

HUNTTON LEARNING CENTER *CLASS CATALOG*



For questions or information please contact

Lee Anne Simmons

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16335 Central Green Blvd.

Houston, TX 77032

www.HunttonDistribution.com/Training

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EDUCATION IS THE KEY TO THE FUTURE

Hunton Distribution and Trane are committed to supporting our industry with a continually improving and expanding our educational program. This is why we have developed the Hunton Learning Center in Houston 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 at least 48 hours prior to the scheduled class start time or you will forfeit your total tuition for that course.

Trane Comfort Specialists must cancel at least 48 hours prior to the scheduled class start 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 of 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, Texas. Check the course schedule 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

Learning Center Location:

16335 Central Green Blvd.
Houston, TX 77032

Houston Contact:

Lee Anne Simmons

E-mail: training@huntongroup.com

Direct: 832-747-2010 | Fax: 832-747-2197

Website: www.HuntonDistribution.com/Training

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Registration forms are available on our website:

Register online: <https://bit.ly/HuntonTraining>

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

***** Please see CLASS SCHEDULE for current training dates and times. *****

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 abbreviation 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	EA = Efficiency Analyst

IN = Installer	SV = Service Level	SN = Senior
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TECHNICAL COURSES - HOUSTON

Air Handlers and XL/XR, 2-Stage Wiring



Cost: \$55.00 (TCS exempt) Breakfast and Lunch included

Location: **Hunton Learning Center**
16335 Central Green Blvd.
Houston, TX 77032

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

Who should attend: Owners, Service Managers, Technicians

Course Level: Beginner to Advanced

Airflow and Duct Design



Cost: \$130.00 (TCS & Non-TCS Dealers) Breakfast and Lunch included

Location: **Hunton Learning Center**
16335 Central Green Blvd.
Houston, TX 77032

Benefits: In this interactive class, you will begin with a short review of air flow fundamentals and quickly move to duct design problems and solutions. You will begin using what you've learned immediately in field applications.

Materials: Manuals, handout materials. Includes ACCA Duct Calculator

Who should attend: Owners, Service Managers, Technicians

Course Level: Beginner to Advanced

TECHNICAL COURSES - HOUSTON

ComfortLink II Zoning

Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Introduction to ComfortLink II zoning. Includes zoning application, installation, wiring, and troubleshooting. Course is very technically oriented.
Materials:	Handout materials
Who should attend:	Technicians, Installers, Service and Sales Personnel



Course Level: Intermediate to Advanced

Cooling Update

Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Cooling systems refresher course designed as an overview of Spring and Summer service requirements. Trane component training with an emphasis on refrigerant side operations and troubleshooting exercises.
Materials:	Manuals and handout materials.
Who should attend:	Owners, Service Managers, Technicians



Course Level: Beginner to Advanced

TECHNICAL COURSES - HOUSTON

Gas Furnace Review and Troubleshooting



Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
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
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

Trane Heat Pumps



Cost:	\$55.00 (TCS & Non-TCS Dealers) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Comprehensive overview of Trane Heat Pumps. Emphasis on application, installation, and troubleshooting.
Materials:	Manuals and handout materials.
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

TECHNICAL COURSES - HOUSTON

Installers Training

Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Proper installation techniques for maximum equipment performance. Vacuuming, super-heat, and sub-cooling exercises.
Materials:	Handout materials
Who should attend:	Entry-level Technicians and Installers
Course Level: Beginner to Intermediate	

Trane Light Commercial Product Features

Cost:	\$75.00 (TCS & Non-TCS Dealers) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Service procedures and diagnostics of Reliatel, options module, and ignition module.
Materials:	Manuals, handout materials. Includes Reliatel Manual. Ignition and Combustion
Who should attend:	Owners, Service Managers, Technicians
Course Level: Advanced	



TECHNICAL COURSES - HOUSTON

Load Calculation



Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	A brief overview of code requirements. Why do a load calculation? Review of heat transfer, scientific principles, and math. System troubleshooting. Design conditions. Jobsite survey considerations. Practical exercises. Introduction & demonstration of the free CoolCalc program.
Materials:	Handout materials, recommended to have a laptop with the CoolCalc program installed.
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Beginner to Advanced

