

**Workforce Innovators of America**  
**840A Hawthorne Ave.**  
**Athens, GA 30606**

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**[www.wioa.net](http://www.wioa.net)**

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## TABLE OF CONTENTS

<b>Message from the President</b> .....	3
<b>About Our School</b>	
• Mission Statement.....	4
o Our Philosophy.....	4
o Unsurpassed quality .....	4
• Real World Relevance.....	4
o Acceleration & Rigor .....	5
o Customized Results.....	5
o Who we serve.....	5
• Times of Operation .....	5
Class calendar/schedules/breaks.....	6
Facilities and Equipment .....	6
• Optional Assistance Program and Services .....	7
• License and Accrediting Agency .....	7
<b>Programs of Study and Course Description</b> .....	8
<b>WeldReady 1 Entry Level Welder</b>	
• WeldReady 1 Course Outline.....	8
• Weld Ready1 Course Objectives.....	10
<b>Industrial Associate 1</b>	
• Industrial Associate 1 Course Outline.....	14
• Industrial Associate 1 Core Curriculum.....	15
<b>Grading Elements</b> .....	19
<b>List of School Officials and Instructors</b> .....	17
<b>Shop Rules</b> .....	17
<b>Tuition Assistance</b> .....	19
<b>Grading Elements and Safety Waiver Form</b> .....	19
<b>Admissions Information</b>	
• Admission and Enrollment Requirements.....	21
• Program Entrance Requirements/orientation .....	22
• Registration and Release Form .....	23
• Cancellation and Refund Policy.....	24
• Student Complaint / Grievance.....	25
• Student Code of Conduct.....	26
• Class Evaluation Form.....	27
• Learning Resources.....	28
<b>Classes for Veteran (VA) Students</b> .....	29

## Welcome to Workforce Innovators of America

On behalf of the faculty and staff, welcome to Workforce Innovators of America (WIA) and congratulate you on your decision to further your education. Learning is a life-long process.

Our institution is a growing, vibrant skills-training school dedicated to providing high quality educational programs and support services that students need to achieve their educational and career goals. Students can now choose from the courses we currently offer, and we continue to seek out new and exciting courses to be added.

Workforce Innovators of America (WIA) will provide you with instruction that aims for the highest quality of education and experience. Every individual will be given personal attention, career guidance, and assistance in job placement. Our staff is committed to excellence in all we do. The technical skills you will learn gain as a WIA graduate will be the key to unlocking a new and rewarding future into the technical job field. These are fast-paced, compact, structured courses of study that will result in you gaining a nationally recognized certification upon graduation.

Remember your education and growth is a life-long process that should not end when you leave WIA; therefore, we will strive to equip you with the confidence and skills you need to begin a successful career while being prepared to continue your education if you choose to do so.

Sincerely

*Clay Evans*

Clay Evans  
President

## **About Our School**

### **Mission Statement**

Workforce Innovators of America, LLC is committed to equipping unemployed and underemployed Georgians with the in-demand technical skills, performance competencies, and real-world dexterity needed to secure gainful employment, increase their opportunity for growth, or transition into positions with reputable, regional companies.

### **Our Philosophy**

Our training programs empower job-seekers by delivering workforce preparation programs that meet stringent standards of excellence. All courses and certifications offered by Workforce Innovators of America (WIA) meet local, regional, and state workforce needs that are defined by the 21st Century demand for technical acumen. The four pillars of WIA's training curriculum are: Unsurpassed Quality; Real-World Relevance; Acceleration and Rigor; and Customized Results.

### **Unsurpassed Quality**

Our team provides program participants with only the very best technical learning opportunities available. Courses are taught using motivating and memorable technical content that will assist the learner in successful implementation of practical solutions upon entering/reentering the workforce. Our curriculum is taught by highly experienced instructors – each with both extensive technical knowledge and classroom teaching experience. The leaders at WIA also realize that support of program participants is often necessary even after completion of the program. We encourage students to continue their technical training for delivering the very best performance to their employer, while also building confidence and a lifelong commitment to learning.

### **Real-World Relevance**

The goal sought by the student-trainer team is, upon program completion, securing employment that is both gainful and sustainable. Because learning is not a spectator sport, our agency offers programs that are technically savvy in a hands-on environment. Labs and projects are the cornerstone of the learning environment at WIA where students are apprised of methods and techniques that are applicable in today's rapidly changing manufacturing environment.

### **Acceleration & Rigor**

Putting people to work is our business. Those seeking to learn new skills or brush up on technical aptitude that is somewhat antiquated, need to secure employment sooner rather than later. The manufacturing industry needs qualified individuals to join teams of all types. Additionally, in Georgia, there is no shortage of demand for competent workers. Our accelerated programs are designed to put people back to work as quickly as possible, without compromising rigor, safety, and measurably gained learning objectives.

### **Customized Results**

In addition to working with the individual job seeker, WIA also teams with organizations that are committed to the ongoing training of current employees, while also planning for future trends by securing a strong pipeline of work-ready individuals. Companies wishing to offer technical or other skills training to their current or future employees are invited to team with WIA to provide company-specific training and consulting services.

### **Who We Serve**

While WIA serves any member of the community who wishes to gain new technical skills, we are intent on delivering results for underserved and under-represented individuals. We accomplish this by creating professionally designed technical programs and learning environments that are accessible, diverse, responsive, and innovative.

In pursuit of its mission, Workforce Innovators of America, LLC adheres to an open-door admission policy by offering quality, accessible and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability.

