



## **2015-16 COURSE CATALOG**

**Training the World's  
RV & Marine Technicians**

1012 10th Street East, Palmetto, FL 34221  
941.722.5256 • Fax: 941.729.4471

[www.rvsa.net](http://www.rvsa.net)



**Hands on and certified training!**

*Why are we so successful at what we do?*

To coin a phrase from a copier company a few years ago, "When you do one thing and only one thing you get very good at it." We are not an RV parts store nor are we an Association who started training programs as an afterthought. We are not a community college with a hundred other educational offerings. At R.V.S.A. we have been training and certifying RV Technicians since our inception in 1986. That is all we do and we have become very good at it.

## **IMPORTANT NOTICE**

Our entire course of studies are on CDs and/or DVD. Therefore, you will be required to bring a laptop to classes. If you do not have a laptop we will provide one to you for a rental fee of \$300. At the end of classes, if the laptop is returned in good condition, you will receive a \$200 refund.

**Licensed and Approved  
for VA Training**

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**A**s in any venture of this type a great deal of thanks and sincere appreciation are due for the cooperation and support of many people. I am especially grateful to Jim Summers of R.V.D.A., Becky Lenington of P.R.V.C.A., Fran Giambone of Coast RV and Eivion Williams of Mohawk Trailer Supply.

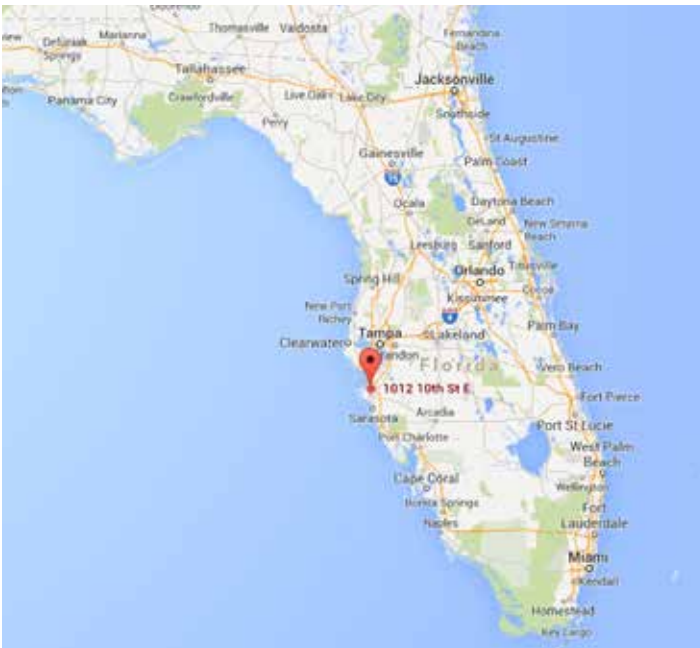
A hands-on program is the most effective instructional method for use with kinesthetic learners. It is also the most expensive type of program to implement. Without the very generous support of the manufacturers and suppliers of RV and Marine components it would have been impossible for the Recreational Vehicle Service Academy to become a reality. The manufacturers and distributors who supplied components and manuals are:

- |           |                   |             |
|-----------|-------------------|-------------|
| A & E     | Honda             | Pull Rite*  |
| Amana     | ITT Jabco*        | RVP*        |
| Atwood*   | Johnson           | Reese*      |
| B & W     | Magic Chef*       | SeaLand*    |
| Carefree* | Manchester Brass* | Seelye      |
| Carrier*  | Marshall          | Shurflo*    |
| Coast RV  | Mercuriser*       | Suburban*   |
| Dinosaur* | Mercury           | Xantrex     |
| Dometic*  | Norcold*          | Tekonsha*   |
| Evinrude  | OMC               | Thetford*   |
| Faulkner* | Parallax*         | Trail Air*  |
| Flojet    | Phillips          | Volvo Penta |
| Hayden    | Progressive*      | Yamaha      |

Thank you,



Dr. Thomas J. Santoro





Making survey by the American Guidance System will be administered to every student at the school. High school graduates who are under 18 years of age must have a parent or guardian agreement with their signature on the Enrollment Agreement.

A diploma will be issued to every graduate completing any of the two courses offered. A certificate will be issued to those students who wish to complete only parts of any of the three major courses. Students must pass the ARI Air Conditioning test administered by the school in order to receive an Air Conditioning certification.

In order to increase instructor/student contact time, a maximum enrollment of 18 students per instructor will be maintained. Rooms and campsites are available for a fee to those students who cannot commute.

The tuition will include all supplies and materials. The staff of the Recreational Vehicle Service Academy will also actively and aggressively work to place every graduate but cannot guarantee employment. The application fee of \$50 and processing fee of \$100 are non-refundable.

## *The RVSA Philosophy*

The Recreational Vehicle Service Academy is an institution of higher education, which seeks to create an environment of opportunity and learning. Students are encouraged to develop the highest degree of technical competence, professional development and social responsibility. The Recreational Vehicle Service Academy utilizes small class size and hands-on instruction to enable its students to achieve their goals.