Nexia Connected Home Solutions



Cost:	\$55.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	This class will cover the basics of WiFi and Z-wave, and the differences between the two. How to add/enroll devices with an emphasis on thermostats. Finding and troubleshooting network. Installing, setup, and reconnect Z-wave bridge. How to open/setup accounts.
Materials:	Handout materials. Includes ACCA Duct Calculator
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Beginner to Advanced

TECHNICAL COURSES - HOUSTON

XV18 and XV20 Variable Speed



Cost:	\$75.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Comprehensive overview of the Variable Speed system. Emphasis on Application, Installation, and Troubleshooting.
Materials:	Manuals and handout materials
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

Trane/Mitsubishi M & P Series Mini Split



Cost:	\$65.00 (TCS exempt) Breakfast and Lunch included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Preventative maintenance, technology and operation, functional overview and troubleshooting.
Materials:	Handout materials.
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

TECHNICAL COURSES - HOUSTON

DOE 2023 Changes w/ City Inspectors

Cost:	No Charge, but REGISTRATION IS REQUIRED . Breakfast included
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	This is an open forum with the City of Houston inspectors. Dealers get to ask questions about upcoming changes, most common red tags in the City of Houston, do's and don'ts on new installs, code updates, etc.
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel, Selling Managers, Service and Selling Technicians

SALES AND FINANCIAL COURSES - HOUSTON

Boot Camp

Cost:	\$1,800 per person (TCS and Non-TCS)
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	4-day class. Breakfast & Lunch provided. Instructed by: No Pressure Selling. You will learn how to sell top-of-line Trane replacement systems without high pressure, arm twisting, or tricky manipulation. This class teaches sales professionals to use a customer-friendly sales process that focuses on closing more premium sales. The step-by-step process you will learn is easy, but you cannot get it from a book. <i>*Talk to your territory manager about the earn back program on the cost of this class.*</i>
Who should attend:	Owners, RSPs, Selling Managers

Boot Camp Tune-up

Cost:	\$600.00 (TCS & Non-TCS)
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	2-day refresher class. Breakfast & Lunch provided. Instructed by: No Pressure Selling. For personnel who have attended the 4-day Boot Camp within the last two years. Will be verified upon registration.
Who should attend:	Owners, RSPs, Selling Managers

SALES AND FINANCIAL COURSES - HOUSTON

Don't Sell... C.A.R.E.

Cost: \$500 per Technician

Location: **Hunton Learning Center**
16335 Central Green Blvd.
Houston, TX 77032

Benefits: 3-day class. Breakfast and Lunch provided.
Day 1: Owners, Service Managers, Dispatchers only
Day 2-3: Technicians only.

Taught by No Pressure Selling. When you follow the C.A.R.E. process, you aren't selling – you're using new tools to troubleshoot comfort problems. Just follow a formula that makes the customer's idea and closing the sale the natural conclusion.

Who should attend: Dispatchers, Service Managers, Installation Managers, Sales Managers, Comfort Specialist Representatives, Territory Managers and Service and Selling Technicians

Ductless Comfort Strategies

Cost: \$600 per Participant

Location: **Hunton Learning Center**
16335 Central Green Blvd.
Houston, TX 77032

Benefits: 2-day class. Breakfast and Lunch provided. Instructed by: No Pressure Selling. There are comfort problems in a significant percentage of houses that can best be solved by a ductless comfort system. Learn how to stay busy year-round installing ductless comfort for people who already know and trust you. No ductwork, no problem. All you need is a three-inch opening for the control wires and refrigerant lines. Long refrigerant line runs, no problem. The ability to improve comfort almost anywhere, no problem.

Who should attend: Owners, Comfort Consultants, Technicians, Sales Managers, CSRs, and Territory Managers.

SALES AND FINANCIAL COURSES - HOUSTON

Pillars of HVAC Success: Becoming a Change Agent

Cost:	\$600 (TCS and Non-TCS)
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	2-day class. Breakfast and Lunch provided. Instructed by BDR. The workshop will show you the foundational building blocks for running a successful HVAC business and how to implement them. The class will delve into pricing, break even, gross profit per man day, flat rate, dispatching, etc. including priming your business for growth. <i>*BDR – Business Development Resources.</i>
Who should attend:	Owners, General Managers, and Service Managers.

