

# **Workforce Innovators of America**

**840 Hawthorne Ave.**

**Athens, GA 30606**

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

**[www.wioamerica.com](http://www.wioamerica.com)**

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# Message from the president

## 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  
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.

## Rules of Operation

Class Calendar/Schedule/Breaks

### **Class Time**

8:00 AM – 5:00 PM - Mondays to Fridays

Arrangements can be set up for evening classes 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  
First Monday in  
September

Martin Luther King, Jr. Day  
3rd Monday in January

Veterans Day  
November 11

President's Day  
3rd Monday in February

Thanksgiving Day  
4th 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 Drive , 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:

- Welding machines
- Industrial saw
- Plasma cutter
- Oxy-fuel cutting torch • Strap benders and air compressors.
- 8 Multi-process GMAW/FCAW/SMAW Welding Machines
- Multi-process
- Plasma Cutter
- Oxyacetylene Combination Cutting Torch
- Oxyacetylene Track Cutting Torch
- 1 Grinder
- SMAW welding equipment
- Rod holder
- Electrode oven
- Cleaning materials for cleaning coupons
- MSDS for each cleaning material used
- Welding bench with arm for position work
- Portable grinders with extra grinding discs
- Fully charged fire extinguishers for the labs
- Soapstone
- Tape measures Precision measurement devices (micrometers and calipers)
- Pliers
- Wire brushes
- Chipping hammers
- Workpiece clamps
- Welding curtains or shields
- Levels
- Framing squares
- Textbooks\*
- Module Examination\*
- Performance Profile Sheets\*
- Markers/chalk
- Pencils and scratch paper
- Whiteboard/chalkboard
- Welding PowerPoint® slides
- Multimedia projector and screen

## 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.

### Profession

Students will be certified welders upon United Welders Association (UWA) upon graduation. A state license is not required for a welding position.

### Authorization

Authorization indicates only 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.**"

Authorized by the Georgia Nonpublic Post-secondary Education Commission (GNPEC); 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305 (770) 414-3300 [gnpec.georgia.gov](http://gnpec.georgia.gov)

### Accrediting Agency

AWS Education Services

8669 Doral Blvd., Suite 130

Doral, FL 33166

PH (305) 443-9353 ext. 455 and 237

Fax: (305) 648-2396

**Nichole Bradley, Academic Program Lead**

Email: [nbradley@aws.org](mailto:nbradley@aws.org)

*Questions relating to AWS academic programs  
including SENSE*

**Sharon Campbell, Education Coordinator**

Email: [sharon@aws.org](mailto:sharon@aws.org)

*Questions relating to SENSE registration*

## Faculty and staff

President:	Clay G. Evans
Administrator:	Clay G Evans
Administrative Assistant:	Anne Marie McGill
Instructors:	Clay G Evans Dylan Walker Chris Johnson
Recruiter	Evelyn Everard

### Instructors:

**Clay Evans:** Mr. Evans has extensive expertise in strategic technology solutions, business solutions and talent development. Mr. Evans has worked for several Fortune 500 companies after successfully starting and managing his own company, Southern Network Solutions from 1992 to 2007. In addition to serving as president of WIA, he provides IT consulting through EvansUSA, LLC.

Mr. Evans education includes:

Bachelor of Arts (B.A.), Economics from Wofford College

**Dylan Walker:** Mr. Walker has significant experience in the field of welding and has worked in multiple positions with a variety of employers over the past 10 years. He is skilled as both a combo welder and joint welder.

Mr. Walker's education includes:

Certification in Welding, Mobile, AL <i>A.I.D.T. Maritime Training Center</i>	<i>May 2010</i>
NCCER Certified in Tig Plate & Pipe, Mobile, AL <i>A.I.D.T. Maritime Training Center</i>	<i>May 2013</i>

**Chris Johnson:** Mr. Johnson has been a Welding Instructor with Athens Technical College since 2017 where he has worked one-on-one with students to help them become successful welders. He also has provided curriculum-based instruction curriculum as well as real world experiences to prepare his students for a career in welding.