### **Times of Operation**

Class Calendar/Schedule/Breaks

#### **Class Time**

Between 8:00 AM – 5:00 PM - Mondays to Fridays  
Arrangements can be made for after class practice if needed

#### **Breaks**

9:00am – 9:15am – Morning Break  
11:30am – 12:30pm - Lunch  
3:00pm – 3:15pm – Afternoon Break

**Class Calendar:**

Holidays Observed:

New Year’s Day  
January 1

Labor Day  
1<sup>st</sup> Monday in Sept

Martin Luther King, Jr. Day  
3<sup>rd</sup> Monday in January

Veterans Day November 11

President’s Day  
3<sup>rd</sup> Monday in February

Thanksgiving Day  
4<sup>th</sup> Thursday in November

National Memorial Day  
(Last Monday in May)

Christmas Eve December 24

Independence Day  
July 4

Christmas Day December 25

**Facilities and Equipment**

Workforce Innovators of America is located at 840 Hawthorne Ave., Athens, GA 30606. Our facility is conveniently located near bus routes, manufacturing plants and warehouses. The training facility has adequate parking and consists of a welding lab, prep and grinding area, cutting station, tool room, classroom, and a handicap accessible bathroom.

**Equipment:**

WIA is equipped with the latest state of the art equipment including but not limited to:

<ul style="list-style-type: none"> <li>• Industrial saw</li> <li>• Plasma Cutter</li> <li>• Hydraulic Metal Bender</li> <li>• Air compressor</li> <li>• (8) 220VAC GMAW Welding Machines</li> <li>• (1) 120 VAC Flux Core Welding Machine</li> <li>• Oxyacetylene Combination Cutting Torch</li> <li>• (1) Wheel Grinder</li> <li>• Hand Grinders</li> <li>• Cleaning materials</li> <li>• (3) Hand Grinders</li> <li>• Fire extinguishers</li> <li>• Soapstone</li> <li>• Tape measures</li> <li>• Pliers / Wire brushes / Chipping hammers</li> <li>• Electrode oven</li> </ul>	<ul style="list-style-type: none"> <li>• (9) Welding benches</li> <li>• Fire Resistant Curtain / Slat Walls</li> <li>• Fire Resistant Concrete Walls</li> <li>• (9) MIG Gas canisters</li> <li>• Workpiece clamps</li> <li>• Levels / Framing squares</li> <li>• PowerPoint Welding Slides</li> <li>• Linux PCs for Soft Skills Exercises</li> <li>• Skills Training Books</li> <li>• Textbooks*</li> <li>• Markers/chalk</li> <li>• Lincoln Welding Posters</li> <li>• Whiteboard/pencils/scratch paper</li> <li>• Multimedia projector and screen</li> <li>• 200MB Internet Service w/ WiFi Access</li> <li>• Performance Profile Sheets*</li> </ul>
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WIA is consistently looking for ways to improve our programs and that may involve adding new equipment, offering extended practice sessions, or working with students for ways to improve learning, retention and skills levels. Our mission is to prepare students for jobs and

our goal is job attainment for all of our graduating students. As the economy changes so may our processes, facilities and methods if necessary to maintain the desired outcomes.

## **Optional Assistance Programs and Services**

Workforce Innovators of America (WIA) is proud to offer assistance in the following areas: basic mathematics, the reading of measuring tapes both standard and metric, welding symbols and blueprint reading, welding theory as well as assistance in obtaining GED's. These are not required programs for graduating from the welding course, but if needed by the students, WIA is able to provide instructions in these areas.

## **State Authorization**

Authorization has been issued by **GA Non-Public Postsecondary Education Commission** (GNPEC) which indicates that minimum standards have been met; it is not an endorsement or guarantee of quality. Authorization is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of education.

## **Agency Programs**

Work**Force** Innovators is a registered current member of the American Welding Society (AWS) and a participant in the AWS **SENSE** (**S**chools **E**xcelling through **N**ational **S**kills **E**ducation) program. AWS was founded in 1919 as a non-profit organization to advance the science, technology and application of welding and associated technologies. The AWS SENSE program promotes criterion that are aligned with industry recognized education standards. For more information please contact:

American Welding Society  
Education Services  
8669 Doral Blvd., Suite 130  
Doral, FL 33166  
PH (305) 443-9353 ext. 455

**Nichole Bradley, Academic Program Lead**

Email: [nbradley@aws.org](mailto:nbradley@aws.org) *for questions relating to AWS academic programs*

# Programs of Study and Course Descriptions

## I. WeldReady 1 – Entry Level Welder

**WeldReady 1 – Entry Level Welder** course will cover basic theory and hands on application for the Gas Metal Arc Welding process on steel in the flat, horizontal and vertical positions. Required production welds will be in the flat position. Participants will also be able to identify common weld discontinuities/defects and make the proper corrections to produce a quality weld. Safety will be reinforced as it relates to the welding process and equipment used in class. All standards used are based on AWS D1.1 and industry standards.

Course Length: Up to 8 hours per day, 5 days per week, 40 hours per week for 4 weeks **160 hours total**

Students will learn to do basic GMAW welding. Safety, cutting and grinding metal, machine setup fundamentals are included.

### Educational Goals

Students will be certified upon graduation in **WeldReady 1 - Entry Level Welder**. A state license is not required for these fields/programs.

### Training Outcomes

- Demonstrate safety practices
- Demonstrate setup and operation of a MIG welding machine
- Demonstrate competency in executing Flat 1F and 1G MIG welds
- Understanding and competency in using basic grinding, cutting and measuring tools for industrial applications
- Demonstrate professionalism, dependability and good work habits
- Achieve passing grade for AWS Qualification V-Groove Test
- Successfully be hired for an entry level production welding job in the local market

### WeldReady 1 - Course Outline

**Instructors:** Qualified Instructors Assigned by WorkForce Innovators  
Work Phone 706-308-4792  
Email Work: [info@wioamerica.com](mailto:info@wioamerica.com)

**Office:** 840 Hawthorne Avenue, Athens, GA 30606

**Office Hours:** 8:30-5PM

**Course Description:** This course covers the standards for AWS SENSE Level 1 - Entry Welder. The program includes, Soft Skills and Level 1- Entry Welder training.

Instruction in the Core Curriculum includes OSHA-10 safety, math, and introduction to hand and power tools, simple drawings, basic communication, employability skills, and material handling.