Wall 1: 6 Steps to \$3 Million+ in Revenue

Cost:	\$600 (TCS and Non-TCS)
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	2-day class. Breakfast and Lunch provided. Instructed by BDR. This class will help attendees learn the key strategies and business structure that any company needs to grow from \$1 million to \$3 million+ and increase their profit immensely. Dealers will learn with a plan for lead generation, accessory sales, service profitability, and high efficiency equipment sales that can be implemented immediately. Most dealers have in place all the resources and critical mass to achieve this and do not have to reinvent their company to do it. <i>*BDR – Business Development Resources.</i>
Who should attend:	Owners, General Managers, and Service Managers.

SALES AND FINANCIAL COURSES - HOUSTON

Retail Finance with Steve Johnson - Trane Regional Finance Manager

Cost:	No charge, but space is limited. Breakfast is provided.
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	<p>Why Offer Financing? Consumer realities and facts. Benefits to the Dealer and Consumer. Selling Tips / Best Practices. Wells Fargo Consumer Finance Program / Credit Plans. Managing the Cost of Financing. Easy to use finance process – beginning to end. The paperless process (Credit Connect) or Manual Process. Getting Paid for the Job.</p> <p>The instructor, Steve Johnson, is the Regional Finance Manager for Trane and Ingersoll Rand. He's managed the Trane/Wells Fargo consumer financing program and the Trane Ingersoll Rand commercial leasing programs for 7 years. He has over 20 years of experience in the financial services industry serving in different capacities.</p>
Who should attend:	Owners, Retail Sales Professionals, Selling Technicians, Office Staff assisting with Financing.

Digital Advertising for Trane Dealers

Cost:	No charge, but space is limited. Breakfast is provided.
Location:	Hunton Learning Center 16335 Central Green Blvd. Houston, TX 77032
Benefits:	Learn how to effectively market your company, and its services via digital media including websites, search engine optimization, search engine marketing, re-targeting, pay per click advertising, Facebook, and Twitter.
Who should attend:	Owners, General Managers, and Service Managers.

INSTRUCTORS

Your Field Service Representatives & Hunton Learning Center Instructors

ANGELO CILIÉ - Field Service Representative (FSR) SUPERVISOR

Central Green Location - Houston, Texas

Angelo has been with Hunton for over 19 years and has over thirty years of local and international experience in the HVAC/R industry, having worked as a service manager in Houston, the 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.



STEVE MORENO - Field Service Representative (FSR)

Dixie Farm Road Location - Houston, Texas

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



CRAIG LESTER - Field Service Representative (FSR)

Dixie Farm Road Location - Houston, Texas

Craig has been with Hunton Distribution since January 2021 and has over 19 years of experience on the distributor side, with a combined 22 years of experience in the HVAC/R industry. Craig has been in sales, installation, service and warranty aspects of residential air conditioning in both Houston, TX and Phoenix, AZ.



MAPS, DIRECTIONS, & CONTACTS

Huntton Training Center - Central Green Blvd.

Unless otherwise noted, training courses will be held at:

