



RECREATIONAL VEHICLE SERVICE ACADEMY

Celebrating Our 30th Anniversary

**2016-17
COURSE
CATALOG**

Training the
World's
Best RV
Technicians



1012 10th Street East, Palmetto, FL 34221

941-722-5256 • Fax: 941-729-4471 • 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 is presented on CDs and on DVDs. Therefore you will be required to bring a laptop or similar device capable of reading these files to class, as we do not furnish this equipment.

Licensed and Approved for VA Training

Academic Year	11
Acknowledgements	4
Additional Fees	16
Admissions	8
Annual Calendar	11
Appeal Process	14
Application Fees	16
Attendance	15
Class Schedule	11
Continued Training	11
Credit for Prior Training	11
Enrollment Agreement	9
Equipment & Supplies	13
Faculty	7
Family Educational Rights & Privacy Act	9
Graduation Requirements	15
Handicapped Facilities	10
Housing	10
How to Apply	8
Interviews and Tours	8
Introduction	2
Job Placement Assistance	6
License & Approvals	9
Location and Facilities	10
Map	4
Meals	10
Non-Discrimination Policy	9
Objectives	6
Philosophy of R.V.S.A	5
Program of Studies/Motor Home & Travel Trailer Repair	18
Program Overview	5
Required Tool List	20
R.V.S.A. Grading System	15
School Calendar 2016-18	17
Small Class Size	6
Student Complaints	14
Student Conduct	12
Student Progress	14
Student Records	11
Termination Policy	9
Textbooks & Supplies	13
Tools	13
Transportation	10
Tuition Reimbursement	16
Tuition, Fees, Room & Board	16
Veteran's Attendance Policy	22
Why Become Certified	21
Work/Study Employment	10



ACKNOWLEDGEMENTS

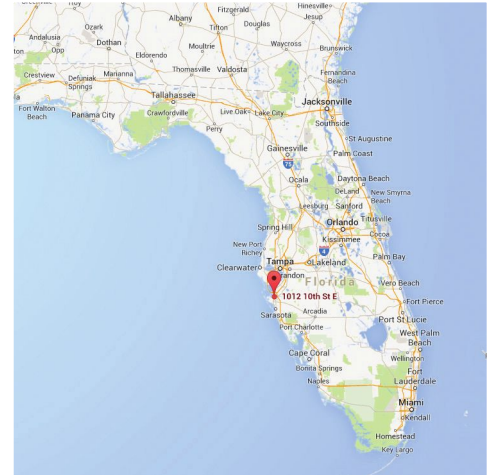
As in any venture of this type a great deal of thanks and sincere appreciation are due for the cooperation and support of many people. I am especially grateful to Jim Summers of R.V.D.A., Becky Lenington of P.R.V.C.A., Fran Giambrone of Coast RV and Eivion Williams of Mohawk Trailer Supply.

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
Amana
Atwood*
B & W
Carefree*
Carrier*
Coast RV
Dinosaur
Dometic
Evinrude
Faulkner*
Flojet
Hayden

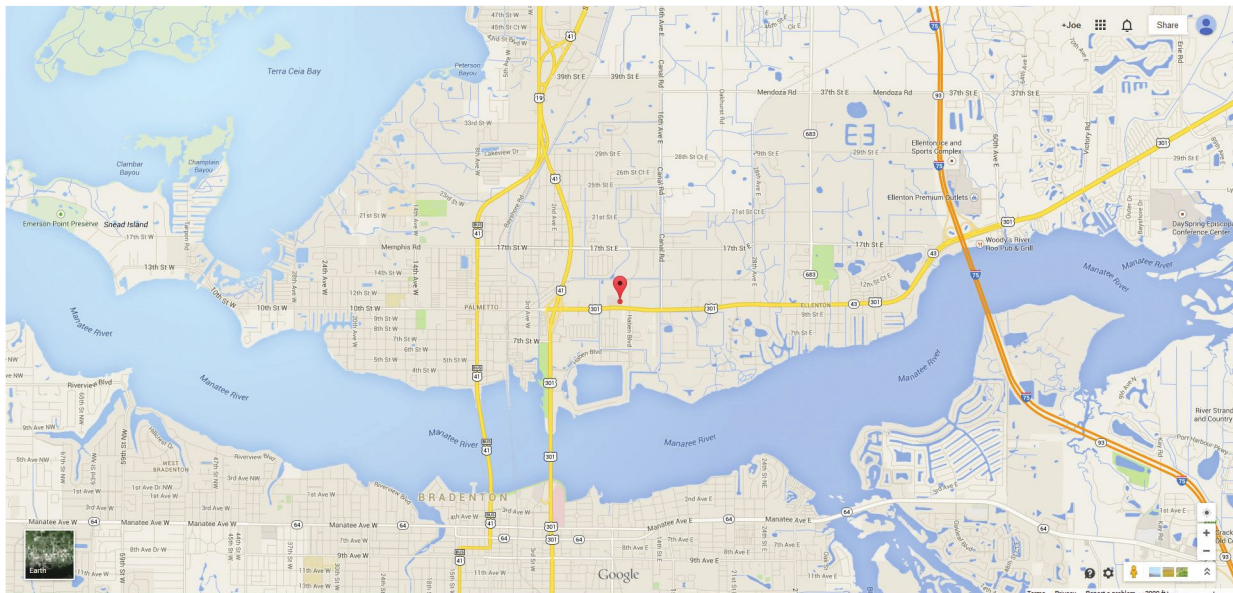
Honda
ITT Jabco*
Johnson
Magic Chef*
Manchester Brass*
Marshall
Mercuriser*
Mercury
Norcold*
OMC
Parallax*
Phillips
Progressive*

