refrigerants. These certificates are great credentials for any resume, and working technician.

Tools needed for class (Not Included):

AC Tool List

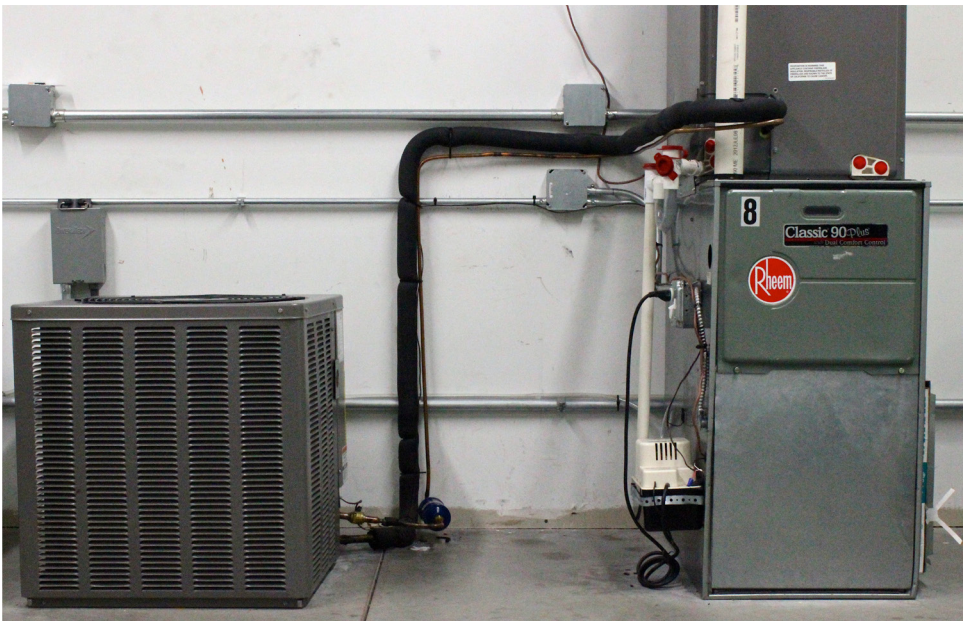
- Tool Bag
- Nut Driver Set
- Screw Driver Set / Multi Screwdriver
- Combination Wrenches
- Allen Wrenches (standard and metric)
- Adjustable Wrenches
- Channel Lock Pliers
- Needle Nose Pliers
- Linesman Pliers
- Multimeter / Digital Meter
- Manifold Set With Low Loss Hoses (Gages)
- Thermometer / Digital Thermometer
- Personal Protective Equipment*
- Wire Cutters/Crimper
- Safety Gloves/Mechanical gloves

Optional Tools

- Swaging Kit
- Tube cutters

Recommended PPE for students:

Clear or amber (amber often used indoor or low light will enhance contrast) (3.0 IR) Tinted brazing safety goggles.



MAKE IT A COMBO!

A/C and Oil Heat Combo Course

Total Tuition: \$4,200
NORA Exam: \$50
EPA Exam: \$50
240 hours

Students will start with the course of their choosing, Oil Heat Technician or Air Conditioning Technician. When completed they will move on to the next. Students will have an extended payment plan and will receive a discount for locking into two classes.

See the next page for Oil Heat Details.



Manchester

Air Conditioning Technician - Evenings - Tuesdays and Thursdays from 5:30 to 9:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
March 3rd, 2020
Ending:
June 11th, 2020

Starting:
June 30th, 2020
Ending:
October 8th, 2020

Starting:
October 27th, 2020
Ending:
February 16th, 2021

Starting:
March 9th, 2021
Ending:
June 17th, 2021

Air Conditioning Technician - Days - Mondays and Thursdays from 9 am to 4:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting:
January 13th, 2020
Ending:
March 5th, 2020

Starting:
March 30th, 2020
Ending:
May 21st, 2020

Starting:
September 21st, 2020
Ending:
November 12th, 2020

Starting:
January 11th, 2021
Ending:
March 4th, 2021

Hampton

Air Conditioning Technician - Evenings - Mondays and Wednesdays from 5:30 to 9:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
December 9th, 2019
Ending:
March 25th, 2020

Starting:
April 13th, 2020
Ending:
July 27th, 2020

Starting:
August 17th, 2020
Ending:
November 30th, 2020

Starting:
January 4th, 2021
Ending:
April 14th, 2021

Air Conditioning Technician - Days - Tuesdays and Fridays from 9 am to 4:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting:
January 21st, 2020
Ending:
March 13th, 2020

Starting:
April 7th, 2020
Ending:
May 29th, 2020

Starting:
September 29th, 2020
Ending:
November 20th, 2020

Starting:
January 19th, 2021
Ending:
March 12th, 2021

COURSE OUTLINES



Oil Heat Technician

Residential and Commercial Oil Burners Training Course

Tuition: \$2100

Books and Lab Fees: \$200

NORA Exam Cost - \$50

120 Hours

Trade Equipment:

- Fuel Pump Tester
- Ignition Transformer Tester
- Bacharach Combustion Test Kit
- Soot Vacuum
- Assorted Brushes
- Soot Sword
- Soot Snorkel

The Oil Heat Technician course has been developed over several years to provide students with the necessary knowledge and understanding required towards becoming qualified technicians in the oil heat industry. This course is designed to instruct students in the proper and safe operation of the equipment.

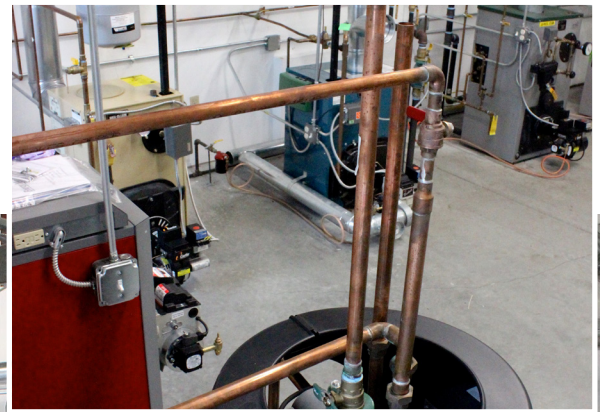
Fifty percent of the course is spent in our top of the line Hands-On lab. Students will be instructed on proper cleaning and tune-up procedures, electrical wiring, as well as service and troubleshooting techniques. This, combined with the classroom theory instruction, will help ensure the student has a more complete understanding of the course material in a "real life" setting.

