



Huntton[®] Distribution

OKLAHOMA CITY, OKLAHOMA **SCHEDULE OF CLASSES**

OKLAHOMA CITY CONTACT:

Kimberly Sutton

Direct: 405-949-7951 | Fax: 405-949-7957

Email: ksutton@huntondistribution.com

MEMBERS OF:



EDUCATION IS THE KEY TO THE FUTURE

Hunton Distribution and Trane are committed to supporting our industry with a continually improving and expanding educational program. This is why we have developed the Hunton Learning Center in Houston and Oklahoma City for you.

Our goal is to provide training that supports the career and business goals of our customers and prepares today's professionals for tomorrow's challenges.

In order to meet the professional needs of our customers, we offer year round training in technical and business skills geared to benefit any dealer, contractor technician, owner or service manager.

Training Guarantee

We want you to be satisfied with your training experience from the Hunton Learning Center. So, our guarantee to you is this — if you are dissatisfied with your training experience and need to repeat a course, you can do so with no additional cost.

Training Satisfaction Guarantee Guidelines:

- You must enroll in the course the next time it is offered.
- You will reuse the training materials that were provided in the original training. You will receive updated materials.

Customized Training

For our Trane dealers, we offer customized training on our products, time permitting. This customized training can be a course that we have offered in the past or training that is specific to your company needs.

We can schedule the customized training at our Learning Center or at your location, but we do require a minimum number of participants.

Please contact us for more information. Hunton is dedicated to constantly finding ways to improve our training program. Your suggestions are always welcomed and encouraged.

Cancellation Policy

In order to continue to support quality education we expect that a customer will attend when they register for training. We order our training materials, reserve our training room and provide refreshments based on course registration. You must cancel within 48 hours of the scheduled class starting time or you will forfeit your total tuition for that course.

Trane Comfort Specialists must cancel within 48 hours of the scheduled class starting time or they will be charged the **full class tuition**. Not all classes are tuition exempt. Check the schedule or contact us for more information.

Cancellation is only official by email, mail or fax. **Do not call** with your cancellation notice. You may substitute one person for another on the day of training during or prior to the registration process.

In cases where the class is full, no one will be allowed to register unless there is a cancellation or no-show.

Course Level

The term Course Level is used as a guide for those determining whether they should participate in a technical course.

Beginner/Apprentice Level courses are designed for those that are just learning the HVAC trade and have little or no experience. The information will be elementary in nature, and it is assumed the participant has no knowledge in the subject matter.

Intermediate Level courses are designed for the experienced technician with one or two years of field and technician training. At this level the technician should know how to charge equipment and have moderate troubleshooting skills.

Advanced Level courses are designed for the technician with more than two years of field, technician and supervisory experience. This level can be handled by mechanical engineers with HVAC experience. At this level the engineer or technician should have superior troubleshooting skills and be able to share information with supervised employees.

Course Location

We conduct training in Houston and Oklahoma City. Check the course to be certain of the training location. *Not all training classes are offered at all locations.* Training locations are subject to change, but will be held in the same city in which it was scheduled.

NATE Continuing Education Credit and Professional Development Hours

When you see the North American Technician Excellence (NATE) logo, you will receive NATE Continuing Education Hours for taking the class. Please ask for the NATE form to sign up for the continuing education hours.



Hunton Learning Center & Contacts

Training Center Location:

H&H Gun Range
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Oklahoma City Contact:

Kimberly Sutton
E-mail: ksutton@huntongroup.com
Direct: 405-949-7951 | Fax: 405-949-7957
Web: www.huntondistribution.com/training

- Choose location for your training



It's Hard To Stop A Trane.®

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OKLAHOMA CITY TRAINING

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Registration forms are available on our website:

www.huntondistribution.com/training

A registration form is also available at the back of this catalog.

