



ADDENDUM TO THE 2026 SCHOOL CATALOG

Effective: May 2026

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PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS

Beyond the standard admission requirements, applicants to the following programs must adhere to additional program-specific admission and/or externship/clinical criteria.

Commercial Driver's License Admission Requirements

To be considered for admission to the CDL program, applications must include the following: valid driver's license; PA Department of Transportation Motor Vehicle Record (MVR); DOT physical examination (meeting physician standards); negative drug test results; and agreement to random drug testing throughout the program. NOTE: A commercial learner's permit is not a prerequisite for admission. The program curriculum includes preparation for the commercial learner's permit exam.

Program Length Day	9 Months
Program Length Evening	15 Months
Total Quarter Credits	59.0
Total Hours	930

Program Objective: The Electrician program prepare individuals for employment in residential, commercial or industrial settings. Instruction focuses on installing, maintaining, and repairing electrical power, communications, lighting, and control systems. Graduates will be prepared for entry-level employment as an electrician or electrician helper.

Class Schedule: Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Students are scheduled for CPR during their first quarter of classes.

QUARTER #	COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass				
1	EL101	Fundamentals of Electricity	100	6.0
1	EL103-N	Print Reading for Electrical Systems	100	6.0
2	EL104	National Electrical Code	50	4.0
2	EL201	Residential Wiring	100	6.0
2	EL202	Motor Control Systems	100	6.0
3	EL204	Equipment Maintenance and Troubleshooting	50	3.0
3	EL205	Commercial Wiring	100	6.0
3	EL206	Programmable Logic Controllers	50	3.0
3	EL208	Motor Maintenance and Troubleshooting	50	3.0
3	EL210	Alternative Energy	70	5.0
Total			770	48.0
Other Courses				
1	GEN107	Human Relations	50	3.0
1	GEN101	Technical Math I	50	4.0
2	GEN105	Technical Communication	50	3.0
3	GEN110-A	Career Development A	10	1.0
Total			160	11.0

*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

Industry Certifications: There are no required industry certifications associated with program; however, electricians can become registered with their local municipality and are encouraged to do so.

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COURSE DESCRIPTIONS

No change in course descriptions for Technical Math I and Technical Communication.

GEN101 Technical Math I

This course presents basic mathematical topics as they are applied in a technical program. Students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, of units of measure and to use signed numbers, conversion of units of measure and use signed numbers.

GEN105 Technical Communication

This course is designed to empower students to communicate with confidence and precision in a professional environment. Focused on practical application, the curriculum emphasizes the composition of workplace documents (such as memos, reports, emails, and proposals) directly related to students' chosen professional interests. Students will work collaboratively to develop communication strategies and will actively refine their writing skills to eliminate basic mechanical errors that often undermine clarity. By the end of this course, students will possess the essential skills necessary to become a more efficient communicator in any professional setting.

GEN107 Human Relations

This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

GEN110-A Career Development A

This course prepares students for a seamless transition from the classroom to a professional career. The curriculum focuses on four strategic areas: Career Portfolio Development, Strategic Job Search, and Professional Interviewing. Students will develop a comprehensive professional portfolio, including a tailored resume, cover letter, and work samples, and master the job search life cycle. Instruction emphasizes skills marketing, effective networking, and the use of core platforms like LinkedIn and Indeed. The course provides in-depth training on securing and conducting a successful interview.

**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R)
ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE**

Program Length	18 Months
Total Quarter Credits	106.0
Total Hours	1855

Program Objective: Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

Class Schedule: Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. Students are scheduled for CPR during their first quarter of classes.

QUARTER #	COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass				
1	EL101	Fundamentals of Electricity	100	6.0
1	EL103-N	Print Reading for Electrical Systems	100	6.0
2	HT105	Tools and Equipment Overview	50	3.0
2	HT110	Residential Refrigeration	100	6.0
2	HT112	Gas Heating and Add On Air Conditioning Equipment	100	6.0
3	HT111	Oil Heating, Installation and Service	75	5.0
3	HT205	HVAC Controls and Diagrams	50	3.0
3	HT206	Heat Pump/Electric Air Handler	100	6.0
4	HT114	Psychometrics, Load Calculations/Air Distribution	75	5.0
4	HT201	Commercial Refrigeration	100	6.0
4	HT214	Hydronics and Chillers	100	5.0
5	HT215	HVAC Credentialing and Mini Split Applications	50	3.0
5	HT210	Sheet Metal Fabrication	50	3.0
5	HT212	HVAC Equipment Troubleshooting/Basic Plumbing	125	7.0
6	HT250-N	HVAC Externship	360	12.0
Total			1535	82.0
General Education Courses				
1	GEN107	Human Relations	50	3.0
1	GEN101	Technical Math I	50	4.0
2	GEN105	Technical Communication	50	3.0
2	GEN102	Technical Math II	50	4.0
3	GEN103	Technical Math III	50	4.0
4	GEN106	Ethics in the Workplace	50	4.0
5	GEN110-B	Career Development B	20	2.0
Total			320	24.0