**Level 1- Entry Welder** instruction includes welding safety, oxyfuel cutting, plasma arc cutting, base metal preparation, weld quality, GMAW equipment and setup. GMAW beads and fillet welds, joint fit-up and alignment, GMAW groove welds with backing, and GMAW open groove welds. All welds will be done in the flat and horizontal. Vertical positions will be covered but not required for completion of the course. Upon successful completion of this course students will be able to test for V Groove Flat WPS-GMAW-SP-CS-F-001 and AWS SENSE Entry Level 1 certification.

**Lab Fees:** These are included in the tuition cost.

**Course Materials:**

The school will provide the following personal protective equipment and materials:

- Welding gloves
- Safety Glasses
- Earplugs
- Welding jacket
- Welding helmet
- Appropriate tools for each lesson
- Online access to textbook
- Online access to review materials for each unit
- Welding materials to include wire & steel

The student must provide and wear clothing that is safe for the welding shop environment which includes:

- Notebook
- Pencil and Pen
- Leather boots, NO Tennis Shoes (Safety boots are recommended)
- Jeans, denim without tears or frays (No sweat Pants)
- Shirt with a collar, preferably made of 100% cotton with long sleeves (No Flannel Shirts)
- Recommend a pair of cotton coveralls for when students are dressed for game days. Nylon, synthetic, and frayed clothing will not be worn unless covered with coveralls.

**Classroom Rules:**

- Respect the staff and classmates.
- Be on Time! Sometimes being late is unavoidable, a pass or note from another staff member will be accepted as a legitimate excuse for being tardy. If late, time will need to be made up after school or before.
- Clean up your work area at the end of the class period.
- Keep an open mind to new ideas.
- Evaluate your actions before you act.

**Course Objectives:**

**Basic Safety**

When you have completed this module, you will be able to do the following:

1. Explain the idea of a safety culture and its importance in the construction crafts.
2. Identify causes of accidents and the impact of accident costs.
3. Explain the role of OSHA in job-site safety.
4. Explain OSHA's General Duty Clause and *1926 CFR Subpart C*.
5. Recognize hazard recognition and risk assessment techniques.
6. Explain fall protection, ladder, stair, and scaffold procedures and requirements.
7. Identify struck-by hazards and demonstrate safe working procedures and requirements.
8. Identify caught-in-between hazards and demonstrate safe working procedures and requirements.
9. Define safe work procedures to use around electrical hazards.
10. Demonstrate the use and care of appropriate personal protective equipment (PPE).
11. Explain the importance of hazard communications (HazCom) and Material Safety Data Sheets (MSDSs).
12. Identify other construction hazards on your job site, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.

### *Introduction to Welding Math*

When you have completed this module, you will be able to do the following:

1. Add, subtract, multiply, and divide whole numbers, with and without a calculator.
2. Use a standard ruler, a metric ruler, and a measuring tape to measure.
3. Explain what the metric system is and how it is important in the construction trade.
4. Recognize and use metric units of length, weight, volume, and temperature.
5. Recognize the basic shapes used in the welding industry.

### *Introduction to Hand Tools*

When you have completed this module, you will be able to do the following:

1. Recognize and identify some of the basic hand tools and their proper uses in the construction trade.
2. Visually inspect hand tools to determine if they are safe to use.
3. Safely use hand tools.

### *Introduction to Power Tools*

1. Identify power tools commonly used in the construction trades.
2. Use power tools safely.
3. Explain how to maintain power tools properly.

### *Introduction to Blueprint Reading*

When you have completed this module, you will be able to do the following:

1. Recognize and identify basic welding drawing terms, components, and symbols.
2. Relate information on the welding drawings to actual locations on the print.
3. Interpret and use drawing dimensions.

### *Basic Communication Skills*

When you have completed this module, you will be able to do the following:

1. Interpret information and instructions presented in both verbal and written form.
2. Communicate effectively in on-the-job situations using verbal and written skills.
3. Communicate effectively on the job using electronic communication devices.

### Basic Employability Skills

When you have completed this module, you will be able to do the following:

1. Explain the role of an employee in the construction industry.
2. Demonstrate critical thinking skills and the ability to solve problems using those skills.
3. Demonstrate knowledge of computer systems and explain common uses for computers in the construction industry.
4. Define effective relationship skills.
5. Recognize workplace issues such as sexual harassment, stress, and substance abuse.

### Introduction to Material Handling

When you have completed this module, you will be able to do the following:

1. Define a load.
2. Establish a pre-task plan prior to moving a load.
3. Use proper materials-handling techniques.
4. Choose appropriate materials-handling equipment for the task.
5. Recognize hazards and follow safety procedures required for materials handling.

### Welding Safety

1. Identify some common hazards in welding.
2. Explain and identify proper personal protection used in welding.
3. Describe how to avoid welding fumes.
4. Explain some of the causes of accidents.
5. Identify and explain uses for material safety data sheets.
6. Explain safety techniques for storing and handling cylinders.
7. Explain how to avoid electric shock when welding.
8. Describe proper material handling methods.

### Oxyfuel Cutting

1. Identify and explain the use of oxyfuel cutting equipment.
2. Set up oxyfuel equipment.
3. Light and adjust an oxyfuel torch.
4. Shut down oxyfuel cutting equipment.
5. Disassemble oxyfuel equipment.
6. Change cylinders.
7. Perform oxyfuel cutting.

### Plasma Arc Cutting

1. Explain the plasma arc cutting processes.
2. Identify plasma arc cutting equipment.
3. Prepare and set up plasma arc cutting equipment.
4. Use plasma arc cutting equipment to make cuts.
5. Properly store equipment and clean the work area after use.

### Base Metal Preparation

1. Clean base metal for welding or cutting.
2. Mechanically bevel the edge of a mild steel plate.

### Weld Quality

1. Identify and explain weld imperfections and their causes.
2. Identify and explain nondestructive examination practices.
3. Identify and explain welder qualification tests.
4. Explain the importance of quality workmanship.
5. Perform a visual inspection of welds.