**T**he Recreational Vehicle Service Academy will use a hands-on, kinesthetic approach for the training of Recreational Vehicle and Marine Technicians. Part of the instruction/learning process will be devoted to theory and general classroom work with the majority taking place in the shop using actual components. The curriculum guide is written in behavioral terms, which means the instruction/learning of each component will be broken down into the smallest possible part. The student will clearly understand what is to be achieved.

All students are required to take BPT-200, Basic Power Technology. After completion of this course they will decide whether to track into the Motor Home/Travel Trailer or Marine Program.

The Motor Home/Travel Trailer Program will be offered in 400 hours and 640 hours. It will take between 10 weeks and 16 weeks to complete. The Marine Program will take 480 hours and will last for 12 weeks.

The Motor Home/Travel Trailer Program will be offered full-time from 8:00 a.m. to 3:30 p.m. weekdays. In addition, all full-time courses may be offered in the morning 8:00 a.m.- 1:00 p.m. and evening 5:30 p.m. - 10:30 p.m. classes depending on demand. This will give students the opportunity to hold part-time jobs to help pay for their living expenses. Private Financial Assistance is available to students who qualify.

Enrollment in the Recreational Vehicle Service Academy will be open to anyone with a High School Diploma, a GED or a grade level of 10 or higher on the TABE, Level A. The Career Decision

Through close association with the Recreational Vehicle Dealers Association, Recreational Vehicle Industry Association, Recreational Vehicle Industry Professionals, Recreational Vehicle After Market Association, Family Motor Coach Association and TL Enterprises IS TL Enterprises (If you want to do a search of these organizations on-line please use their acronyms and save yourself a lot of time: RVDA, RVIA, RVIP, RVAA and FMCA), as well as P.R.V.C.A., and other state associations, the changing needs of the industry will be carefully monitored. The school's curriculum will be modified to meet the emerging needs. The staff of the Recreational Vehicle Service Academy is dedicated to maintaining the highest standards possible for training professional technicians serving the Recreational Vehicle and Marine Industries.

The Recreational Vehicle Service Academy is owned by T. Santoro, Enterprises, Inc. A Florida corporation.



**O**bjectives of the Recreational Vehicle Service Academy:

1. To prepare graduates to effectively troubleshoot and repair all systems used in Travel Trailers and Motor Homes, Boats, Jet Skis, Snowmobiles, and other machinery using small engines.
2. To emphasize the fundamental concepts and skills in each course that may be applied or transferred to the repair of other components used in the RV and Marine Industries.
3. To prepare the graduate to meet the specific day-to-day responsibilities of the job.
4. To develop a sense of professionalism that will create an attitude of pride in the services performed for the Industries.
5. To provide the type of skills and training that will encourage students to keep abreast of current trends and developments in the Industries.
6. To give graduates assistance in locating employment in the Industries.
7. To prepare the graduate to enter the Industry as a Certified RV or Marine Technician leading to a Master Certification within 1 year after full-time work in the field after graduation.

### **Small Class Size**

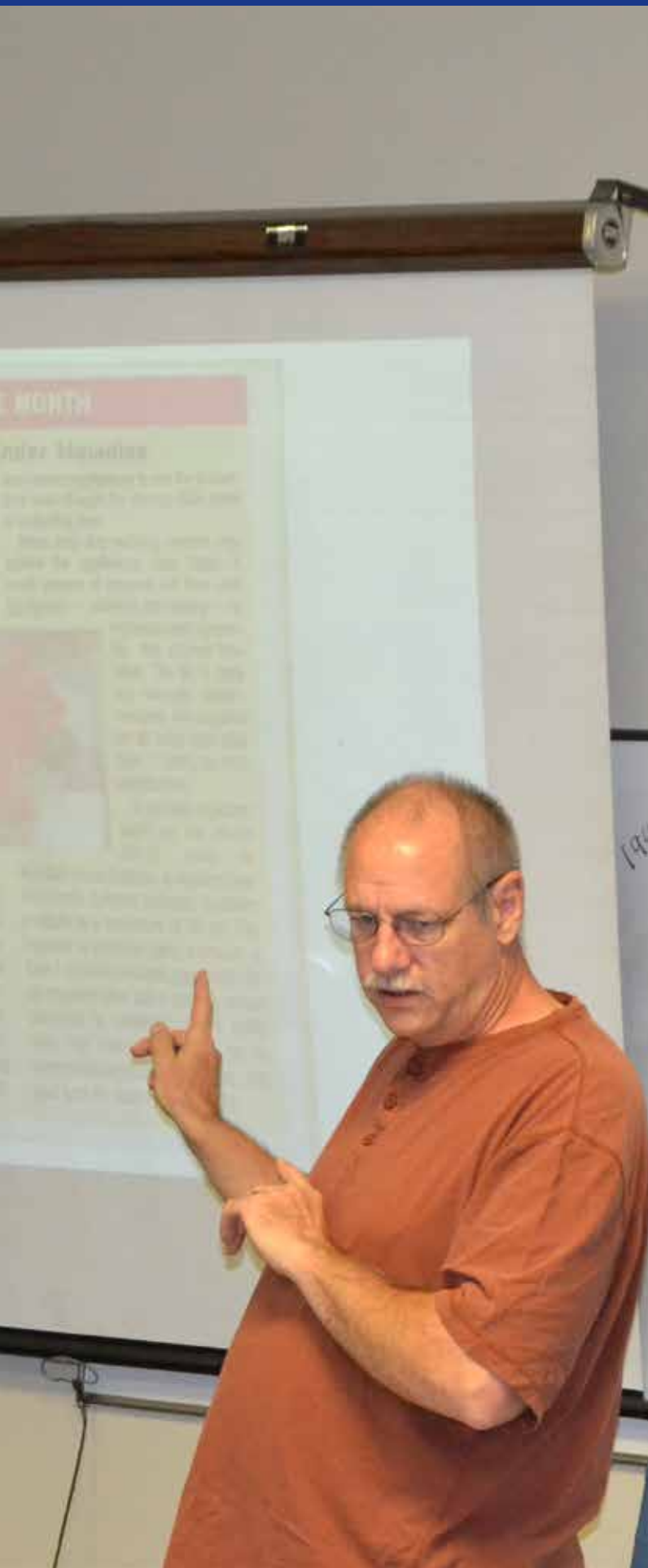
Because of the hands-on approach to instruction, class size is restricted, giving each student the opportunity for more individual attention and assistance than is normally available in many institutions of higher education. Many technical and vocational schools maintain a maximum class size of 35 students or more. The RV Service Academy will maintain a maximum class size of 18, assuring students of a great deal of individual attention.