The classroom theory is based on the national standards provided by NORA, the National Oilheat Research Alliance. Throughout the course students will be prepping for the NORA certification and the exam will be provided on the last day of the course. The books and lab fees cover all books, handouts and lab supplies, but students will have to provide their own basic tools. We have tool assistance to aid in the purchasing of tools. Tools are not required the first day of class; the lab instructor will let the students know what is needed.

The NORA exam is optional and has an additional cost of \$50. This course, in conjunction with the NORA certification and proper tools, will assist the current technician to progress in his/her trade, as well as provide new technicians with the knowledge and credentials towards gaining employment in the oil heat industry.

Tools needed for class (Not Included):

- Open End Wrenches
- 3/4, 11/16, 5/8, 9/16, 1/2, 7/16, 3/8
- Nut Drivers
- 3/8, 5/16, 1/4, Regular sized / stubby
- Screw Drivers
- Standard size Flat-head / stubby
- Standard size Phillips / stubby
- Standard size channel lock pliers
- Standard size crescent wrench
- Wire strippers
- Electrical Multimeter (tester)
- Standard set Allen wrenches
- Razor Knife



PAYMENT PLANS ARE AVAILABLE!

Manchester

Oil Heat Technician - Evenings - Tuesdays and Thursdays from 5:30 to 9:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
March 3rd, 2020
Ending:
June 11th, 2020

Starting:
June 30th, 2020
Ending:
October 8th, 2020

Starting:
October 27th, 2020
Ending:
February 16th, 2021

Starting:
March 9th, 2021
Ending:
June 17th, 2021

Oil Heat Technician - Days - Mondays and Thursdays from 9 am to 4:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting:
January 13th, 2020
Ending:
March 5th, 2020

Starting:
March 30th, 2020
Ending:
May 21st, 2020

Starting:
September 21st, 2020
Ending:
November 12th, 2020

Starting:
January 11th, 2021
Ending:
March 4th, 2021

Hampton

Oil Heat Technician - Evenings - Mondays and Wednesdays from 5:30 to 9:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
December 9th, 2019
Ending:
March 25th, 2020

Starting:
April 13th, 2020
Ending:
July 27th, 2020

Starting:
August 17th, 2020
Ending:
November 30th, 2020

Starting:
January 4th, 2021
Ending:
April 14th, 2021

Oil Heat Technician - Days - Tuesdays and Fridays from 9 am to 4:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting:
January 21st, 2020
Ending:
March 13th, 2020

Starting:
April 7th, 2020
Ending:
May 29th, 2020

Starting:
September 29th, 2020
Ending:
November 20th, 2020

Starting:
January 19th, 2021
Ending:
March 12th, 2021

MAKE IT A COMBO!

Oil Heat and Gas Systems Combo Course

Total Tuition: \$4,200
NORA Exam: \$50
240 hours

Students will start with the course of their choosing, Oil Heat Technician or Gas Systems, Controls, and Service. When completed they will move on to the next. Students will have an extended payment plan and will receive a discount for locking into two classes.

See the next page for the Gas Systems Details.



Gas Systems, Controls, and Service Program

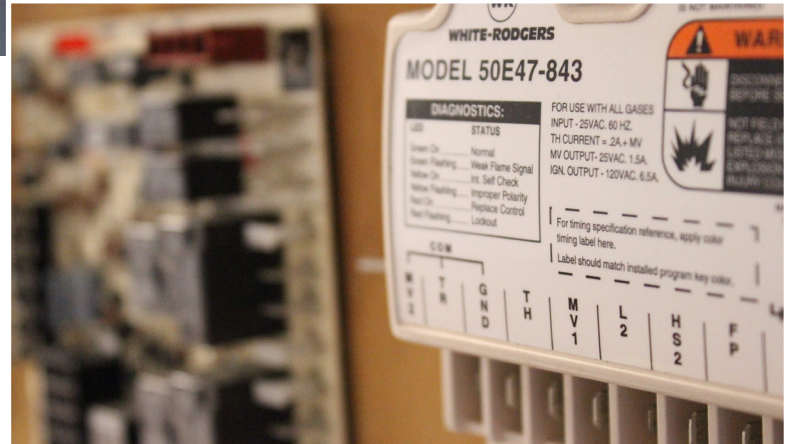
Hands-On Training Course

No Trainee Card needed for this course!

Tuition: \$2100

Books and Lab Fees: \$200

120 Hours



This unique course is designed to reach a broad range of students. Whether you are currently licensed in the gas field or interested in beginning a career in the gas industry for the first time, this course will provide students with a more in-depth, broader understanding of gas fired heating equipment and service techniques. Eighty-five percent of the course is dedicated to “hands-on” instruction in our “state of the art” fully functional gas-heating lab.

Students will learn how to clean, maintain, and troubleshoot new and old systems. They will also cover wiring and control circuits associated with these systems, how to install equipment and will receive manufacturing information. Slide shows and videos are provided to demonstrate the safety procedures and possible outcome if not done properly. Students will have to provide their own basic tools, but we have tool assistance if needed.

This course does not provide any educational hours toward the licensing process. It will assist all students in becoming more knowledgeable, valued technicians to current employers, and provide an excellent addition to current resumes.

Tools needed for class (Not Included):

- Open End Wrenches
- 3/4, 11/16, 5/8, 9/16, 1/2, 7/16, 3/8
- Nut Drivers
- 3/8, 5/16, 1/4, Regular sized / stubby
- Screw Drivers
- Standard size Flat-head / stubby
- Standard size Phillips / stubby
- Standard size channel lock pliers
- Standard size crescent wrench
- Wire strippers
- Electrical Multimeter (tester)
- Standard set Allen wrenches
- Razor Knife



MAKE IT A COMBO!

EXTRA SAVINGS!