### GMAW Equipment and Setup

1. Identify and explain gas metal arc welding (GMAW) safety.
2. Set up a GMAW machine for welding.
3. Identify tools used for weld cleaning.
4. Demonstrate puddle control
5. Explain bead evaluation
6. Perform multi pass surface welds

### GMAW Groove Welds with Backing

1. Prepare shielded metal arc welding (GMAW) equipment for open-root V-groove welds.
2. Perform open-root V-groove welds in the following position: Flat (1G)

## **WeldReady 1 - Entry Level Welder Training COURSE SYLLABUS**

**Title:** WeldReady 1

**Project/Course Number:** WeldReady 1 Entry Level Welder

**Contact Hours:** 160 hours

**Category:** Trades & Industry

**Subcategory:** Welding

**Project/Course Description:**

This course will cover basic theory and hands on application for the Gas Metal Arc Welding process on steel in the flat, horizontal and vertical positions. Required production welds will be in the flat position. Participants will also be able to identify common weld discontinuities/defects and make the proper corrections to produce a quality weld. Safety will be reinforced as it relates to the welding process and equipment used in class. All standards used are based on AWS D1.1 and industry standards.

**Project/Course Outcomes - Participants Will Learn To:**

- Lecture/Classroom Instruction
  - Recognize basic welding and cutting hazards
  - Indicate PPE required for safe welding, cutting and grinding
  - Describe the proper setup and application of GMAW
  - Explain the visual inspection and quality requirements
  - Describe the three main metal transfers
- Lab Instruction/Skill Development
  - Demonstrate proper GMAW equipment setup and use
  - Make machine adjustments per weldment requirements
  - Solve basic machine malfunctions
  - Perform the following skill demonstrations
    - Flat stringer beads and .25" and .375" steel
    - 1F on .25 and .375" steel
    - 1G on .25 and .375" steel
    - 2F on .25 and .375" steel
    - 2G on .25 and .375" steel
    - Qualification Test - Prequalified to D1.1 Code, WPS-GMAW-SP-CS-F-001

## II. Industrial Associate 1

### Course Outline

**Course Instructors:** Devon Stone, Jason Allgood, Vernon Atkinson, Pete McGill, Fred Woodson

**Class Hours:** 8:00am – 12:00pm, 1<sup>st</sup> Block and 12:30pm – 4:30pm, 2<sup>nd</sup> Block, 5 days

### Course Description:

**Industrial Associate 1** is an instructional program that prepares an individual for entry level employment in the occupations of manufacturing and logistics. The course describes important manufacturing processes being industrially used today. The course will put the most important manufacturing processes into a context of a production environment. The objective is to introduce and train important work tasks employees in this field will have; assembly process and optimization, quality problem resolutions, and process selection. The course content will prepare the student for entry level employment.

### Training Outcomes

- Adhere to all safety requirements and wear appropriate (PPE) Personal Protection Equipment
- Understand and properly use the tools of the industry
- Develop customer service skills
- Develop time management skills
- Acquire mechanical skills through critical thinking and problem solving Perform assembly and inspection processes
- Complete work required within the cycle time
- Use hand tools to assemble hardware with various clamps, clips and brackets
- Adhere to all safety requirements and wear appropriate (PPE) Personal Protection Equipment
- Maintain shop supplies and floor stock and tools used in production processes
- Recommend improvements consistently striving for efficient and effective methodologies
- Maintain departmental quality standards
- Understand the basic industrial practice for measurement system capability determination.

### Instructional Methods

The program takes place in a comprehensive classroom and lab where the student will learn to assemble parts, and drive a forklift. The course consist of lectures, text book reading, power points, videos, test, quizzes, computer work, and daily lab assignments. Students will be instructed independently and in groups.

### Objectives:

1. To introduce and master safety precaution and awareness.
2. To reinforce basic math skills by incorporation of practical application.
3. To identify and use hand and power tools.
4. To introduce the students to the reading and interpretation of measuring instruments.
5. To introduce the students to basic skills and knowledge in fields of Rigging, Hand Tools, and Logistics.

### Core Curriculum

### *A. Basic Communication Skills*

When you have completed this module, you will be able to do the following:

- Interpret information and instructions presented in both verbal and written form.
- Communicate effectively in on-the-job situations using verbal and written skills.
- Communicate effectively on the job using electronic communication devices.

### *B. Basic Employability Skills*

When you have completed this module, you will be able to do the following:

- Explain the role of an employee in the construction industry.
- Demonstrate critical thinking skills and the ability to solve problems using those skills.
- Demonstrate knowledge of computer systems and explain common uses for computers in the construction industry.
- Define effective relationship skills.
  - Recognize workplace issues such as sexual harassment, stress, and substance abuse.
  - Introduction to Material Handling and Logistics
  - Introduction to Electrical Basics
  - Introduction to Personal Finance and Money Management

### *C. Introduction to Material Handling and Logistics*

When you have completed this module, you will be able to do the following:

- Define a load.
- Establish a pre-task plan prior to moving a load.
- Use proper materials-handling techniques.
- Learn and practice forklift safety, controls, driving and operation.
- Be competent at operating and managing forklift tasks and procedures
- Choose appropriate materials-handling equipment for the task.
- Recognize hazards and follow safety procedures required for materials handling.

### *D. Basic Safety & OSHA 10 Certification*

When you have completed this module, you will be able to do the following:

- Explain the idea of a safety culture and its importance in the construction crafts.
- Identify causes of accidents and the impact of accident costs.
- Explain the role of OSHA in job-site safety.
- Explain OSHA's General Duty Clause and *1926 CFR Subpart C*.
- Recognize hazard recognition and risk assessment techniques.
- Explain fall protection, ladder, stair, and scaffold procedures and requirements.
- Identify struck-by hazards and demonstrate safe working procedures and requirements.
- Identify "caught-in-between" hazards and demonstrate safe working procedures and requirements.
- Define safe work procedures to use around electrical hazards.
- Demonstrate the use and care of appropriate personal protective equipment (PPE).

- Explain the importance of hazard communications (HazCom) and Material Safety Data Sheets (MSDSs).
- Identify other construction hazards on your job site, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.

*E. CPR / AED / First Aid Training & Certification*

When you have completed this module, you will be able to do the following:

- Perform CPR / AED / First Aid in the workplace
- Earn CPR / AED / First Aid certification

*F. Lean Six Sigma White Belt Training*

When you have completed this module, you will be able to do the following:

- Practice and provide efficiency and critical thinking in the workplace crafts.

