School Catalog

PROGRAMS, POLICIES AND DISCLOSURES

National Trades Academy LLC · Effective November 2026

1. About National Trades Academy

National Trades Academy offers online, self-paced career training for adults who want to enter the skilled trades. Programs prepare students for industry-recognized credentials so they can take the next step toward work in HVAC, electrical, plumbing, appliance repair, and building maintenance, while keeping their current job and family schedule.

School information

- Legal name: National Trades Academy LLC (Utah entity #14743305-0160)
- Mailing address: 7533 S Center View Ct, Ste R, West Jordan, UT 84084
- Principal place of business: 444 E 1600 S, Unit 1, Orem, UT 84058
- Location: all programs are delivered 100% online. The school does not operate a physical classroom.
- Contact: info@nationaltradesacademy.com
- Website: nationaltradesacademy.com

2. Admission Requirements

- At least 18 years old.
- High school diploma, GED, or equivalent (including a secondary school credential from another country).
- Able to read and complete coursework in English or Spanish.
- Reliable internet (10 Mbps or faster recommended). A laptop with a webcam and microphone is provided for coursework and proctored exams.
- No prior trade experience is required.

To enroll, a student completes an intake conversation, selects a program, and signs the Student Enrollment Agreement, which contains all required disclosures, before paying or receiving course access.

3. Programs

All programs are online and self-paced, and course content is available in English and Spanish. Students have 12 months from their start date to finish. HVAC Technician and Appliance Repair (100 clock hours) typically take 5 to 10 weeks. Electrical, Plumbing, and Building & Facilities Maintenance (150 clock hours) typically take 20 to 26 weeks.

Program	Clock hours	Typical length	Credentials the program prepares students for	CIP code
HVAC Technician	100	5 to 10 weeks	OSHA 10 Construction, EPA 608 Universal, NATE Ready-to-Work, ATC HVAC certification	47.0201
Electrical	150	20 to 26 weeks	OSHA 10 Construction, NFPA 70E awareness, ATC Certified Electrical Apprentice exam	46.0302
Plumbing	150	20 to 26 weeks	OSHA 10 Construction, ATC Plumbing certification	46.0503
Appliance Repair	100	5 to 10 weeks	OSHA 10 General Industry, EPA 608 Core + Type I, ATC Appliance Repair certification	47.0106

Program	Clock hours	Typical length	Credentials the program prepares students for	CIP code
Building & Facilities Maintenance	150	20 to 26 weeks	OSHA 10 General Industry, EPA 608 Type I, ATC Maintenance Technician certification	46.0401

HVAC Technician

Heating, ventilation, air conditioning, and refrigeration fundamentals: system components, electrical theory and meter use, the refrigeration cycle, compressor and motor troubleshooting, heat pumps, gas furnace sequence of operations, evacuation and charging, jobsite safety, and customer communication. Prepares students for entry-level roles such as HVAC apprentice, installer assistant, and refrigeration helper.

Electrical

Electrical theory, circuits, tools, wiring methods, National Electrical Code basics, electrical safety, and jobsite safety. Prepares students for entry-level roles such as electrician helper and for entry into a state-registered electrical apprenticeship.

Plumbing

Plumbing systems, hand tools, soldering copper, drainage and venting, fixture installation, gas and electric water heaters, codes, and safety. Prepares students for entry-level roles such as plumber helper and for entry into a state-registered plumbing apprenticeship.

Appliance Repair

Diagnosis and repair of residential appliances: refrigeration, laundry, cooking, and dishwashing equipment, electrical resistance measurement, water heater troubleshooting, and safe refrigerant handling. Prepares students for roles such as appliance repair technician and in-home service technician.

Building & Facilities Maintenance

General maintenance of residential and commercial buildings: tools, plumbing fixtures, electrical basics and resistance measurement, HVAC basics, water heaters, preventive maintenance, and safety. Prepares students for roles such as maintenance technician and facilities maintenance worker.

Credentials are issued by third parties: OSHA 10 cards through an authorized U.S. Department of Labor OSHA Outreach provider, EPA 608 through an EPA-approved certifying organization, NATE Ready-to-Work by North American Technician Excellence, NFPA 70E awareness through the course provider, and ATC credentials by American Trade Certification. Exams are taken online and do not require a testing center. Tuition includes at least one attempt at each credential exam for the program; the number of included retakes varies by exam and is disclosed before testing.

4. How Programs Are Delivered

- Online lessons, browser-based virtual reality (VR) labs, and quizzes on our learning platform.
- An instructor of record with 10+ years of industry experience, available by message (responses within 24 hours) and at weekly Tuesday evening office hours.
- An accountability coach who checks in on each student.
- Technical support for the learning platform, and a laptop the student keeps.
- Career support: resume help and job leads in the student's trade.
- Weekly progress reports to sponsoring organizations, with the student's consent.