*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

Industry Certifications: Students in the HVAC-R program will be tested in two areas throughout the curriculum. All testing will be completed on campus. Penn Commercial does not guarantee that a student will pass these examinations. The fees for one attempt at the exams are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

- Environmental Protection Agency (EPA) Section 608 Technician
- A2L GWP – Low
- OSHA-10

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COURSE DESCRIPTIONS

HT215 HVAC Credentialing and Mini Split Applications

This course prepares HVAC students to successfully obtain the essential certifications required for employment in the industry while also building competence in customer communication and modern HVAC technologies. Students will develop the knowledge and skills necessary to pass the EPA 608, A2L Low-GWP refrigerant safety, and OSHA-10 certifications. In addition, the course introduces foundational mini-split (ductless heat pump) technologies, focusing on system components, installation considerations, refrigerant management, commissioning, maintenance, troubleshooting, and customer education.

GEN101 Technical Math I

This course presents basic mathematical topics as they are applied in a technical program. Students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, of units of measure and to use signed numbers, conversion of units of measure and use signed numbers.

GEN102 Technical Math II

This course builds upon foundational math skills learned in GEN 101 with a focus on practical applications in technical and vocational fields. Students will develop a better understanding of linear equations and inequalities. They will learn to solve and graph linear equations. Students will also learn basic geometry and right triangle trig functions.

GEN103 Technical Math III

This course will build on what students learned in Technical Math I and II. Students will develop a better understanding of equations and different types of functions. In the course, they will use their knowledge of algebra topics and geometry to solve trigonometric functions and triangles and how to apply them into their field of study.

GEN105 Technical Communication

This course is designed to empower students to communicate with confidence and precision in a professional environment. Focused on practical application, the curriculum emphasizes the composition of workplace documents (such as memos, reports, emails, and proposals) directly related to students' chosen professional interests. Students will work collaboratively to develop communication strategies and will actively refine their writing skills to eliminate basic mechanical errors that often undermine clarity. By the end of this course, students will possess the essential skills necessary to become a more efficient communicator in any professional setting.

GEN 106 Ethics in the Workplace

This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.

GEN107 Human Relations

This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

GEN110-B Career Development B

This course prepares students for a seamless transition from the classroom to a professional career. The curriculum focuses on four strategic areas: Career Portfolio Development, Strategic Job Search, Professional Interviewing, and Externship Coordination. Students will develop a comprehensive professional portfolio, including a tailored resume, cover letter, and work samples, and master the job search life cycle. Instruction emphasizes skills marketing, effective networking, and the use of core platforms like LinkedIn and Indeed. The course provides in-depth training on securing and conducting a successful interview. Students will work directly with Career Services and their Lead Instructor to coordinate a relevant externship experience, ensuring the immediate application of professional competencies to achieve defined career objectives.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

As a student-centered school, Penn Commercial strives to achieve high student satisfaction with its services and creating environment where students are offered friendly customer service, accurate information, and empowerment.

To this end, the following principles will guide these procedures:

- Wherever possible student complaints will be resolved through an informal process and at the lowest appropriate level of management.
- Student complaints will be handled with procedural fairness. All parties to a complaint will be informed of the specific allegations being made will be given the opportunity to respond to any allegations made.
- Student complaints will be handled in a timely and confidential manner.
- Students will be notified of the outcome of their complaint.

At times, students may wish to voice a concern, complaint or problem. General student concerns, problems, and complaints should first be addressed by the Lead Instructor or Director of Student Services, as appropriate. If these situations remain unresolved the student may submit their complaint, in writing, by completing Penn Commercial's Student Complaint Form. This form can be provided by the Director of Student Services. Specific completion and submission instructions are provided on the form.

Procedures:

- The completed Penn Commercial Student Complaint Form and all accompanying documentation will be submitted to the Director of Student Services.
- The Director of Student Services will verify the receipt of the student complaint and forward the form and all accompanying documentation to the Campus Director and Director of Education for review, investigation, and resolution.
- Upon resolution with the student, the Director of Student Services will confirm the resolution with the student, in writing. Signatures of receipt are required.
- Upon resolution with the student, the Director of Student Services will complete the staff portion of the form and it will be maintained in the school's master student complaint file.
- While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance is made.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission or any agency listed below. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: 703-247-4212

<http://www.accsc.org/complaints@accsc.org>

A copy of the ACCSC complaint form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

PENNSYLVANIA DEPARTMENT OF EDUCATION
State Board of Private Licensed Schools, Bureau of Postsecondary and Adult Education
607 South Drive, Floor 3E
Harrisburg, PA 17120
Phone: (717) 783-8228

<https://www.education.pa.gov/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF COSMETOLOGY
PO Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-7130

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF NURSING

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PO Box 2649
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<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>