Pull Rite*
RVP*
Reese*
SeaLand*
Seelye
Shurflo
Suburban
Xanrex
Tekonsha*
Theftord*
Trail Air*
Volvo Penta
Yamaha



Thank you,

Dr. Thomas J. Santoro



The Recreational Vehicle Service Academy will use a hands-on, kinesthetic approach for the training of Recreational Vehicle. 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.

The Motorhome (Coach) and Travel Trailer Repair Program will be offered in 400 hours. It will take 10 weeks to complete.

The Motorhome (Coach) and Travel Trailer Repair Program will be offered full-time from 8:00 a.m. to 3:30 p.m. weekdays.

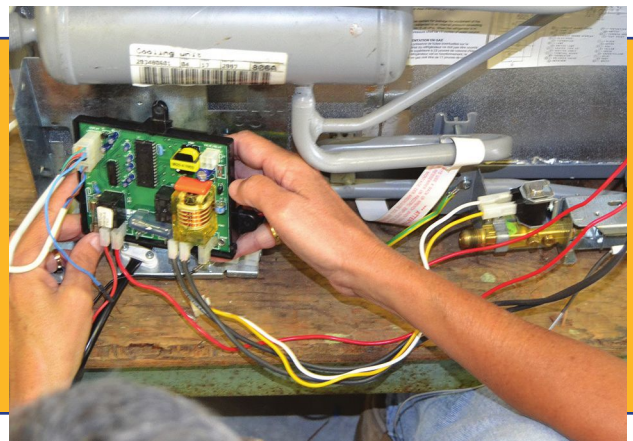
Enrollment in the Recreational Vehicle Service Academy will be open to anyone with a High School Diploma, a GED or a grade level of 10 or higher on the TABE, Level A. The Career Decision Making survey by the American Guidance System will be administered to every student at the school. High school graduates 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 the course. A certificate will be issued to those students who complete the course and pass the Final Certification Test.

In order to increase instructor/student contact time, a maximum enrollment of 18 students per instructor will be maintained.

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.



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 Industries.

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

Objectives of the Recreational Vehicle Service Academy:

1. To prepare graduates to effectively troubleshoot and repair all systems used in Travel Trailers.
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 Industry.
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 Industry.
5. To provide the type of skills and training that will encourage students to keep abreast of current trends and developments in the Industry.
6. To give graduates assistance in locating employment in the Industries.
7. To prepare the graduate to enter the Industry as a Certified RV 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 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.



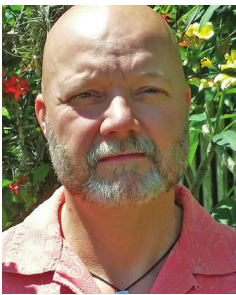
Dr. Thomas J. Santoro



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.

Michael W. Tibbs



Business Manager/Instructor

Mike is an RVDA, RVIA and RVSA Certified Master RV Technician. He has spent the last 30 years working as either a Maintenance Mechanic, Industrial Electrician, RV Technician, or a Production Maintenance Technician. During this time he has owned, managed and operated a number of successful Businesses. Time spent during these tenures has afforded him with the opportunity to instruct and train many of his associates in the specific skills of his trades. Importantly, he has developed a unique skill of positive and productive communication with people. He credits his ability to demonstrate to the fact he genuinely wants others to know what he knows. His extensive experience in the combination of technical and business

background has given him the ability to manage and instruct successfully. Principally, he stands behind his modified version of the Golden Rule, "Treat people the way you want to be treated while teaching people the way you want to be taught".