Gas License and Service Program

Total Tuition: \$5,200
State Exam Fees \$300
260 hours

This is a combo course is a combination of all four of our gas courses. This course provides the necessary code hours for the full NH gas fitters licensing and hands on training in our fully functional Gas Heat Lab. Students will receive four certificates of completion; three are needed for the NH state license along with the accompanying state exams.

See the next page for Gas Code Classes Details.

Manchester

Gas Systems, Controls, and Service - Mondays and Wednesdays from 5:30 to 9:30 pm for 15 weeks
 Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
March 23rd, 2020
Ending:
July 6th, 2020

Starting:
August 17th, 2020
Ending:
November 30th, 2020

Starting:
January 11th, 2021
Ending:
April 21st, 2021

Hampton

Gas Systems, Controls, and Service - Tuesdays and Thursdays from 5:30 to 9:30 pm for 15 weeks
 Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting:
February 25th, 2020
Ending:
June 4th, 2020

Starting:
July 14th, 2020
Ending:
October 22nd, 2020

Starting:
December 8th, 2020
Ending:
March 25th, 2021

Starting:
May 4th, 2021
Ending:
August 12th, 2021

This course is a great hands-on training for new technicians that are looking for through training on gas fired systems. It is also great for seasoned technicians to learn newer systems thoroughly as well!



PAYMENT PLANS ARE AVAILABLE!

GAS LICENSE CODE COURSES:

Requirements for the NH Trainees to achieve licensing. Trainee card is required upon registration.

Gas Piping Installer

Tuition: \$1300
Books & Lab Fees: \$200
60 Hours

Books Included: NFPA 54, NFPA 58, and a binder for hand outs

Our course covers both Natural and LP gas piping regulations and meets the NH State requirements for the 60 hours of educational time needed to achieve the first level of gas licensing. This course, in conjunction with 1000 hours of field training, will allow candidates eligibility to obtain a GPI (Gas Piping Installer) License. Trainees will still need to fulfill the “field” training out on the job, but after completing this course they will be eligible to take the state exam immediately.

Gas Equipment Installer

Tuition: \$1000
40 Hours

Books Needed: NFPA 54 and NFPA 58

Meeting the 40 hours of educational requirements for the second level of Gas licensing in the NH Gas License process, this course covers the installation regulations for Natural and LP equipment and students will be prepped for the NH Gas Equipment Installer exam. This course, in conjunction with the Gas Piping Installers training and 1000 hours of field training, will allow candidates to be eligible to obtain a Gas Equipment Installers License. Trainees will still need to fulfill the “field” training out on the job, but after completing this course they will be eligible to take the state exam immediately.

Gas Service Technician

Tuition: \$1000
40 Hours

Books Needed: NFPA 54 and NFPA 58

Meeting the 40 hours of educational requirements for the highest level of Gas licensing in the NH Gas License process, this course covers the service regulations for Natural and LP equipment and students will be prepped for the NH Gas Service Technician exam. This course, in conjunction with the Gas Piping Installers training, Gas Equipment Installers training and additional 1000 hours of field training, will allow candidates to be eligible to obtain a Gas Service Technician License. Trainees will still need to fulfill the “field” training out on the job, but after completing this course they will be eligible to take the state exam immediately.

MAKE IT A COMBO!

Gas License Code Combo

Total Tuition: \$3.200
State Exam Fees: \$300
140 hours

This is a combo course designed for the Trainees that want to achieve the full NH gas fitters licensing. Students will have to complete all state requirements to be able to apply through the state for the corresponding license; these courses only provide the education needed for the licensing process. Students are eligible to take the state exam immediately after completing each section.



Manchester

Gas Piping Installer - Mondays and Wednesdays from 5:30 to 9:30 pm for 8 weeks

Tuition: \$1500 Down Payment: \$700 Weekly Payment: \$100 for 8 weeks out of 8 weeks

Starting: March 23rd, 2020	Starting: August 17th, 2020	Starting: January 11th, 2021
Ending: May 11th, 2020	Ending: October 7th, 2020	Ending: March 1st, 2021

Gas Equipment Installer - Mondays and Wednesdays from 5:30 to 9:30 pm for 5 weeks

Tuition: \$1000 Down Payment: \$500 Weekly Payment: \$100 for 5 weeks out of 5 weeks

Starting: May 18th, 2020	Starting: October 12th, 2020	Starting: March 8th, 2021
Ending: June 22nd, 2020	Ending: November 11th, 2020	Ending: April 7th, 2021

Gas Service Technician - Mondays and Wednesdays from 5:30 to 9:30 pm for 5 weeks

Tuition: \$1000 Down Payment: \$500 Weekly Payment: \$100 for 5 weeks out of 5 weeks

Starting: June 29th, 2020	Starting: November 16th, 2020	Starting: April 12th, 2021
Ending: July 29th, 2020	Ending: December 16th, 2020	Ending: May 12th, 2021

Hampton

Gas Piping Installer- Tuesdays and Thursdays from 5:30 to 9:30 pm for 8 weeks

Tuition: \$1500 Down Payment: \$700 Weekly Payment: \$100 for 8 weeks out of 8 weeks

Starting: February 25th, 2020	Starting: July 14th, 2020	Starting: December 8th, 2020
Ending: April 14th, 2020	Ending: September 1st, 2020	Ending: February 2nd, 2021

Gas Equipment Installer- Tuesdays and Thursdays from 5:30 to 9:30 pm for 5 weeks

Tuition: \$1000 Down Payment: \$500 Weekly Payment: \$100 for 5 weeks out of 5 weeks

Starting: April 21st, 2020	Starting: September 8th, 2020	Starting: February 9th, 2021
Ending: May 21st, 2020	Ending: October 8th, 2020	Ending: March 11th, 2021

Gas Service Technician - Tuesdays and Thursdays from 5:30 to 9:30 pm for 5 weeks

Tuition: \$1000 Down Payment: \$500 Weekly Payment: \$100 for 5 weeks out of 5 weeks

Starting: May 26th, 2020	Starting: October 13th, 2020	Starting: March 16th, 2021
Ending: June 25th, 2020	Ending: November 12th, 2020	Ending: April 15th, 2021

HOW TO SIGN UP FOR EXAMS:

Go to nhgasfitters.com to fill out the online registration form. This will alert the testing company and you will receive an email with a password with in 24 hours. The School may determine time of the exam and if space is available, seats are limited. As a class, the school will notify you about dates available for each section enrolled for and testing should be schedule prior to testing dates. If you do not have a password, you will not be testing.