Mr. Johnson's education includes:

- University of Georgia Athens, GA, Agriculture Engineering And Environmental Science 1988-1991
- Georgia Industrial Technical Institute Gainesville, GA Small Engine Repair 1987-1988

Recruiter:

**Evelyn Everard:** Ms. Everard's experience includes providing administrative and marketing assistance to the Economic Development Department at Athens Technical College as well as providing classroom assistance and guidance to students, specifically in the area of career counseling.

Ms. Everard's education includes:

- Business Administration Technology Degree, Athens Technical College
- Georgia Work Ready Certification
- Train the Trainer Certification
- Business Administration, United Education Institute
- Paralegal, Barry Institute, Miami, FL
- Legal Secretary, Jones College

## Program of study and course description

### **Entry Welder Level 1 | AWS Certification**

Flux Cored Arc Welding (FCAW) is a semi-automatic or automatic arc welding process in which a continuous and consumable hollow electrode (flux-cored wire) that contains a flux material in its core that when burned by the heat of the arc, produces shielding gases and fluxing agents to help produce a sound weld. The consumable hollow electrode is fed through a wire feeder and a welding gun. This process is most suited for applications with thicker materials and is **optimal** for outdoor procedures since the flux is built into the hollow electrode for positive shielding even in windy conditions.

This course of instruction prepares individuals for entry-level jobs as flux cored welders, graduates may find suitable employment in Manufacturing companies. Students will learn to:

1)weld plate in the 2G, 3G, 4G position using E 7 IT-I flux cored-electrode 2)set wire speed 3)troubleshoot wire feeder 4)oxyfuel cutting. Upon completion of this program students will have a complete understanding of the entire FCAW process and its applications. Student will receive a certificate of completion upon completion of the course.

Students may enroll any school day as instruction is offered in continuous modules or cycles allowing for entry at any time into the theory and lecture session.

Course Length: 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/FCAW welding with stick welding. They Progress through the wire feed processes including gas shielded Mig and self-shielded flux cored wire. Cutting and grinding metal fundamentals are included

***Prices are subject to change without notice***

### **Training Outcomes**

- Competency in performance of regular preventive maintenance (PM) on machines, equipment and plant facilities
- Ability to effectively troubleshoot and repair automated and robotic production welding machines

## Entry Level 1 Welding Syllabus

**Teacher:** Dylan Walker  
Work Phone 706-308-4792  
Cell Phone 706-870-4726

Email Work: dylan@wioamerica.com

**Office:** 840 Hawthorne Avenue, Athens, GA 30606  
**Office Hours:** 7:00-8:30 AM, 12:52-1:42PM and 4:45-4:30PM  
**Preresiquites:** None

**Course Description:** This course is a two-part course that meets standards for AWS SENSE. The program covers Core Curriculum, Introductory Craft Skills and Welding Level 1. The Core Curriculum must be completed before Welding Level 1.

Instruction in the Core Curriculum includes OSHA-10 safety, construction math, and introduction to hand and power tools, construction drawings, basic communication and employability skills, and material handling. Upon successful completion of this part of the course students will receive AWS SENSE certification.

Welding Level 1 instruction includes welding safety, oxyfuel cutting, plasma arc cutting, base metal preparation, weld quality, GMAW equipment and setup, shielded metal arc electrodes, 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, horizontal, vertical and overhead positions.

**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 an Pen

- Leather boots with 8 inch tops, 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 Construction 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 some of the basic shapes used in the construction industry and apply basic geometry to measure them.

### 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 Construction Drawings

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

1. Recognize and identify basic construction drawing terms, components, and symbols.
2. Relate information on construction drawings to actual locations on the print.
3. Recognize different classifications of construction drawings.
4. 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: straight line and square shapes, piercing and slot cutting, bevels, washing, and gouging.
8. Operate a motorized, portable oxyfuel gas cutting machine.

#### 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 various types of cuts.
5. Properly store equipment and clean the work area after use.

#### Base Metal Preparation

1. Clean base metal for welding or cutting.
2. Identify and explain joint design.
3. Explain joint design considerations.
4. Mechanically bevel the edge of a mild steel plate.
5. Thermally bevel the end of a mild steel plate.
6. Select the proper joint design based on a welding procedure specification (WPS) or instructor direction.

