

SPRING

COURSE DESCRIPTIONS

2025



WE MAKE IT EASY™



munchsupply.com



MUNCH BUSINESS ACADEMY 2025-2026 MBA PROGRAM




**Our 2025-2026 MBA program starts this Fall 2025.
To pre-register, visit munchsupply.com/training.**

**COST - \$499/MONTH or \$4,999 total.
OVER \$1,000 IN SAVINGS!**

Program can be fully reimbursed using marketing funds when you complete all courses.

Wondering how to get your business to the next level but aren't sure how? Our Munch Business Academy (MBA) Program offers well-rounded, detailed and actionable learning specifically targeted to helping HVAC businesses grow. Areas of focus include: driving sales, building a marketing plan, maximizing company programs, enhancing technical training, managing financials, increasing maintenance agreements, determining organization structure and more.

MBA BENEFITS

- Receive a guaranteed seat for attendance at each class designated as MBA 
- Over \$1,000 in savings on business classes
- Develop a customized plan with your Territory Manager, focusing on your company's goals
- Three custom coaching sessions
- Convenient monthly billing
- Certificate upon completion
- \$5,000 in advertising dollars (**must complete all classes and coaching**)

CLASSES (Classes subject to change on availability)

- Business Planning Workshop (\$299 value, August 2025)
- Book Any Call: Wow More Customers and Make More Money! (\$299 value, October 2025)
- Admin Accelerator (\$598 value, August 2025)
- Profitable Pricing and Compensation (\$598 value, March 2026)
- Planning your PMA Program (\$299 value, March 2026)
- American Standard ASSET/Trane Boot Camp (\$1,895 value, April 2026)
- Three individual custom coaching sessions for your business through Groundwork (\$1,647 value)
- Duct Design 101 (\$99 value*, choose Fall 2025 or Spring 2026)
- Electrical Motors and Controls 101 (\$99 value*, choose Fall 2025 or Spring 2026)
- Furnace 101 (\$99 value*, choose Fall 2025 or Spring 2026)
- A/C 101 (\$99 value*, choose Fall 2025 or Spring 2026)
- Symbio Light Commercial Troubleshooting and Product Review (\$99 value, choose Fall 2025 or Spring 2026)
- Heat Pump 101 (\$69 value, choose Fall 2025 or Spring 2026)
- S-Series* (choose Fall 2025 or Spring 2026)



COURSE DESCRIPTIONS

ILLINOIS

Register online today at munchsupply.com.

CATEGORY: BUSINESS

Admin Accelerator (Quickbooks)

 MBA Certification

2-day class \$598

This comprehensive training program starts by setting up QuickBooks files and cleaning up any existing financial data. Participants will receive hands-on training on proper entry techniques to ensure data accuracy. This session will dive deep into office and payroll management, month-end processes and financial data analysis. You'll gain insights into effectively managing your office operations, optimizing payroll processes and navigating month-end procedures with ease. This course is designed for owners, managers, bookkeepers and office administrators.

Instructor: Ryan Ott

April 17-18, 8 a.m.-4 p.m. - Hillside

Planning your PMA Program

 MBA Certification

1-day class \$299

Most business owners understand offering planned maintenance to customers delivers recurring income and repeat customers. PMAs are essential to the business' overall financial health, but few businesses prioritize them. This course offers a hands-on approach, with interactive sessions, case studies, real-world examples and tactical resources. Participants will be able to develop and fine-tune every component of their planned maintenance program. This course is designed for owners, service managers or office administrators.

Instructor: Ryan Ott

March 6, 8 a.m.-4 p.m. - Hillside

Profitable Pricing and Competitive Compensation

 MBA Certification

2-day class \$598

As prices rise and the labor pool continues to shrink, proper pricing and compensation are even more critical components of business success. This course will deliver valuable insights and proven strategies to maximize profits, eliminate competitors and boost employee engagement. Discover effective pricing techniques to cover costs, stand out in the market and attract loyal customers. Learn how to create compensation structures that motivate your team, align with business objectives and enhance performance and satisfaction.

Instructor: Ryan Ott

March 4-5, 8 a.m.-4 p.m. - Hillside

CATEGORY: MARKETING

Marketing: Unlocking Efficiency and Creativity with ChatGPT and Canva: A Hands-On Workshop

½-day class \$25

Join us for an interactive, two-part workshop designed to help you enhance your marketing and streamline your communication efforts using two powerful tools, ChatGPT and Canva. This workshop will be divided into two sessions, each focusing on a deep dive into one of these platforms. Attendees are encouraged to bring their laptops for real-time walkthroughs and practical demonstrations.

Session Breakdown:

Session One: Unlocking Efficiency with ChatGPT

In the first session, you'll learn how ChatGPT can help streamline communication and content creation for your business. ChatGPT makes it easy to improve your workflows and save time, from generating ideas to crafting marketing materials.

- **ChatGPT for Idea Generation:** Learn how to quickly brainstorm content ideas.
- **Content Creation Made Easy:** Discover how ChatGPT can produce blogs, emails and other marketing copy efficiently.
- **Real-Time Learning:** Work through practical examples and best practices for using ChatGPT in daily business operations.
- **Hands-On Application:** Set up your account and follow along with live demonstrations to apply what you've learned immediately.

Session 2: Unlocking Creativity with Canva

The second session will focus on Canva and its powerful, user-friendly design tools. You'll learn to create professional-quality visuals that help your business stand out without needing advanced graphic design skills.

- **Design Like a Pro:** Use Canva's easy-to-navigate features to create high-quality marketing materials.
- **Visual Marketing Made Simple:** Learn how to quickly design social media posts, flyers and more using Canva's ready-made templates.
- **Real-Time Learning:** Go through practical design exercises and best practices for visual marketing.
- **Hands-On Application:** Set up your Canva account, follow live design demonstrations and start creating on the spot.