COURSE OUTLINES

**Core Math Skills, Tool Safety, Terminology ,
Fundamentals, Basic Electrical Circuits, Electrical
Systems & Protection, Alternating Current, 50%
Hands-on, and much more!**

Electrical 101

**Tuition: \$2100
Books & Lab Fees: \$200
90 Hours Total**



This class is designed as an “entry-level” course. People who wish to pursue a career as a licensed Electrician are highly encouraged to take this course prior to entering into formal apprenticeship classes.

This course will provide students with an in-depth understanding of electrical theory, math formulas and equations that electricians use on a daily basis. Students will also be instructed on the proper use of basic tools with an emphasis on safety.

Students will utilize our “Hands-On” lab for instruction on the proper installation of electrical circuits such as: basic lighting circuits and switches, 3-way switching, outlet receptacles, basic doorbell circuits and MORE.

This course will provide students with an excellent addition to their current resumes for potential employment as an electrical apprentice.

Tools needed for class (Not Included):

- Electrician linesmen pliers
- Angle dike side cutters
- Medium flathead regular screwdriver
- Phillips medium size screwdriver
- Wire strippers
- Small flathead screwdriver
- Romex strippers
- Tape measure minimum ½ inch wide
- Utility knife



Manchester

Electrical 101 - Evenings - Mondays and Wednesdays from 5:30 to 8:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting: *March 23rd, 2020	Starting: July 20th, 2020	Starting: November 23rd, 2020	Starting: March 22nd, 2021
Ending: July 1st, 2020	Ending: November 2nd, 2020	Ending: March 3rd, 2021	Ending: July 5th, 2021

Electrical 101 - Days - Mondays and Thursdays from 9 am to 3:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting: January 13th, 2020	Starting: March 30th, 2020	Starting: September 21st, 2020	Starting: January 11th, 2021
Ending: March 2nd, 2020	Ending: May 18th, 2020	Ending: November 9th, 2020	Ending: March 1st, 2021

Hampton

Electrical 101- Evenings - Tuesdays and Thursdays from 5:30 to 8:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting: December 10th, 2019	Starting: April 14th, 2020	Starting: August 11th, 2020	Starting: December 8th, 2020
Ending: March 26th, 2020	Ending: July 23rd, 2020	Ending: November 19th, 2020	Ending: March 25th, 2021

Electrical 101 - Days - Tuesdays and Fridays from 9 am to 3:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting: January 21st, 2020	Starting: April 7th, 2020	Starting: September 29th, 2020	Starting: January 19th, 2021
Ending: March 10th, 2020	Ending: May 26th, 2020	Ending: November 17th, 2020	Ending: March 9th, 2021

If you are unsure about this field being the right career path, this course can help determine if this is the trade for you! This is a great course for boosting your resume and training with tools and materials. It is not a prerequisite for taking the apprenticeship training but it will give you an upper hand on the basic knowledge when you apply it to the code book.

TAKE A TOUR OF OUR FACILITIES!

We give tours during office hours. Come see the labs, classrooms, talk about classes and job opportunities.

*This class will meet 5:30 to 9pm due to scheduling conflict. Time and dates for all classes may change due to instructors availability, please check with the office for any changes.

COURSE OUTLINES

Plumbing 101

Tuition: \$2100

Books & Lab Fees: \$200

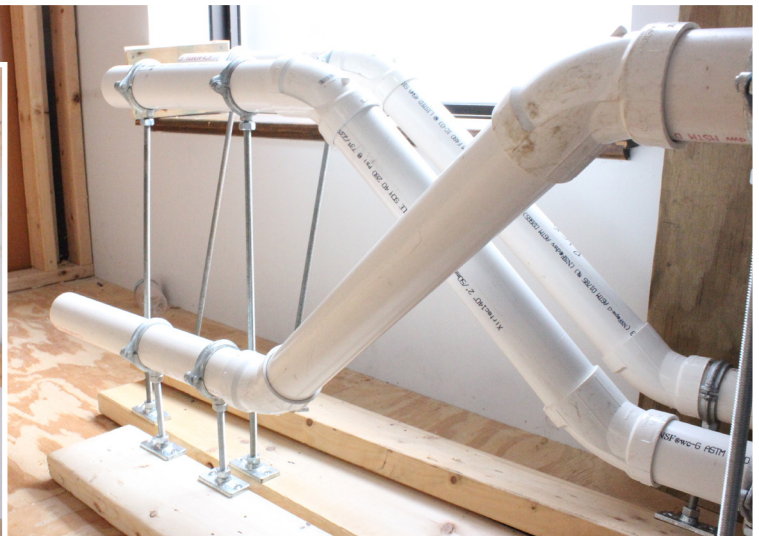
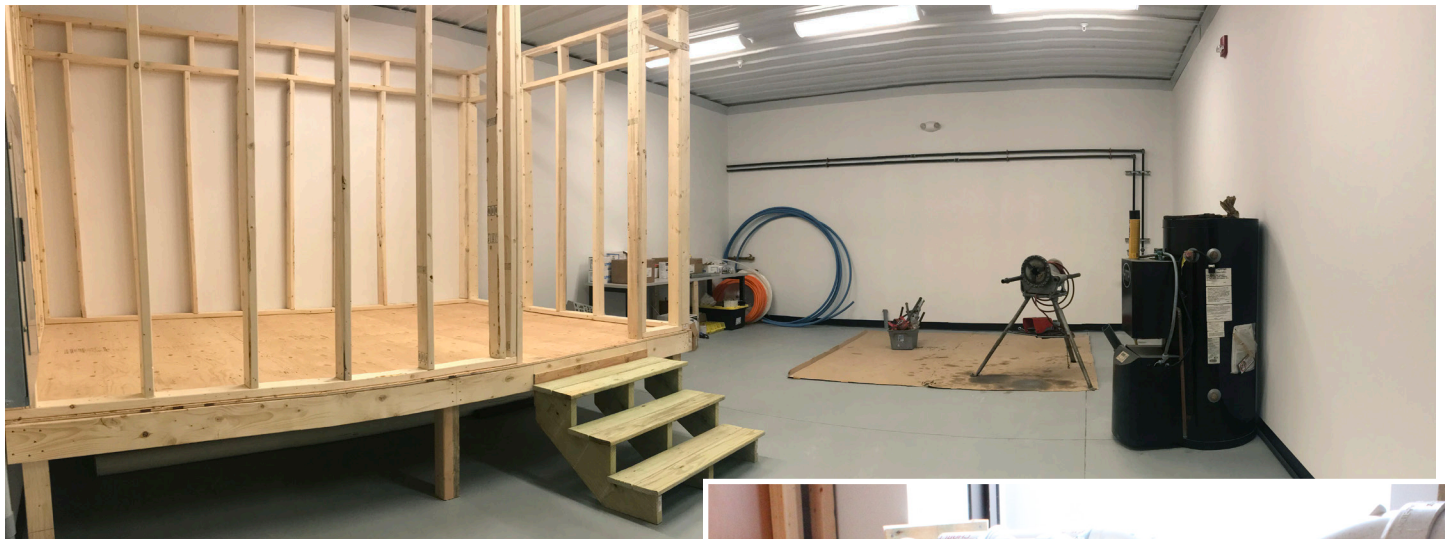
90 Hours Total