#### Weld Quality

1. Identify and explain codes governing welding.
2. Identify and explain weld imperfections and their causes.
3. Identify and explain nondestructive examination practices.
4. Identify and explain welder qualification tests.
5. Explain the importance of quality workmanship.
6. Identify common destructive testing methods.
7. Perform a visual inspection of fillet welds.

#### GMAW Equipment and Setup

1. Identify and explain gas metal arc welding (GMAW) safety.

2. Explain welding electrical current.
3. Identify welding power supplies and their characteristics.
4. Explain how to set up welding power supplies.
5. Set up a machine for welding.
6. Identify tools used for weld cleaning.

#### GMAW Beads and Fillet Welds

1. Set up shielded metal arc welding (SMAW) equipment.
2. Describe methods of striking an arc.
3. Properly strike and extinguish an arc.
4. Describe causes of arc blow and wander.
5. Make stringer, weave, and overlapping beads.
6. Make fillet welds in the following positions: horizontal (2F), vertical (3F), and overhead (4F).

#### Joint Fit-up and Alignment

1. Identify and explain job code specifications.
2. Use fit-up gauges and measuring devices to check joint fit-up.
3. Identify and explain distortion and how it is controlled.
4. Fit up joints using plate and pipe fit-up tools.
5. Check for joint misalignment and poor fit-up before and after welding.

#### GMAW Groove Welds with Backing

1. Prepare shielded metal arc welding (SMAW) equipment for open-root V-groove welds.
2. Perform open-root V-groove welds in the following positions: Flat (1G), Horizontal (2G), Vertical (3G), and Overhead (4G).

#### GMAW Open V-Groove Welds

1. Prepare shielded metal arc welding (SMAW) equipment for open-root V-groove welds.
2. Perform open-root V-groove welds in the following positions: Flat (1G), Horizontal (2G), Vertical (3G), and Overhead (4G).

### **Course Requirements:**

Test: Will be given at the end of each unit. For successful completion and registry certification each unit will have a unit test that the student must score at least 70%. Students that do not score a 70% or higher on the unit test can retake the test once, no earlier than 48 hours after the initial test was taken. Second failure will result in not certifying that unit and will have to wait one full year before retaking the exam. These will be worth 40% of grade.

Early Work: Questions will be asked at the beginning of each class on the previous class lesson. You will be allowed to use your text and notes to answer these questions. Points will be given for writing the question and the appropriate answer. Make sure your first and last name is on the top left corner of the paper along with the date that the early work was completed. If you miss class the day because of other school activities you will be exempt from making up the early work. However it is highly recommended that you

get the questions from another classmate or Mr. Nielson since these questions may be on quizzes or test at a later date. These will be worth 10% of your grade.

Performance Objectives: These are pass or fail and will be worth 40% of your grades Welds will be bend tested according to AWS standards.

Record Book:

You will maintain your AWS SENSE Record book online. You have the options of having an exploratory, ownership/entrepreneurial, research/experimentation, or placement/internship during the program. Record book evaluation will be 10% of your grade.

**Grading/Evaluation:**

Test	40%
Performance Objectives	40%
Early Work	10%
AET Record Book	10%

A = 93 – 100      A+ = 99-100    A = 96-98    A- = 93-95  
B = 85 – 92    B+ = 91-92    B = 88-90    B- = 85-87  
C = 77 – 84    C+ = 83-84    C = 80-82    C- = 77-79  
D = 70 – 76    D+ = 75-76    D = 72-74    D- = 70-71  
F = Below 70 (failing, no credit for semester)

# GMAW Training (included in the above)

## COURSE SYLLABUS

**Title:** GMAW Training

**Project/Course Number:** Entry Level 1 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 with E70s electrode in the flat, horizontal and vertical positions. 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 D1.1-15, ANSI Z49.1 and industry standards.