5. Academic Policies, Completion, and Certificates

- Grading: modules are pass/fail and must be completed in order. Each quiz, virtual reality lab, and assessment requires a score of at least 80%.
- Re-attempts: a student may re-attempt a failed quiz, lab, or assessment up to two times. After that, the student meets with the instructor before continuing.
- Participation: students are expected to log in at least three days per week. A student who does not log in for 14 consecutive days will be contacted and may be asked for a written catch-up plan.

To complete a program, a student must pass every module, lab, and assessment and sit for the credential exams listed for the program, within 12 months of the start date. Students who complete receive a National Trades Academy certificate of completion. Industry credentials are issued separately by the credentialing organizations after the student passes each exam.

6. Licensing Information

Programs do not lead to a state license on their own. Completing a program does not by itself qualify a student for any Utah or other state license.

- Electrical and Plumbing: a Utah journeyman electrician or plumber license requires a separate state-regulated apprenticeship with thousands of hours of supervised work and approved classroom instruction.
- HVAC and Appliance Repair: federal law requires EPA 608 certification to handle refrigerants. These programs prepare students for that exam.
- Licensing rules differ by state. Students should check the requirements where they plan to work.

7. Tuition and Fees

Tuition is the same for every program.

Item	Amount
Self-pay, paid in full (any program)	$5,500
Self-pay, paid over time through National Trades Academy's third-party education lending partner (any program)	$7,000 total tuition
Sponsored students (organization or employer)	Up to $6,500, or the amount the sponsoring organization or employer approves, whichever is lower
Application, registration, or other fees	None

Tuition includes:

- A laptop with a webcam and microphone that the student keeps.
- At least one attempt at each credential exam for the program.
- 12 months of access to online lessons, virtual reality labs, and quizzes, in English or Spanish.
- An instructor of record and an accountability coach.
- Technical support for the learning platform.
- Career support: resume help and job leads.

8. Financial Assistance and Financing

National Trades Academy does not participate in federal student aid programs. Training may be paid by a sponsoring organization (such as a nonprofit or agency), an employer, or the student. Students paying for

themselves may pay in full or apply for a loan through National Trades Academy's third-party education lending partner. Any loan is a separate agreement between the student and the lender, with its own terms, rate, and approval process, and the complete terms are provided before the student signs.

9. Cancellation and Refund Policy

Three-day cooling-off period.

A student may cancel and receive a full refund of all money paid by canceling before midnight on the third business day after the latest of: the day the enrollment agreement is signed, the day payment is made, or the day the student first accesses the course.

After the cooling-off period.

After the cooling-off period ends, tuition is non-refundable. National Trades Academy may approve a full or partial refund in its discretion.

Refund timing and recipient.

Refunds are paid within 30 days of a valid request, to whoever paid the tuition: the sponsoring organization for sponsored students, or the student (or lender, if financed) for self-pay students. To cancel, email info@nationaltradesacademy.com or mail written notice to the mailing address above.

10. Accreditation

National Trades Academy is not accredited by an accrediting agency recognized by the U.S. Department of Education, and its programs are not accredited. Credits or hours may not transfer to another school.

11. State Registration and Surety Bond

National Trades Academy LLC registers with the Utah Division of Consumer Protection under the Utah Postsecondary School and State Authorization Act. Registration does not mean the State of Utah approves, endorses, or recommends the school or its programs.

National Trades Academy maintains a $12,500 surety bond, payable to the Utah Division of Consumer Protection, for the protection of students. Bond issued by Travelers Casualty and Surety Company of America, Bond No. 108602024, term October 15, 2026 to October 15, 2027.

12. Student Outcomes

- Completion rate: National Trades Academy is a new school. No students have completed a program yet, so no completion rate is available. It will be published at nationaltradesacademy.com/outcomes once available.
- Credential exam pass rate: not yet available for the same reason.
- Earnings and employment: National Trades Academy does not make claims about future earnings or job placement. Employment is not guaranteed.

13. Student Records

National Trades Academy keeps each student's transcript and certificate for at least 60 years, and the enrollment agreement, financing agreement, and payment records for at least 10 years, as text-searchable PDF files. Students may request an official transcript or certificate at any time.

14. Student Conduct and Nondiscrimination

Students are expected to complete their own work, treat instructors and staff with respect, and follow the learning platform's terms of use. Academic dishonesty, including having another person complete coursework or exams, may result in dismissal without refund after the cooling-off period. National Trades Academy does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

15. Complaints

Students should contact the school first so we can make it right: info@nationaltradesacademy.com.

Students may also file a complaint at any time with the Utah Division of Consumer Protection: Heber M. Wells Building, 160 East 300 South, P.O. Box 146704, Salt Lake City, UT 84114-6704; phone 801-530-6601; dcp.utah.gov. Complaint information is also posted at nationaltradesacademy.com/complaints. National Trades Academy does not have an accrediting agency or other licensing entity.