

HUNTON 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.HuntonDistribution.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. **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

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	7	0	7	7	0	0	0	0	0	0
1540-0003	Cooling Update & Trouble-shooting	7	0	7	0	0	0	0	0	0	7	0	7	0	0	0	0	0	0	0
1540-0004	Fundamentals of Schematic Reading	6	0	6	6	0	0	0	0	0	6	6	0	6	6	0	0	0	0	0
1540-0005	R-410A Certification and Service Procedures	4	0	4	0	0	0	0	0	0	4	0	4	0	0	0	0	0	0	0
1540-0006	Advanced Heat Pump Operations and Services	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 Services	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	7	0	7	0	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
1540-0017	Trane Link Communications	7	0	7	7	0	0	0	0	0	7	0	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

TECHNICAL COURSES - HOUSTON

Air Handlers

Cost:	\$70 (TCS Exempt) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times *Note: Tuesday classes are at our Dixie Farm Rd location
Benefits:	Overview designed to familiarize technicians with conventional air handlers and Hyperion air handlers (variable speed and communicating).
Materials:	Handout Materials
Who should attend:	Owners, Service Managers, Technicians



Course Level: Beginner to Advanced

XV18 & XV20 Variable Speed, CL II, Link, & Trane Zoning

Cost:	\$85.00 (TCS Exempt) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times *Note: Tuesday classes are at our Dixie Farm Rd location
Benefits:	Overview of the variable speed system, emphasis on application installation, and troubleshooting. Includes zoning, installation, wiring, and troubleshooting. Discuss differences between CL II 1050 & TLink 360. Course is very technically oriented.
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

Airflow and Duct Design



Cost:	\$135 (TCS & Non-TCS Dealers) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
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:	Handout materials. Includes ACCA Duct Calculator.
Who should attend:	Owners, Service Managers, Technicians

Course Level: Beginner to Advanced

Cooling Update



Cost:	\$70.00 (TCS exempt) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times <i>*Note:</i> Tuesday classes are at our Dixie Farm Rd location
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:	Handout Materials
Who should attend:	Owners, Service Managers, Technicians

Course Level: Beginner to Advanced

TECHNICAL COURSES - HOUSTON

Gas Furnace Review and Troubleshooting



Cost:	\$75.00 (TCS exempt) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times *Note: Tuesday classes are at our Dixie Farm Rd location
Benefits:	Learn how to set up and troubleshoot S9V2 furnace and S8V2 app set-up in 24V mode. Understand sequence of operation of gas furnaces, how to set gas pressures, determine micro-amps on flame sensors, etc.
Materials:	Handout materials and KIT07611
Who should attend:	Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

Trane Light Commercial Symbio



Cost:	\$95.00 (TCS Exempt) Breakfast and Lunch Included
Location:	Hunton Learning Center See Schedule for location, date, & times *Note: Tuesday classes are at our Dixie Farm Rd location
Benefits:	Service procedures and diagnostics of Symbio 700 controls & Symbio modules, VFD set-up and troubleshooting.
Materials:	Manuals and handout materials.
Who should attend:	Owners, Service Managers, Technicians

Course Level: Advanced

TECHNICAL COURSES - HOUSTON

Mitsubishi M&P Series



- Cost:** \$85.00 (TCS Exempt)
Breakfast and Lunch Included
- Location:** Hunton Learning Center
See Schedule for location, date, & times
**Note:* Tuesday classes are at our Dixie Farm Rd location
- Benefits:** Preventative maintenance, technology and operation, functional overview and troubleshooting.
- Materials:** Manuals and Handout materials.
- Who should attend:** Owners, Service Managers, Technicians, Installers, Service and Maintenance Personnel

Course Level: Intermediate to Advanced

Mitsubishi M&P Series 2-Day Class



- Cost:** \$225.00 (TCS & Non-TCS Dealers)
Breakfast and Lunch Included
- Location:** **Mitsubishi Training Center**
14521 Old Katy Road
Katy, TX 77079
- Benefits:** This course provides in-depth discussion and reinforcement of the M- and P-Series system installation process. Participants gain hands-on experience with system controller operation and set-up as well as analyzing diagnostic feedback from indoor units. The course also focuses on the serviced and troubleshooting of M- and P-series systems. Instruction details the operational sequence of both electrical and refrigerant circuits. The resources and techniques to troubleshoot M- and P-series systems are discussed and reinforced with practical hands-on exercises.
- Materials:** Technical Manuals and handout materials
- Who should attend:** Installers & Service Technicians.