Instructor: Colleen Keyworth

February 19, 8 a.m.-noon - Hillside

CATEGORY: FUNDAMENTAL HVAC

A/C 101

 Six continuing education hours  MBA Certification

1-day class \$99

This course is designed for residential installers and service technicians who are new to the industry and want to learn the fundamentals of A/C systems.

Topics include:

- Refrigeration basics such as temperature glide, fractionation, latent heat and sensible heat
- A2L refrigerant handling and safety
- System operations, including superheat and subcooling
- Refrigeration components and application considerations
- Charging fundamentals
- Oils and retrofit requirements
- Installation fundamentals, including wiring and breaker selection
- Lineset selection and factory application guides
- Equipment accessories for low-ambient applications

Instructor: Eric Schofield

February 26, 8:30 a.m.-2:30 p.m. - Wheeling

March 12, 8:30 a.m.-2:30 p.m. - Hillside

March 26, 8:30 a.m.-2:30 p.m. - Alsip

NATE TESTING



Visit munchsupply.com/training for dates, pricing and to register.

EPA TESTING: Call your local branch for pricing and availability.



COURSE DESCRIPTIONS

ILLINOIS

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Duct Design 101

 Six continuing education hours  MBA Certification

1-day class \$99

This basic duct design course introduces HVAC staff to residential and light commercial duct applications, sizing, construction and installation. You'll learn how to analyze system pressures, select system components and evaluate their effect on air delivery and equipment performance. Information provided in this course aligns with ANSI, ACCA, SMACNA and ASHRAE procedures and standards.

Instructor: Eric Schofield

April 16, 8:30 a.m.-2:30 p.m. - Hillside

May 14, 8:30 a.m.-2:30 p.m. - Wheeling

Electrical Motors and Controls 101

 Six continuing education hours  MBA Certification

1-day class \$99

This basic electrical course introduces HVAC staff to the design and operation of motors and controls used in the residential Trane Technologies product portfolio. This course will cover inducers, blowers, gas valves, rectifiers, contactors, thermistors and more. Learn the basics of reading electrical schematics, component identification and sequence of operation. Analyze analog and binary inputs and outputs of a circuit board and learn about PWM and how to use the BK terminal.

Instructor: Eric Schofield

April 15, 8:30 a.m.-2:30 p.m. - Hillside

April 29, 8:30 a.m.-2:30 p.m. - Alsip

May 13, 8:30 a.m.-2:30 p.m. - Wheeling

Furnace 101

 Six continuing education hours  MBA Certification

1-day class \$99

This introductory heating course will allow you to review furnace installation and operation fundamentals. You will analyze installation and apply accessories, including humidifiers and electronic air cleaners. In addition, you will have a chance to evaluate the sequence of operation and examine minor maintenance of 80% and 90% equipment. This course references Trane, American Standard, RunTru and Ameristar, focusing on 34-inch equipment.

Instructor: Eric Schofield

February 25, 8:30 a.m.-2:30 p.m. - Hillside

March 11, 8:30 a.m.-2:30 p.m. - Alsip

March 25, 8:30 a.m.-2:30 p.m. - Wheeling

Heat Pump 101

 Four continuing education hours  MBA Certification

½-day class \$69

This residential heat pump course is designed for technicians with residential air conditioning experience. The class will cover Trane, American Standard, RunTru and Ameristar one-stage, two-step and two-stage heat pumps. A factory service representative will guide you through the course material, including terminology, component ID and the HP heating cycle. You will learn about application considerations, operational fundamentals such as thermal balance and economic balance point, the operation of a demand thermostat control board, common installation, service do's and don'ts and more.

Instructor: Eric Schofield

February 27, 8 a.m.-noon - Alsip

March 13, 8 a.m.-noon - Hillside

March 27, 8 a.m.-noon - Wheeling

eLearning Resources

Munch's Supply offers eLearning resources for you and your team. A variety of class formats are available including webinars, on-demand classes and training resources. Classes are updated frequently.

For more details, please visit
munchsupply.com/training.



CATEGORY: FUNDAMENTAL HVAC

Indoor Air Quality 101

1-day class \$69

During this six-hour course, we will cover topics related to indoor air quality, including an overview of contamination, types of filters, air cleaners and purifiers, humidity control, ventilation and air circulation. Application and control strategies will also be discussed.

Instructor: Eric Schofield

April 17, 8 a.m.-2 p.m. - Wheeling

May 1, 8 a.m.-2 p.m. - Alsip

May 15, 8 a.m.-2 p.m. - Hillside

CATEGORY: TECH

A2L Refrigerants

2-hour class \$69

The course covers various aspects of the A2L transition, such as safe handling, flammability, changes in HVAC systems and tools, understanding fractionation and glide, mitigation strategies and accessories.

Instructor: Eric Schofield

February 28, 8-10 a.m. - Hillside

March 14, 8-10 a.m. - Wheeling

March 28, 8-10 a.m. - Hillside

April 18, 8-10 a.m. - Alsip

May 2, 8-10 a.m. - Hillside

May 16, 8-10 a.m. - Alsip

Instructor: Ryan Stevens

March 7, 8-10 a.m. - Alsip

March 21, 8-10 a.m. - Morris

April 11, 8-10 a.m. - Wheeling

April 25, 8-10 a.m. - Wheeling

Mitsubishi Electric Basic Install and A-Coil

3-hour class FREE

This course is ideal for both new and experienced technicians and focuses on installing and troubleshooting M- and P-Series systems.