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

- Lecture/Classroom Instruction (80 hours)
  - 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 (80 hours)
  - 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 14ga.-.5” settings
    - Flat surfacing with 14ga.-.5” settings
    - 1F on 14g, .25 and .375” steel
    - 1G on 14g, .25 and .375” steel
    - 2F on 14g, .25 and .375” steel
    - 2G on 14g, .25 and .375” steel
    - 3F on 14g, .25 and .375” steel
    - 3G on 14g, .25 and .375” steel
    - Qualification Test

### **Resources:**

Instructors: Dylan Walker AWS /Jason Smith, AWS: CW/CWI/CWE

Materials: Steel coupons, shielding gas and handouts

Physical Set-Up: Classroom and Mobile Welding Lab

**Program Director:** Clay Evans

**Date:** Jan 1, 2019

## 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 in the air and the loud noises created by grinders, machines and equipment – **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:** 9:00 a.m. until 5:00 p.m., Monday - Friday
2. **Breaks**  
10:30am – 10:45am  
1 :00pm – 1:30 pm  
3:15pm - 3:30pm  
Please call in if you are going to be late or absent.
3. You are expected to be in your work area at the scheduled work time and remain there until the scheduled quitting time.
4. Office phones are for training center only. Personal calls are discouraged. However, in the event of an emergency, you will be summoned. Otherwise, a message will be taken, and you may return the call during a break or lunch.
5. Clean up entire welding shop daily (**everybody**). Also grind the tables and poles in your booth
6. **No tobacco products in welding shop** – may be used in outside authorized area only.
7. **Clear safety glasses Z87+ approved safety glasses and prescription safety glasses** are required in shop area at all times (no contact lens allowed to be worn in the shop area).
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 TIG torches rolled up and out of the way.
11. **Conserve all welding supplies** – pipe, plate, rods, tig wire, gases, etc. (**Do not waste materials.**)
12. Burn welding rods and TIG wire down to a **3” minimum stub.**
13. Rod stubs and TIG wire go in **stub cans** (not on the floor or trash can).

14. Trash goes in trashcans (not in your stub bucket).
15. Scrap metal goes in the dumpster.
16. Students will not be allowed to leave the classroom/lab during working hours except with the permission of the instructor.
17. Newspapers, magazines, radios, etc., are not allowed in the welding lab.
18. Students are not allowed in the instructor's office unless accompanied by the instructor.
19. Welding students are required to wear proper welding attire – to include long pants, long sleeve shirt, preferably denim or clothes that will not burn easily. (*Ragged or frayed clothing and sagging pants are a safety hazard and will not be tolerated.*) 8" Leather boots above the ankles are required – **NO STUDENT WEARING TENNIS SHOES WILL BE ALLOWED IN THE WELDING LAB. STUDENTS WEARING TENNIS SHOES WILL BE SENT AWAY AND COUNTED ABSENT.**
20. **No jewelry** (including rings, earrings, piercings, necklaces of any kind, etc.)
21. Turn off all machines, argon valves and cylinders when they are not in use.
22. **NO** horseplay in shop!!
23. No running in shop.
24. **Vulgar or profane language is not tolerated.**
25. **Wear proper goggles when using cutting torches. Wear proper eye protection when grinding and chipping slag; i.e., face shield and safety glasses.**
26. Bottled gases are to be chained up at all times and only transported with caps on. Empties will be capped and placed in the designated storage area.
27. **No butane lighters allowed in the shop.**
28. **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.**
29. **No outside welding projects allowed!!**
30. 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.

## 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 24-hour notice prior to a student beginning their program
- High School Diploma or GED
- 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 3<sup>rd</sup> 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.
- Workforce Innovators of America (WIA) has an open entry, open exit policy. 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) has not entered into an articulation or transfer agreement with any other college or university. Credits earned at other institutions are not accepted at WIA.

## Occupations students are prepared for

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

## **Program Entrance Requirements/Orientation**

### **Application procedure**

The student must meet with school faculty. Minimum age to enroll is 17 years old with written permission from parent or legal guardian. Anyone 18 years or older can enroll. No high school diploma or GED required. However, students will have to take a basic TABE skill test and score a minimum score of 70 to enroll.

All students must complete an application form. There is no application fee. The student must then complete and turn in an enrollment agreement. All prospective students will need to attend a meeting with an instructor to go over what the courses entail. This meeting will also be used to address any special needs the student has, or accommodations that he or she may need during class time.