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.

Janette Tibbs



Director of Student Services

Janette loves RVs and the RV lifestyle. She has been a (full time) RVer. She loves adventure and has many fields of interest. She was a realtor in the Texas Hill country. Janette has worked in the advertising department of her local newspaper. She now enjoys living in sunny Florida.

Admission 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. Go to www.rvsa.net, complete the Preliminary Application with a \$50.00 charge, then it will prompt you for the Enrollment Agreement that is a \$100.00 charge. Or you can also contact RVSA at 941-722-5256, 1012 10th Street East, Palmetto, Florida 34221

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

All 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 canceled 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.
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.

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.

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.

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

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.

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.

Annual Calendar

The academic school year at the Recreational Vehicle Service Academy will begin on the second Monday following the new year in January. We will start a new class (a total of 4) 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

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.

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.



STUDENT CONDUCT

Graduates 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!!!

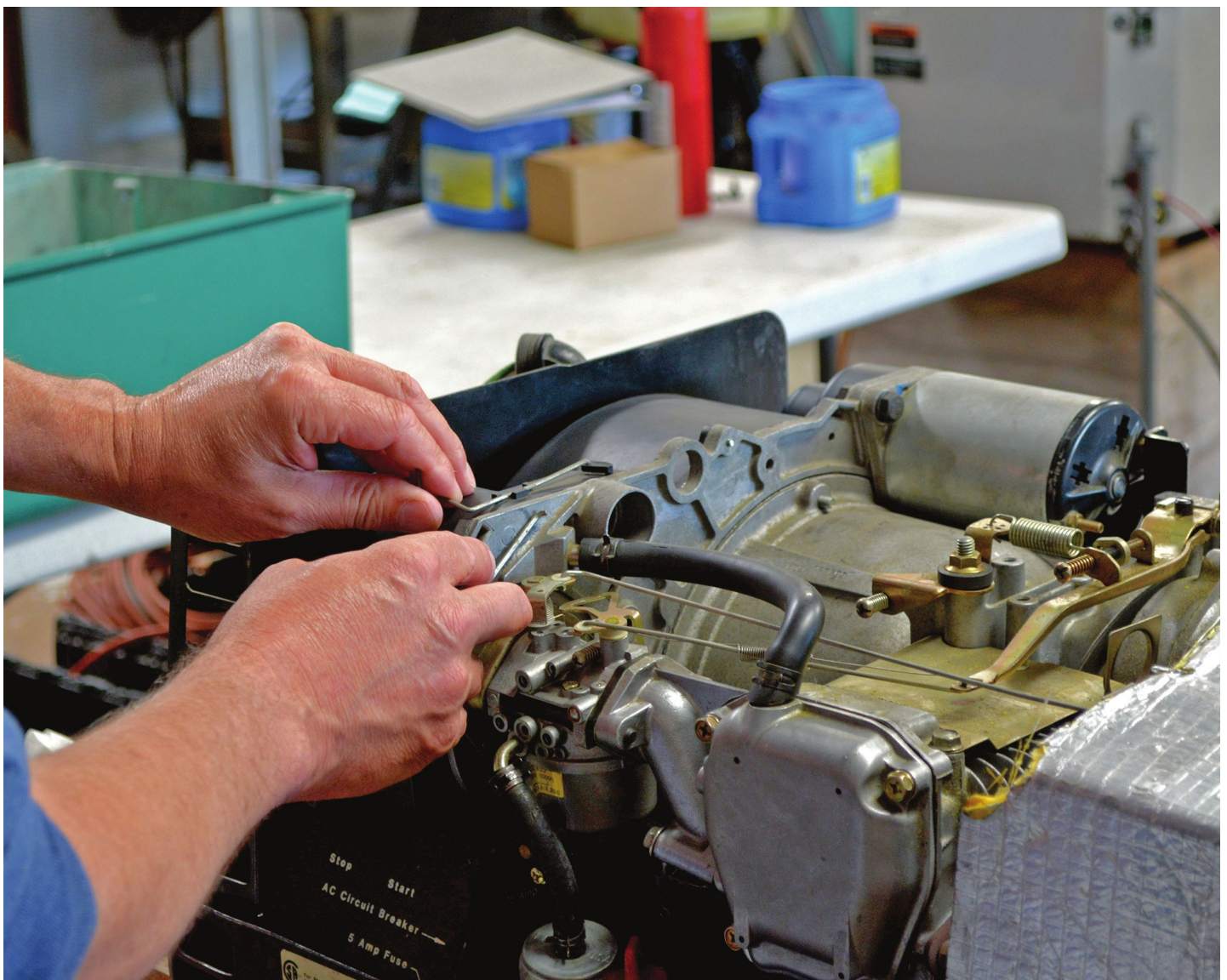
In case of fire or other emergencies, the student is to proceed in a quiet and orderly manner to the nearest exit and leave the building. Fire extinguishers have been placed throughout the building.

