ORACCA’s September Events

NATE Gas Heat Testing

September 14, 2013: NATE Gas Heat testing at NW Natural. Training will consist of four hours of training and test preparation dealing with special emphasis on the Core and Gas Heat sections. Following the training, each participant will move to the Computer lab (limited to 18 computer stations) where they will take the proctored NATE test(s) on line. Once the applicant has finished the test(s) on line, each applicant will have on line access to their pass/fail status on the test. See pages 4-5

SEPTEMBER SHOOT-OUT- RESERVE THE DATE

September 21, 2013: Come join us at 12:00PM to 5:00PM, at the Canby Rod & Gun Club for the first ORACCA Shoot-Out. We are holding trap and target shooting for those wishing to hone their skills. See page 6

NW Natural will have their Bar-B-Que wagon at the event to provide the food for the attendees

TRAP SHOOT: ORACCA provides Ammo - 25 Shells per shooter and Birds - 25 per shooter. Awards for 1st, 2nd, and 3rd Place

PISTOL RANGE: ORACCA provides Targets, Range Fee and Range Safety Officer. Target shooters supply their own handguns and ammo.

ORACCA Manual J Testing

September 28, 2013: ORACCA offers a one day course taught and administered by a certified ACCA trainer. Successfully completing this course awards the participant with a certified ACCA designation, issued by ORACCA, a regional Chapter of ACCA. Course materials included in the registration fee are the study booklet, emailed to each participant. See pages 7-8

Each participant is to purchase a copy of Manual J-7 and Manual S, shown on page 3. ACCA has copyrighted all it’s manuals and has required that the course be taught by an ACCA certified instructor. ORACCA has two of these individuals as part of it’s membership, who serve as our trainers. Class time is approximately 8 hours

* All courses requiring texts (i.e. manual D) be purchased prior to the course are for the purpose of self study. It is important that the participant be totally familiar with the material prior to the course presentation
Members Message By Loren

This section of the newsletter has been changed to allow other Board members the venue to express their thoughts regarding ORACCA and the HVAC industry. Each member of the Board has volunteered to take a month and provide the article. This month I am in the barrel. I am Loren Watts, Watts Heating. So here goes.

September means we are facing the end of Summer and the phasing in of our Fall/Winter season. With this in mind, you might want to take advantage of the educational opportunities being offered in September.

On the 14th, ORACCA offers a NATE Gas Heat/Core training/testing session at NW Natural. This is your opportunity to get your technicians certified before the cold weather hits.

On the 28th, ORACCA offers an all day course dealing with Manuals J&S (Load Calculation and equipment sizing). This course enables the participant to understand the ins and outs of Load Calculation. Even though you may have someone doing it on a computer at your office, this course is excellent for salesmen and technicians alike.

Now for the fun part of the month. September 21st, at Canby Rod & Gun Club, ORACCA is holding it’s first Shoot-Out, featuring trap and target shooting for those who enjoy this venue. Food is being provided by NW Natural and we have games and raffles for some great prizes. Come join us.

Loren
TRAINING/ TESTING

BRAZING  Are you ready to get your brazing certification? The next local tests are scheduled for October 8, 2013 at RSD, Salem. Classes are already filling fast, so get your registration form in soon. Go to www.oracca.org and click on the Brazing class for a registration form.

The next Brazing class, following this is scheduled in December, so if you miss this one, you’ll have to wait 2 months.

See the enclosed calendar of events for other training/testing opportunities in the second half of 2013. Page 9

Not a member? We’d love to serve you, too.
For additional information visit www.oracca.org or call 360-834-3805. Email dick@oracca.org
September 14, 2013
8:00AM - 5:00PM
NATE Training & On-Line Test
Registration limited to the first 18 applicants

Test Site
NW Natural
220 NW 2nd Ave.
Portland, OR 97209

Session will be held in the computer center. Check with lobby guard for instructions to the room. Parking is available in the Smart Park facility on Davis, between 2nd and Naito Parkway. Parking fees are the participants responsibility. Each participant must have photo ID.