*G. Introduction to Tools, Cranes, Rigging, Electricity*

When you have completed this module, you will be able to do the following:

- Recognize and identify some of the basic hand tools and their proper uses in the construction trade.
- Visually inspect hand tools to determine if they are safe to use.
- Safely use hand tools.
- Identify power tools commonly used in the construction trades.
- Use power tools safely.
- Explain how to maintain power tools properly.

*H. Introduction to Personal Finance and Money Management*

When you have completed this module, you will be able to do the following:

- Manage your bank account
- Develop a personal budget
- Understand how a “401K” can help you prepare for retirement
- Develop interviewing skills and a personal resume to help secure the job of your choice

## **Class Schedule**

### **Industrial Associate 1 Schedule**

- Day 1
  - Basic Communication Skills
  - Basic Employability Skills
  - Intro to Material Handling and Logistics
  - Basic Safety OSHA 10 Certification – Part 1
- Day 2
  - Basic Safety OSHA 10 Certification – Part 2
- Day 3
  - CPR/AED/First Aid Certification
  - Lean Six Sigma White Belt Certification



- Day 4
  - Forklift Basics Certification
- Day 5
  - Introduction to Hand Tools and Power Tools
  - Torque Wrench Basics / Cranes and Rigging
  - Introduction to Basics of Electricity
  - Introduction to Personal Finance and Money Management

## WorkForce Innovators List of Instructors

Clay Evans	President	BS - Wofford College
Pete McGill	Vice President	BA - Erskine College
Robert Johnson	Instructor	BA - New York, Instructor
Lily Johnson	Office Manager	BA - University of Georgia
Col. Vernon Atkinson	Instructor	BS - Florida State / US Army
Pierce Woodson	Instructor	AA – Athens Technical College / AWS Certified, D1.3/D1.3:M8 / US Marines
Devon Stone	Instructor	American Welding Society Certified D1.3/D1.3:M8 / US Army
Thomas Grant	Instructor	American Welding Society Certified D1.3/D1.3:M8 / US Army
Jason Allgood	Instructor	AA – Athens Technical College / AWS Certified 1.3/D1.3:M8 / US Army
Mike Marcantonio	Instructor	AWS Certified D1.3/D1.3:M8 / US Marines

## Welding Lab/Shop Rules

Due to the possible dangers in the Welding lab (high electrical voltage, fire, hot metals, explosives, gases, grinding dust and small metal particles) it is imperative that all instructors and students working in the welding lab MUST abide by all the safety rules established for the Welding Shop.

1. Shop Hours: 8:30 a.m. until 4:00 p.m. Monday - Friday
2. Breaks: 10:15 am – 10:30 am / 12:00pm – 12:30 pm (Lunch) / 2:15pm - 2:30pm (Be on-time)
3. Please stay close to your assigned welding booth
4. Personal calls are discouraged except for emergencies.
5. Clean up entire welding shop daily (everybody). Grind tables, sweep and wipe down your booth
6. No smoking in welding shop – may be used in outside authorized area only.
7. Clear safety glasses (Z87+ approved safety glasses and prescription safety glasses). No contact lens allowed.
8. Use all shop tools safely. If you have any questions, ask your instructor for help.
9. Flow meter gauges in the welding booths are breakable. Do not hang anything on them!
10. Keep torches rolled up and out of the way.
11. Conserve all welding supplies – pipe, plate, wire, gases, etc.

12. Scrap metal goes in the dumpster. Newspapers, magazines, radios, etc., are not allowed in the welding lab.
13. Students will ask the Instructor for permission to exit the classroom/lab during working hours.
14. Students are required to wear proper PPE-long pants (cotton), long sleeve shirt, jeans or denim pants, 8" Leather Steel Toed boots, No TENNIS SHOES ALLOWED
15. No jewelry (including rings, earrings, piercings, necklaces of any kind, etc.)
16. Turn off all machines, valves and cylinders when they are not in use.
17. NO horseplay in shop!! Vulgar or profane language is not tolerated.
18. No running in shop.
19. Wear proper goggles when using cutting torches. Wear proper eye protection when grinding and chipping slag; i.e., face shield and safety glasses.
20. Bottled gases are to be secured at all times and only transported with caps on. Empties will be capped and placed in the designated storage area.
21. No butane lighters allowed in the shop.
22. Possession of intoxicants or narcotics on school property, or coming into the welding lab or reporting for training under their influence, or their use while on the school properties, is strictly prohibited.
23. No outside welding projects allowed!! Unsafe equipment will be brought to the attention of the instructor. No student shall operate shop equipment or power tools without proper instruction of their use and hazards

## **Disciplinary Action**

- 1<sup>st</sup> offense- Verbal Warning
- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense- 2-day suspension (meeting required before allowed back into classroom)

**Note:** If a student is withdrawn from class for any reason a refund will be given according to the refund policy.

## **Tuition Assistance**

Contact WorkForce Innovators (WIA) at 706-308-4792 or go to our website to apply for WeldReady1 training > [www.wioamerica.com/tuition-assistance](http://www.wioamerica.com/tuition-assistance) WorkForce Innovators is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to provide training and to have access to the WIOA Work Grants for tuition funding for students that qualify in the state of Georgia. For a directory of authorized educational providers in Georgia go to the GNPEC website: <https://gnpec.georgia.gov/directory-institutions> Contact WIA for tuition assistance financing questions.

## Course Grading Elements

The following elements serve as a source minimum total of 70 points from the following grading elements for course completion:

**Daily Progress Testing:** Will be given daily at the end of each instructional unit. For successful completion and registry certification each section will have a unit test that the student must score minimum 70% per section for passing grade. Students that do not score a 70% or higher on the unit test can retake the test once. A score of at least 70% or higher in each section test will be worth 40 points of contribution to grade total:

**Time & Attendance:** Students can earn up to 20 points for perfect attendance and punctuality. Industrial work environments are “tardiness intolerant” and prefer attendance reliability. Each student will receive 1 point for each day attended on time. Tardiness for class start or breaks will be assessed -0.5 points per occurrence

**Performance Testing:** This testing is for the AWS D1.1 V-Groove welding test at the end of the course. Students must first be approved by the instructor to take the test (which is pass / fail) and worth up to 40 pts of student grade. Students whom are approved but do not pass or take the test will receive 20 points. Qualification welds will be bend tested according to AWS standards.