NATE CONTINUING EDUCATION HOURS COURSE CREDITS

NATE has approved many of the courses offered by Hunton Distribution for CEH credit. These hours can be used for technician re-certification.

When a NATE certified technician attends one of these classes, he/she will sign an attendance form, which is then submitted to NATE. Upon receipt of the form, NATE will verify the individual's NATE ID and log the credit hours on that person's record. All that the technician needs is their NATE ID number. Their NATE ID number can be found on their wallet card and on the certificate mailed to their address of record. Technicians can find their applied CEH hours on the NATE website at www.natex.org by following the prompts on the "Technicians and Certifications" tab.



The Hunton Distribution courses approved by NATE and the hours applied are listed below:

The abbreviations across the top are broken down by specialty and level of certification.

Course ID	Course Name	AC	AD	HP	GS	OL	HG	HO	RL	RC	EA	AC	AD	HP	GS	OL	HG	HO	RL	RC
		SV	SV	SV	SV	SV	SV	SV	SV	SV	SN	IN	IN	IN	IN	IN	IN	IN	IN	IN
1540-0001	Airflow and Duct Design	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
1540-0002	Communicating Systems	7	0	7	7	0	0	0	0	0	0	7	0	7	7	0	0	0	0	0
1540-0003	Cooling Update & Troubleshooting	7	0	7	0	0	0	0	0	0	0	7	0	7	0	0	0	0	0	0
1540-0006	Advanced Heat Pump Operation and Service	7	7	7	0	0	0	0	0	0	7	7	7	7	0	0	0	0	0	0
1540-0007	Advanced Gas Furnace Operations and Service	0	7	0	7	0	0	0	0	0	7	0	7	0	7	0	0	0	0	0
1540-0009	Residential Load Calculation / Equipment Selection	7	7	7	7	0	0	0	0	0	7	0	0	0	0	0	0	0	0	0
1540-0010	Light Commercial Rooftop Operation and Service	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
1540-0012	Hyperion Air Handler and XB300	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
1540-0013	Zoning Training	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
1540-0014	Connected Home Solutions	7	7	7	7	0	0	0	0	0	7	7	7	7	7	0	0	0	0	0
1540-0015	Mini Split	7	0	7	0	0	0	0	0	0	0	7	0	7	0	0	0	0	0	0
1540-0016	Variable Speed	7	7	7	0	0	0	0	0	0	7	7	7	7	0	0	0	0	0	0

The abbreviations for specialties are as follows:

- | | |
|-----------------------|---------------------------------------|
| AC = Air Conditioning | HG = Hydronics (Gas) |
| AD = Air Distribution | HO = Hydronics (Oil) |
| HP = Heat Pump | RL = Refrigeration (Light Commercial) |
| GS = Gas Heating | RC = Refrigeration (Commercial) |
| OL = Oil Heating | EA = Efficiency Analyst |

IN = Installer

SV = Service Level

SN = Senior

TECHNICAL COURSES - OKLAHOMA CITY

Gas Furnace Review and Troubleshooting



Date/Time: Wednesday, September 19, 9:00am—4:00pm

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Learn how to set up and troubleshoot S9V2 furnace. Understand sequence of operation of gas furnaces, how to set gas pressures, determine micro-amps on flame sensors, etc.

Materials: Handout materials. Breakfast & lunch included.

Who Should Attend:

Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

Trane Heat Pumps



Date/Time: Wednesday, October 10, 9:00am—4:00pm

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Comprehensive overview of Trane Heat Pumps. Emphasis on application, installation, and troubleshooting.

Materials: Manuals and handout materials. Breakfast & lunch included.

Who Should Attend:

Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

TECHNICAL COURSES - OKLAHOMA CITY

XV18 and XV20 Variable Speed



Date/Time: Wednesday, October 24, 9:00am—4:00pm

Cost: \$65.00 (TCS Exempt)
\$95.00 Tool

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Comprehensive overview of the Variable Speed system. Emphasis on Application, Installation, and Troubleshooting.