Topics include: installation best practices, wiring and piping, refrigerant charging, introduction to Diamond System Builder, control review and function settings, specialty tools for troubleshooting, explanation of inverter circuits and MyLinkDrive introduction and resources. In addition, we will review the Mitsubishi Intelli-HEAT coil and focus on the application, installation, wiring and configuration of this new system.

Instructor: Anthony Belokas

February 19, 9 a.m.-noon - Wheeling

A2L TRAINING

ACCA - \$49 Enhance your knowledge and skills by studying online with ACCA's four-hour narrated PowerPoint. Along with the online course, you will receive a physical workbook via mail. After completing the course, you can take your exam instantly or schedule it at your convenience. No proctor is required. Once you complete the exam, you can print your certificate right away.

acca.org/education/a2l-refrigerants

ESCO - \$39 Study online with ESCO's four-hour PowerPoint (there is a \$25 fee to receive the physical workbook). Once completed, you must contact Munch's Supply to proctor the exam at one of their locations. After passing the exam, your certificate, two patches and a wallet certification ID card will be sent to the address you provide.

hvacr.elearn.network/courses/A2L-Refrigerant-Safety



COURSE DESCRIPTIONS

ILLINOIS

Register online today at munchsupply.com.

CATEGORY: PRODUCT

ecobee

2-hour class FREE

Learn more about our integrated ecobee products and cutting-edge technology.

Instructor: Ryan Watkins
April 2, 9-11 a.m. - Hillside

Economizer Basics

2-hour class FREE

This course will cover function and design options for economizers, power exhausts, hoods and curbs.

Instructor: Thom Biondi
April 10, 9-11 a.m. - Hillside

Intro to Trane/American Standard Link™ Communicating Controls

½-day class FREE

Link is the new communication platform replacing ComfortLink II for Trane and American Standard. In this course, you will review the platform and related products, as well as end-user, dealer and service technician benefits. You will get an in-depth look at set-up, operations and more with live, hands-on Link trainers. Bring your smartphone to add the app and connect to our trainers! Get ready to navigate the application and equipment confidently, as well as understand all the benefits this new platform has to offer.

Instructor: Ryan Stevens
March 11, 8 a.m.-noon - Hillside
March 20, 8 a.m.-noon - Wheeling

Light Commercial Introduction to Symbio with Economizers

 **MBA Certification**

2-day class \$198

In this two-day course, factory instructors will introduce Symbio, the third-generation light commercial unitary controls platform from Trane and American Standard. Participants are encouraged to bring their smart devices, download the Symbio app and connect to live equipment simulators.

Day one focuses on features and benefits, best practices for installation and servicing, how to connect and navigate the app, commissioning and troubleshooting.

Day two builds on day one by adding economizer fundamentals, theory and operation. Practical field techniques and procedures will be applied to set up economizers, test functionality, and diagnose and repair them.

Instructor: Terry Haworth
March 19-20, 8:30 a.m.-2:30 p.m. - Hillside
April 29-30, 8:30 a.m.-2:30 p.m. - Wheeling



All payments must be made in full online at the time of registration.

CATEGORY: PRODUCT

Mitsubishi Electric Application/Zoned Comfort Solutions

½-day class FREE

Increase your knowledge of the Nv- and P-Series product lines to help effectively select and recommend the best solutions for single and multi-zone applications. This course will include an overview of Diamond System Builder (DSB) and opportunities to practice building and selecting systems using DSB results. The course is ideal for salespeople and owners. It is recommended you bring a laptop with DSB already installed.

Pre-class prep: Download, install and create your Diamond System Builder account.

DSB software can be accessed at tinyurl.com/MylinkdriveDSB.

Instructor: Anthony Belokas
February 20, 8 a.m.-noon - Hillside, IL
February 25, 8 a.m.-noon - Wheeling, IL
Instructor: Jen Milazzo
March 6, 8 a.m.-noon - Alsip

Outdoor Variable Speed

1-day class \$59

TruComfort and AccuComfort are some of the most efficient and comfortable units on the market. This certification class for the Trane and American Standard variable-speed outdoor units is a requirement to purchase, sell and install these units.

Instructor: Ryan Stevens
May 1, 8:30 a.m.-2:30 p.m. - Hillside

S-Series

 **MBA Certification**

½-day class FREE

Learn the features and benefits of the S-Series furnace, including set-up, wiring configurations and installation. Review conversions that allow the three-way poise and other installation offerings to include the four-way poise S8 furnace. Additionally, we'll introduce the new S8V2 furnace line. You'll see how simple the new design is for easy removal of the blower housing and heat exchanger. Get your questions answered with in-depth troubleshooting help on the newly designed control board.

Instructor: Ryan Stevens
March 13, 8 a.m.-noon - Wheeling
March 25, 8 a.m.-noon - Hillside

CATEGORY: SALES

American Standard ASSET/Trane Boot Camp

 **MBA Certification**

4-day class \$1,895

Get ready to take your business to the next level! This interactive boot camp is an extensive program that will feature the No-Pressure Selling tool. You will learn about the Comfort Concerns list, Wheel of Value and Estimated Energy Savings Chart. Extensive role-playing opportunities will allow you to see the sales process in action. We will provide feedback to help you overcome customer objections and close deals.

Instructor: Chris Carlile
April 22-25, 8 a.m.-5 p.m. - Hillside

NATE TESTING



Visit munchsupply.com/training for dates, pricing and to register.

EPA TESTING: Call your local branch for pricing and availability.

