



Hunton Distribution

Schedule of Classes

Spring 2012

Oklahoma City



TRANE®

OKLAHOMA CITY CONTACT:
Dee Dee Butler
Fax 405-949-7957



Members of

Course Levels

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, Oklahoma City, El Paso, Lubbock, Beaumont, Huntsville, North Texas and other locations. Check the course to be certain of the training location. Not all training classes are offered in 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 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.



Contact Us

Telephone: 405-949-7940

Fax: 405-949-7957

Web: <http://www.huntondistribution.com/contractors/> (choose your location)

Click on the Training button to view training catalog.

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 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.

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.

Table of Contents

OKLAHOMA TRAINING

Schedule of Classes/Course Descriptions

Technical Courses

Oklahoma Technical CoursePage 5-8

Training at a Glance Page 10



ALL LOCATIONS

Business Development Courses:

Check out our Notes page for upcoming classes beginning in 2012.....Page 9

Upcoming Technical Courses.....Page 9

Information:

Instructors.....Page 11

Registration Forms will be available on our website: www.huntondistribution.com





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	IN
1540-0001	Airflow and Duct Design	7	7	7	7	0	0	0	0	0	7	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	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	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	0
1540-0005	R-410A Certification and Service Procedures	4	0	4	0	0	0	0	0	0	0	4	0	4	0	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	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	0
1540-0008	NATE Exam Preparation	7	7	7	7	0	0	0	0	0	0	7	7	7	7	0	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	0
1540-0010	Light Commercial Rooftop Operation and Service	7	7	7	7	0	0	0	0	0	7	7	7	7	7	7	0	0	0	0	0
1540-0011	Selecting and Applying Residential systems.	7	7	7	7	0	0	0	0	0	7	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	7	0	0	0	0	0
1540-0013	Zoning Training	7	7	7	7	0	0	0	0	0	7	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	7	0	0	0	0	0
	Mitsubishi Mr. Slim Training	4	0	4	0	0	0	0	0	0	0	4	0	4	0	0	0	0	0	0	0

The abbreviations for specialties are as follows:

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

IN = Installer

SV = Service Level

SN = Senior

TECHNICAL COURSES—OKLAHOMA CITY

Sell to Anyone

Date: Thursday, February 2

Time: 9:00 am-4:30 pm

Location: H&H Gun Range

Cost: \$50 (TCS Exempt)

400 South Vermont Suite 110, Oklahoma City OK 73108

Benefits: Learn to tailor your sales pitch to individual personalities. Also, participants will learn how to sell to the largest and most important market in the world, Women!

Materials: Handout materials, continental breakfast and lunch..

Who Should Attend: Owners, Service Managers, Technicians and Sales Personnel.

Course Level: Beginner to Advanced

Electrical Troubleshooting/Sequence of Operation

Date: Wednesday, January 18

Time: 9:00am-4:30pm

Location: H&H Gun Range

Cost: \$50 (TCS Exempt)

400 South Vermont Suite 110, Oklahoma City OK 73108

Benefits: Technically driven class that will focus on troubleshooting electrical issues on Condensing units and Heat Pumps. Emphasis on sequence of operation for equipment to ensure thorough and proper repair and overall customer satisfaction.

Materials: Manuals, handout materials, breakfast and lunch.

Who Should Attend: Technicians, installers, service and maintenance personnel.

Course Level: Intermediate/Advanced

TECHNICAL COURSES—OKLAHOMA CITY



Commercial and Residential Load Calculation

Date: Wednesday, January 18

Time: 9:00am-4:30pm

Location: H&H Gun Range

Cost: \$275

400 South Vermont Suite 110, Oklahoma City OK 73108

Benefits: Attendees will learn how to run a residential and commercial and residential load calculation using Comfor Built Software.

Materials: Handout materials, breakfast and lunch.

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

*Comfort Built Software will be available for purchase. Attendees discounted price of \$600. Retail price is \$1200

Course Level: Intermediate/Advanced

Duct Design and Air Flow Training

Date: Thursday, February 16

Time: 9:00 am-4:30 pm

Location: H&H Gun Range

Cost: \$275

400 South Vermont Suite 110, Oklahoma City OK 73108

Benefits: In this interactive class, you will begin with a short review of airflow fundamentals and quickly move to duct design problems and solutions. Attendees will be taught utilizing Custom Built Software. You will begin using what you learned immediately in field applications.

Materials: Manuals, handout materials and continental breakfast.

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

*Comfort Built Software will be available for purchase. Attendees discounted price of \$600. Retail price is \$1200

Course Level: Beginner to Advanced

TECHNICAL COURSES—OKLAHOMA CITY



Mitsubishi Mr. Slim Training Class

Date: Wednesday, February 22

Time: 9:00 am-1:00pm

Location: H&H Gun Range

Cost: \$25 (TCS Exempt)

400 South Vermont Suite 110, Oklahoma City OK 73108

Benefits: This training workshop is an intensive class focused on the Mitsubishi mini-split cooling and heat pumps.

Materials: Manuals, handout materials and continental breakfast.

Who Should Attend: Owners, Service Managers, Technicians, Service and Sales Personnel.