What to Bring
· Photo Identification.
· Your NATE ID number if you have one.
· Personal Identification Number (PIN), which you created when you first tested with NATE. Candidates who have already tested with NATE and do not recall their NATE ID or PIN must call the NATE office for assistance. This should be done at least two days prior to the test. Call 1-877-420-6283
· A non-programmable calculator

Training will consist of four hours of training and test preparation dealing with special emphasis on the Core and Gas Heat sections. Following the training, each participant will move to the Computer lab (limited to 18 computer stations) where they will take the proctored NATE test(s) on line. Once the applicant has finished the test(s) on line, each applicant will have on line access to their pass/fail status on the test.

Testing On-line: When you arrive at a testing location, a proctor will access the on-line testing site. You will then click on “Take a NATE test on-line” and enter the Proctor ID number and the Session ID number, both of which you will receive from the proctor. You will then be asked to enter your NATE ID and PIN number to proceed. If this is your first time taking a NATE exam, you will create your own data record in the NATE system. You will then be able to create a PIN and you will be given a NATE ID. Please make note of both numbers.

Each applicant wishing to participate in this NATE testing session must fill out the registration form and return it to ORACCA Headquarters. You will be notified of test specifics and a link to the study guides once you have registered.

If you have any further questions, please call us at
360-834-3805
PO Box 87907, Vancouver, WA 98687-7907
Oregon Chapter of Air Conditioning Contractors of America
NATE Certification Test Registration Form

Return the completed form and make check payable to:
ORACCA
Oregon Chapter of Air Conditioning Contractors of America
P.O. Box 87907, Vancouver, WA. 98687-7907
Voice: 360-834-3805 • Fax: 503-914-1999
E-mail: dick@oracca.org • Website: www.oracca.org

NATE test September 14th

COMPANY CONTACT INFORMATION

Company __________________________________________ Name _______________________________________
Phone ___________________________ Fax ___________________________ Email ___________________________ ORACCA Member □
Address __________________________________ City __________________ State ________________ Zip ________________

REGISTRANTS INFORMATION

Test results are mailed to the home address unless otherwise indicated, use additional paper for more registrations

1) ___________________________ Phone ___________________________ Email ___________________________
Address __________________________________ City __________________ State ________________ Zip ________________

2) ___________________________ Phone ___________________________ Email ___________________________
Address __________________________________ City __________________ State ________________ Zip ________________

ORDERING INFORMATION

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Total

□ Visa □ M/C □ Amex

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Exp Date ___________________________ Zip Code ___________________________

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Due to the limited class size, a $35.00 “No show Fee” will be applied to participants who do not notify ORACCA office before canceling.

Program consists of 4 Hour Training with special emphasis on Core & Gas Heat, followed by on line testing at the NWN Computer center. Participants will know pass/fail at end of test session. Price is per test. i.e. Core or Gas Heat, or you can save by ordering the combo pack, which includes both tests.

FOR OFFICE USE ONLY

Received by ___________________________ Date ___________________________

PAGE 5
Saturday September 21, 2013

Canby Rod & Gun Club,
25011 S Molalla Forest Rd., Canby, OR. 97013

12:00PM-Registration

Dinner Sponsored by NW Natural

TRAP SHOOT
$75.00 per Shooter
Ammo - 25 Shells per shooter
Birds - 25 per shooter

Awards for 1st, 2nd, and 3rd Place

PISTOL RANGE
$35.00 per Shooter
Targets, Range Fee, Range Safety Officer included.
Target shooters supply their own handguns and ammo

Please complete and return this registration form to:
ORACCA
P.O. Box 87907
Vancouver, WA. 98607
Voice: 360-834-3805
Fax: 503-914-1999
dick@oracca.org

Registration Information
5 Shooters per team

Name ____________________________
Company ____________________________
Name ____________________________
Company ____________________________
Name ____________________________
Company ____________________________
Name ____________________________
Company ____________________________

Method of Payment

Amount ____________________________
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Card # ____________________________
Expiration Date ____________________________
Security Code ____________________________
Signature ____________________________
Billing Address ____________________________
City ____________________________
State _________ Zip __________