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

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.



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

(*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

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 varies 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. See important notice on page 2

Student 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 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 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 students 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.)



Fees 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 (Coach) and Travel Trailer (10 Weeks)	\$5,996.00



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 (Coach) & Travel Trailer Repair

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

Start Dates*

2016

January 11, 2016 March 28, 2016 June 13, 2016 September 12, 2016

2017

January 9, 2017 March 27, 2017 June 12, 2017 September 11, 2017

2018

January 8, 2018 March 26, 2018 June 11, 2018 September 10, 2018



Motorhome (Coach) & Travel Trailer Repair 400 Hours - 10 Weeks

COURSES

RV-01 NOMENCLATURE

Class/Lab: 8 Hours

An introduction into the Recreation Vehicle Industry. Students will learn to differentiate the distinct characteristics of each recreational vehicle classification. Also to include glossary of terms, parts, suppliers, manufacturers, RV clubs, and more.

RV-02 SERVICE TECHNICIAN (LIABILITY)

Class/Lab: 8 Hours

A presentation on service technician liability. The student will learn different aspects of various topics such as: SAFETY FIRST, work orders, lawsuit protection, starting a business (LLC, etc), general shop and shop safety.

RV-03 REPAIR MATERIAL

Class/Lab: 8 Hours

In this course the student will be introduced and familiarized with fasteners and sealers used on the exterior and interior of the recreational vehicle. Numerous materials and products used in RV construction will be demonstrated and discussed.

RV-04 BASIC RV ELECTRICITY

Class/Lab: 12 Hours

The student will be introduced to the theory of basic electricity and will learn the primary sources of electromotive force (emf). Further introduction will include AC vs DC, OHM's Law, WATT's Law, diagrams, schematics and symbols. How to use a VOM (volt-ohm-milliammeter), electrical circuits & components hands-on along with glossary of electrical terms.

RV-05 LP GAS

Class/Lab: 12 Hours

Inherently, LP gas systems are a viable part of most recreational vehicles. In this course, the student will learn 'SAFETY FIRST", glossary of terms, LP physical properties, RV LP system testing, LP containers, RV LP regulators, piping & tubing and RV LP codes & standards.

RV-06 BASIC RV PLUMBING

Class/Lab: 12 Hours

An essential part of any recreational vehicle is the plumbing systems. In this course the plumbing system will be split into two primary systems: The water distribution system and the waste water drainage system. All Aspects of each system will be covered in these two sections,. Also to include components and glossary terms.

RV-07 APPLIANCE R & R

Class/Lab: 8 Hours

The appliances used in the recreational vehicle industry are similar to those used in the common residential home, though they vary distinctively. The Student will learn these differences during the overall RV Technician Training Course. While in this particular section they will learn location and proper removal and replacement of RV appliances and components used in the recreational vehicle.

RV-08 ACCESSORIES (Awnings, Antennas, Jacks, etc.)

Class/Lab: 16 Hours

Full size awnings may be installed using manufacturer's instructions. Service and troubleshooting will be taught by using hardware from Carefree and A&E material and manuals. Students will learn how to install and/or service jacks and levelers, and antennas.

RV-09 BRAKES AND WIRING

Class/Lab: 16 Hours

The Student will use Tekonsha Industries materials and manuals for the hands-on learning of brake repair and troubleshooting. Tekonsha manuals and products will be used to give the students a thorough understanding of hydraulic surge brakes. The student will be taught how to install an electronic and a hydraulic/electronic brake control device. Tekonsha products and manuals will be used to install control devices.

RV-10 HITCH AND WIRING

Class/Lab: 16 Hours

Video tapes and manuals from manufacturers will be used to instruct the students on the understanding of weight and distribution and forces generated between tow and recreational vehicles, The student will learn how to "match the hitch to the vehicle" for safe operation. The student will learn how to install a hitch on a vehicle. Since each application is different, it is very important that they learn how to read and follow the manufacturers directions "Exactly". The student will be taught how to isolate all wires that operate the lights and brakes that are powered from the tow vehicle.