### **Extra Credit for After Hours Activities:**

Students have options to earn extra credit points by either: **1) Complete AWS SENSE Record Book** online (15 points) and/or **2) Attend WIA Extended Welding Practice (EWP)** session and receive PASS grade (up to 5 points per session). Successful SENSE Record Book completion and EWP PASS will be worth up to 20 points of extra credit.

### **Grading Scale / Points**

<b><u>Grading/Evaluation:</u></b>	<b><u>Max Points</u></b>				
Daily Progress Testing	40pts	A = 93–100	A+ = 99-120	A = 96-98	A- = 93-95
Performance Testing	40pts	B = 85–92	B+ = 91-92	B = 88-90	B- = 85-87
Time & Attendance	20pts	C = 77–84	C+ = 83-84	C = 80-82	C- = 77-79
SENSE RB / Ext Practice	20pts	D = 70–76	D+ = 75-76	D = 72-74	D- = 70-71
<b>Total Possible Points</b>	<b>120pts</b>	F = Below 70 (failing, no certificate for course)			

## Graduation Requirements

Students must pass each class with a minimum grade of 70 to receive a certificate from Workforce Innovators of America. Students that have 3 or more absences may be expelled from school unless granted exceptions by the Instructor with support by the principal. Students that encounter a hardship and must exit the course may return to attend a future class if approved by the principal.

## Workforce Innovators of America Safety Waiver Form

While attending Workforce Innovators of America, LLC you, the student, must wear safety glasses at all times while you are inside the lab areas or anywhere you, or someone else, is using a tool or equipment outside of the designated lab area. In either area, long hair must be tied back. You will also be required to wear appropriate foot wear, consisting of leather boots above the ankle, while in the classroom and/or the lab areas. Each student will be expected to wear the lab appropriate clothing consisting of long pants and long sleeve tops made of material that will not burn easily.

While attending Workforce Innovators of America, LLC Welding Programs, you are required to immediately report any injury you sustain on campus. The faculty and staff of Workforce Innovators of America, LLC will respond as quickly as possible to seek medical help for you. You are responsible for any and all injuries that you incur, and you are responsible for any and all financial losses due to your injuries or death.

You may with the permission of your immediate instructor, bring personal items into the Workforce Innovators of America welding shop. However, you assume all risks associated with bringing these items into the shop. Workforce Innovators of America, LLC will not in any event be liable for any direct, indirect, incidental, or consequential damages, including, without limitation: theft, missing parts, missing items, malicious damage, equipment failure, damage by fire, damage by water, damage by severe weather, or otherwise, even if Workforce Innovators of America, LLC and/or any of its employees/affiliates have been advised of the possibility of damages. Workforce Innovators of America, LLC shall not be liable for any loss caused in whole, nor in part, by anyone's actions, omissions, arising out of any errors, inaccuracies or contingencies beyond its control. By signing below you, the student, agree to the above.

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Admission and Enrollment Requirements

- Workforce Innovators of America (WIA) Open enrollment. We require 1-week notice prior to a student beginning their program
- High School Diploma or GED preferred but not required
- Proof of US citizenship (state photo ID license and social security card minimum)
- All male students must register for Draft Selective service
- A visa is not proof of US citizenship, and is not acceptable
- The applicant must be eighteen (18) years of age or older or beyond the age of compulsory school attendance in the state of Georgia.
- The applicant must demonstrate the ability to benefit from the instructors individual review, and have a minimum 6th-grade level of education based on TABE testing

- The applicant must have sufficient manual dexterity, and the physical ability to acquire the skills of welding.
- The applicant must have the ability to read and write satisfactorily to absorb the theory and lecture sessions. In special circumstances, the admission requirements may be adjusted.
- Each applicant is reviewed on an individual basis. The results of the review form a basis for eligibility to enroll. The student is then informed of his/her acceptance.
- Workforce Innovators of America (WIA) welding school does not deny admission on the basis of age, race, color, gender, sexual orientation, physical handicap, religion or national origin.
- Workforce Innovators of America (WIA) evaluates credit from other college or university based upon student transcripts the performance. Credit cannot be guaranteed but will be evaluated by WIA. Conversely WIA course credits may or may not be accepted by other schools.
- Occupations students are prepared for will be certified upon graduation of **WeldReady 1 – Entry Level Welder**. A state license is not required for these fields/programs.

## **Job Placement /Employment Assistance**

Assistance will be offered to graduating students that seek job search, job acquisition and job retention. Assistance includes reviewing interviewing skills, resume preparation, job search techniques, local market job opportunities and continuing education for improvements. This may include skills or behavior reconciliations. WIA will advise and assist the students that solicit help and/or guidance to acquire a job that meets the aptitude and skill level of the student.

WIA does not guarantee that all students will be able to find jobs. However the WIA staff will offer assistance to students while in a job search. WIA will teach the skills to our student body but the students must demonstrate the will and produce the effort to obtain a job with prospective employers.

## **Disclaimer of Employment Guarantee**

While efforts are made to find every graduate a job, guarantee of placement is not made nor implied.

## **Program Entrance Requirements/Orientation**

Students can apply for acceptance to the school through our website. The link:

[www.wioamerica.com/tuition-assistance](http://www.wioamerica.com/tuition-assistance)

Complete the (15) question application and SEND to WorkForce Innovators. Minimum age to enroll is 18 years old. No high school diploma or GED required. However, students will have to take a basic TABE skills test and score a minimum 6<sup>th</sup> grade level to enroll.

There is no application fee. The student must then complete and submit a signed enrollment agreement. Orientation for all students will be the first day of class in which any special needs or accommodations the student may have can be addressed.