Sponsors
Yes our company would like to support ORACCA as:
Magnum ($500) □ Super Expressr ($350) □ Express ($250) □ Hi Velocityr ($150)
Name ____________________________
Company ____________________________
Payment Check # _________ Visa □ M/C □ Amex □
September 28, 2013
7:00AM - 5:00PM
Manual J Training & Test
Registration limited to the first 20 applicants

Test Site
CCC Wilsonville Campus
Room 214
29353 SW Town Center Loop East,
Wilsonville, OR 97070

Session will be held on the second floor. There is plenty of parking at the building. Applicants should have at least one to two years experience in the HVAC industry. This is a very rigorous test of the technician’s knowledge of the trade.

Training/Testing

Training will consist of eight hours of training and test preparation dealing with duct design. Following the training, each participant will take a 50 question multiple choice test, written test. Those successfully passing the test will be issued an ORACCA duct design ID card. 80% passing required.

Each participant is required to purchase their own copies of ACCA manuals J & S. Those wishing to purchase the ACCA ductulator should include this item on the order form on the other side of this document.

What to Bring

- Photo Identification.
- Your NATE ID number if you have one.
- A non-programmable calculator

* All courses requiring texts (i.e. manual D) be purchased prior to the course are for the purpose of self study. It is important that the participant be totally familiar with the material prior to the course presentation

Each applicant wishing to participate in this Manual J testing session must fill out the registration form and return it to ORACCA Headquarters. You will be notified of test specifics and a link to the study guides once you have registered.
Manual J Test Registration Form

Return the completed form and make check payable to:

ORACCA
Oregon Chapter of Air Conditioning Contractors of America
P.O. Box 87907, Vancouver, WA. 98687-7907
Voice: 1-877-413-1259 • 360-834-3805 • Fax: 503-914-1999
E-mail: dick@oracca.org • Website: www.oracca.org

Manual D Testing

COMPANY CONTACT INFORMATION

Company_______________________________________ Name___________________________________

Phone Fax Email        ORACCA Member

Address ____________________________________City __________________ State ________________  Zip ________________

1) Phone Email

Address City State Zip

2) Phone Email

Address City State Zip

REGISTRANTS INFORMATION

Test results are mailed to the Home address unless otherwise indicated, Use additional paper for more registrations

1) Phone Email

Address City State Zip

2) Phone Email

Address City State Zip

ORDERING INFORMATION

Due to the limited class size, a $35.00 “No show Fee” will be applied to participants who do not notify ORACCA office before canceling.

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Exp Date ___________________ Card Holder Name ______________________________

Zip Code ________________________________

FOR OFFICE USE ONLY

Received by ______________________________________ Date ________________________________

FAX ORDERS WELCOME

With Credit Card

VISA, M/C, AMEX

Please make copies of this form to use for future orders

Manual D Testing

Program consists of 8 Hours Training/Testing with special emphasis on Duct Design. Testing consists of 50 question multiple choice written exam. Students are required to purchase both manuals J&S for this class. *All courses requiring texts (i.e. manual D) be purchased prior to the course are for the purpose of self study. It is important that the participant be totally familiar with the material prior to the course presentation.

The purchase of an ACCA ductulator is optional

Check # ________________________________

Sent to

ORACCA Headquarters
PO Box 87907
Vancouver, WA 98687

PAGE 8
BRAZING CERTIFICATION CLASS

RSD SALEM is offering a brazing certification class for technicians who braze refrigeration piping 2" and smaller. The classroom lecture and test will cover the following subjects:
- Five Principles of Brazing
- Pipe and Fittings
- Heating Theory
- Discussion of Capillary Action
- Torch Components
- Filler Materials

**WHEN:** Tuesday, October 8, 2013
**TIME:** 4:30 p.m. to 9:30 p.m.
**WHERE:** RSD - SALEM
2837 22nd ST S.E., #185
Salem, OR 97302
Phone: (503) 399-0919
Fax: (503) 399-1087