COURSE DESCRIPTIONS

MICHIGAN-COLDWATER

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Duct Design 101

1-day class \$99

This basic duct design course introduces HVAC staff to residential and light commercial duct applications, sizing, construction and installation. You'll learn how to analyze system pressures, select system components and evaluate their effect on air delivery and equipment performance. Information provided in this course aligns with ANSI, ACCA, SMACNA and ASHRAE procedures and standards.

Instructor: Eric Schofield

April 23, 9:30 a.m.-3:30 p.m.

Electrical Motors and Controls 101

1-day class \$99

This basic electrical course introduces HVAC staff to the design and operation of motors and controls used in the residential Trane Technologies product portfolio. This course will cover inducers, blowers, gas valves, rectifiers, contactors, thermistors and more. Learn the basics of reading electrical schematics, component identification and sequence of operation. Analyze analog and binary inputs and outputs of a circuit board and learn about PWM and how to use the BK terminal.

Instructor: Eric Schofield

April 22, 9:30 a.m.-3:30 p.m.

Indoor Air Quality 101

1-day class \$69

During this six-hour course, we will cover topics related to indoor air quality, including an overview of contamination, types of filters, air cleaners and purifiers, humidity control, ventilation and air circulation. Application and control strategies will also be discussed.

Instructor: Eric Schofield

April 24, 9 a.m.-3 p.m.

MICHIGAN-GRAND RAPIDS

Register online today at munchsupply.com.

CATEGORY: BUSINESS

Wall 1: Six Steps to \$3 Million+ in Revenue

1-day class \$675

Achieve \$3 million in sales and 10-15% in net profit! This course will introduce you to the six key strategies to improve your bottom line. Dealers will leave with a plan for lead generation, accessory sales, service profitability and high-efficiency equipment sales that can be implemented immediately. Most dealers have in place all of the resources and critical mass to achieve this and don't have to reinvent their company to do it.

Instructor: Chris Koch

March 4, 8 a.m.-4 p.m.

CATEGORY: FUNDAMENTAL HVAC

A/C 101

1-day class \$99

This course is designed for residential installers and service technicians who are new to the industry and want to learn the fundamentals of A/C systems.

Topics include:

- Refrigeration basics such as temperature glide, fractionation, latent heat and sensible heat
- A2L refrigerant handling and safety
- System operations, including superheat and subcooling
- Refrigeration components and application considerations
- Charging fundamentals
- Oils and retrofit requirements
- Installation fundamentals, including wiring and breaker selection
- Lineset selection and factory application guides
- Equipment accessories for low-ambient applications

Instructor: Eric Schofield

March 19, 9:30 a.m.-3:30 p.m.

MICHIGAN-GRAND RAPIDS

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Furnace 101

1-day class \$99

This introductory heating course will allow you to review furnace installation and operation fundamentals. You will analyze installation and apply accessories, including humidifiers and electronic air cleaners. In addition, you will have a chance to evaluate the sequence of operation and examine minor maintenance of 80% and 90% equipment. This course references Trane, American Standard, RunTru and Ameristar, focusing on 34-inch equipment.

Instructor: Eric Schofield

March 18, 9:30 a.m.-3:30 p.m.

Indoor Air Quality 101

1-day class \$69

During this six-hour course, we will cover topics related to indoor air quality, including an overview of contamination, types of filters, air cleaners and purifiers, humidity control, ventilation and air circulation. Application and control strategies will also be discussed.

Instructor: Eric Schofield

April 10, 9 a.m.-3 p.m.

CATEGORY: TECH

A2L Refrigerants

2-hour class \$69

The course covers various aspects of the A2L transition, such as safe handling, flammability, changes in HVAC systems and tools, understanding fractionation and glide, mitigation strategies and accessories.

Instructor: Nathan Duke

April 11, 9-11 a.m.

CATEGORY: PRODUCT

Economizer Basics

2-hour class FREE

This course will cover function and design options for economizers, power exhausts, hoods and curbs.

Instructor: Thom Biondi

April 2, 9-11 a.m.

Intro to Trane/American Standard Link™

Communicating Controls

½-day class FREE

Link is the new communication platform replacing ComfortLink II for Trane and American Standard. In this course, you will review the platform and related products, as well as end-user, dealer and service technician benefits. You will get an in-depth look at set-up, operations and more with live, hands-on Link trainers. Bring your smartphone to add the app and connect to our trainers! Get ready to navigate the application and equipment confidently, as well as understand all the benefits this new platform has to offer.

Instructor: Nathan Duke

April 17, 8 a.m.-noon

S-Series

 **Four continuing education hours**

½-day class FREE

Learn the features and benefits of the S-Series furnace, including set-up, wiring configurations and installation. Review conversions that allow the three-way poise and other installation offerings to include the four-way poise S8 furnace. Additionally, we'll introduce the new S8V2 furnace line. You'll see how simple the new design is for easy removal of the blower housing and heat exchanger. Get your questions answered with in-depth troubleshooting help on the newly designed control board.

Instructor: Nathan Duke

March 27, 8 a.m.-noon

NATE TESTING



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EPA TESTING: Call your local branch for pricing and availability.



COURSE DESCRIPTIONS

MICHIGAN-JACKSON

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Duct Design 101

1-day class \$99

This basic duct design course introduces HVAC staff to residential and light commercial duct applications, sizing, construction and installation. You'll learn how to analyze system pressures, select system components and evaluate their effect on air delivery and equipment performance. Information provided in this course aligns with ANSI, ACCA, SMACNA and ASHRAE procedures and standards.

Instructor: Eric Schofield

April 9, 9:30 a.m.-3:30 p.m.