### **Admission Requirements**

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

## 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©.

— An alien unlawfully present in the United States is not eligible on the basis of residence for a public higher education benefit including, but not limited to, scholarships, financial aid, grants, or resident tuition.

**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 \_\_\_\_\_

(NOTE: As of October 2008, the following states *do not verify legal presence* in the United States: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington)

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) # \_\_\_\_\_

Certification of Naturalization (USCIS issued Form N-550 or N-570) and a photo ID issued by a  federal, state, or local government agency. # \_\_\_\_\_

Permanent residents must provide one of the following, plus a photo ID issued by a federal,  state, or local government agency (copy of ID will need to be attached):

Resident Alien Card (I-551) issued before 1997; # \_\_\_\_\_

Alien Registration Receipt Card with photograph (I-551) issued before June 1978; # \_\_\_\_\_

Permanent Residence Card with photograph issued since

1997 ; # \_\_\_\_\_ or  Letter from USCIS documenting that permanent

resident status has been approved

Legal immigrant and non-immigrant nationals must provide one of the following, plus a valid photo

ID:  Current /valid visa or passport # \_\_\_\_\_

Current/valid Refugee, Asylee, Parolee, or other legal status documentation# \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

***\*Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.***

**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 for the disclosure of any such information in connection with this verification process.

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

## Academic information

### Grading policy

A student's weekly progress reports and final letter grade will be compiled from the grades earned for skills & comprehension in the welding lab and participation in the classroom. Letter grading is as follows:

• A- Excellent
• B- Good
• C- Average
• D- Poor
• F- Failing
• I- Incomplete

The grading/progress evaluation period is one week.

### Grading Scale

The grading scale is based on written tests from the textbooks, performance hands on tests according to each module, hands on final exam, and safety.

1. Written test/quizzes will be 30% of the grade
2. Final exam will be 40% of the grade
3. Safety will be 30% of the grade.

Example:     1.  $80 \times 0.30 = 24$   
                   2.  $95 \times 0.40 = 38$   
                   3.  $85 \times 0.30 = 26$   
                   Total= 88

#### Grading Scale:

—	A	-93-100
—	B	- 85-92
—	C	- 77-84
—	D	- 70-76
—	F	- 69-0

### Attendance Policy Requirements

Each student is responsible for maintaining a good attendance record. Students are expected to report to class on time, observe the instructor’s guidelines for breaks and lunch, and remain present in class through the established end time.

After a student has missed, or been late, for more than 3 classes, the student will be excused from the program.

Exceptions:

Scheduled absences due to sickness, interviews, or prior established meetings will NOT count against the student; however, **scheduled absences must be approved by Clay Evans in advance.**

### **Participation:**

Each student is responsible for participating in class. Participation includes:

- Being engaged in class
- Displaying respect to instructors and classmates
- Completing weekly career counseling expectations

Instructors will track student participation through the “WeldREADY Student Review” and the “WeldREADY Career Counseling” forms (see page 32). Students will be assigned a status based on observed participation.

Green Status (Fully Employable)

- Will provide recommendations for employment

Yellow Status (Potentially Employable)

- Will provide some recommendations for employment (this will be determined based on observed strengths and areas needing improvement)

Red Status (Improvement Needed)

- Possible dismissal from the program
- No recommendation for employment

Any student who sleeps during class will be given an immediate dismissal and placed in red status. This dismissal will count against the student’s attendance record.

Students may be administratively withdrawn if they miss 10% or more of the contact hours for any course. A student will be considered tardy if he or she arrives 30 minutes after class starts or leaves 30 minutes before class ends. If the student is marked tardy three times, then it will be counted as an absence. If a student is absent for more than 25% of the program, the student shall be terminated. A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period.

This provision does not circumvent the approved refund policy.

Students will not be allowed to make-up any work unless approved by the instructor. To obtain approval for absences, students will need to provide documentation such as (but not limited to) medical excuses, death certificates, and work statements.

## SATISFACTORY PROGRESS AND ACADEMIC PROBATION

A cumulative letter grade average of at least a C is required for the student to receive the course certificate. A student who is not making satisfactory progress at the end of the grading period will be placed on academic probation for the remainder of the progress evaluation period. The school director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated.

