



Air Conditioning Trade Association  
 17860 Ideal Pkwy, Ste. A  
 Toll: (888) 486-4464  
 actrade.ac

**SCHOOL PERFORMANCE FACT SHEET  
 CALENDAR YEARS 2024 & 2025**

**ACTA HVAC/R Service Technician Training –  
 4 Semesters**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	0	0	0	0
2025	0	0	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	0	0	0	0	0
2025	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. [Contact ACTA staff at kmojica@actrade.ac](mailto:kmojica@actrade.ac)

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2024	0	0	0
2025	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	0	0	0
2025	0	0	0



**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	0
2025	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2024	0	0
2025	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	0	0	0	0	0
2025	0	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2024	0	0					
2025	0	0					

A list of sources used to substantiate salary disclosures is available from the school. [Contact the ACTA staff at kmojica@actrade.ac.](mailto:kmojica@actrade.ac)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2024: \$6,000  
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2025: \$6,000  
Total charges may be higher for students that do not complete on time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Federal Student Loan Debt**

Students at **ACTA's HVAC/R Service Technician program** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



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\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program began on **08/08/2025**. As of **08/08/2027**, two full years of data for this program will be available.

### **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.



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- “First Available Exam Date” is the date for the first available exam after a student completed a program.
  - “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
  - “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
  - “Salary” is as reported by graduate or graduate’s employer.
  - “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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## **STUDENT'S RIGHT TO CANCEL**

- Students may cancel or withdraw from class for any reason, up until the 1st day of class or 7 days after enrollment, whichever is later. If student cancels after the cancellation period they are subject to a pro-rata refund.
  - Cancellation Dates – September 1, 2026 or 7 days after your enrollment date 09/08/2026 (whichever is later)
  - Student must fill out a cancellation/refund form and submit to ACTA within the time frame above.
  
- Notice of Cancellation is effective if it shows that the student no longer wishes to be bound by this Agreement or to continue their attendance at ACTA. If the student cancels this Agreement, the student shall not be liable to ACTA and ACTA shall refund any money paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The Student Tuition Recovery Fund fee paid by residents of California are nonrefundable.
  - If student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
  
- Pro-rata Refund: Between the first day of instruction through the 60% date of the semester, refunds will be on a pro-rata basis using the official withdrawal date. Students are not eligible to receive a refund for dropping all classes or officially withdrawing after the 60% date. The pro-rata refund will be calculated by the number of Calendar days from the first day of the semester to the date of withdrawal. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.