



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551  
FAX: (717) 279-7520 • [www.lcctc.edu](http://www.lcctc.edu)

April 2025,

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Plumbing, Heating, Air Conditioning program for 2025-2026 school year.

Students in Plumbing, Heating, Air Conditioning will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

#### **Important Date**

May 29 2025  
August 25, 2025

New Student Orientation  
First Day of School

Please contact me at 717-273-8551 ext. 2179 or by email at [dkless@lcctc.edu](mailto:dkless@lcctc.edu) if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the plumbing, heating, and air conditioning field.

Sincerely,

Douglas Kless  
Plumbing, Heating, Air Conditioning Instructor

Attachment(s)

# Lebanon County Career and Technology Center

## Plumbing, and HVAC

Instructor Douglas Kless

Welcome to the Plumbing and HVAC class here at the Lebanon County Career and Technology Center

I am looking forward to teaching your student the fundamentals of the plumbing and heating trade. I am looking at structuring my class as plumbing the first 2 marking periods and transitioning to HVAC and oil burners the 3<sup>rd</sup> and 4<sup>th</sup> marking period of your students first year. The second year I am looking at the students to start the first marking period in HVAC where we left off and then transitioning to plumbing the 2<sup>nd</sup> and 3<sup>rd</sup> marking period to prep for our NOCTI Knowledge and practical testing. The 4<sup>th</sup> marking period I will talk to the students on what area they want to learn more about. Some students like the plumbing side and others like HVAC, so at this time they would get projects that they chose to learn about. Our first year we enroll in an OSHA construction course that is a 10-hour course that we work on throughout the first half of the year and complete it by the start of the 3<sup>rd</sup> marking period. Some of this could be homework assignments to complete.

In class we use our classroom Ipads a lot. I usually start the day off having daily questions on Schoology. School Ipads should be charged and ready to be used. Cell phones Will not be used for answering these questions or used as a calculator in class. Cell phones will be placed in the phone case each day by the time the bell rings.

Dress Code: Our plumbing and HVAC shop has a uniform which must be worn while at LCCTC. Our shop uniform is a Dark Heather gray tee shirt, short sleeve, or long sleeve. Blue jeans with no holes in them, and steel toe work boots. Students need to arrive to class by the bell with full uniform and safety gear on.

Uniforms must be purchased through Major League, to purchase these, go to the following. [www.lcctc.edu](http://www.lcctc.edu) and click on uniforms it's in the upper right-hand corner, then click program choice (Plumbing) and you can order uniforms. The dark heather grey tee shirts and sweatshirts are fine with blue jeans or dickies work pants that you can purchase wherever you would like.

Sweatpants/Joggers/long shorts/capris/leggings/etc. ARE NOT acceptable clothing to work in the shop. Any orders made to Major League will be delivered to the school and handed out on the first completed day of school. Work boots are a requirement to work in the shop. Safety is an important thing in our shop, sneakers and sandals cannot be worn.

SHOP EQUIPMENT and Classroom supplies needed.

Work boots (steel or composite toe if possible)

Uniforms

25-foot tape measure

10 inch channellocks model 430 slip joint pliers

Torpedo level Empire Model # EM81.9

Basic calculator

Safety glasses 2 pairs

Work gloves leather or mechanics gloves

Pencils

Sharpie markers

Note book

3 ring binder with 4 pocket folders in it

I would like to stay in contact with you by email, so if you have any questions feel free to email me at [dkless@lcctc.edu](mailto:dkless@lcctc.edu) I am also asking that you send an email to me with your student's name so I have an email address for every student's parent or guardian. During the school year I can also be reached at 717-273-8551 EXT 2179.

Thank you

Douglas Kless

Plumbing /HVAC instructor

Lebanon County Career and Technology Center

The items below are required or optional (indicated in right-hand column) for enrollment in your CTC program. Please have all required items purchased and/or completed by the first day of school. Your program has a uniform requirement, you are expected to be in uniform the first day the CTC is in session. **Optional Information:** Do you have internet access or a computer in your home? Please be prepared to provide your home and/or cell phone number and email address.

If you have any questions, please contact me at 717-273-8551 ext. 2179 or by email at [dkless@lcctc.edu](mailto:dkless@lcctc.edu).

<b>Plumbing Program Checklist</b>		
<b>Purchased or Completed</b>	<b>Item</b>	<b>Required/Optional (R or O)</b>
<input type="checkbox"/>	<b>leather work shoes, steel toe or composite</b>	<b>R</b>
<input type="checkbox"/>	<b>jeans or poplin work pants (navy)</b>	<b>R</b>
<input type="checkbox"/>	<b>uniform shirt(s)</b>	<b>R</b>
<input type="checkbox"/>	<b>tape measure – 25 foot</b>	<b>R</b>
<input type="checkbox"/>	<b>10 inch Channel locks slip joint pliers</b>	<b>R</b>
<input type="checkbox"/>	<b>calculator, basic x<sup>2</sup></b>	<b>R</b>
<input type="checkbox"/>	<b>notebook</b>	<b>R</b>
<input type="checkbox"/>	<b>2 pair of safety glasses</b>	<b>R</b>
<input type="checkbox"/>	<b>Sharpie markers, pencils, pens</b>	<b>R</b>
<input type="checkbox"/>	<b>3 Ring Binder with 4 pocket folders put in it.</b>	<b>R</b>
<input type="checkbox"/>	<b>Mechanics gloves</b>	<b>R</b>
<input type="checkbox"/>	<b>Torpedo Level</b>	<b>R</b>