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Review Form WeldREADY 2019 - Athens

Absence or Behavior Type Key: **N** No issues   **F** Few Issues   **I** Issues   **A** Absent   **T** Tardy

Place the corresponding letter of the behavior or attendance issue above in the date of your class for that student. If you teach in the morning put the letter in the top of the cell.

Enter year: **2019**

Student Name	January												Dates				Monthly Totals			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Absent	Tardy
April Allen	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0
Benny Brown																			0	0
John James																			0	0
Junie B Jones																			0	0
Susy Smith																			0	0

### WeldREADY Career Counseling

Name: \_\_\_\_\_ Date/Week#: \_\_\_\_\_

#### Expectation

Weeks 1-3: Interest and Resources:

- Research Companies
- Build Resume & Cover Letter
- Additional Resources
  - Additional Schooling/Programs
  - Obstacles and Problem-Solving

Week 4:

- Complete Resume & Submit
- Apply to 2 Jobs (optional)

### Weekly Report

Were Expectations Met (Circle One)?                      Yes                      No

Comments:

Student Status:

Green (fully-employable)   Yellow (Potentially Employable)   Red (Improvement Needed)

### Maintenance of Progress Records

All records of students' academic progress will be kept on file electronically for 6 years.

### Progress Reports

Each student will be given an objective sheet when they begin class. This sheet will include the name of each assignment and when it is completed the instructor will give them a grade and sign it. It is the students' responsibility to keep track of this sheet.

### Class Size

Workforce Innovators of America, LLC has a maximum class size of 8 students per instructor. We believe this is beneficial to the students. The small class sizes give the instructor a chance to help each student master his or her skill and technique.

## GUIDELINES FOR TRANSFER OF CREDIT

Credits gained in this training are not transferrable. Credits gained from other schools in similar subject matter are not transferrable to Workforce Innovators of America LLC.

## FINANCIAL INFORMATION

### Tuition and Fees

Level 1	Program	Tuition	Program Length	Name
	Fundamental Welding Course Certificate	\$4475.00	160 hours	Entry Level Welder

***\*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 does not include supplies and tools.***

***\*Tool prices may be subject to change. This is an estimated price of equipment and costs.***

***\*Itemized list of books, supplies, and tools is available in the student catalog.***

***\*A criminal record may prevent the student from obtaining employment in the field.***

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

Financial Aid Service is not offered.

## **STUDENT INFORMATION**

### **Academic Probation and suspension**

Suspension or expulsion is a result of a violation of the school's code of conduct. Depending on the level of misconduct, the student will be suspended or expelled. Suspension will consist of a two-day removal from class. A meeting will be required prior to returning to class. Expulsion will consist of the student being withdrawn from class for a period of at least 60 days. Based on the level of misconduct, student may be reinstated or permanently expelled from Workforce Innovators of America. In order to be reinstated, he or she must meet the time requirement of 60 days; attend a meeting with the owner of the facility and go through the admission process. Students who have been permanently expelled will not be eligible for reinstatement.

### **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 discuss the matter with the school director who will formally investigate the complaint and take appropriate action. 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.**

<h1 style="margin: 0;">Behavior Agreement</h1>			
<b>Student:</b>		<p>It takes a village to raise a child, and the names to the left represent the most important influences on behavior for our student. We agree to support specific behavioral expectations with:</p> <p>&lt;edit for daily, weekly goals&gt; communication</p> <p>Urgent alerts as needed</p> <p>Positive reinforcement</p> <p>Incentives</p> <p>Clear consequences</p> <p>Specific goals and goal reassessment</p>	
<b>Teacher(s):</b>			
<b>Parent(s):</b>	<insert parent(s) name here>		
<b>Date:</b>	<Date>		
<p>has agreed to make an effort to modify his/her behavior. will self-assess and teacher will assess using a Performance Level rubric of four to one:</p>			
<b>Score 4</b>	Outstanding effort with excellent success!		
<b>Score 3</b>	Good effort and acceptable behavior. Yay!		
<b>Score 2</b>	Some effort with limited success. Keep trying!		
<b>Score 1</b>	Little or no effort during this period. Let's talk.		
Behavior Goals	Student Assessment	Teacher Assessment	Notes (S or T)
Student will <insert comment from page 2>			
Student will <insert comment from page 2>			
Student will <insert comment from page 2>			
Student will <insert comment from page 2>			

Student will <insert comment from page 2>			
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Based on the Performance Levels in the chart above for this reporting period, Behavior Goals do / do not need to be adjusted.

