

**TRADE SCHOOLS**

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## **SCHOOL CATALOG**

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### **Introduction**

Welcome to RR Trade School, where we are dedicated to providing high-quality education and training in the trades fields. Our academic catalog serves as a comprehensive guide to our courses, policies, and resources. RR Trade School is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. RR Trade School is not accredited by a US Department of Education recognized accrediting body. RR Trade School does not discriminate on the



basis of age, disability, sex, race, religion, belief, gender identity, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

## Mission and Vision

RR Trade School is committed to providing rigorous and relevant career and technical education in a dynamic, hands-on learning environment that results in skill-based knowledge and experience to prepare students for the evolving trades industry. We offer hands-on training for HVAC, Electrical, Solar, Roofing, and Windows & Doors trades, working with actual everyday equipment. This, in turn, results in each and every student not only knowing how to do well on the state test, but also, when they achieve completion of the class, they will be able to actually perform the work.

## Location

The campus of RR Trade School is located at 815 N. 16th Ave., Melrose Park, IL.

## Programs Offered

- HVAC Program:
  - Duration: 24 Weeks, 8 Hours/Week
  - Curriculum: Our HVAC program covers fundamental principles of heating, ventilation, air conditioning, refrigeration, and environmental controls. Students gain hands-on experience with HVAC systems, tools, and technologies through laboratory exercises and practical application. In Module 1, students will learn OSHA-10, CPR/First Aid, Professional Development, and Introduction to Tools. Module 2 teaches students basic electricity, including theory, components, and circuit design. Module 3 includes specialized knowledge and hands-on practice in labs. Upon completion of the course, students will obtain OSHA-10 and CPR/First certification and be eligible to take the EPA state exam for HVAC Technicians.
- Electrical Program:
  - Duration: 24 Weeks, 8 Hours/Week
  - Curriculum: The Electrical program provides comprehensive training in electrical theory, wiring, circuits, electrical systems, and safety procedures,



including studying the National Electrical Code (NEC). Students develop practical skills in electrical installation, troubleshooting, and maintenance through laboratory exercises and practical application. In Module 1, students will learn OSHA-10, CPR/First Aid, Professional Development, and Introduction to Tools. Module 2 teaches students basic electricity, including theory, components, and circuit design. Module 3 includes specialized knowledge and hands-on practice in labs. Upon completion of the course, students will obtain OSHA-10 and CPR/First certification and be eligible to take the electrician state license exam.

- Solar Program:
  - Duration: 12 Weeks, 8 Hours/Week
  - Curriculum: The Solar program provides comprehensive training in solar photovoltaic (PV) technology, system design principles, electrical wiring and safety standards, and sustainable energy practices. Students gain hands-on experience with laboratory exercises. In Module 1, students will learn safety practices specific to solar for ground and roofing. Module 2 teaches students basic electricity, including theory, components, and circuit design. Module 3 includes specialized knowledge and hands-on practice in labs.
- Windows and Doors Installation Program:
  - Duration: 6 Weeks, 8 Hours/Week
  - Curriculum: The Windows and Doors Installation program provides comprehensive training in window and door types, materials, measurements, framing techniques, weatherproofing, and finishing details. Students gain hands-on experience with laboratory exercises. Upon completion of the course, students will know window and door styles, window and door anatomy, wall construction basics, how to measure, as well as nail fin, block frame, pocket replacement, and entry door installation. Furthermore, students will gain break metal, interior trim, and siding training, as well as learn OSHA requirements.
- Roofing Program:
  - Duration: 45 Hours
  - Curriculum: The Roofing program provides comprehensive training in roofing materials, techniques, and safety practices. Students gain



hands-on experience with laboratory exercises. Upon completion of the course, students will be eligible to take the roofing state license exam.

## Academic Calendar

### Term 1 2024

Registration	Up to March 3
Classes Begin	March 3
Late Registration	March 9-24
Easter - Off	March 31
Classes Run	March 3-September 8
Graduation	September 8

### Term 2 2024

Registration	Up to September 23
Classes Begin	September 23
Late Registration	September 23-October 21
Classes Run	September 23-March 16
Graduation	March 16

## Admissions

Our admissions process is designed to be accessible. Prospective students must complete an enrollment form. Our administrators are available to assist with the application process as well as provide guidance on course selection.

