



# 2022 ANNUAL ACCREDITATION REPORT

Required of HVAC Excellence  
Accredited Programs

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YES	NO	I CERTIFY THAT THE PROGRAM IS CURRENTLY IN COMPLIANCE WITH THE FOLLOWING STANDARDS
		Standard 1.1 - Mission for Program Students
		Standard 1.2 - Program Mission and Description
		Standard 2.1 - Student Achievement Records
		Standard 2.2 - Administration Support of the HVACR Program
		Standard 2.3 - The Institution's Requirements
		Standard 3.1 - Student's Fees
		Standard 3.2 - Annual Budget for HVACR Program
		Standard 3.3 - Formulation of Budget
		Standard 4.1 - Pre-admission Procedures
		Standard 4.2 - Student Medical Information
		Standard 4.3 - Counseling
		Standard 4.4 - Student Transcripts
		Standard 4.5 - The School-to-Work Transition
		Standard 4.6 - Employment Follow-up Procedures
		Standard 5.1 - Program Design
		Standard 5.2 - Students Per Instructor
		Standard 5.3 - Specialized Training Plan
		Standard 5.4 - Safety
		Standard 5.5 - Work Ethics & Worker Characteristics
		Standard 5.6 - Student Progress Report
		Standard 5.7 - Laboratory Performance Standards
		Standard 5.8 - Student Assessments
		Standard 5.9 - Outside Work Projects (Live work orders)
		Standard 5.10 - Maintenance and Repair Reference Materials
		Standard 5.11 - Multimedia References and Periodicals
		Standard 5.12 - Multimedia Equipment
		Standard 5.13 - HVACR Program Advisory Committee
		Standard 6.1 - Safety
		Standard 6.2 - Classroom and Office
		Standard 6.3 - Maintenance and Housekeeping
		Standard 6.4 - Laboratory Area
		Standard 6.5 - Tool Room and Storage Area
		Standard 6.6 - Restrooms
		Standard 7.1 - Laboratory Equipment
		Standard 7.2 - Laboratory Tools
		Standard 7.3 - Hand Tools for Students
		Standard 7.4 - Supplies
		Standard 8.1 - Performance Standards
		Standard 9.1 - Instructor Qualifications
		Standard 9.2 - Continuing Education Requirements

Report Submitted By:

Date:



## ANNUAL ACCREDITATION REPORT

Programs granted accreditation by HVAC Excellence are required to submit an annual accreditation report by December 1st of each year. The annual report advises the HVAC Excellence Accreditation Review Board of substantive changes in the program or faculty, while validating the accredited program continues to comply with each of the established standards.

A substantive change may include changes to program hours, acquisition or disposal of laboratory equipment, changes to how students are evaluated, and changes in instructional staff or administration.

If you have any questions, contact us toll free at 800 394-5268.

## INSTRUCTIONS FOR SUBMITTING ANNUAL REPORT

Visit [escogroup.org](http://escogroup.org) and click "Proctors" at the top of the page to login.

Click on "Resource Center" to download the Annual Report. If there are any substantive changes including new equipment, changes in program hours, program outcomes, or the program moved, please include this in your report. If there is a change in instructors, please forward the instructor's educational and industry credentials.

Email your completed report and substantive changes to [jbirch@escogroup.org](mailto:jbirch@escogroup.org).

Click "Reports" then "Invoices" to pay our annual review fee.