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## **WeldREADY Student Review Form**

### **Strengths/Skills/Abilities to Continue:**

#### *Attendance (check all that apply):*

- Arrived to Class at Appropriate Time
- Left Class at Appropriate Time
- Arrived from Breaks on Time
- Arrived from Lunch on Time

#### *Participation (check all that apply):*

- Engaged in Class
- Displayed Respect to Classmates
- Displayed Respect to Instructor
- Other \_\_\_\_\_

#### *Comments:*

### **Opportunities for Improvement:**

#### *Attendance (check all that apply):*

- Arrived to Class at Inappropriate Time
- Left Class at Inappropriate Time
- Arrived from Breaks at Inappropriate Time
- Arrived from Lunch at Inappropriate Time

#### *Participation (check all that apply):*

- Was not Engaged in Class
  - Sleeping/Dazing-Off
  - Cell-Phone Use
  - Other \_\_\_\_\_
- Displayed Disrespect to Classmates
  - Explain \_\_\_\_\_



- ( 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.***

Refund breakdown

Hours Attended	% Refund	Amount Institution Retains	Amount of Refund
1-24	90%	\$447.00	\$4,028
25-48	80%	\$895.00	\$3,580.00
49-72	70%	\$1,342.00	\$3,133.00
73-96	60%	\$1,790.00	\$2,685.00
97-120	50%	\$2,137.0	\$2,338.00
121-144	40%	\$2,685.00	\$1,790.00
145-240	0%	\$4,475.00	0

***\*Any holder(lender) of a consumer credit contract (promissory note) resulting from the enrollment of the student at the institution is subject to all claims and defenses which the debtor/student could assert against the institution. Recovery shall not exceed the amounts paid by or on the behalf of the debtor/student.***

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

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

**Witness:** \_\_\_\_\_

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

## **Graduation Requirements**

Students must pass each class with a minimum grade of 70 to receive a certificate from Workforce Innovators of America

### **Disclaimer of Employment Guarantee**

While efforts are made to find every graduate a job, guarantee of placement is not made or implied.

### **Job Placement /Employment Assistance**

Workforce Innovators of America is committed to assisting its graduates in finding employment in their training field. Our staff is well-connected in the community and have developed many contacts in the industry over the years who are looking for qualified graduates.

Assistance will be given with job search and job retention. This includes, but is not limited to, interviewing skills, resume preparation and job search techniques. Nearing the end of training students will meet with the school director to discuss possible job openings. There will be a job board placed inside the classroom intended to allow students to view multiple job openings around the area who are looking for applicants with their level of certification. These job postings/descriptions will be updated weekly.

## **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.weldingtipsandtricks.com](http://www.weldingtipsandtricks.com) [www.youtube.com](http://www.youtube.com)

[www.lincolnelectric.com](http://www.lincolnelectric.com)

[www.millerwelds.com](http://www.millerwelds.com)

Available on-site resources:

- 
- NCCER Welding Level 1, 2, 3 Edition 5
- 
- AWS D1.1 Structural Steel Codebook
- 
- AWS D1.2 Aluminum Codebook
- 
- Lincoln Electric detailed welding posters 2'x3'
  
- Teaching Videos from YouTube and Weldingtipsandtricks.com
  
- Modern Welding 11<sup>th</sup> Edition – ISBN: 978-60525-795-2, Andrew D. Althouse, Carl H. Turnquist, William A. Bowditch, Kevin E. Bowditch, and Mark A. Bowditch, 2012
  
- Modern Welding Lab Manual, 11<sup>th</sup> Edition – ISBN: 978-1-60525-797-6, Bowditch, Bowditch and Bowditch, 2012
  
- Reference Material – Hobart Welding Guide – EW-385; Hobart Institute Welding, 400 Trade Square East; Troy, Ohio 45373