## Admission Requirements

Proof of citizenship is required. Student must have a valid picture ID. There are no additional physical requirements needed to attend the facility.

## Program Tuition and Fees

Program Name	Tuition	Program Length	Name	Certificates
WeldReady 1	\$4,600.00	20 Classroom Days	Entry Level Mig Welder	AWS, OSHA, CPR, FKLT, L6
Industrial Associate 1	\$995.00	5 Classroom Days	Entry Level Industrial Worker	OSHA, CPR, FKLT, L6

- \* **Part-Time hours and flexible scheduling are available to meet student's needs.**
- \* **Payment method can be cash, credit card, money orders, or vouchers.**
- \* **Certifications are included in price of tuition.**
- \* **Price includes supplies and tools.**

## Declaration of Citizenship

As of June 4, 2008, the Georgia Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in Georgia and from receiving a public higher education benefit:

An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State, as defined in Section 59-103-5. The trustees of a public institution of higher learning in this State shall develop and institute a process by which lawful presence in the

United States is verified. In doing so, institution personnel shall not attempt to independently verify the immigration status of any alien but shall verify any alien's immigration status with the federal government pursuant to 8 U.S.C. Section 1373©.

**By signing this statement, you attest and can prove that you are either a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. Any student providing false information may be subject to dismissal from Workforce Innovators of America's Welding class. Any student who is found to be unlawfully present in the United States will be dismissed from welding classes.**

\_\_\_\_\_ I am a U.S. citizen, legal permanent resident, or an alien lawfully present in the United States.

Print Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Documentation Options:**

All students must be prepared to provide at least **ONE** of the following items as evidence of US citizenship:

Drivers License: State\_\_\_\_ DL# \_\_\_\_\_ Expiration\_\_\_\_\_

Birth Certificate: State \_\_\_\_\_ # \_\_\_\_\_

United States Passport: Expiration Date \_\_\_\_\_ # \_\_\_\_\_

Certificate of U.S. Citizenship ((USCIS issued Form N-560 or Form N-561) and a photo ID issued by a federal, state, or local government agency) # \_\_\_\_\_

**Registration and Release Form**

*Instructions: Please type or print legibly.*

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Birth City: \_\_\_\_\_ Social Security #: \_\_\_\_\_

I hereby authorize WIA to verify my information, which may include my personal information provided on this form. I release and hold harmless Workforce Innovators of America.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cancellation and Refund Policy**

Full tuition payment is due before the beginning of the first class unless payment arrangements are made with the school. Otherwise the student is solely responsible for the tuition costs. The student will be eligible for tuition refund provided the following conditions:

(1) The student requests in writing course withdrawal from the school authority (President, Vice President or Program Director) and receives written approval for class withdrawal. A full tuition refund will be paid to the student if an approved withdrawal is issued by the school before the start of the 2<sup>nd</sup> class.

Otherwise the student will be subject to the Refund Calculation Schedule.

(2) After the student's first class of enrollment, the refund amount is listed in the Refund Calculation Schedule below. The student may request a withdrawal exception due to mitigating circumstances to temporarily withdraw from the current class and continue enrollment in a future class. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's



control such as serious illness of the student, death in the student's immediate family, or active duty military service, including active duty for training. Non-attendance for any non-excused absences will be considered as "attended" and opportunity lost for the student.

(3) Refunds shall be paid to the financial payer within forty five days after the effective date of approved withdrawal or school termination. The effective date of withdrawal/termination for refund purposes will be the earliest of the following:

- (a) The date of notification to the student if the student is terminated by the institution.
- (b) The date of receipt of an approved withdrawal by the school for the student.
- (c) All student absences or missed class time up to the withdrawal date will be considered as fully present for refund calculation purposes.
- (d) All issued personal protection equipment (PPE, i.e. boots, hats, gloves, safety glasses, ear plugs) must be returned to WorkForce before any refunds are issued.

(5) The school is considered to have made a good faith effort to make a refund if the student's file contains evidence of the following attempts:

- (a) Certified mail to the student's last known address;
- (b) Certified mail to the student's permanent address; and
- (c) Certified mail to the address of the student's parent or listed next of kin if different from the permanent address.

**Student Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*\*Tuition must be paid in full before starting classes.*

*\*Completion of all classes and requirement of certificate does not guarantee employment. \*The credit received from this institution is not guaranteed to be accepted at any other institution. Also there is no guarantee credit for classes taken at WIA will transfer to another school.*

<b># of Days Attended</b>	<b>Amount of Refund</b>	<b>Amount Institution Retains</b>
1	\$4,600.00	\$0.00
2	\$460.00	\$4,140.00
3	\$690.00	\$3,910.00
4	\$920.00	\$3,680.00
5	\$1,150.00	\$3,450.00
6	\$1,380.00	\$3,220.00
7	\$1,610.00	\$2,990.00
8	\$1,840.00	\$2,760.00
9	\$2,070.00	\$2,530.00
10	\$2,300.00	\$2,300.00
11 to 20	\$0.00	\$4,600.00

**Refund Schedule**



## **Complaint/Grievance Procedure**

**Student Complaints** Students with any concerns or complaints regarding the school programs, services or staff should first address their issue with the course instructor.

In the event the course instructor is not able to resolve the issue, student shall submit in writing the matter to the school director who will formally investigate the complaint, take appropriate action and submit back in writing to the student the outcome within 15 days. If the institution's resolution is not satisfactory, Student may appeal in writing to the Georgia Nonpublic Postsecondary Education Commission.