Students will need to bring the following:
- Torch set, Oxy-Acetylene or "B" tank with the appropriate sized torch to achieve temperatures of 1000 to 1500 degrees F.
- NO PROPANE OR MAPP torch sets are permitted.
- Cleaning Materials (i.e. scotch brite or sand cloth
- Measuring Tape
- Tube Cutter
- Reaming Tool
- Tube Brush for 3/4" ACR Tubing
- Safety Equipment

**COST:** $340.00
(includes class & cert.)

Cost for a re-test:
Written re-test $170.00
Brazing re-test $170.00
plus $20.00 for welding materials.

Price includes books, tests, materials and supplies. Class will be limited to the first 30 students. **A light dinner will be provided before the class.** For further questions on this certification training program, please call Jason Brown at 503-399-0919.

Name: ___________________________
Company: _________________________
Phone: _________________________

Brazing Cert. Class 10/8/2013 - RSD SALEM

[] Change my account
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[] Payment at door - $350
ORACCA PLANNING CALENDAR

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New Year’s Day, Jan 01
M L King Day, Jan 16
Utility Update at NW
Natural - 1/10/13

Valentine’s Day, Feb 14
President’s Day, Feb 20
Universal Service Parts-
Dave Thomas
NWCC - 2/14/13
GENSCO to Sponsor.

BOARD MEETING
Mar 14 10:00AM
Codes Update / DOE -
York- 3/14/13
Texas Hold’M Tourney
Watts - 3/16/13

BOARD MEETING
Apr 11 10:00AM
ETO Presentation -
Lennox
4/11/13
Board to start planning
for Golf in July
Mother’s Day , May 12
Memorial Day, May 27

BOARD MEETING
May 9 10:00AM
NATE Presentation - Don
Frendberg
Johnson Air - 5/9/13

Father’s Day , June 16
BOARD MEETING
June 13 10:00AM
How to determine your
company’s overhead.
Johnstone Supply 6/13/12

Independence Day, Jul 4
Golf Tournament, July 8th.

No Meeting

Labor Day, Sept 2
NATE Gas Heat Training- 09/14
September 21st Shootout
Trap at the Canby Rod &
Gun Club
Mual J Training- 09/28

Casino Night October
11th, NW Natural
Manual D Training- 10/19
Halloween, Oct 31
Daylight Savings, Nov 3
Thanksgiving, Nov 21
Hanukkah, Nov 28
NATE H/P Training-11/02/13
BD MTNG 11/14
10AM
Medical Coverage update
/- 11/14/13

Christmas, Dec 25
New Years Eve, Dec 31
NATE Gas Heat Training-
12/07/13
Brazee Testingg- 12/13
Xmas Party - Lennox -
12/12/13
BOARD MEETING
Dec 12 10:00AM

= Training
Avoid 10 Common ADA Mistakes

The ADA Amendments Act of 2008 broadened the definition of disability previously established by the ADA and effectively expanded the group of people who would qualify as disabled. The amendments put more pressure on employers to provide reasonable accommodations and created more potential liability for companies that are not in careful observance of the law. This article provides helpful guidance for employers to follow, as well as common mistakes to avoid.

What Employers Can Do

There are steps employers can take to protect themselves from liability and prepare their company in case of a future lawsuit.

- **Keep Job Descriptions Detailed and Accurate.** It is important that job descriptions are kept up to date and always include essential functions of a job. Remember that employers have a responsibility to at least attempt to reasonably accommodate an employee who cannot perform an essential function. Essential functions in a job description can be one factor in legally proving that the task is indeed essential to the job; these functions can include physical requirements like lifting or standing and stamina requirements like working long hours or weeks.

- **Develop an Accommodation Policy.** Creating and distributing a reasonable accommodation policy can demonstrate your commitment to honoring the ADA. The policy should direct all reasonable accommodation requests to HR rather than to supervisors, as HR professionals are better equipped to deal with the nuances and legal risks of handling such a request.