Heat Pump 101

 Four continuing education hours

½-day class \$69

This residential heat pump course is designed for technicians with residential air conditioning experience. The class will cover Trane, American Standard, RunTru and Ameristar one-stage, two-step and two-stage heat pumps. A factory service representative will guide you through the course material, including terminology, component ID and the HP heating cycle. You will learn about application considerations, operational fundamentals such as thermal balance and economic balance point, the operation of a demand defrost control board, common installation, service do's and don'ts and more.

Instructor: Eric Schofield

March 20, 8 a.m.-noon

CATEGORY: TECH

A2L Refrigerants

2-hour class \$69

The course covers various aspects of the A2L transition, such as safe handling, flammability, changes in HVAC systems and tools, understanding fractionation and glide, mitigation strategies and accessories.

Instructor: Eric Schofield

March 21, 9-11 a.m.

CATEGORY: PRODUCT

Hydronics 101

2-hour class FREE

Learn how to size a pump, understand the placement of an expansion tank and identify the function of valves in a hydronic system. The course covers fundamental system components such as boilers, pumps, heat emitters, valves, system piping and expansion tanks. Whether you are a beginner in hydronics, need a refresher or aim to enhance your general system knowledge, this class is designed to meet your needs.

Instructor: Robert Reid

April 15, 9-11 a.m.

MICHIGAN-LIVONIA

Register online today at munchsupply.com.

CATEGORY: BUSINESS

Admin Accelerator (Quickbooks)

2-day class \$598

This comprehensive training program starts by setting up QuickBooks files and cleaning up any existing financial data. Participants will receive hands-on training on proper entry techniques to ensure data accuracy. This session will dive deep into office and payroll management, month-end processes and financial data analysis. You'll gain insights into effectively managing your office operations, optimizing payroll processes and navigating month-end procedures with ease. This course is designed for owners, managers, bookkeepers and office administrators.

Instructor: Ryan Ott

April 22-23, 8 a.m.-4 p.m.

MICHIGAN-LIVONIA

Register online today at munchsupply.com.

CATEGORY: BUSINESS

Profitable Pricing and Competitive Compensation

2-day class \$598

As prices rise and the labor pool continues to shrink, proper pricing and compensation are even more critical components of business success. This course will deliver valuable insights and proven strategies to maximize profits, eliminate competitors and boost employee engagement. Discover effective pricing techniques to cover costs, stand out in the market and attract loyal customers. Learn how to create compensation structures that motivate your team, align with business objectives and enhance performance and satisfaction.

Instructor: Ryan Ott

April 24-25, 8 a.m.-4 p.m.

CATEGORY: MARKETING

Marketing: Unlocking Efficiency and Creativity with ChatGPT and Canva: A Hands-On Workshop

½-day class \$25

Join us for an interactive, two-part workshop designed to help you enhance your marketing and streamline your communication efforts using two powerful tools, ChatGPT and Canva. This workshop will be divided into two sessions, each focusing on a deep dive into one of these platforms. Attendees are encouraged to bring their laptops for real-time walkthroughs and practical demonstrations.

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- ChatGPT for Idea Generation: Learn how to quickly brainstorm content ideas.
- Content Creation Made Easy: Discover how ChatGPT can produce blogs, emails, and other marketing copy efficiently.
- Real-Time Learning: Work through practical examples and best practices for using ChatGPT in daily business operations.
- Hands-On Application: Set up your account and follow along with live demonstrations to apply what you've learned immediately.

Session 2: Unlocking Creativity with Canva

The second session will focus on Canva and its powerful, user-friendly design tools. You'll learn to create professional-quality visuals that help your business stand out without needing advanced graphic design skills.

- Design Like a Pro: Use Canva's easy-to-navigate features to create high-quality marketing materials.
- Visual Marketing Made Simple: Learn how to quickly design social media posts, flyers and more using Canva's ready-made templates.
- Real-Time Learning: Go through practical design exercises and best practices for visual marketing.
- Hands-On Application: Set up your Canva account, follow live design demonstrations and start creating on the spot.

Instructor: Colleen Keyworth

February 18, 8 a.m.-noon

CATEGORY: FUNDAMENTAL HVAC

A/C 101

1-day class \$99

This course is designed for residential installers and service technicians who are new to the industry and want to learn the fundamentals of A/C systems.

Topics include:

- Refrigeration basics such as temperature glide, fractionation, latent heat and sensible heat
- A2L refrigerant handling and safety
- System operations, including superheat and subcooling
- Refrigeration components and application considerations
- Charging fundamentals
- Oils and retrofit requirements
- Installation fundamentals, including wiring and breaker selection
- Lineset selection and factory application guides
- Equipment accessories for low-ambient applications

Instructor: Eric Schofield

March 5, 9:30 a.m.-3:30 p.m.

COURSE DESCRIPTIONS

MICHIGAN-LIVONIA

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Electrical Motors and Controls 101

1-day class \$99

This basic electrical course introduces HVAC staff to the design and operation of motors and controls used in the residential Trane Technologies product portfolio. This course will cover inducers, blowers, gas valves, rectifiers, contactors, thermistors and more. Learn the basics of reading electrical schematics, component identification and sequence of operation. Analyze analog and binary inputs and outputs of a circuit board and learn about PWM and how to use the BK terminal.

Instructor: Eric Schofield

April 8, 9:30 a.m.-3:30 p.m.

Furnace 101

1-day class \$99

This introductory heating course will allow you to review furnace installation and operation fundamentals. You will analyze installation and apply accessories, including humidifiers and electronic air cleaners. In addition, you will have a chance to evaluate the sequence of operation and examine minor maintenance of 80% and 90% equipment. This course references Trane, American Standard, RunTru and Ameristar, focusing on 34-inch equipment.

Instructor: Eric Schofield

March 4, 9:30 a.m.-3:30 p.m.

