

# CATALOG



## Acme School Locksmith Division Est. 1984

11350 South Harlem Avenue

Worth, IL 60482

(708) 361-3750 (Office)

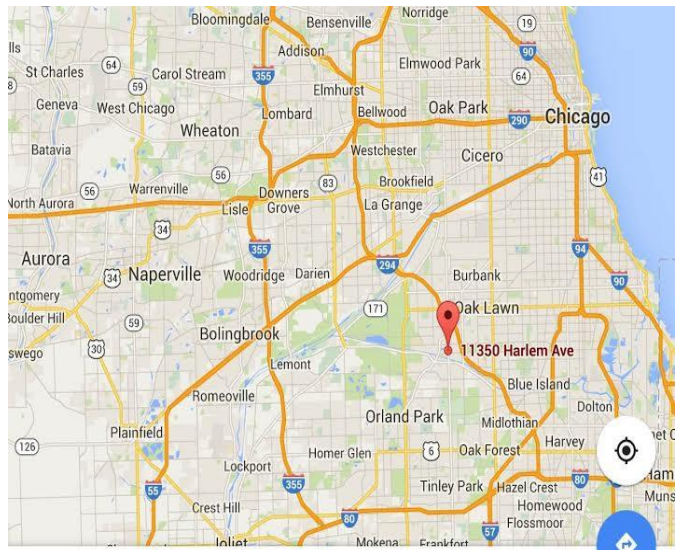
(708) 448-9306 (Fax)

Website:

[www.acmelocksmithschool.net](http://www.acmelocksmithschool.net)

Email:

[acmelocksmithschool@comcast.net](mailto:acmelocksmithschool@comcast.net)



Anthony V. Leonardo

Director



Illinois Board of Higher Education

# Acme School

## Locksmith Division

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Thank you for inquiring about our program. Entering the locksmith field can potentially offer a lucrative weekly income, as well as beginning the steps to self-employment and the financial independence that comes from owning your own business. Locksmithing is a field in which one can work part-time or full-time hours, day or night or whatever your present daily schedule allows. It is a craft that will continue to grow in the future.

The objective of the locksmith program that we offer is to introduce and teach the basic skills one must know to begin a career in this field. The course does not and cannot cover every specialized phase in the industry. Locksmithing can be the key to open future doors to your success in the business world and increase your employment opportunities in the maintenance field.

This course was developed for both the individual with no experience/training and for those with some previous experience. This is an ideal course for those in the institutional maintenance field.

For the individual with no experience/training you can learn the craft and begin a locksmith career. For the individual with some previous experience you can expand and further your abilities and techniques.

You will be trained by professional locksmiths and this is a “learn by doing” course with “hands on” training.

Your success will be determined on how you apply yourself and your skills. Locksmithing is a field in which you will learn daily by practicing the basic skills you learn throughout the course.

# **Acme School**

## **Locksmith Division**

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### **Facilities and Equipment**

**Acme's classroom is approximately 850 sq. ft. with 65 ft. of counter work space.**

**It is an actual workshop setting which includes:**

Professional locksmith equipment includes key duplicating machines, locks, security hardware, code books, key gauges, pinning kits, mounts and all the necessary tools needed. Our classroom is designed to accommodate 10 students per session, with more than ample workspace and comfortable seating arrangements.

### **Admission**

Admission requirements are basic reading and math skills. Valid identification must be presented at the time of registration.

### **Placement**

The Locksmith Division of Acme School does not offer job placement. If job leads are presented to our school, this information may be passed along to our students.

If you accept a position as a locksmith in the State of Illinois you may be required to obtain a P.E.R.C. card.

### **Progress - Evaluation**

Students are evaluated and graded on a day to day basis by their performance and written exams. Skills demonstrated by the student will be graded accordingly by their instructor. The instructor will determine their progress and give additional help as needed to ensure that each student has a competent knowledge of basic locksmithing skills.

A final examination is given to each student. A minimum score of 80% must be attained in order to obtain a diploma that indicates successful completion of the training program.

# **Acme School**

## **Locksmith Division**

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### **Make-Up Classes**

Students are expected to attend all sessions. If a student fails to attend a session they will be required to make up the session and hours in compliance with the program schedule. The student is responsible for scheduling make-up classes with the instructor. A per session fee may be charged to the student whose attendance does not conform to regular class hours.