Materials: Manuals and handout materials. Breakfast & lunch included.

Who Should Attend:

Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel.

Course Level: Intermediate to Advanced

Air Handlers and XL/XR, 2-Stage Wiring



Date/Time: Wednesday, November 14, 9:00am—4:00pm

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Overview designed to familiarize technicians with the Trane Hyperion Air Handlers (variable speed and communicating).
Stage wiring of 824, 624, and 724 thermostats.

Materials: Handout materials. Breakfast & lunch included.

Who Should Attend:

Owners, Service Managers, Technicians.

Course Level: Beginner to Advanced

TECHNICAL COURSES - OKLAHOMA CITY

ComfortLink II Zoning



Date/Time: Wednesday, December 12, 9:00am—4:00pm

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Introduction to ComfortLink II zoning, Includes zoning application, installation, wiring, and troubleshooting. Course is very technically oriented.

Materials: Handout materials. Breakfast & lunch included.

Who Should Attend:
Technicians, Installers, Service and Sales Personnel.

Course Level: Intermediate to Advanced

BUSINESS COURSES - OKLAHOMA CITY

Success Track Training Management Personnel

Date/Time: 9:00am—4:00pm
Monday & Tuesday, September 24 & 25

Cost: \$1,000.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Management Training Create Systematic Approach to Business
Decreasing Supervision Time
Goal & Objective Setting
Tracking Productivity & Completed Tasks
Creating a Daily Revenue Picture for Your Company

Success Track Training Technician Communication

Date/Time: 9:00am—4:00pm
Wednesday & Thursday, September 26 & 27

Cost: \$1,000.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Receive a Detailed Workbook
Implementation Manual & Schedule
How to Implement the Perfect Service Call Process
Become More Effective Communicators

BUSINESS COURSES - OKLAHOMA CITY

Residential Load Calculation & Equipment Selection (Morning)

Date/Time: 9:00am—4:00pm
Thursday, October 18 (Morning Session)

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Working Knowledge of ACCA Manual J
All Code Requirements will be Discussed
Both Open & Closed Cell Foam Insulation Homes will be Discussed
ComfortSite / Enabling students to use equipment selection tools to properly size Trane equipment to calculated loads.

Commercial Load Calculation (Afternoon)

Date/Time: 9:00am—4:00pm
Thursday, October 18 (Afternoon Session)

Cost: \$50.00 (TCS Exempt)

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Working Knowledge of A.S.H.R.E. Procedures & Terminology
Indoor Load Considerations
Miscellaneous Heat Sources
Students Run a Load Using ComfortBlt Estimating Software

BUSINESS COURSES - OKLAHOMA CITY

Commercial Leasing

Date/Time: 9:00am—4:00pm
Thursday, November 8

Cost: \$50.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Benefits to Dealer & Owner When Using Leasing Program
Steven Steps to Successful Financing
R.O.I. Software & Application will be Demonstrated
How to Pursue Ownership will be Reviewed

Social Media & Advertising

Date/Time: 9:00am—4:00pm
Wednesday, January 23, 2019

Cost: \$200.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Selling to the Generations
Defining Lifestyle Brands
Sales Approach
Social Media Plan

BUSINESS COURSES - OKLAHOMA CITY

Success Track Training Retail Sales Academy — Preliminary Skills

Date/Time: 9:00am—4:00pm
Tuesday & Wednesday, January 8 & 9, 2019

Cost: \$1,000.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Understanding In-Home Sales Psychology
Discover Why & How People Buy
How to Uncover Prospects Needs & Wants
Remove Sales Objections Up-Front

Success Track Training Retail Sales Academy — Premium Skills & Closing

Date/Time: 9:00am—4:00pm
Tuesday & Wednesday, March 19 & 20, 2019

Cost: \$1,000.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Implementing 5-Step Sales Process
Developing Superior Closing Skill
Choosing the Proper System for Individual Applications
Creating Referrals