### **Job Placement Assistance**

The Recreational Vehicle Service Academy maintains a very active placement service at no additional costs to its students and graduates.

Although the Recreational Vehicle Service Academy may not GUARANTEE employment, R.V.S.A. graduates will have an opportunity for career opportunity by many prominent recreational vehicle and marine dealers in the country. The R.V.S.A. staff believe they have not fulfilled their commitment to the students unless they are placed in good jobs. Specific career advice and placement information is available from the school's Director.

In the case where an employing dealer has paid for all or part of tuition costs, it is understood that the student MUST fulfill his obligation to that dealer before seeking employment elsewhere through the R.V.S.A.



### **Dr. Thomas J. Santoro**

*Director/Founder*

Tom has served the public schools in Pennsylvania for 20 years; 16 as a school administrator. He wrote and supervised curriculum and instruction. He has also served as a sales and marketing manager for several large Pocono developments. He founded the Recreational Vehicle Service Academy in May of 1986.



### **Robert Berry**

*Head Instructor*

Robert is an RVSA, RVDA and RVIA Certified Master RV Technician. He was an instructor for the New York Department of Corrections for 25 years, 1982 until 2007. He is a 2007 graduate of RV Service Academy. He worked for several RV dealers before coming on board as our main instructor. He has been one of the highest rated instructors we have ever had.



### **Jeremy Harrell**

*Substitute Instructor*

Jeremy is an RVSA, RVDA and RVIA Certified Mater RV Technician. He is a 2010 graduate of our RV Service Academy. Immediately upon graduation he started his own mobile RV Service business, Manatee Services, Inc. He has several technicians working for him and is interested in serving as our substitute instructor.



### **Trish (Patricia) Zoellner**

*Office Manager*

Trish is an Air Force veteran. She has had extensive experience in the office responsibilities of both a chiropractic and a law office. She also has experience is customer services, billing, reception and is a graphic designer. Her positive attitude and big smile that is a pure pleasure in our office.

**A**dmission to the R. V. Service Academy is open to all high school graduates and those possessing a GED. We recognize many applicants no longer have copies of diplomas or GED certificates. In that case, on the first day of classes, these persons must sign a statement affirming that they are HS graduates or did pass a GED. It is also open to those who have had some experience working in the Recreational Vehicle industry. These applicants must sign a statement affirming experience in the Industry on the first day of classes. All persons under the age of 18 must have a parent or legal guardian co-sign the Enrollment Agreement. These affidavits will be provided by the school.

### How to Apply

- 1. Write for an application form, for an interview appointment, or for additional information. Address your correspondence to the Director of Admissions, Recreational Vehicle Service Academy, 1012 10th Street East, Palmetto, FL 34221, OR telephone (941) 722-5256 between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday.**
- 2. Complete the Preliminary Application form enclosed with this catalog and return it with a \$50 initial fee to the Admissions Office. Checks or money orders should be made payable to "Recreational Vehicle Service Academy or R.V.S.A.". The balance of the full application fee is due two weeks (14 calendar days) after the application is accepted.**

### Interviews and Tours

To make a sound decision on the suitability and credibility of any institute or program, students may wish to visit the school, tour the facilities, meet with students in attendance, and discuss career goals with the Director. The R.V.S.A. Administration Office schedules interviews Monday through Friday from 9:00 a.m. to 3:30 p.m. and Saturdays by appointment.