- **Train Supervisors.** Even though you direct employees to HR, supervisors still need to know how to handle the situation if a reasonable accommodation is requested of them. They should not respond either yes or no to the request, regardless of how feasible it may or may not be, but should instead refer the situation to HR. In addition, supervisors must be trained to handle potential ADA situations that may arise during a job interview or in their daily work with employees.

Common Mistakes

In navigating ADA, HR professionals should be careful to avoid these common mistakes.

1. **Ending accommodation dialogue with an employee if no reasonable accommodation can be found to help the employee perform an essential job function.** In this situation, employers should consider other accommodations such as working part time, reassigning the employee or providing an unpaid leave of absence.

2. **Taking a manager's word that a function is, in fact, essential.** This will be contested if the issue goes to court, so employers should investigate themselves to determine whether a function in question is essential or not.

3. **Using the “undue hardship” provision too liberally.** For instance, reasons such as cost or other employees’ reactions will generally not be accepted by the court as an undue hardship for providing a reasonable accommodation.

4. **Discussing details of a disability with the employee’s manager.** The manager should generally only know the nature of the accommodation being provided. An exception is if the disability affects how the manager will interact with the employee, such as a hearing impairment.

5. **Failing to consider other laws applicable to an employee’s disability.** For instance, a disability under the ADA often also qualifies as a serious health condition under FMLA, so FMLA laws and provisions might come into play.

6. **Rejecting an employee's request because it seems unreasonable or impractical.** Employers should still engage in a dialogue with the employee to see if a solution can be reached. Even if you still determine that the request is not feasible, it is important to follow the full process to reach that decision (and document it completely).

7. **Eliminating essential functions as an accommodation, even for a limited period.** Though sometimes this is a feasible solution, it can also make it harder to argue later that the function is essential for this or any employee. In addition, other employees may argue that the function should not be essential for them either, or claim discrimination. To do this safely, emphasize that suspending or relaxing the essential function is temporary and document the specific reasons for this action to avoid discrimination claims from other employees.

8. **Failing to properly document a denied accommodation request.** Documenting the process followed and the reason for denial will help your defense in the event of litigation.

9. **Taking performance into account when deciding if an accommodation is reasonable.** All workers should be treated the same in this process, whether high performers or underachievers.

10. **Not considering reasonable accommodations just because the employee doesn’t offer any specific ideas.** If an employee tells HR that he or she needs an accommodation, it is the employer’s responsibility to investigate potential accommodations.

Now more than ever, the burden has shifted to employers to provide reasonable accommodations when possible and show care in handling disability-related issues in the workplace. It is important that you are familiar with the nuances of the ADA and the ADA Amendments Act to keep your company in compliance and avoid costly lawsuits and penalties.

Larry Johnson MBA, CIC
Associate Partner
LaPorte and Associates
(503) 239-4116
(503) 231-9021 fax
### Planning Ahead ....

#### MEETING DATES

| A. | January 10, 2013 - Rebate program roundtable with ETO, PGE, NWN. |
| C. | February 26-March 2, 2013 - ACCA National Meeting, Orlando, FL. |
| D. | March 14, 2013 - Codes Update - York |
| E. | April 11, 2013 - ETO - Lennox |
| F. | May 9, 2013 - NATE - Johnson Air |
| G. | June 13, 2013 - How to determine your overhead- Johnstone Supply |
| H. | August 2013 - No meeting |
| I. | September 21, 2013 - Outing - ORACCA Shoot-Out |
| J. | October 11, 2013 - Casino Night @ NW Natural |
| K. | November 14, 2013 - NW Ductless Update - York |
| L. | December 12, 2013 - Xmas party - Lennox |

### ORACCA

**Oregon Air Conditioning Contractors of America**  
P.O. Box 87907  
Vancouver, WA. 98687-7907  
360-834-3805  

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**Visit our Website for information on the association’s activities.**  
www.oracca.org

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**ORACCA, Shoot-Out - Canby Rod & Gun Club**

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**Not a member? We’d love to serve you, too.**  
For additional information visit www.oracca.org or call 360-834-3805.  
Email dick@oracca.org