The “Why Your Company” Story
How to Build Customers for Life

BUSINESS COURSES - OKLAHOMA CITY

Owner Business Training

Date/Time: 9:00am—4:00pm
Tuesday, November 6
Tuesday, December 11
Wednesday, January 16, 2019

Cost: \$400.00

Location: **H&H Gun Range**
400 S. Vermont, Ste 110
Oklahoma City, OK 73117

Benefits: Company Vision & Goal Setting
Time Management
All Things Financial
Marketing / USP / Guarantee

Planning Your Business
Building the System & Ultimate Team
Creating Loyal Customers

BUSINESS DEVELOPMENT COURSES - OKLAHOMA CITY

Look for business development course
announcements or contact your
Territory Manager.

What Course Would You Like to See?

If you do not see a class that fits your needs,
please let us hear from you.

Contact: Kimmberly Sutton
Direct: 405-949-7951 | Fax: 405-949-7957
Email: ksutton@huntongroup.com

or

Your Territory Manager

INSTRUCTORS

Your Field Service Representatives & Hunton Learning Center Instructors

ANGELO CILIE, Field Service Representative (FSR)

CENTRAL GREEN LOCATION, HOUSTON, TEXAS

Angelo has been with Hunton Distribution for over 14 years and has over thirty years of local and international experience in the HVAC/R industry and has worked as a service manager in Houston, Caribbean, and Europe. Angelo has been in sales, installation, service and training of both residential and commercial air conditioning equipment. He has experience both in field and formal classroom training, and is RSES and NATE certified.



CARL COBENA, Field Service Representative (FSR)

CENTRAL GREEN LOCATION, HOUSTON, TEXAS

Carl has over thirty years of commercial and residential experience in the HVAC/R industry. Carl has been in management, sales, installation, service, and training aspects of both residential and commercial air conditioning equipment. He has experience both field and formal classroom training and holds a Texas class A contractors license and is also RSES and NATE certified.



STEVE MORENO, Field Service Representative (FSR)

CENTRAL GREEN LOCATION, HOUSTON, TEXAS

Steve's been in the industry for over 18 years. He started his career on the residential side the first few years, then worked as a commercial technician for Hunton Services as a startup technician. Before joining the Hunton FSR team, he spent the last few years in the industrial / chemical plant on heavy commercial equipment as a lead technician. Steve was also a union member in the industry.



RICHARD WILLIAMS, Field Service Representative (FSR)

OKLAHOMA CITY, LAWTON, AND SURROUNDING LOCATIONS

Richard has over 32 years of HVAC industry field experience working with Trane dealers including Trane Comfort Specialists. Richard has serviced all of South Texas for over 16 years as the Field Service Representative for Trane after moving to Spring Branch, Texas in 2000. He attended North Central Kansas Vo Tech. Richard has obtained a Texas Air Conditioning Contractors License as well as his NATE Certifications. He also has been a member of RSES since 1987.



VENDORS

In addition to offering world-class equipment and facility solutions from Trane; Hunton Distribution is privileged to partner with other leading manufacturers in our business, enabling us to bring customers the best of the best. We bring a comprehensive selection of complementary products and services to the marketplace as a result of these partnerships. Our customers benefit with time and money saved in working with Hunton Distribution as a single source provider. **How else may we help you?**