Since we will be training students from all over the country, it may be impractical to make a visit. In this case, we encourage those students interested to check our credibility by writing to the:

RVDA  
3930 University Dr.  
Fairfax, VA 22030  
(717) 730-0300

Georgia ARVC  
1031 Wylie Road  
Marietta, GA 30067  
(877) 784-2782  
Jimmy Corsentino

Lazy Days  
Lazy Days Blvd.  
Seffner, FL 33845  
(813) 246-4555  
Bill Hazel

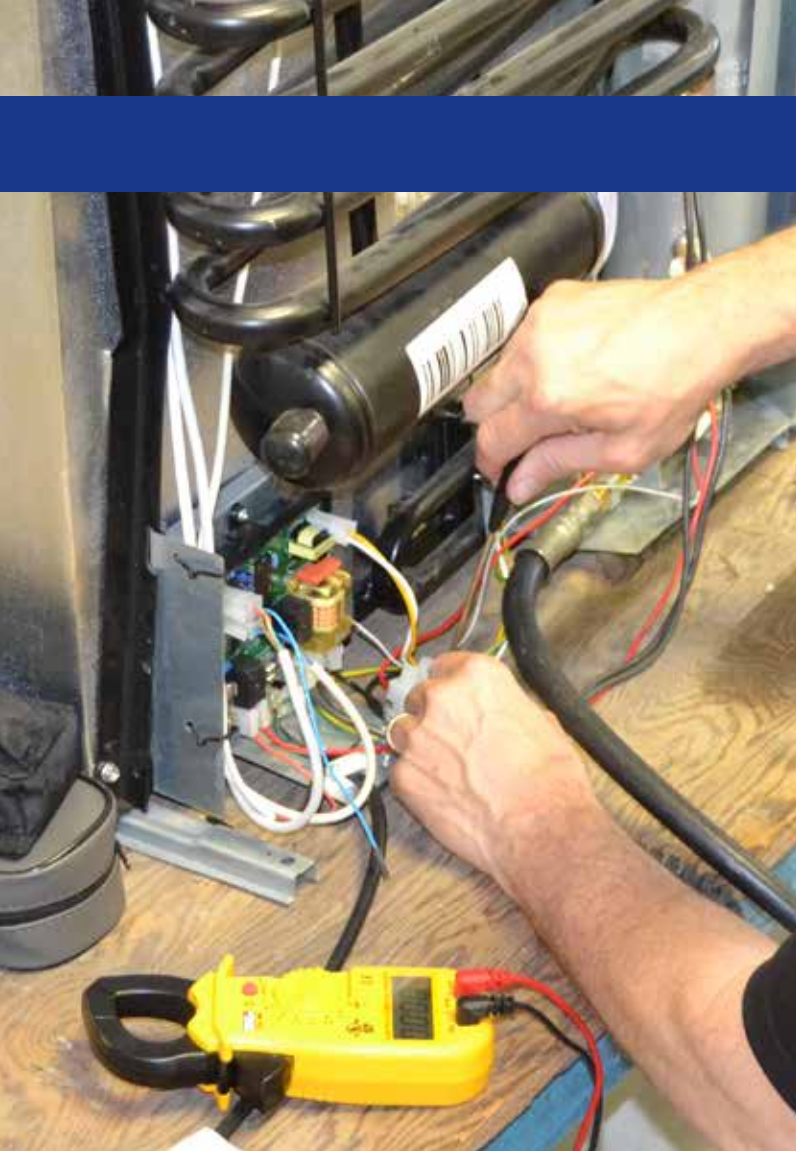
RVAA  
54 Westerly Rd.  
Camp Hill, PA 17011  
(703) 591-7130

RVDA of Syracuse  
P.O. Box 113  
Fulton, NY 13069  
(877) 228-8240  
James A. Kring

Stoltzfus's RV  
1335 Wilmington Pike  
West Chester, PA 19780  
(610) 399-0628  
Earl Stoltzfus







**A**ll students (parent or guardian, where necessary) are required to read and sign the R.V.S.A. Enrollment Agreement.

## Student Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation may be made in person with signed, hand delivered withdraw notice, by electronic mail, by Certified Mail or by termination in writing.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the Application and Processing fees. (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

## Termination Policy

A student may be terminated from the program for the following reasons:

1. If a student falls below the 70% mastery level in five (5) courses in any of the two (2) programs.
2. If a student has six (6) unexcused absences or any combination of ten (10) absences.
3. If a student is guilty of theft or defacement of Academy or boarding facility property.
4. If quarterly tuition payments are more than one (1) week (5 school days) late as due in the Enrollment Agreement.
5. If a student abuses our drug and alcohol policy and refuses to seek counseling as directed by the school counsel.