This course is an “entry-level” course designed and highly encouraged for people who desire a career in the plumbing industry prior to entering into formal apprenticeship classes.

This course will instruct students on general plumbing practices, terminology, and repairs. They will learn about basic tools and their uses with an emphasis on safety. Students will utilize our “Hands-On” lab for instruction on the lay-out and installation of basic venting, drainage systems, as well as domestic water piping. Students will be instructed on basic soldering techniques, and the different types of piping materials such as copper, pvc, and cast iron.

The completion of this course will provide students with an excellent addition to their current resumes while pursuing employment as a plumbing apprentice.



Manchester

Plumbing 101 - Evenings - Mondays and Wednesdays from 5:30 to 8:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting: March 16th, 2020	Starting: July 20th, 2020	Starting: November 23rd, 2020	Starting: March 22nd, 2021
Ending: June 29th, 2020	Ending: November 2nd, 2020	Ending: March 3rd, 2021	Ending: July 5th, 2021

Plumbing 101 - Days - Tuesdays and Thursdays from 9 am to 3:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting: January 14th, 2020	Starting: March 31st, 2020	Starting: September 22nd, 2020	Starting: January 12th, 2021
Ending: March 3rd, 2020	Ending: May 19th, 2020	Ending: November 10th, 2020	Ending: March 2nd, 2021

Hampton

Plumbing 101- Evenings - Tuesdays and Thursdays from 5:30 to 8:30 pm for 15 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$120 for 15 weeks out of 15 weeks

Starting: December 10th, 2020	Starting: April 14th, 2020	Starting: August 11th, 2020	Starting: December 8th, 2020
Ending: March 26th, 2020	Ending: July 23rd, 2020	Ending: November 19th, 2020	Ending: March 25th, 2021

Plumbing 101 - Days - Tuesdays and Fridays from 9 am to 3:30 pm for 8 weeks

Tuition: \$2300 Down Payment: \$500 Weekly Payment: \$225 for 8 weeks out of 8 weeks

Starting: January 21st, 2020	Starting: April 7th, 2020	Starting: September 29th, 2020	Starting: January 19th, 2021
Ending: March 10th, 2020	Ending: May 26th, 2020	Ending: November 17th, 2020	Ending: March 9th, 2021

If you are unsure about this field being the right career path, this course can help determine if this is the trade for you! This is a great course for boosting your resume and training with tools and materials. It is not a prerequisite for taking the apprenticeship training but it will give you an upper hand on the basic knowledge when you apply it to the code book.

TAKE A TOUR OF OUR FACILITIES!

We give tours during office hours. Come see the labs, classrooms, talk about classes and job opportunities.

HOW TO BECOME AN APPRENTICE:

To get started, here is some information on becoming an Apprentice:

To become a plumber or Electrician in the State of NH the individual must start working with a licensed plumber or electrician. This sponsor will become a mentor to the individual while working. The sponsor will need to sign off on the individual's application to the state for an apprentice card.

The apprentice card is the first step into the licensing process. Once the card is in hand the individual can start tallying field hours (the hours spent working with the sponsor) and classroom hours (the hours we can help provide). Each year the apprentice will need to renew the apprentice card and provide, on average, 2000 field hours and a minimum of 150 hours of education. In approximately four years the apprentice will have 8000 field hours and 600 educational hours and at this time they are now eligible for the State Exam.

Once tested, the apprentice will send all the information to the State and apply for the Journeyman License.

ELECTRICAL APPRENTICE

	Manchester	Hampton
Accelerated Journeyman Electrician Year 1 - 16 weeks	Thursdays 5:30 to 9:30pm and Saturdays 8am to 2:30pm Starting: March 5th, 2020 Ending: June 20th, 2020	Wednesdays 5:30 to 9:30pm and Saturdays 8am to 2:30pm Starting: March 11th, 2020 Ending: June 27th, 2020
Journeyman Electrician Year 1 - 40 weeks	Tuesdays 5:30 to 9:30pm Starting: September 8th, 2020 Ending: June 8th, 2021	Mondays 5:30 to 9:30pm Starting: September 14th, 2020 Ending: June 21st, 2021
Journeyman Electrician Year 2 - 40 weeks	Mondays 5:30 to 9:30pm Starting: September 14th, 2020 Ending: June 21st, 2021	Wednesdays 5:30 to 9:30pm Starting: September 16th, 2020 Ending: June 16th, 2021
Journeyman Electrician Year 3 - 40 weeks	Tuesdays 5:30 to 9:30pm Starting: September 2nd, 2020 Ending: June 2nd, 2021	Tuesdays 5:30 to 9:30pm Starting: September 22nd, 2020 Ending: June 22nd, 2021
Journeyman Electrician Year 4 - 40 weeks	Tuesdays 5:30 to 9:30pm Starting: September 1st, 2020 Ending: June 1st, 2021	Thursdays 5:30 to 9:30pm Starting: September 3rd, 2020 Ending: June 24th, 2021