### **Student Conduct**

Students at Acme School Locksmith Division are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance, respect towards others, and social behavior consistent with the lawful purpose of the school. If the instructor feels that a student is not meeting conduct standards he will address it with the student one on one. Continued disregard for code of conduct will result in student being dismissed from class with refund given according to the refund schedule.

### **Transcripts**

Transcripts are available at no charge if the request is made prior to the last session. After session ends, transcripts may be requested in writing, there is a \$5.00 fee for the transcript.

### **Certificate Transfer**

Certificates are not transferable to other institutions.

### **Housing**

Information pertaining to lodging for out of town students is available upon request.

# Acme School

## Locksmith Division

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### Refund Policy

- 1) Acme School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
  - a) When notice of cancellation is given before midnight of the 5<sup>th</sup> business day after the date of enrollment but prior to the first day of class, all registration fees, tuition and any other charges shall be refunded to the student.
  - b) When notice of cancellation is given after midnight of the 5<sup>th</sup> business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
  - c) When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion 5% of the course of instruction, the school may retain the registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less and, the cost of any books or materials which have been provided by the school.
  - d) When a student has completed in excess of 5% of the course of instruction the school may retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
    - i) All other schools regulated under this Section may retain an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the registration fee and the entire tuition and other charges.
- 2) A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the 5<sup>th</sup> business day after the Enrollment Agreement is signed, is not subject to the cancellation provisions of this Section.
- 3) Applicants not accepted by the school shall receive a refund of their registration and tuition costs paid within 30 calendar days after the determination of non-acceptance is made.
- 4) Registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 5) Deposits or down payments shall become part of the tuition.
- 6) The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- 7) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- 8) A student may give notice of cancellation to the school in writing.
- 9) Acme School shall refund all monies paid to it in any of the following circumstances:
  - a) The school did not provide the prospective student with a copy of the student's valid Enrollment Agreement and a current catalog or bulletin;
  - b) The school cancels or discontinues the course of instruction in which the student has enrolled;
  - c) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- 10) Acme School must refund any book and materials fees when:
  - a) The book and materials are returned to the school unmarked;
  - b) The student has provided the school with a notice of cancellation.

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## Locksmith Division

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### Subjects Included in the Course

- History of locks and keys
- Types of locks and functions
- Key blank identification
- Tools of the trade
- Parts of locks
- Assembly and disassembly procedures
- Pin tumbler cylinders
- Keying a cylinder
- Master keying
- Reading pin tumbler combinations
- Pinning kits
- Backsets, strike plates, latches
- Problems when keying
- Deadbolts
- Shimming open a cylinder
- Wafer-disc locks
- Wafer lock rekeying
- Making a duplicate key
- Impressioning
- Barrel and bit key locks
- Lock codes
- Cutting keys by code
- Pin tumbler padlocks
- Vending machine locks
- Adams Rite
- Electric strikes
- Lever locks
- Legal aspects
- High security locks
- Lock picking
- Emergency opening procedures
- Key cutting machines
- Decoding cut keys
- Combination type locks and safes
- GM automotive locks
- Car opening
- Removable core cylinders
- Push button combo type locks
- Servicing S.F.I.C. and L.F.I.C. locks

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## Locksmith Division

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### Class Schedules

#### Day Class 7 days

<u>Week 1:</u>	<u>Week 2:</u>
Monday through Friday	Monday through Tuesday
8:30am to Noon	8:30am to Noon
<i>Half Hour Lunch Break</i>	<i>Half Hour Lunch Break</i>
12:30pm to 4:00pm	12:30pm to 4:00pm

#### Night Class 10 evenings

<u>Week 1:</u>	<u>Week 2:</u>
Monday through Friday	Monday through Thursday
6:00pm to 11:00pm	6:00pm to 11:00 pm
	Friday
	6:00pm to 10:00pm

Total class hours equal 49 and are the same for either day or night classes.

Inquiries pertaining to class starting dates may be answered Monday through Friday from 9am to 5pm by calling the office at (708) 361-3750 or you can email us at [acmelocksmithschool@comcast.net](mailto:acmelocksmithschool@comcast.net).