RV-11 ADVANCED RV ELECTRICITY

Class/Lab: 40 Hours

This is a more advanced study of AC and DC electricity as it is applied to the RV Industry. Students will learn how to read wiring schematics and apply this knowledge to the troubleshooting and repair of the appliances and accessories used in the RV. Initial instruction will also focus on converters and inverters. Since there are inherent dangers associated with this field of study, SAFETY FIRST, will be very heavily emphasized. It should be noted for the student that the repair of nearly all appliances and accessories depend on both AC and DC power. The study of Electricity, therefore, may be the most critical for the RV Technician and deserves the utmost concentration and mastery. Solar power, as it may apply to the RV, will also be covered.

RV-12 WATER SYSTEMS, FRESH AND WASTE

Class/Lab: 16 Hours

After a brief session on theory, the student will receive hands-on instruction on the operation, service and troubleshooting of the entire water system. This includes: plumbing supplies and manuals supplied by Quest, toilets and manual provided by Theford and SeaLand, pumps and manuals provided by ITT Jabsco and Shurflo, and Flojet fresh and waste water holding tanks from Riblet. The student will also learn how to repair water systems using all copper, all plastic and a combination of both. Check-valves, waste valves, and accumulator tanks will be covered in this course. Students will learn how to winterize an RV's water system properly.

RV-13 WATER HEATERS

Class/Lab: 14 hours

A brief session on theory will be followed by instruction on the operation, service, troubleshooting and installation of several water heaters. Pilot models as well as direct spark ignition models will be used. Safety will be emphasized during instruction on the LP gas systems and water pressure and relief valves.

RV-14 RANGES AND OVEN

Class/Lab: 12 Hours

Several different models of ranges and ovens will be used in the hands-on instruction of this unit. Operation, service, troubleshooting and installation will also be taught.

RV-15 FURNACES

Class/Lab: 40 Hours

Operation, service, installation and extensive hands-on troubleshooting of older as well as more modern electronic ignition furnaces will be covered in detail. Careful attention will be placed on LP gas. SAFETY FIRST will be emphasized. Several models of furnaces will be used.

RV-16 ABSORPTION REFRIGERATION

Class/Lab: 40 Hours

The absorber system theory of refrigeration will be held for approximately eight (8) hours. Students will then have hands-on instruction in the operation, service, troubleshooting and installation of refrigerators. Both the older and newer electronic models will be used.

RV-17 AIR CONDITIONERS

Class/Lab: 40 Hours

This course will be introduced by the study of the theory of refrigeration. Students will learn operation, service, troubleshooting, and installation of Duo Therm's Brisk Air and Penguin Coleman's Mach I, III and Delta and Emerson's Quiet Kool air conditioners. The course on air conditioning will include hands on instructions on repair and replacement of AC Manufacturers recommended replaceable parts and hardware.

RV-18 GENERATORS

Class/Lab: 40 Hours

An increasing number of recreational vehicles are now equipped with generators and dealers have an increasing need for technicians who can do troubleshooting and make repairs. Several models of generators and manuals will be used to provide hands-on training to learn the proper operations and troubleshooting and service techniques of generators. On-hand manuals will be used for schematic troubleshooting. Wiring diagrams and schematics are covered in detail.

RV-19 BODY DAMAGE

Class/Lab: 20 Hours

This course will cover estimating the cost and practical applications of making body repairs. The student will be shown how to evaluate the extent of both visual and, all too often hidden, damage of delamination, collision and floor and roof rot. Students will learn how to estimate the cost of these repairs and determine whether repair is practical. Checklists from local insurance adjusters, RV damage repair estimators and experience RV instructors will be used to provide the instruction. The student will then be introduced to the special tools and sealers used in coach repair.

RV-20 PDI & SLIDES

Class/Lab: 16 hours

In this inclusive course the student will learn not only the purpose and definition of a PDI (Pre-Delivery Inspection), they will actually be guided step-by-step on how to properly perform a PDI using a late-model, typical recreational vehicle. The student will also spend class and lab time learning the operation, function, maintenance, adjustment and repair of the most common slide systems both hydraulics and electric types used on recreational vehicles.