Heat Pump 101

 Four continuing education hours

½-day class \$69

This residential heat pump course is designed for technicians with residential air conditioning experience. The class will cover Trane, American Standard, RunTru and Ameristar one-stage, two-step and two-stage heat pumps. A factory service representative will guide you through the course material, including terminology, component ID and the HP heating cycle. You will learn about application considerations, operational fundamentals such as thermal balance and economic balance point, the operation of a demand defrost control board, common installation, service do's and don'ts and more.

Instructor: Eric Schofield

March 6, 8 a.m.-noon

Indoor Air Quality 101

1-day class \$69

During this six-hour course, we will cover topics related to indoor air quality, including an overview of contamination, types of filters, air cleaners and purifiers, humidity control, ventilation and air circulation. Application and control strategies will also be discussed.

Instructor: Eric Schofield

May 8, 9 a.m.-3 p.m.

CATEGORY: TECH

A2L Refrigerants

2-hour class \$69

The course covers various aspects of the A2L transition, such as safe handling, flammability, changes in HVAC systems and tools, understanding fractionation and glide, mitigation strategies and accessories.

Instructor: Eric Schofield

March 7, 9-11 a.m.

CATEGORY: PRODUCT

Economizer Basics

2-hour class FREE

This course will cover function and design options for economizers, power exhausts, hoods and curbs.

Instructor: Thom Biondi

April 1, 9-11 a.m.

Intro to Trane/American Standard Link™ Communicating

½-day class FREE

Link is the new communication platform replacing ComfortLink II for Trane and American Standard. In this course, you will review the platform and related products, as well as end-user, dealer and service technician benefits.

You will get an in-depth look at set-up, operations and more with live, hands-on Link trainers. Bring your smartphone to add the app and connect to our trainers! Get ready to navigate the application and equipment confidently, as well as understand all the benefits this new platform has to offer.

Instructor: Nathan Duke

May 13, 8 a.m.-noon

Light Commercial Introduction to Symbio with Economizers

2-day class \$198

In this two-day course, factory instructors will introduce Symbio, the third-generation light commercial unitary controls platform from Trane and American Standard. Participants are encouraged to bring their smart devices, download the Symbio app and connect to live equipment simulators.

Day one focuses on features and benefits, best practices for installation and servicing, how to connect and navigate the app, commissioning and troubleshooting.

Day two builds on day one by adding economizer fundamentals, theory and operation. Practical field techniques and procedures will be applied to set up economizers, test functionality, and diagnose and repair them.

Instructor: Terry Haworth

April 9-10, 9 a.m.-3 p.m.

May 6-7, 9 a.m.-3 p.m.

A2L TRAINING



ACCA - \$49 Enhance your knowledge and skills by studying online with ACCA's four-hour narrated PowerPoint. Along with the online course, you will receive a physical workbook via mail. After completing the course, you can take your exam instantly or schedule it at your convenience. No proctor is required! Once you complete the exam, you can print your certificate right away.

acca.org/education/a2l-refrigerants



ESCO - \$39 Study online with ESCO's four-hour PowerPoint (there is a \$25 fee to receive the physical workbook). Once completed, you must contact Munch's Supply to proctor the exam at one of their locations. After passing the exam, your certificate, two patches and a wallet certification ID card will be sent to the address you provide.

hvacr.elearn.network/courses/A2L-Refrigerant-Safety



COURSE DESCRIPTIONS

MICHIGAN-LIVONIA

Register online today at munchsupply.com.

CATEGORY: PRODUCT

Mitsubishi Electric M&P Installation and Service Essentials 1-day class \$120

This course focuses on the service and troubleshooting of Nv- and P-Series systems. Concepts and theories of Nv- and P-Series system operation, plus electrical and refrigerant circuits, are covered in detail. Resources and troubleshooting techniques are discussed and reinforced with practical hands-on exercises. Required for dealers wanting to receive 12/12 warranty eligibility.

Pre-class prep: You must complete the eLearning modules before attending the class. These modules will help you become familiar with Mitsubishi information. You must create a user ID and password by following these steps:

Login or create an account at: meushvac.force.com/Contractor/s/
Click on Learning > Find Learning Select the Catalog > Residential and Light Commercial

In Learning Plans, click on "M- and P-Series Installation Essentials" and complete the following modules:

Module 1: Product overview

Module 2: MyLinkDrive

Module 3: Diamond System builder

Module 4: Installation

Module 5: Warranty and product registration

Instructor: Preston Meints
May 1, 9 a.m.-3 p.m.

Outdoor Variable Speed Certification 1-day class \$59

TruComfort and AccuComfort are some of the most efficient and comfortable units on the market. This certification class for the Trane and American Standard variable-speed outdoor units is a requirement to purchase, sell and install these units.

Instructor: Terry Haworth
May 15, 9 a.m.-3:30 p.m.

S-Series

 **Four continuing education hours**
½-day class FREE

Learn the features and benefits of the S-Series furnace, including set-up, wiring configurations and installation. Review conversions that allow the three-way poise and other installation offerings to include the four-way poise S8 furnace. Additionally, we'll introduce the new S8V2 furnace line. You'll see how simple the new design is for easy removal of the blower housing and heat exchanger. Get your questions answered with in-depth troubleshooting help on the newly designed control board.

Instructor: Nathan Duke
March 25, 8 a.m.-noon

MICHIGAN-SAGINAW

Register online today at munchsupply.com.

CATEGORY: FUNDAMENTAL HVAC

Duct Design 101 1-day class \$99

This basic duct design course introduces HVAC staff to residential and light commercial duct applications, sizing, construction and installation. You'll learn how to analyze system pressures, select system components and evaluate their effect on air delivery and equipment performance. Information provided in this course aligns with ANSI, ACCA, SMACNA and ASHRAE procedures and standards.