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### Course Tuition, Materials and Fees

Registration Fee	\$ 100.00
Tuition Cost	\$1,050.00
Books/Tools	<u>\$ 400.00</u>
<b>Total Instructional Cost</b>	<b>\$1,550.00</b>

*Visa, MasterCard, Discover and American Express Accepted.*

### Registration

Applicants should register at least two weeks prior to the start date of their class attendance.

*The registration fee is due and payable at time of registration.*

*All fees must be paid on or prior to student's first day of class.*

*Certificate of completion will not be issued until tuition is paid.*



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## Locksmith Division

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### 2022 Class Schedule

DAY CLASSES	NIGHT CLASSES
<ul style="list-style-type: none"><li>▪ January 17 to January 25</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ February 21 to March 1</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ May 9 to May 17</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ June 6 to June 14</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ August 1 to August 9</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ September 12 to September 20</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ November 7 to November 15</li><li>▪ Anthony Leonardo Instructor</li></ul>	<ul style="list-style-type: none"><li>▪ March 28 to April 8</li><li>▪ Anthony Leonardo Instructor</li> <li>▪ October 10 to October 21</li><li>▪ Anthony Leonardo Instructor</li></ul>

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## Locksmith Division

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### Notice to Students

The school must, among other things:

- Provide information about the school which is free from misrepresentation, deception, fraud, and other misleading or unfair trade practices.
- Provide you with a copy of the school's current catalog and any additional information for you to read prior to the signing of the enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English the screening must include the language.
- Give you a full refund if you are not accepted or if the school cancels or discontinues the course.
- Teach only courses and employ only teachers that are approved by the Illinois Board of Higher Education.
- Provide safe and sanitary facilities, equipment and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the "Act" to students who withdraw before completion of the course of instruction in which enrolled.

# Acme School Locksmith Division

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If you feel your rights have been violated, you may file a written complaint with The Board of Higher Education at:

Illinois Board of Higher Education

1 N. Old State Capitol Plaza

Suite 333

Springfield, IL 62701-1377

Phone: (217) 782-2551

Fax: (217) 782-8548

Website: [www.ibhe.org](http://www.ibhe.org)

Link to online complaint system: <http://complaints.ibhe.org/>

You may also bring a court action against the school if you suffer damage as the result of the school's or its representative's violation of the law.

The school is required to post this statement in a conspicuous place.

3/93 1M3-646NL-38 No. 155

# Acme School Locksmith Division

## Institutional Disclosures Reporting Table Reporting Period: July 1, 2020 to June 30, 2021 Per Section 1095.200 of 23 Ill. Adm. Code 1095

<b>Institution Name:</b>	<b>Acme School Locksmith Division</b>
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	Program Name	Acme School
<b>Disclosure Reporting Category</b>		
CIP*		47.0403
SOC*		49-9094
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		22
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts		0
b) Re-enrollments		0
c) Transfers into the program from other programs at the school		0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		22
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school		0
b) Completed or graduated from a program or course of instruction		21
c) Withdrew from the school		1
d) Are still enrolled		0
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study		0
b) Placed in a related field		0
c) Placed out of the field		0
d) Not available for placement due to personal reasons		0
e) Not employed		0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0

***Acme School Locksmith Division is approved by The Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and is not accredited by The U.S. Department of Education,***

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## Locksmith Division

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### Professional Locksmith Tools and Manuals Received With the Course

<b>Locksmith Manual:</b>	Complete handbook with detailed explanations, illustrations and information
<b>Complete Key Blank Catalog:</b>	Contains more than 2,400 types of key blanks, technical information and key blank cross reference charts
<b>Professional Lock Pick Set:</b>	Contains all the tools necessary to open pin tumbler and wafer cylinder locks, carrying case included
<b>Compact Universal Pin Kit:</b>	Contains universal pins necessary for keying lock cylinders
<b>Cylinder Removing Tool:</b>	Special tool used for servicing cylinders
<b>Plug Follower:</b>	Essential for servicing and rekeying locks
<b>Shim Stock:</b>	12 shims
<b>Pin Tweezers:</b>	Necessary for rekeying and pinning cylinders
<b>Wafer Lock:</b>	Used in class
<b>Locksmith Tool Catalogs:</b>	Catalogs contain many of the hard to find tools and information on how to purchase them
<b>Pin Holding Mat</b>	
<b>Impressioning File</b>	
<b>4 Way Screwdriver</b>	
<b>Ice Pick</b>	
<b>Picture Identification Card</b>	