## NON-DISCRIMINATION POLICY

No person shall, on the basis of gender, race, national origin, marital status to the extent of the law or disability,\* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction and control of the Recreational Vehicle Service Academy.

\* Persons must have use of their hands and arms and have correctable vision and hearing to participate in this vocation safely.

## License & Approvals

The Recreational Vehicle Service Academy is licensed by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Phone: (850) 245-3200, (888) 224-6684. We are approved for Veterans' training for those who qualify through the Department of Veterans' Affairs, Grizzle Building, Room 311-K, 11351 Ulmerton Road, Largo, FL 33778.

## Family Educational Rights & Privacy

Pursuant to the family educational rights and privacy act of 1974, as amended, a student or former student has the right to inspect his or her educational record maintained by the school. When a student wishes to inspect his/her records, an appointment will be made with the school and files will be inspected by the student under the supervision of a member of the administrative staff. Information will not be released by the school unless agreed upon with the student in writing. A form will be provided for this purpose.



## Handicapped Facilities

The RV Service Academy has provisions for the training of handicapped persons. Our building is on one level and can accommodate students who may be handicapped.

## Location

The Eastern Campus of the R.V.S.A. is located 3.5 miles off Rt. 75 in Palmetto, FL. The building is a 5600 sq. ft. single story structure with a classroom and shop. It is just a few minutes drive to the hotels and walking distance to restaurants and a campground. A map providing directions is located on page 2 of this catalog.

## Housing

The management of several local motels have agreed to house students at varying but reasonable costs. These motels offer modern rooms and some have reasonably priced restaurants, pools, hot tubs, and many other fine activities for the leisure time of the students. The school will advise the student of the availability of accommodations and he/she must directly make the necessary reservations. There are several independent campgrounds, located within 5-15 minutes from the school. Some of these campgrounds offer reduced site rental to our students.

## Transportation

Students who are boarded at downtown motels and/or campgrounds will be expected to carpool to school. Public transportation may be available from the motels/campgrounds to the school for a modest fee.

## Meals

There are reasonably priced fast food and family style restaurants located within walking distance of most motels.

## Work/Study Employment

There are a few small businesses and fast food restaurants where students may find part-time employment to help pay for their living expenses while attending the Academy.



## Academic Year

The Recreational Vehicle Service Academy academic year will begin on January 1 and run through December 31 of each year. Seminars and make-up classes will be held during and between sessions. Students must be in class a minimum of 24 hours per week in order to be considered full time.

A minimum of 400 clock hours are needed to complete the full Motor Home/Travel Trailer course. An additional 240 hours may be taken to learn additional skills helpful on the job. The minimum number of clock hours needed to complete the Marine course is 480. Fifty (50) minutes of instruction is considered one (1) clock hour.

## Class Schedule

All regular day classes commence at 8:00 a.m. and terminate at 3:30 p.m., Monday through Friday. A lunch break is scheduled from 12:00 noon to 12:30 p.m. daily. We plan to offer classes, when needed, from 8:00 a.m. to 1:00 p.m. and 5:30 p.m. to 10:30 p.m. to enable students to hold part-time jobs to help pay for living expenses.

## Annual Calendar

The academic school year at the Recreational Vehicle Service Academy will begin on the first Monday following the new year in January. We will start a new class (a total of 3) during the year. The school calendar may be found on page 13 of this catalog.

### We do not hold classes on the following holidays:

New Years Day	July 4th	Christmas
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## Student Records

Students' records will be maintained by the school permanently. Records for students who are dismissed by the school or who are denied admission will be maintained for a minimum of one (1) year.

## Credit for Prior Training

Credit will be given for training or experience in specific study areas. For example, someone who has been an air conditioning technician or automobile mechanic may exempt our course in these areas. They must, however, pass our unit tests. The fee for taking these tests will not exceed \$50.00 for each course of study. The transfer of credit for prior training is at the discretion of the School Director; there is no guarantee of transfer of credits for prior training or from one institution to another.

## Continued Training

Any graduate of the RV Service Academy who wishes to brush-up on their knowledge of the repair and maintenance of a component may, at any time, enroll in a class for a nominal fee ranging from \$10.00 to \$100.00 per course. Room and board, of course, is not included in this fee and acceptance is dependent on current class size. The continuing education course are not under the purview of the Commission for Independent Education.



**G**raduates are considered ambassadors of the R.V.S.A. as well as the industry at large. The type of conduct expressed at the school or boarding facility is a good indication of what can be expected on the job!!!

In case of fire or other emergencies, the student is to proceed in a quiet and orderly manner to the nearest exit and leave the building. Fire extinguishers have been placed throughout the building.

Students requesting early dismissals must secure written permission from the office of the Director and present the permit to the instructor.

Except in cases of emergency, no student will be called to the telephone from a class.

Theft or defacement of Academy property in any way could result in immediate dismissal and/or criminal charges.

Neither alcoholic beverages nor illegal drugs are permitted on the school or boarding premises. (Drug and alcohol abuse counseling is available by calling Coastal Recovery at 953-0000 or First Step at 366-5333 or contact the director's office for assistance.)