## Financial Aid and Tuition

Our programs are tuition-free for students based on availability.



## Faculty and Staff

Our faculty members are industry professionals with extensive experience and expertise in HVAC, electrical, and other trade fields. They are passionate about teaching, mentoring students, and providing personalized instruction and guidance to help students achieve their goals.

## Facilities and Resources

Our facilities include classrooms, laboratories, and workshops equipped with the latest tools, equipment, and technology. Students have access to hands-on training and resources to enhance their learning experience.

## Career Services

We offer resume writing workshops, networking opportunities, and job placement assistance to help students launch successful careers. We maintain partnerships with industry employers to connect students with job opportunities with companies such as Lowes, KPRS, and CECA.

## Grading Policies and Make Ups

Classes are Pass/Fail measured by attendance, classroom and lab participation, and quizzes, tests, and exams. Assessments are given regularly throughout the program and attendance is of utmost importance. Students who fall below an 80% attendance rate, fail to participate in classroom/labs, and/or earn below 70% average on assessments run the risk of failing the course.

Students in 24-week programs who miss OSHA, CPR/First Aid, and professional modules may make up these classes with the following cohort. Teachers may offer make-up classes and tutoring sessions based on their availability throughout the program. Students may also make up classes or modules by attending sessions with other instructors in coordination with administration and teachers.



## Graduation Requirements

To earn a certificate of completion from RR Trade School, students must fulfill all program requirements, including completing the required coursework, maintaining satisfactory academic progress and attendance, and meeting any additional graduation criteria specified by their instructor.

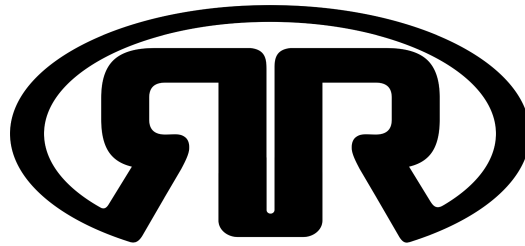
## Records and Transcripts

Student records will be retained for a minimum period of 5 years after the student's last attendance record. Students may request access to their records by submitting a written request to the Human Resources Department. The request must include sufficient identifying information to verify the student's identity. The HR Department will respond to student record requests as promptly as possible and provide access to the requested records within 30 days of the request. RR Trade School will maintain the confidentiality of student records in compliance with privacy laws, ensuring that student information is only disclosed to authorized individuals or entities. Credits obtained at RR Trade School are nontransferable.

## Complaints

RR Trade School is committed to providing a positive and supportive educational environment for all students. We recognize that concerns or complaints may arise from time to time, and we are dedicated to resolving them promptly and fairly. Students are first encouraged when appropriate to attempt to resolve any complaints informally by expressing concerns to the person(s) immediately involved. If a satisfactory resolution cannot be reached, students may file a complaint in writing to the Human Resources Department. The student should clearly articulate the nature of the complaint and attempt to reach a satisfactory resolution. Complaints which cannot be resolved by direct negotiation with the school after reasonable attempts at resolution may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

## Student Disclosure Information



**TRADE SCHOOLS**

<b>Institution Name: RR Trade Schools Inc</b>					
<b>Disclosure Reporting Category</b>	Program Name	HVAC			
	CIP*	15.050			
		1			
	SOC*	49-902			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	0			
	b) Re-enrollments	0			
	c) Transfers into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	0			
	c) Withdrew from the school	0			
	d) Are still enrolled	0			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	0			



Institution Name: RR Trade Schools Inc					
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	0				
e) Not employed	0				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0				

\*CIP--Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

\*A **course of instruction** is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*





**Institution Name: RR Trade Schools Inc**

*If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*

## Appendices and Addendums

This academic catalog is subject to change without notice.

For more information about RR Trade School and our programs, please visit our website ([www.rrtradeschool.org](http://www.rrtradeschool.org)) or contact our administrative office via phone (331-269-6866) or email ([info@rrtradeschool.com](mailto:info@rrtradeschool.com)).