Instructor: Eric Schofield
May 7, 9:30 a.m.-3:30 p.m.

Electrical Motors and Controls 101 1-day class \$99

This basic electrical course introduces HVAC staff to the design and operation of motors and controls used in the residential Trane Technologies product portfolio. This course will cover inducers, blowers, gas valves, rectifiers, contactors, thermistors and more. Learn the basics of reading electrical schematics, component identification and sequence of operation. Analyze analog and binary inputs and outputs of a circuit board and learn about PWM and how to use the BK terminal.

Instructor: Eric Schofield
May 6, 9:30 a.m.-3:30 p.m.

CATEGORY: TECH

A2L Refrigerants 2-hour class \$69

The course covers various aspects of the A2L transition, such as safe handling, flammability, changes in HVAC systems and tools, understanding fractionation and glide, mitigation strategies and accessories.

Instructor: Eric Schofield
May 9, 9-11 a.m.

NATE TESTING



Visit munchsupply.com/training for dates, pricing and to register.
EPA TESTING: Call your local branch for pricing and availability.



MEET THE INSTRUCTORS



Anthony Belokas

Mitsubishi Electric Trane HVAC US LLC

Anthony Belokas is an Area Sales Manager for Mitsubishi Electric Trane HVAC US LLC. A native of Chicago, he began his career in residential service and installation and has accumulated 20 years of experience in both residential and commercial HVAC. Anthony is a passionate trainer dedicated to helping contractors effectively utilize Mitsubishi Electric Trane HVAC products to deliver exceptional solutions for their customers.



Chris Carlile

No-Pressure Selling

Chris Carlile has held a variety of sales positions including Territory Sales Manager, where he earned a national top 10 award for outstanding performance. He was appointed twice to the board of directors for one of the largest U.S. home builders associations and honored as the master of ceremonies for numerous home builders' events.



Nathan Duke

Munch's Supply

After graduating high school, Nate struggled to find a career path he enjoyed and could prosper in. After many discussions with his brother, Nate decided that the HVAC industry could fulfill his passion for a career path. He attended Pikes Peak Community College in Colorado Springs with a focus on trade. Since 2003, Nate has held many roles in the HVAC industry and has been a part of Munch's Supply Technical Team since 2019.



Terry Haworth

Munch's Supply

Terry Haworth started working in his family's HVAC business when he was old enough to carry his dad's tool box. When it closed in the early 1990s, he worked for area dealers as both an Installer and Service Tech. He spent 11 years as a Lead Service Tech and Service Manager for a TCS dealer. Terry joined Munch's Supply as an Field Sales Representative in 2015.



Colleen Keyworth

Online Access

Colleen Keyworth is the Director of Sales and Marketing for Online Access, a HVAC web marketing company located in Michigan. Growing up and working in her family's HVAC and plumbing business, she has a clear understanding of contracting as well as the realities that contractors face in owning and operating a profitable business. Colleen has been recognized as one of the 2019 "Top 40 Under 40" by ACHR News and received Service Nation's 2020 "Woman of the Year" award.



Chris Koch

Business Development Resources

Chris Koch has 25 years of experience in the HVAC industry and currently serves as a BDR Trainer and Coach. He successfully launched a startup and has worked for five different companies, including a \$60 million division of a national HVAC and plumbing firm. Throughout his career, he has completed two acquisitions, integrated company cultures and developed divisions into profitable centers. In his last role as Vice President of Service, he had P&L responsibility for \$9.5 million in revenue and managed a team of 39 for a commercial and residential HVAC and plumbing company.



Preston Meints

Munch's Supply

Preston Meints first learned about the industry from his father. He joined the military after high school and specialized in generators and HVAC systems. On his return home, he went to Ferris State University to study HVACR technology and engineering. For many years, he worked for the largest Trane contractor in the country as their Installation Supervisor until he took a Field Service Representative position with the Georgia-Trane DSO.



Jen Milazzo

Mitsubishi Electric

Jennifer Milazzo is a seasoned professional in the HVAC industry with a lifelong connection to the field. It began with her family's business, D.M. Dykstra & Co., at which she held various roles, from payroll and sales to operations, accounting and management. Currently, Jennifer works with Mitsubishi to help distributors connect with contractors, enhance brand awareness and drive revenue growth. Her diverse experiences have enabled her to build strong relationships with vendors, contractors, managers and owners nationwide. Jennifer has been recognized as NWBOC Women's Circle of the Year and one of the Top Women in HVAC in 2022. She is an advocate for Women in HVAC, actively engaging in local and national groups, speaking at events and guesting on the HVAC Jerks podcast.



Ryan Ott

Business Planning

With more than 25 years of industry experience, Ryan Ott has been running his family business since 2013. Since then, he has successfully expanded it through acquisitions into a three-branch team of 40 people. At the same time, he also formed GroundWork Consulting, which provides B2B coaching bookkeeping and training services to help other companies implement the changes needed for structured growth.



Eric Schofield

Munch's Supply

Eric Schofield started his career as an IBEW electrician, installing and servicing control systems from communication voltage to 4160 VAC power distribution. In 2010, he transitioned to the UA HVAC/R industry, working with building automation systems, ammonia refrigeration and heating and cooling systems.

Having observed the health effects of poor HVAC work on families, Eric focused on residential solutions for those in need. He became a certified building analyst, ASCS/CVI and CPO, combining his electrical and mechanical skills to help families across the United States.

His mission is to research the HVAC/R industry to keep technicians informed and ready to serve their communities.