Category	Item	Manufacturer
Trane Parts	OEM Parts	Trane
Air Handling Components	Belts, blower wheels, bushings, bearings, fans	Trane, Lau, Browning, Gates
Chemicals	Dynamic Descaler, Cleaners & treatments, coil coatings, degreasers, solvents, sealers, sealing gums, adhesives	Trane, BOSS, Carlisle Coatings, Nu-Calgon
Compressors	New and Remanufactured - Cast iron, Scroll, Screw, Reciprocating, Semi-hermetic, Hermetic, compressor accessories (hard start kits, etc)	Trane, Copeland/Alliance, Carrier, York, Respect, Climatuff, Danfoss
Controls	Capacitors, contactors & starters, gas valves, head pressure, motor protection, relays, thermostats, time delays, transformers, phase monitor	Trane, Robertshaw, Wagner, White Rodgers, Mars, Relay in a Box, Honeywell, ICM, Diversitech, Johnson Controls, Paragon, Ranco, ICM
Equipment	PTACs, portable coolers, duct & unit heaters, mini-split, wall-hung A/C units	Trane, LG, PremAire, GE Zoneline, Kwikool, MovinCool, Reznor, Samsung/Quietside, EMI, Eubanks, Frigidaire
IAQ/Zoning	Air cleaners, ERV, duct cleaning equipment, filters, humidifiers, UV lights, Motorized dampers, Control Boards, Dehumidifiers	Environmental Dynamics, Honeywell, Koch, AAF, GlasFloss, Smith Filter Corp., Second Wind, Sanuvox, EWC
Metal Products	Plenums, transitions, duct pipe, vent pipe, drain pans, collars, boxes	M&M, McDaniels, MetalFab
Mini-Split	Heat pumps, cooling units, ceiling cassette units, PTACs	Trane, Samsung/Quietside, EMI
Motors	Condenser fan, fan coil, integral, blower, drives	Fasco, GE/Genteq, Emerson, U.S. Motors, A.O. Smith, Baldor, Service First,
Refrigerant Recovery	Evacuation and recovery systems, parts & supplies	Reftec, Bacharach, Appion
Refrigeration Products	Refrigerants, TXVs, moisture indicators, filter driers, acid test kits, condensate pumps, ACR copper, copper refrigeration tube, fittings, controls and dehydration	Alco, Mueller Streamline, Little Giant, Wolverine, Sporlan/Parker, Beckett, AquaGuard
Fire Safety	Smoke detectors	System Sensor, Invensys
Supplies	Oil, gauges, fuses, whips, disconnects, T/Stat wire, brazing equipment & products, pipe insulation, duct board/wrap/liner, tapes, bath fan flex, condensate pumps	Global, Diversitech, Lucas-Milhaupt, Nashua, Aerocel, Builders Best, J.W. Harris, Dormont, Thomas & Betts, Devco, Bramec, Uniweld, Mars, Certainteed, Refco Mfg., Little Giant
Tools & Test Equipment	Hand, sheet metal, HVAC, A/C & refrigeration, tube cleaning equipment, screw drivers, vise grips, channel locks	Sensible Products, Ritchie Yellow Jacket, Fieldpiece, Fluke, Klein, Cooper, Dwyer, JB Industries, Goodway
Ventilation Products	Fans, duct booster fans, flex duct, grilles and registers, air filters	Broan, JPL, Airmate, Fantech, AeroFan, Nutech, J&J Rezin, Glasfloss, Koch, Air Guard
Speed Drives	Variable frequency drives & controls	Honeywell, Trane



Hunton Learning Center Training Registration

Company Name: _____

Contact Name: _____

Telephone: _____ Email: _____

Payment Options:

Check Enclosed / Check #: _____

Credit Card: Visa / Mastercard / Discover / American Express (circle one)

Card Number: _____

Exp. Date: _____ CID# on Card _____

Name on Card: _____

Billing Zip: _____

Please include the name of the courses and participant names below:

CLASS (DATE AND NAME):	PARTICIPANTS (FIRST AND LAST NAME):

Please email or fax completed form to Kimmberly Sutton: ksutton@huntongroup.com or Fax: 405-949-7957

No Show / Cancellation Policy: Full tuition is due for all no shows or cancellations within 48 hours of class start time (including TCS Dealers).

Cancellations will only be accepted via email to dbutler@huntongroup.com -or- ksutton@huntongroup.com