Course Level: Beginner to Advanced



NOTES:

Business Development Courses:

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

Upcoming Technical Courses coming in Fall 2012:

Heat Pumps Training Class
Nate Review Course and Exam

* * * * *

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

Contact: Dee Dee Butler
Phone: 405-949-7957
dbutler@huntongroup.com
or
Your Territory Manager

Tell us what type of class you would like to see
beginning in Fall 2012.

Training at a Glance-Oklahoma

Course Name	Date & Time	Location	Cost Per Attendee
Electrical Trouble Shooting and Sequence of Operation	January 18 9:00-4:00	H&H Gun Range 400 South Vermont Suite 110 Oklahoma City 73108	\$50*
Commercial / Residential Load Calculation	February 15 9:00-4:00	H&H Gun Range 400 South Vermont Suite 110 Oklahoma City 73108	\$275
Duct Design and Airflow	February 16 9:00-4:00	H&H Gun Range 400 South Vermont Suite 110 Oklahoma City 73108	\$275
Mitsubishi Training	February 22 9:00-1:00	H&H Gun Range 400 South Vermont Suite 110 Oklahoma City 73108	\$25*
Sell to Anyone	February 2 9:00-4:00	H&H Gun Range 400 South Vermont Suite 110 Oklahoma City 73108	\$50

* Tuition is exempt for TCS dealers + Study guide purchase required
Full tuition due for all no-shows or cancellations within 48 hours of class start time

Your Field Service Representatives and Hunton Learning Center Instructors

ANGELO CILIE—HOUSTON, TEXAS—CENTRAL GREENS LOCATION

Angelo is a Field Service Representative (FSR) located at Central Greens. He has over twenty-five years of local and international experience in the HVAC/R industry and has worked as the service manager in Houston, Central America and Europe.

Angelo has been in sales, installation and service of both residential and commercial air conditioning equipment. He has experience both in field and formal classroom training.



DAVID SMALL—HOUSTON, TEXAS—WESTPARK LOCATION

David is our Field Service Representative (FSR) located at Westpark and comes to us with 30 years experience. David's experience includes 25 years with Trane as a R&D Lab Technician, Manufacturer's Service Representative and Factory Trainer.

He holds an Associates Degree in HVAC/R and has formal training in instructional design and adult learning concepts.



RICHARD VINSON—OKLAHOMA CITY, LAWTON & SURROUNDING LOCATIONS

Richard has been in the A/C industry since 1999; first with Fields & Company, then Ferguson Enterprises, and now Hunton Distribution as a parts manager and currently as FSR / Tech Support. He came from a 20 year machine tool manufacturing background with Summit Machine Tool where he was in the manufacturing division of the heavy metal-working machines and controls both in design and assembly. Richard currently holds certifications with NATE and the National Balancing Institute and is willing to help you with your technical issues.



TRANE®

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?



Houston Locations:

10555 Westpark Drive
Houston, TX 77042
713-266-3900

16335 Central Greens Blvd.
Houston, TX 77032
281-443-4502



Category	Item	Manufacturer
Trane Parts	OEM Parts	Trane, Mitsubishi, AeroSys, LG & Prem Aire PTAC's
Air Handling Components	Belts, blower wheels, bushings, bearings, fans	Trane, Lau, Browning
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, 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, Nueco
Equipment	PTACs, humidifiers, portable coolers, boilers, heat pumps, geothermal, unit heaters, duct furnaces, Self contained, split, water cooled computer room style units	Trane, GE Zoneline, LG, KwiKool Spot Coolers, Eubanks, MovinCool, Reznor, Sterling, Samsung, AeroSys Ceilmate.
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	Cody, M&M, McDaniels, MetalFab
Mini-Split	Heat pumps, cooling units, ceiling recessed units, PTACs	EMI, Samsung/QuietSide
Motors	Condenser fan, fan coil, integral, blower, drives	Fasco, GE, Emerson, U.S. Motors, A.O. Smith, Baldor, Service First Genteq
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, Sporlan, Beckett, AquaGuard
Fire Safety	Smoke detectors	API, Invensys
Supplies	Oil, gauges, fuses, whips, disconnects, T/Stat wire, brazing equipment & products, pipe insulation, duct board/wrap/liner, tapes, bath fan flex	Global, Diversitech, Lucas-Milhaupt, Nashua, Aerocel, Builders Best, J.W. Harris, Dormont, Thomas & Betts, Devco, Bramec, Uniweld, Mars, Certainteed, JPL Flex
Tools & Test Equipment	Hand, sheet metal, HVAC, A/C & refrigeration, tube cleaning equipment, 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	Broan, QuietFlex, Airmate, Fantech, AeroFan, Nutech, Lifebreath, J&J Rezin, S & P
Speed Drives	Variable frequency drives & controls	Honeywell, Trane



Hunton Distribution

Houston Oklahoma City Lubbock El Paso

357 N Harvard

Oklahoma City, OK 73127



TRANE®



Hunton Distribution

Houston Oklahoma City Lubbock El Paso

2012 Spring Training Registration

Name: _____

Company: _____

Telephone: _____ Email: _____

Payment Options:

P.O. _____

Check Enclosed : _____

Credit Card : Visa/ Mastercard/ Discover Card Number: _____

Exp. Date: _____ CID# on Card _____

Name on Card : _____

Billing Address on Card : _____

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

Class:	Participants:

No Show/ Cancellation Policy: Full tuition due for all no shows or cancellations within 48 hours of class start time.