Ryan Stevens

Munch's Supply

Ryan Stevens started in the HVAC field 20 years ago, performing residential and light-commercial installations. After several years as an installer, Ryan transitioned into service and eventually became a Lead Technician with the added role of training and developing newly hired technicians. Ryan spent the entire time in the field with an American Standard dealer, where he developed knowledge of the brand. Ryan joined Munch's Supply in 2012 with the Technical Support team as a Field Service Representative for Trane and American Standard.

MEET THE INSTRUCTORS



Ryan Watkins

ecobee

Ryan Watkins is the newly appointed Regional Sales Manager for ecobee and he has an impressive professional background. Prior to joining ecobee, Ryan held several leadership and Regional Sales Manager roles for more than 20 years with companies such as Bose, Belkin, Samsung and Whirlpool. His extensive experience helps him understand the importance of relationships across landscapes that encompass contractor, customer and distributor accounts. Ryan led sales execution and training teams that have successfully introduced new products across multiple CPG industries with in-depth product knowledge seminars to increase both brand awareness and market share.



EGIA CONTRACTOR UNIVERSITY

EGIA's Contractor University with The Contractor University for the Electric & Gas Industries Association (EGIA) delivers unparalleled HVAC business resources with comprehensive and affordable training programs that help contractors succeed. American Standard dealers participating in the American Standard Master Business Accelerator receive access to all of EGIA's existing industry-leading resources, plus exclusive membership program benefits specifically designed for dealers, including:

- Customized training workshops
- Weekly Comfort Advisor and Service Technician training
- Dedicated accountability coaches
- Exclusive access to the industry's top conferences and events
- Dealer awards and recognition program

EGIA's Contractor University is available to you for a low monthly payment and includes a 100% money-back guarantee and membership training fee reimbursement. See your Territory Manager for availability.

eLearning Resources

Munch's Supply offers eLearning resources for you and your team. A variety of class formats are available including webinars, on-demand classes and training resources. Classes are updated frequently.



For more details, please visit munchsupply.com/training.



FAST-TRACK HVAC TRAINING

A new approach to training

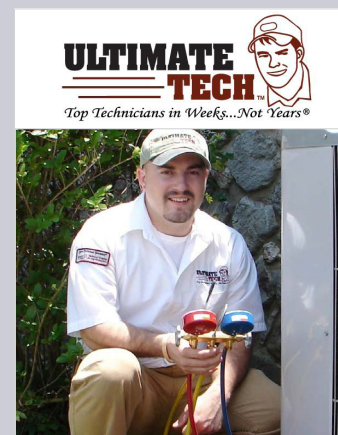
The typical way of training a new technician is to let them ride with another for a season or two. This is costly, unproductive and only as good as the technician they are riding with.

The Ultimate Training Academy's (UTA) one-week, hands-on courses get straight to the point of what technicians need to succeed in this industry.

UTA has mastered the right combination of task- and segment-based training. A lot of schools are segment-based, but spend two or three semesters accomplishing what this targeted program achieves in one-week increments.

With UTA, you can hire an inexperienced person who has some mechanical aptitude, send them to targeted training segments (covering electrical, refrigeration and heating technology) and be confident that they will be able to run air conditioning and heating maintenance upon completion of these courses. Classes are geared toward both intermediate and experienced technicians.

For more information, a complete class listing or to register, visit ultimatetechnician.com or contact Pat Hardwick with UTA at (501) 835-8200 and pat@ultimatetechnician.com. All classes take place in North Little Rock, Arkansas.



TRAINING LOCATIONS MUNCH'S SUPPLY

ILLINOIS/INDIANA

ALSIP

5621 W. 115th St.
Alsip, IL 60803
(708) 597-2663



WHEELING

301 Alice St.
Wheeling, IL 60090
(847) 229-9333



HILLSIDE TRAINING CENTER

350 N. Mannheim Rd.
Hillside, IL 60162
(708) 547-1121



HOBART

1951 NorthWind Pkwy.
Hobart, IN 46342
(219) 400-0400



MORRIS

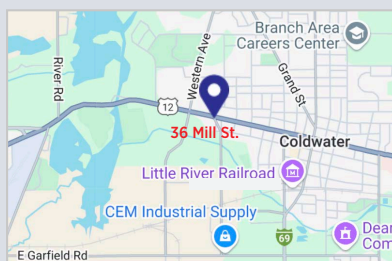
2403 Sycamore Rd.
Morris, IL 60450
(815) 942-4171



MICHIGAN

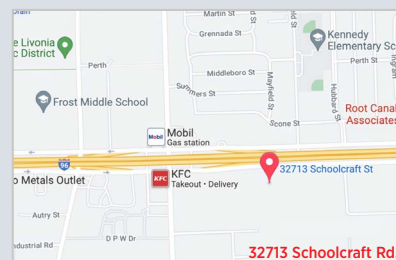
COLDWATER

36 Mill St.
Coldwater, MI 49036
(517) 278-5604



LIVONIA

32713 Schoolcraft Rd.
Livonia, MI 48150
(734) 742-5350



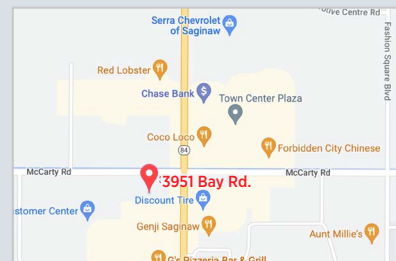
GRAND RAPIDS

5805 Weller Ct. Ste. C
Wyoming, MI 49509
(616) 559-0076



SAGINAW

3951 Bay Rd.
Saginaw, MI 48603
(989) 754-1413



JACKSON

1021 Belden Rd.
Jackson, MI 49203
(517) 782-0557