Students traveling with their classes on field trips or as representatives of the Academy may be required to obtain a travel permission form signed by a parent or legal guardian.

**T**he students attending the Recreational Vehicle Service Academy can be assured they will receive training on the advanced, modern components and equipment used in the industry today. This has been made possible because of the cooperation and support of the major manufacturers supplying the RV industry. The manufacturers and distributors who have contributed to the program are:

A & E	Dinosaur*	ITT Jabsco*
Norcold*	RVP*	Xantrex
Amana	Dometic*	Johnson
OMC	Reese*	Tekonsha*
Atwood*	Evinrude	Magic Chef*
Parallax*	SeaLand*	Thetford*
B & W	Faulkner*	Manchester Brass*
Phillips	Seelye	Trail Air*
Carefree*	Flojet	Marshall
Progressive*	Shurflo*	Volvo Penta
Carrier*	Hayden	Mercuriser*
Pull Rite*	Suburban*	Yamaha
Coast RV	Honda	Mercury

(\*These manufacturers will honor warranty performed by our graduates provided they are employed by an approved warranty station.)

## Textbooks and Supplies

All study materials, instructional supplies and special tools and gauges needed for R.V.S.A. classes are provided at no additional cost. This material shall remain the property of the school. Students will receive a set of handouts they may keep. They will be required to purchase the tools listed in the addendum sent with this catalog. A library of manufacturers' manuals and publications of the RV Industry shall be maintained in the front of the classroom.

## Tools

The RV Service Academy will provide the specialized tools, gauges and other test equipment needed to perform satisfactory troubleshooting and repair. Each student shall be responsible for bringing a set of standard hand tools, which are listed (designated with #1) on the front and back of the addendum we sent you with this catalog. There are SPECIAL instruments that are "Required" to become a Certified RV Technician. They may be purchased through our school while you are in attendance. These instruments are Electronic Combustible Gas Detector, a Low Pressure LP Test Kit and an AC/DC VOM that measures hertz and temp. The approximate cost of the "Required" tools is \$500-\$800, depending on the quality you choose.

## Laptop Required

Our entire course of studies are on CDs and/or DVD. Therefore, you will be required to bring a laptop to classes. If you do not have a laptop we will provide one to you for a rental fee of \$300. At the end of classes, if the laptop is returned in good condition, you will receive a \$200 refund.

**S**tudent progress will be evaluated at the end of each component studied. Students must maintain a grade average of a 76% or C- or higher in order to qualify for graduation. Students who are not able to maintain this grade average of 76% or C- will have an opportunity to complete this mastery level at another time, but within one (1) year. If a student falls below the 76% or C- mastery level in four courses in any of the two areas of study he will be placed on academic probation. This is a warning that academic progress is in jeopardy of falling below a satisfactory level. Dropping lower than 76% or C- achievement in an additional course will result in termination from the program. Students will have an opportunity to take the course/courses not completed within one year during regularly scheduled classes. In no case will the student be permitted to enroll in more than a total of 920 clock hours in the RV course and 1485 hours in the Marine course to satisfactorily complete the program. In every case the student will be notified in writing. This notification will be given in addition to the regular report of progress all students receive when he/she must be placed on probation and/or terminated. If a student falls below 76% or C- achievement in any area of study he/she will have to repeat that area during a regularly scheduled class within one year. A student who completes only part of the program will receive a certificate listing the courses completed. Students completing the entire program will receive a diploma. Student records are maintained by the school permanently.

### Appeal Process

Students who are terminated after failing to achieve minimum requirements may appeal this decision. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. This appeal must be received by the Director of Education within five (5) business days of the termination. Should a student fail to appeal this decision, the decision to terminate will stand.

A hearing will be scheduled within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor and the Director of Education. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated in writing. This decision will be final.

Should a student prevail his/her appeal and be determined as making satisfactory progress, the student will automatically re-enter in the course and financial aid funds will be reinstated to eligible students.

## Student Complaints

Regular attendance is required in all courses unless other arrangements are made in advance.

1. Bring your complaint to the Instructor. If no solution is reached
2. Bring the complaint to the Director. If no solution is reached
3. Bring the complaint to the following:  
 Florida Department of Education  
 Commission for Independent Education  
 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
 (850) 245-3200 or call toll free (888) 224-6684.  
 (Complaint forms are available from the Director)

**A** student must satisfy all course requirements by achieving a minimum of 76% or C- of the listed goals in each course. Any student who does not master at least 76% or C- of the goals as outlined in "Student Progress", may take the course again within one year. Students who meet all requirements for graduation and have met ALL FINANCIAL obligations to the school will receive a diploma listing their area of expertise.