Course Level: Advanced

SALES AND FINANCIAL COURSES - HOUSTON

Sellers G.U.I.D.E. Training Class

Cost: \$1,200 per person (TCS and Non-TCS)

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

Benefits: 3-day class. Breakfast & Lunch provided. Instructed by: Greg Woodman. In this 3-day program you will learn new sales techniques and how to effectively sell to your customers to better your business. A certificate will be granted upon completion all for a reasonable cost of \$1,200 per person.

We're dedicated to investing in your success, so we're offering you an opportunity to earn back the entire cost simply by applying what you've learned through this course. After your first 6 XV18 or XV20 systems sold, we'll refund you \$600. We'll also give you an additional \$100 for each XV system you sell after that, up to the full cost of \$1,200.

Who should attend: Owners, RSPs, Selling Managers

Repair vs Replace Sales Training Class

Cost: \$600 per Person

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

Benefits: 2-day class. Breakfast and Lunch provided.

Taught by Greg Woodman. When you follow these proven tactics, 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 that sale the natural conclusion.

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

SALES AND FINANCIAL COURSES - HOUSTON

Pillars of HVAC Success: Becoming a Change Agent

- Cost:** *Classes Coming Soon! Contact your Territory Manager about your need for this class.*
- 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. **BDR – Business Development Resources.*
- Who should attend:** Owners, General Managers, and Service Managers.

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

- Cost:** *Classes Coming Soon! Contact your Territory Manager about your need for this class.*
- 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. **BDR – Business Development Resources.*
- 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:** 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.
- 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.
- Who should attend:** Owners, Retail Sales Professionals, Selling Technicians, Office Staff assisting with Financing.

Digital Advertising for Trane Dealers

- Cost:** *Classes Coming Soon! Contact your Territory Manager about your need for this class.*
- 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.

Your Field Service Representative Team & Hunton Learning Center Instructors

ANGELO CILIÉ - Field Service Representative (FSR) Manager

Central Green Location - Houston, Texas

Angelo has been with Hunton for over 20 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.



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.



ANDREW PETERSON - Field Service Representative (FSR)

Central Green Location - Houston, Texas

Andrew joined Hunton FSR in January 2023, with 18 years of HVAC experience. From Beaumont, Texas, he began as a helper with a Trane Dealer and completed HVAC courses in Spring 2005 from Lamar Institute of Technology. Over the years he would work his way up to lead technician/troubleshooter, working on residential and light commercial equipment. Andrew also worked occasionally on light commercial equipment in some of the Beaumont area refineries.



WADE DUNHAM - Field Service Representative (FSR)

Dixie Farm Road Location - Houston, Texas

Wade joined the Hunton Distribution FSR team in March 2024. He has worked in the industry for 22 years as both a service technician and service manager in residential and light commercial. Wade completed an HVAC/R program at Universal Technical Institute in Houston in 2002.



KEVIN GAFFEY - Field Service Representative (FSR)

Bissonnet Location - Houston, Texas

Kevin joined the Hunton Distribution FSR team in November of 2025 and has been in the HVAC industry for 10+ years. From Clear Lake, Texas, he began his career as an installation helper for his first 2 years while attending HVAC classes at San Jacinto College, then became a Service Technician, working on both residential and commercial equipment for a decade. He also has light refrigeration experience, servicing equipment at stores such as Walgreens, Family Dollar, Tractor Supply, and others.