16335 Central Green Blvd.
Houston, TX 77032

Directions

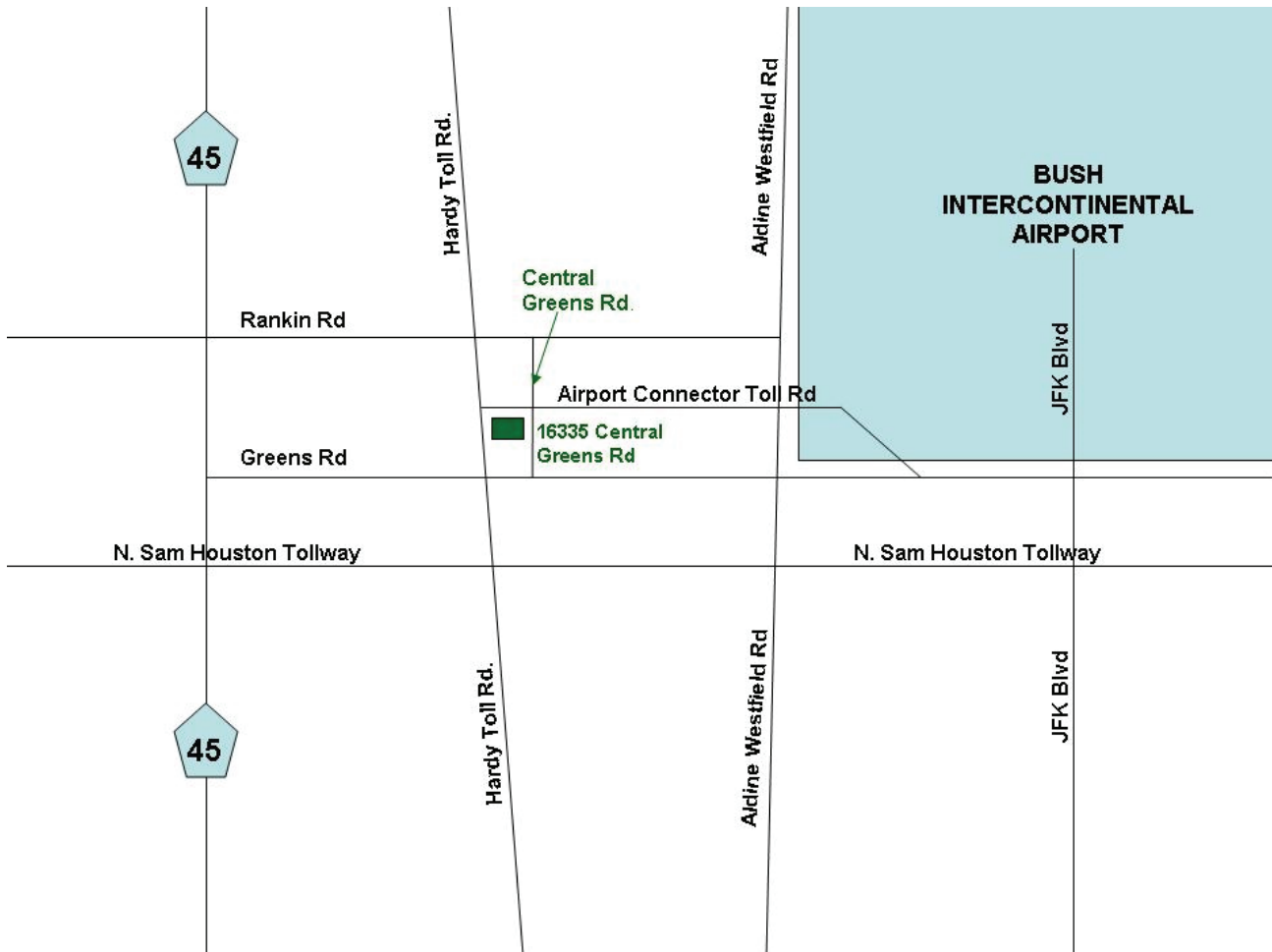
We are located on Central Green Blvd. between Rankin Rd. and Greens Rd. just east of I-45 North.

Registration & Contact Information

For class reservations, please contact or send registration forms to:

Lee Anne Simmons | **Direct:** 832-747-2010 | **Fax:** 832-747-2197 | **E-mail:** training@huntongroup.com

Website: www.HunttonDistribution.com/Training



HUNTON LEARNING CENTER *TRAINING REGISTRATION*

Company Name: _____

Contact Name: _____

Telephone: _____ Email: _____

Payment Options: (check one)

☐ Check Enclosed / Check # _____ | ☐ Bill to Acct. | ☐ TCS

Credit Card: ☐ Visa | ☐ Mastercard | ☐ Discover | ☐ American Express

Card Number: _____

Exp. Date: _____ CID Number on Card: _____

Name on Card: _____

Billing Zip: _____

Please include the name, date, and time of the course, as well as the participant's First and Last name.

Class Name / Date	Participants (First/Last)

Please email or fax completed form to Lee Anne Simmons: training@huntongroup.com or Fax: 832-747-2197

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 Lee Anne Simmons - training@huntongroup.com

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www.HunttonDistribution.com | Main: 281-486-8661 | Fax: 832-747-2197