PLUMBING APPRENTICE

Manchester Hampton

Accelerated Plumbing Year 1 - 16 weeks

Wednesdays 5:30 to 9:30pm
and Saturdays 8am to 2:30pm

Starting: March 4th, 2020
Ending: June 20th, 2020

Wednesdays 5:30 to 9:30pm
and Saturdays 8am to 2:30pm

Starting: March 11th, 2020
Ending: June 27th, 2020

Journeyman Plumbing Year 1 - 40 weeks

Tuesdays 5:30 to 9:30pm

Starting: September 8th, 2020
Ending: June 8th, 2021

Mondays 5:30 to 9:30pm

Starting: September 14th, 2020
Ending: June 21st, 2021

Journeyman Plumbing Year 2 - 40 weeks

Thursdays 5:30 to 9:30pm

Starting: September 3rd, 2020
Ending: June 24th, 2021

Wednesdays 5:30 to 9:30pm

Starting: September 23rd, 2020
Ending: June 23rd, 2021

Journeyman Plumbing Year 3 - 40 weeks

Thursdays 5:30 to 9:30pm

Starting: September 3rd, 2020
Ending: June 24th, 2021

Tuesdays 5:30 to 9:30pm

Starting: September 15th, 2020
Ending: June 15th, 2021

Journeyman Plumbing Year 4 - 40 weeks

Tuesdays 5:30 to 9:30pm

Starting: September 1st, 2020
Ending: June 1st, 2021

Thursdays 5:30 to 9:30pm

Starting: September 3rd, 2020
Ending: June 24th, 2021

Tuition Per Course: \$1,400

Payment Plan: \$400 Down Payment and \$100 for 10 weeks of the course.

Dates are subject to change.

Books will carry over into the next course; books are subject to change if needed.

Absences and tardiness will affect your grade. Students must attend class to receive the state required hours.

Useful Websites:

NH Electrical Board: <https://www.oplc.nh.gov/electricians>
 NH Plumbing Licensing: <https://www.nh.gov/safety/divisions/firesafety/building/mechanical/gasfitters>
 US Department of Labor: <https://www.dol.gov/apprenticeship/>
<https://www.apprenticeship.gov>



OSHA 10

Friday - 5:30 to 9:30pm & Saturday - 8am to 3pm

10 Hours

Tuition: \$165

** Refreshments provided on Saturday!*

Hampton February 21st & 22nd	Hampton May 22nd & 23rd	Hampton July 17th & 18th	Hampton September 25th & 26th	Hampton November 13th & 14th
Manchester April 17th & 18th	Manchester June 19th & 20th	Manchester August 21st & 22nd	Manchester October 16th & 17th	Manchester December 18th & 19th

MA Session 12

Saturday - Gas only 8am to 11am

3 Hours

Tuition: \$40

Saturday - Plumbing & Gas 8am to 2pm

6 Hours

Tuition: \$80

** Refreshments provided on Saturday!*

Hampton February 1st	Manchester February 8th	Manchester March 7th	Hampton March 14th	Manchester April 4th	Hampton April 11th
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*MA State renewal date is May 1st, Session 11 & Session 12 are needed for the renewal. If you need a session 11 please contact the office, we may have a "Last Chance" Session 11 that is not advertised here.

Prep Courses

NH Electrical Prep Course

24 Hours

Tuition: \$400

NH Plumibng Prep Course

24 Hours

Tuition: \$400

Manchester
July 14th - August 6th
Tuesdays & Thursdays 5:30 to 8:30pm for 4 weeks

Don't see the prep course you are looking for? Call the office for any updates.



FOLLOW US ON FACEBOOK AND TWITTER FOR UPDATES!

WWW.NHTRADESCHOOL.COM

NH Gas Renewal

Saturday "Gap 09-15" - 8am to 11am
Saturday "2020 code" - 11:30am to 2:30pm
**Refreshments provided on Saturday!*

3 Hours
3 Hours

Tuition: \$50
Tuition: \$50

2020

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
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				4		
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
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27	28	29	30			

October

S	M	T	W	T	F	S
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25	26	27	28	29	30	31

November

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15	16	17	18	19	20	21
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29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Professional
Plumbing Seminars
PPS**

Will be hosting
plumbing seminars on the
same dates for \$50 each.

8am - 11am
2020 Plumbing code

11:30 - 2:30
2019 Plumbing code

Manchester

- | | |
|---------------|----------------|
| January 11th | July 11th |
| January 25th | July 25th |
| February 8th | August 8th |
| February 22nd | August 22nd |
| March 7th | September 5th |
| March 21st | September 19th |
| April 4th | October 3rd |
| April 18th | October 17th |
| May 2nd | November 7th |
| May 16th | November 21st |
| June 6th | December 5th |
| June 20th | December 19th |

Hampton

- | | |
|---------------|----------------|
| January 4th | July 18th |
| January 18th | August 1st |
| February 1st | August 15th |
| February 15th | August 29th |
| March 14th | September 12th |
| March 28th | September 26th |
| April 11th | October 10th |
| April 25th | October 24th |
| May 9th | November 14th |
| May 23rd | December 12th |
| June 13th | |
| June 27th | |

STUDENT HANDBOOK

ATTENDANCE: TNHSMT maintains an attendance record on each student. The school requires 100% completion of class hours in order to receive a certificate of completion for the course, unless excused by the Director of the school. If a student has not completed the required hours, they are required to arrange make up time with the instructor or the main office. Any more than five absences the instructor, or school, may dismiss the student from the course.

See Student Conduct and Conditions for dismissal and Re-Entrance policies

CREDIT FOR PREVIOUS EDUCATION OR TRAINING: The school does not accept transfer credits or hours from any other school's programs, unless approved by the director of TNHSMT or the State of NH.