## R.V.S.A. Grading System

The RV Service Academy uses numeric percentages to determine the five (5) letter grades for reporting student progress. A represents a percentage of 93 to 100. B represents a percentage of 85 to 92. C represents 77 to 84. D represents 70 to 76. F represents a percentage of 69 or less. Shop grades are reported as S for satisfactory, I for improvement needed and U for unsatisfactory. Every student who receives a 69% or lower or a U or I will have an opportunity to improve their grades at another time, but within one (1) year.

## Attendance

Regular attendance is required in all courses unless other arrangements are made in advance.

1. **LEAVE OF ABSENCE** - A leave of absence is granted for up to sixty (60) days for personal reasons and up to 100 days for medical reasons (with a physician's note). The leave of absence must be in writing and approved by the school.
2. **EXCUSED ABSENCE** - An excused absence is one that is due to illness, death in the immediate family, and other unavoidable circumstances; however, the school must be advised of the reason or said absences will be recorded as unexcused.
3. **UNEXCUSED ABSENCE** - Since our training is concentrated, any unexcused absence may result in academic difficulty. (Six unexcused absences will result in termination from the program.)
4. **TARDINESS** - Students who arrive more than half an hour late for class may be considered absent from class.
5. **MAKE-UP WORK** - All assignments and projects required for any course must be completed and submitted by the end of each week or a grade of Incomplete is recorded. It is the student's responsibility to resolve all incompletes.

NOTE: (Any combination of 10 days of absence may result in a termination or incomplete in the program. The student may apply again within one year to complete the balance of the program.)



**F**ees are subject to change at any time by the Academy for new students. However, those already accepted for enrollment will never have a change imposed provided completion of the program occurs within the time frame provided in the original enrollment agreement.

Application Fee (Non-Refundable) . . . . .	\$ 50.00
Processing Fee (Non-Refundable). . . . .	\$ 100.00
Motor Home and Travel Trailer (10 Weeks). . . . .	\$ 5,996.00
Motor Home and Travel Trailer (16 Weeks with Internship) . . . . .	\$ 7,564.00
Marine Technician (16 Weeks with Internship). . . . .	\$ 7,564.00
Motel Per Week (Double Occupancy)* . . . . .	\$ 175.00 - \$ 250.00
Campsite Weekly** . . . . .	\$ 140.00 - \$ 170.00
Mobile Air Conditioning Certification Test Fee*** . . . . .	\$ 45.00 (Not Required for Graduation)

\*Seasonally adjusted  
 \*\*Does not include propane or electric  
 \*\*\*We are an approved ARI and MACS Test Facility

**We Accept:**



NOTICE: Rates for motels and campsites may change without notice. Plan early for the January class. Most motels and campgrounds have limited vacancies during the winter months. A convenience fee of 2% will apply for charges over \$500 and 2.5% for charges under \$500.

**Application Fees**

A \$50 Processing fee is required with submission of the Preliminary Application. We will send an Enrollment Agreement. An Application Fee of \$100 must be submitted with this completed document. These fees totaling \$150 are NON-REFUNDABLE. If, for any reason, the student application is then denied by the school, both the Application and Processing fees will be returned to the student.

The tuition will include the use of all special tools and equipment, study material and study handouts and instructional supplies. Students must purchase the tools listed in the addendum sent with this catalog. The staff of RV Service Academy will also actively and aggressively work to place every student but cannot guarantee employment.

**Additional Fees**

The only additional fee is a \$20.00 charge each time a student's check is returned by the bank.

**Tuition Reimbursement**

In many cases students may qualify for a full or partial refund of their tuition costs by an employing dealer upon completion of a probationary period. These dealers will reimburse the student for their tuition over a three or four year period for satisfactory and continued employment.

## Motorhome & Travel Trailer Repair

Full Day Classes - 8:00am to 3:30pm

### Start Dates\*

### Graduation Dates\*

*10-Week Course      16-Week Course*

### 2015

September 14, 2015

November 20, 2015

January 8, 2016

### 2016

January 11, 2016

March 18, 2016

April 24, 2016

March 28, 2016

June 3, 2016

July 15, 2016

September 12, 2016

November 18, 2016

January 7, 2016



## Motorhome & Travel Trailer Repair

400 hours – 10 weeks / 640 hours – 16 weeks

	<b>Class</b>	<b>Lab</b>
<b>Basic</b>		
BPT-200 Basic Power Technology	60	15
<b>Advanced</b>		
RV-01 Accessories	4	12
RV-02 Brakes and Wiring	8	8
RV-03 Hitch and Towing	8	8
RV-04 Advanced R.V. Electricity	16	24
RV-05 Water Systems (Fresh and Waste)	8	8
RV-06 Water Heaters	5	8
RV-07 Ranges and Ovens	4	8
RV-08 Furnaces	16	24
RV-09 Absorption Refrigeration	16	24
RV-10 Air Conditioning	16	24
RV-11 Generators	16	24
RV-12 Body Damage	4	16
RV-13 LP Gas Carburetion	4	8
<b>Final Exam</b>	4	
<i>please see note below</i>		
RV-14 Chassis Air Conditioning & Maintenance	32	48
RV-15 Internship	0	160