MAPS, DIRECTIONS, & CONTACTS

Hunton Training Center - Central Green Blvd. Location

16335 Central Green Blvd.
Houston, TX 77032

Hunton Training Center - Dixie Farm Road Location

735 Dixie Farm Rd.
Houston, TX 77034

Directions

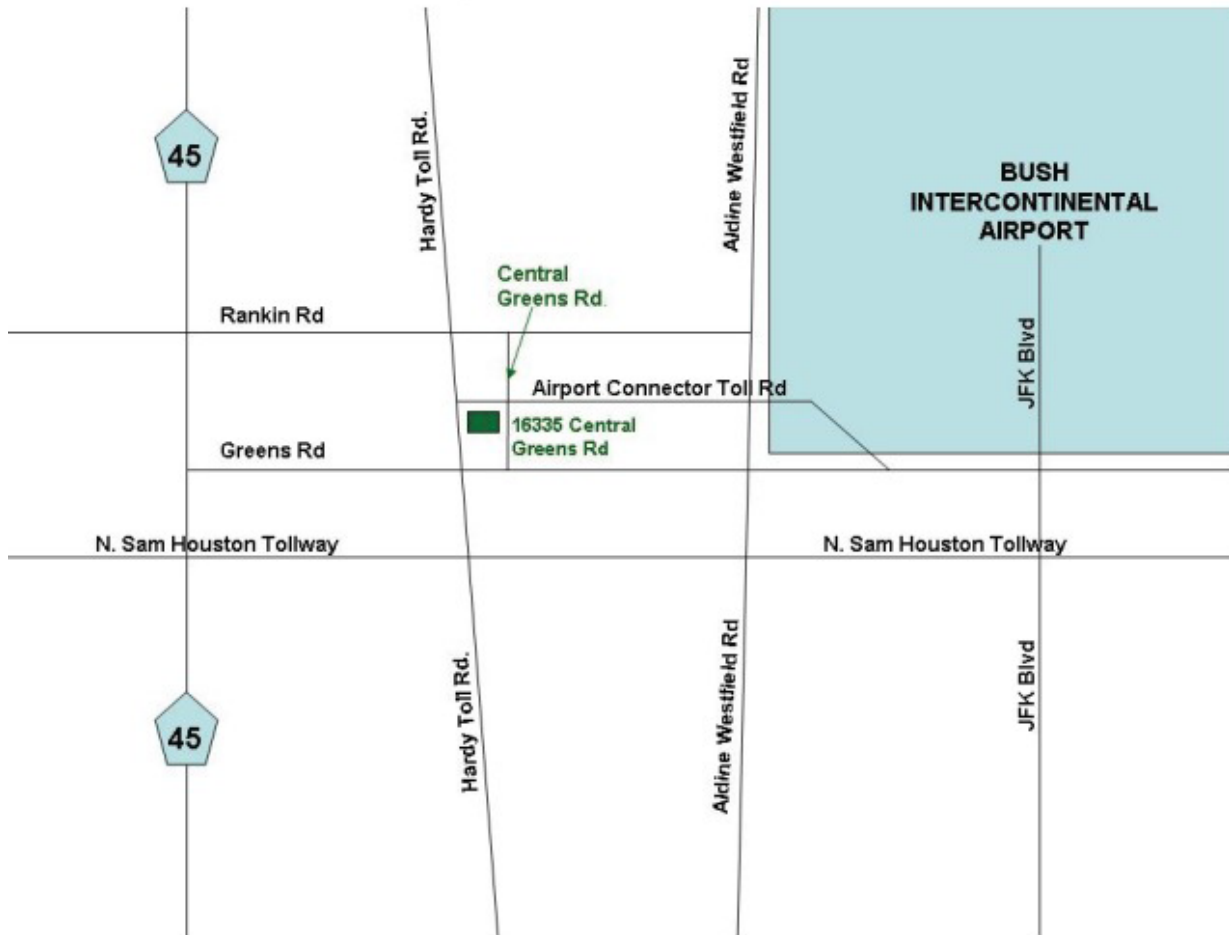
We are located on Central Green Blvd. between Rankin Rd. and Greens Rd. just east of I-45 North.

Registration & Contact Information

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

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

Website: www.HuntonDistribution.com/Training



HUNTON LEARNING CENTER *TRAINING REGISTRATION*

Company Name: _____

Contact Name: _____

Phone: _____ Email: _____

Payment Options: (check one)

Bill to Acct. | TCS

Credit Card: Visa | Mastercard | Discover | American Express

Card Number: _____

Exp. Date: _____ CID Number on Card: _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ 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 completed form to Lee Anne Simmons: lsimmons@huntongroup.com

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 - lsimmons@huntongroup.com