RV-21 MASTER CERTIFICATION TEST

Class/Lab: 6 Hours

On this final day of the 10 week training course the student will take the Master Certification Test. After passing this test the student will be issued his "Certified RV Technician" certificate. After documented proof of one full year of successful full-time RV service performance the student will be awarded the explicit "Master RV Technician" certificate.

RVSA REQUIRED TOOL LIST

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
- 1/4" nut driver set, SAE and Metric
- Square drive, (Robertson #2)
- Cordless drill or screwdriver

Pliers

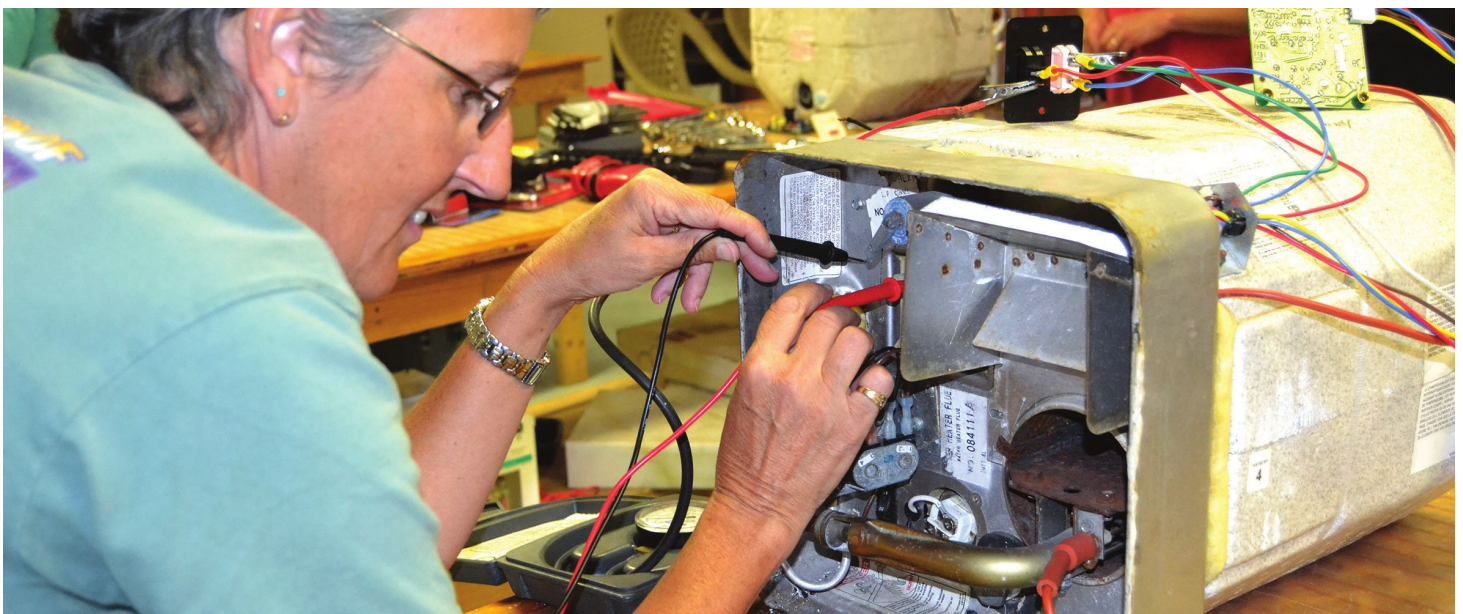
- Vice Grips
- Slip joint
- Diagonal cutters
- Crimping tool
- Wire strippers
- Needle nose

Wrenches

- SAE - 1/4 to 3/4 plus 7/8
- Metric - 8mm to 18mm
- Adjustable crescent
- 3/8 socket set SAE & Metric
- 1/4" socket set SAE 5/32" to 1/2" w/extension
- Allen wrenches, SAE & Metric, 1/4" 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 caulking (RTV)
- Flair wrenches
- Pipe cutters, (plastic and metal)
- Putty knives (metal and plastic) Tire pressure gauge



Professionals 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 a select few organizations that issue certificates on RV Service and Repair in the United States. RVSA has been issuing this certification continuously and longer than the others (since 1986). RVIA and RVDA have only issued since 1995.

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.



VETERAN'S ATTENDANCE POLICY

Early departures, class cuts, tardies, etc. for any portion of a class period will be counted as 1/2 day absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA educational benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 76 for course (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 76 at the end of any grading period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 76 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 76.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

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.

**This Addendum becomes a part of the Catalog for all intents and purposes
CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY**

School Official's Name Title

School Official's Signature Date

School Address City, State, Zip Code