## Marine Technician

640 hours – 16 weeks

	<b>Class</b>	<b>Lab</b>
BPT-200 Basic Power Technology	24	50
MAT-01 Marine Terms and Technology	16	0
MAT-02 Fresh and Salt Water Operation	8	8
MAT-03 Advanced Marine Electricity	16	24
MAT-04 Water Systems	8	8
MAT-05 Water Heaters	4	8
MAT-06 Stoves and Ovens	4	8
MAT-07 Furnaces and Heaters	8	16
MAT-08 Refrigeration	8	32
MAT-09 Air Conditioning	16	24
MAT-10 Generators	16	24
MAT-11 Accessories	8	16
MAT-12 Marine Controls	8	8
MAT-13 Fiberglass Repair	4	4
MAT-14 Boat Paint	8	0
MAT-15 Wood Types and Finishes	8	8
MAT-16 Boat Surveys and Commissions	8	0
MAT-17 U.S.C.G. Regulations	4	0
MAT-18 Navigation	8	0
MAT-19 Engine Fundamentals	20	38
MAT-20 Internship	0	160

**Note:** The 10 week course does not include RV-14 and RV-15. Many dealers need technicians with experience in the repair and service of the chassis air conditioning and general chassis maintenance but it is not included in the regular RV course. The internship enables a student to acquire hands-on training on the day-to-day service operations in an actual shop setting. Students with no job experience are encouraged to take these extra courses. The total learning experience will be sixteen (16) weeks with the completion of these two (2) additional courses.





The following is a minimum list of tools you will need to complete your studies as a Certified RV Technician at the R.V.S.A. You will not need these tools for the first week of classes. Therefore, you may wish to wait until you arrive to purchase some of the special tools, like the electronic LP gas sniffer, etc. There are many more tools, meters and test devices you may wish to purchase. The determining factor in choosing additional tools is whether you plan to work for a dealer or for yourself. Your instructor will discuss the need for these additional tools during the course of your studies.

### Batteries

- Hydrometer
- Spark Plug Tester
- Battery clamp puller
- Battery terminal cleaner tool

### Electrical

- Liquid electrical tape
- Outlet tester GFI tester
- Electric tape
- Asst. crimp connectors

### Meters

- VOM AC/DC Current, voltage, Capacitance and Frequency
- Low pressure LP gas tester
- Electric LP gas sniffer

### Screwdrivers

- Phillips and flat drives, short and long
- ¼" nut driver set, SAE and Metric
- Square drive, (Robertson #2)
- Cordless drill or screwdriver

### Pliers

- Vice Grips
- Slip joint
- Diagonal cutters
- Crimping tool
- Wire strippers
- Needle nose

### Wrenches

- SAE - ¼ to ¾ plus 7/8
- Metric – 8mm to 18mm
- Adjustable crescent
- 3/8 socket set SAE & Metric
- ¼" socket set SAE 5/32" to ½" w/extension
- Allen wrenches, SAE & Metric, ¼" socket set Met. 4mm to 13mm each set with ball on end

### Miscellaneous

- Folding or lock back knife
- Double flair set
- Hack saw and regular short saw
- Flashlight (LED recommended)
- High temp calking (RTV)
- Flair wrenches
- Pipe cutters, (plastic and metal)
- Putty knives (metal and plastic)
- Tire pressure gauge

**Note:** Although not required, it will be extremely helpful for you if you bring a Laptop with DVD capabilities and a calculator.



**P**rofessionals in every vocation covet a certification that is awarded by governing bodies or recognized organizations. Why? It is a clear indication that the person holding that certificate is among the most highly qualified in his field. Certification is a sure indication that the person holding that award has participated in additional training and/or has passed standardized qualifying and performance exams, distinguishing him/her from others who may be practicing in the field. A certified professional usually enjoys not only more prestige but, most often, higher pay as well. He takes pride in the esteem of being recognized as a true professional by consumers, employers and peers.

**RV Dealers throughout the nation and Canada, both large and small, recognize the high quality of the R.V.S.A. training program and the professionalism of those who work so hard to earn the R.V.S.A. Standard and MASTER RV TECHNICIAN Certificates.**

In order to become certified, certain strict uniform requirements must be met. Some organizations will certify you if you simply pass a comprehensive set of tests and measurements. Others will certify you only after you receive very extensive formal training AND pass an equally comprehensive set of tests. There are only two (2) organizations that issue RV Certificates in the United States. One has been issued by R.V.I.A./R.V.D.A. since 1995 and the other by R.V.S.A. since 1986.

At R.V.S.A., we have been training and certifying RV Technicians since 1986. We will certify only those technicians who take and pass our hands-on and written course of studies AND pass the very comprehensive final examination. We are confident that the training program offered is so thorough and complete that we will award you the highest certification possible; the designation of, "Master RV Technician," upon receiving proof of one (1) year of successful full-time RV service performance after graduation. We do not force you to wait for five (5) years or more before issuing this Master Certificate.