In accordance with [Georgia Code Section 20.3.250](#) (Nonpublic Postsecondary Educational Institutions Act of 1990), the Georgia Nonpublic Postsecondary Education Commission (GNPEC/the Commission):

The Commission will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution

### **NONPUBLIC POSTSECONDARY EDUCATION COMMISSION**

**2082 East Exchange Place Suite 220  
Tucker, Georgia 30084-5305  
Office: (770) 414-3300  
Fax: (770) 414-3309 (FAX)**

<https://gnpec.georgia.gov/webform/gnpec-student-complaint-form>

## Student Code of Conduct

All Workforce Innovators of America students are expected to know and follow the conduct code. Examples of Student conduct code violations include (but are not limited to)

1. **Alcohol and Drugs:** There will be no alcoholic beverages, or illegal drugs or drug paraphernalia allowed at the training facility. Anyone who brings alcohol or drugs on grounds will be asked to leave the premises. *Examples: Open container, drug distribution, and drug possession.*
2. **Disorderly Conduct:** Unreasonable noise or conduct that results in unreasonable annoyance. *Examples: Horseplay, disrupting class, vulgar language.*
3. **Lewd or Indecent Conduct:** Exposing one's self to others or trying to see and/or record others in private acts. *Examples: Urinating in public or taking photos of a person undressing in a bathroom.*
4. **Harassment:** Unreasonable insults, gestures, or abusive words directed to another person that may reasonably cause emotional distress. *Example: Sending an e-mail to a professor using curse words.*
5. **Weapons:** Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon. A concealed weapons permit does not constitute authorization. *Example: Bringing a weapon into the classroom or lab.*
6. **False Information:** Intentionally furnishing false information. *Example: Using false identification or giving false information regarding citizenship.*
7. **Physical Contact:** Physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact. *Example: Placing your hands on another student in an aggressive or sexual way.*
8. **Sexual Misconduct:** Any contact of a sexual nature without explicit consent for each form of sexual activity. *Examples: Making sexualized comments or bringing pornographic material to classroom or lab.*
9. **Property Use:** Damage, destruction, theft, or unauthorized entry or use of property. *Examples: Throwing chairs, stealing office supplies, and breaking machinery.*
10. **Unwanted Contact:** Repeated or persistent contact or attempts to contact another person when the contacting person knows or should know that the contact is unwanted by other persons. *Example: Asking others to contact a person for you when the person has asked you not to contact him/her anymore.*

**\*Violation of the code of conduct may be cause for dismissal and can result in suspension or expulsion.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Class Evaluation Form

CLASS EVALUATION FORM					
WorkForce Innovators strives to offer the best programming available. Your input is invaluable to helping us achieve our goals. Please take a moment to fill out this short, anonymous survey.					
Class Title :	Instructor Name :				
Today's Date / Class End Date :	Location:				
	Poor	Fair	Good	Very Good	Excellent
The instructor was well prepared?	1	2	3	4	5
The instructor was knowledgeable about subject area?	1	2	3	4	5
The instructor was clear and easy to follow?	1	2	3	4	5
The instructor was enthusiastic about teaching?	1	2	3	4	5
The instructor encouraged questions and participation?	1	2	3	4	5
Overall instructor rating?	1	2	3	4	5
Class content was consistent with class description?	1	2	3	4	5
Was the class content consistent with your expectations?	1	2	3	4	5
Allotted class time was well utilized?	1	2	3	4	5
Overall Class rating:	1	2	3	4	5
Was class length appropriate for the subject matter?	Too Long		Just Right		Too Short
Additional comments about the class:					
Additional comments about the Instructor:					
What other classes would you be most likely to take?					
Suggestions for future class offerings:					
	Poor	Fair	Good	Very Good	Excellent
Student Services Staff was courteous and helpful	1	2	3	4	5
If you answered Good (3) or below for any question, please tell us how we can improve:					
Would you like a follow up call or email from Student Services Staff about your experience? If so, please provide your contact information.					
Please check here if you give the consent to use your comments internally or for marketing purposes.					YES / NO
Thank You!				Other Comments:	

## Learning Resources

### LIBRARY

Welding videos and books are available for students to check out and watch at the school. These videos are available at the main office and can be checked out from the office staff.

#### Educational Websites:

- [www.nccer.org](http://www.nccer.org)     [www.aws.org/](http://www.aws.org/)
- [www.asme.com](http://www.asme.com)
- [www.youtube.com](http://www.youtube.com)
- [www.lincolnelectric.com](http://www.lincolnelectric.com)
- [www.millerwelds.com](http://www.millerwelds.com)
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## Available On-Site Resources

### ***AWS D1.1 Structural Steel Codebook***

Teaching Videos from **YouTube** and **Weldingtipsandtricks.com**

## Reference Material

***Hobart Gas Metal ARC Welding Guide Basic – EW-369***; Hobart Institute Welding, 400 Trade Square East; Troy, Ohio 45373

***Hobart OXYACETYLENE WELDING, CUTTING and BRAZING – EW269 OAW***;  
Hobart Institute Welding, 400 Trade Square East; Troy, Ohio 45373

***AWS Recommended Practices for Shielding Gases for Welding and Cutting – AWS C5.10/C5.10M:2003***; American Welding Society, 550 N.W. LeJeune Rd, Miami, FL, 33126

***AWS Guide for the Visual Examination of Welds- AWS B1.11M/B1.11:2015***; American Welding Society, 550 N.W. LeJeune Rd, Miami, FL, 33126

***RealCareer Employability Set – 11130945***; Realityworks, 2709 Mondovi Road, Eau Claire, WI, 54701

***Welding Employability Scenario Cards – 11120405***; Realityworks, 2709 Mondovi Road, Eau Claire, WI, 5470

## Classes for Veteran Administration Students (VA)

### Veterans Benefits and Transition Act of 2018 Compliance

- **WorkForce** complies with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38, United States Code.

### CO-OP Participation Policy

- **WorkForce** does not support CO-OP Participation due to the short term nature of the programs.

### Course Schedule Clarification

- Class sizes are 6-8 students and offered year round. Classes are scheduled.

### Student-Teacher Ratio Affirmation

- The school will not exceed the student: teacher ratio of 8:1 for welding and 16:1 for soft skills.

## Veterans with GI Bill Education Benefits:

### Appeals Policy

If suspended you have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

### Leave of Absence Policy

Any student who begins a period of leave of absence will be terminated from GI Bill education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI Bill education benefits and GI Bill education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

### VA Refund Policy

For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

\*\*Please contact Pete McGill or Clay Evans if you have any questions about the classes for our Veterans.