ENROLLMENT DATES: Students may enroll at any time prior to the start of a new class. Enrollment is open until the start date of the desired course, unless the course is at maximum capacity. Starting dates are subject to change at any time.

ENTRANCE REQUIREMENTS: Applicants must be at least 18 years of age and hold a High School Diploma or a GED. Additional requirements might be needed for some classes that are state governed.

GRADING SYSTEM: A pass or fail system is used at TNHSMT. Each course is based on 100% attendance, completion of all mandated hours, and satisfactory progress of tests and labs. Final grades and student evaluations can be issued at the end of each course. Progress is evaluated based on periodic exams. For students that may be failing the course, extra assistance can be provided Per the students request or the student can choose to retake the course in effort to reach the expected level of performance.

If a student using their veterans benefits or being funded by any type of payee fails to have satisfactory progress of the course, the Department of Veterans Affairs or Payee will be notified. This may result in loss of benefits, if so benefits will be immediately terminated.

See Re-entrance policy.

GRADUATION REQUIREMENTS: Students must complete mandated hours, maintain a passing grade of 78% or higher, pass the final examination at the end of the course, and have all payments completed to receive a certificate of completion for the program.

LEAVE OF ABSENCES: Students may request a leave of absence at any point during their studies. In order to receive a leave of absence, a student must submit a written notice to the school explaining the reason they are not able to attend classes. If a student fails to notify the school director of their leave of absence, the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to class.

MAKE UP TIME: Students can contact their instructor for a variety of options to choose from.. Students can also contact the school Monday-Thursday between 9am-4pm and Fridays before 3pm for other options. Please direct any questions and concerns to our day staff. Check in, before and after the session, is required to receive credit for the make up time. Other related courses or events may be accepted if approved by the Director of the school.

OUTSTANDING BALANCES: Students with a remaining balance after the course has ended will be placed in an outstanding folder. Students with an outstanding balance will not receive a certificate of completion until balance has been paid in full. If the balance is not pay in a timely manner and no agreement has been made, TNHSMT will present this matter to the NH State Small Claims Department. Any fees accosted with this process will be added to the students balance.

See Graduation Requirements and Releasing Student Records.

PAYMENT PLANS: TNHSMT provides inhouse, no interest payment plans to all of our students and payees. The Total Tuition includes tuition of the course, books (unless noted), lab materials, and registration fees. The Down Payment for the course should be paid prior to the starting date. Weekly Payments start up the first week of class, and continue for a duration of the course as noted. Payments should be completed by the last day of the course for the student to receive the certificate of completion for the program. Failure to comply can result in the dismissal of the student from the course.

RETURNED CHECK POLICY: If a payment is made with a check and it is returned from the bank as dishonored, a \$25 returned check fee will apply. Our bank will attempt to deposit the check for a second time, if it is returned this fee will be charged again. Students are responsible to resolve these charges so that the account can be restored to good standing.



ENROLLMENT AGREEMENT 2020

The New Hampshire School of Mechanical Trades, INC.

7 Perimeter Road, Manchester, NH 03103 or 109 Towle Farm Road, Hampton, NH 03842
 (603) 622-6544 | www.NHTRADESCHOOL.com

“BUILD A HANDS ON FUTURE TODAY WITH THE NH SCHOOL OF MECHANICAL TRADES”

The New Hampshire School of Mechanical Trades, Inc is an educational institution devoted to developing and furthering the education of tradesmen and women in the State of New Hampshire in the areas of oil and gas heating, plumbing, electrical, residential air conditioning and more.

The New Hampshire School of Mechanical Trades is dedicated to assisting men and women of all ages and backgrounds who desire to begin or further a career in any of the trade courses offered. We are a facility that continually strives to achieve and maintain the highest level of educational standards and quality as well as student satisfaction with an emphasis on personal and work safety.

Please fill out form below legibly.

Student Information

Student Name: _____ Today's Date: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

Company Information

Company Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Business Phone: _____ Ex: _____ Will company be assisting with payment? Yes
 Contact Person: _____ Contact Email: _____

**As our student, you are responsible for tuition and fees associated with the course being agreed upon. To pass this responsibility on to your employer, the company must fill out our "Payee Payment Agreement Form" for the billing process to begin.*

COURSE INFORMATION

Location: Manchester Hampton

Course Title: _____ AM PM

Course Start Date: _____ Scheduled Ending Date: _____

Class Duration: _____ Total Class Hours: _____

PAYMENT INFORMATION

Tuition: \$ _____ Books/Lab Fees: \$ _____ Discount Given: \$ _____

Other Charges: \$ _____ Total: \$ _____

PAYMENT PLAN

Down Payment: \$ _____ Weekly Payment: \$ _____

Payment: Paid In Full Billing Payment Plan

Date: _____

Type: _____

Books Received:

Amount: \$ _____

Date: _____

Notes: _____

PAYMENT MUST BE COMPLETED BEFORE FINAL EXAM IS GIVEN.

Please carefully read this document as it provides important information pertaining to your contract with the school. After reading, please sign and date the following rules and regulations:

TUITION POLICIES *Hedc 304.03*

Tuition and fees shall be offered and administered in a non-discriminatory manner in that:

A school and its approved branch or satellite shall charge students enrolled in the same program or course a uniform rate of tuition and other fees, provided nothing herein shall prevent a school from making a uniform change in tuition or other fees in new enrollment agreements; nothing shall prevent the school from negotiating business to business, contractual agreements for different rates of tuition and fees; and the tuition charged per unit shall not be increased for the term of the contract or enrollment agreement.

INITIAL **STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL:** Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

INITIAL **STUDENT GRIEVANCE PROCEDURE:** *Hedc 305*
Any person who has a complaint against a school who has first sought redress directly from said school through its complaint process, and said process has been completed and was found to be in favor of the school, may file a complaint with the office. Misconduct sufficient to support a complaint shall include any violation of any statute or rule which is administered by the commission.
Complaints shall be filed with the office by completing and submitting the online "Complaint Form", 2015 edition at <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>
Complaints shall be filed within 3 years of the scheduled start date of the course or program that is the subject of the complaint.

INITIAL **REFUND POLICY**
FEDERAL PROGRAM REFUND: The refund policy for students receiving benefits from federal programs shall be in accordance with federal policy, rules and regulations.
FULL REFUND: Students requesting a refund due to the school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on the behalf of the school will receive a full refund within 30 days of the request.
Any student who withdraws from the program or course on or before the first date of instruction is entitled for a full refund, less an administrative fee of \$100.
OTHER REFUNDS: Students who withdraws or is dismissed before 50% of the instructional period shall receive a prorated refund, less an administrative fee, not to exceed \$350.
NO REFUND: Any student that have completed more than 50% of instruction period shall receive no refund.
All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
TIMELY REFUNDS PAYMENT: All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal, and Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.
NOTICE OF WITHDRAWAL: Students are required to submit a letter in writing, stating the date of withdrawal and other information they wish to disclose, for the refund/dropped process to begin.

INITIAL **RELEASING STUDENT RECORDS:** I give The New Hampshire School of Mechanical Trades permission to release documents that allows sharing of my performance with the State, federal agencies and my employer or sponsor.

INITIAL **STUDENT SOCIAL SECURITY NUMBERS:** Workforce Innovation Opportunity Act, a Federal grant, requires that we obtain information from students. The use of your social security number is requested in order to access wage and employment information through the state Unemployment Insurance wage information data base. You cannot be denied service for failure to provide your social security number although we strongly encourage you to do so in order to enable the program to determine employment-related outcomes. Your personal information will be kept confidential and secure, and will not be shared with any outside agencies other than New Hampshire Employment Security. By signing, you agree to participate in this initiative.

Social Security #: _____

Schedule and prices are subject to change. Books are non-refundable.

By signing this document I acknowledge that I have read and agree to the Terms and Conditions stated above.

Applicant Signature: _____

Date: _____

RE-ENTRANCE: Any student who was terminated for conduct or damages will not be readmitted. Completing a personal interview with the school director may readmit any student who has been terminated from TNHSMT. Students with insufficient grades or attendance may retake the course, at the next available starting date for no additional cost, to obtain their certificate if first approved by the Director of TNHSMT.

REPRINTS OF CERTIFICATES: Certificates shall be issued within 30 days of the completion date of the course or program to those students who have met all of the completion requirements, including tuition payment of the applicable course of study. If a student needs to have their certificate reprinted due to loss or damage there will be a charge of \$25 for a new copy. The printing process may take up to one week upon request.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school, including Veterans Benefits recipients. It is printed in this catalog to ensure that all students receive a copy prior to the first day of class.

See Grading System and Graduation Requirements.

STUDENT RECORDS: *Hedc 304.04*

At a minimum, a school shall maintain current, complete, and accurate student records of the following documents in a safe and secure environment for a minimum of 3 years.

See Releasing Student Records.

The following holidays are observed and no classes are held:

January 1st - New Years Day

May 25th - Memorial Day

July 4th - Independence Day

September 7th - Labor Day

November 26th - Thanksgiving Day

November 27th - Day After Thanksgiving

December 24th - Christmas Eve

December 25th - Christmas Day

December 31st - New Years Eve

Other holidays will be determined if they will be observed by the teacher's discretion. Instructors will announce their decision during the previous class.

SCHOOL CALENDAR: TNHSMT reserves the right to amend the calendar at any given time. The hours per week vary depending if the class is academic or lab. Please refer to the program's detailed schedule.

The NH School of Mechanical Trades operates on a non traditional term. Weather will play a major role in actual class schedule. Classes canceled due to weather or other unfortunate circumstances are made up at the end of the program, extending the ending date of the program.

The School may close on occasion due to extended observation of holidays or inclement weather. Students can call the school, check out channel 9 NH, Facebook, Twitter or our website for all school cancellations or delays.

OUR MISSION:

The New Hampshire School of Mechanical Trades is dedicated to assisting men and women, of all ages and backgrounds, who desire to begin or further a career in any one of the several trade courses offered, a facility that continually strives to achieve and maintain the highest level of educational standards, quality, as well as students' satisfaction, with an emphasis on personal and workplace safety.



Vice President John Duff (left) Director Dean Millard (right)

Dean Millard began studying plumbing at Salem High Vocational School out of Massachusetts. After graduating high school, he then spent four years in the U.S. Marines. Upon his honorable discharge, he and his father, Robert Millard, formed an oil and gas heating service company that is still in operation today. While working as a service technician, he also taught oil heating at the Peterson School of Steam Engineering for approximately 29 years.

John Duff graduated from Silverton High School out of Oregon. After graduating high school, he joined the U.S. Navy. Upon his honorable discharge, John earned his Oil Heat technicians license, amongst other licensing, in the state of Massachusetts. He then joined Dean and Robert at their company as a heating technician. John and Dean have now worked together for almost 35 years. John also taught oil heating at the Peterson School of Steam Engineering for approximately 20 years.

In Memory of
Robert L. Millard
March 31, 1934 - May 6, 2012

Robert Millard, father of Dean Millard, was involved in the oil heat industry for many years. Up until his retirement, he was a steam engineer who served as the chief engineer at Malden Hospital as well as Salem State College. He continued his passion for teaching future technicians after his retirement, as a well-respected oil heat instructor at the Peterson School for over 25 years.

Unfortunately, Robert lost his battle with cancer in 2012, as Dean and John opened this school. Dean and John vowed to see his vision and mission come to life at The New Hampshire School of Mechanical Trades.

John Duff and Dean Millard
are the sole partners of The NH School of
Mechanical Trades Incorporation.

The school started out as an idea and dream of Dean Millard, John Duff, and Robert Millard. Between them, they have approximately 65 years of instruction experience in the field of oil heating at a trade school in Massachusetts. Over the course of those many years instructing students, many of which traveled from New Hampshire to attend the trade school in Massachusetts, and listening to their concerns, they realized the real need for a bonafide trade school in the state of New Hampshire.

After many of years researching and visiting many possible sites within New Hampshire, they found the location at 7 Perimeter rd. in Manchester, NH.

“Our goal is to provide a first of its kind, educational facility dedicated solely to the trades, with the very best instructors who share our dedication and vision of getting people of all backgrounds excited about a career in the trades again.”

